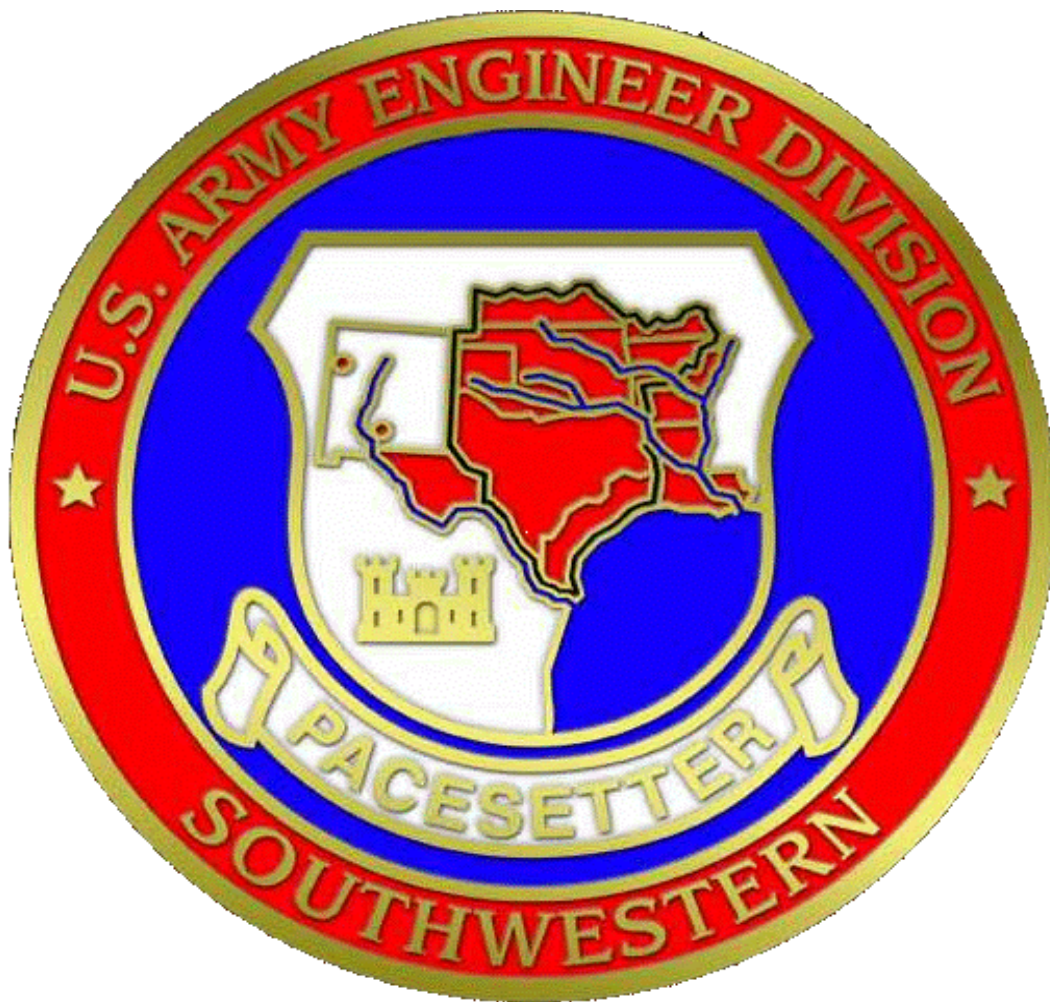


Employee Handbook



**Southwestern Division
Civilian Personnel Advisory Center (CPAC)**

Revised April 2009

FORWARD

The purpose of this Handbook is to provide you SWD civilian employees with a brief discussion of a wide variety of information relating to your employment. Although the information is of a general nature and is by no means complete or detailed, it will help provide the answers to many questions about your work, and your employment conditions.

The information contained in this Handbook is current as of the date below:

April 2009

However, due to the rapid changes in regulations, benefit programs, etc., contact a subject matter expert in the Civilian Personnel Advisory Center (CPAC) to obtain current information and for guidance on any matter covered in this Handbook or regarding any issue that has not been addressed.

**Prepared by:
Southwestern Division
Civilian Personnel Advisory Center (CPAC)**

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CODE OF ETHICS FOR GOVERNMENT SERVICE

Any person in Government service should:

- I. Put loyalty to the highest moral principles and to country above loyalty to persons, party, or Government department.
- II. Uphold the Constitution, laws, and legal regulations of the United States and of all Governments therein and never be a party to their evasion.
- III. Give a full day's labor for a full day's pay; giving to the performance of his duties his earnest effort and best thought.
- IV. Seek to find and employ more efficient and economical ways of getting tasks accomplished.
- V. Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not; and never accept, for himself or his family, favors or benefit under circumstances which might be construed by reasonable persons as influencing the performance of his Governmental duties.
- VI. Make no private promises of any kind binding upon the duties of office, since a Government employee has no private word which can be binding on public duty.
- VII. Engage in no business with the Government, either directly or indirectly, which is inconsistent with the conscientious performance of his governmental duties.
- VIII. Never use any information coming to him confidentially in the performance of governmental duties as a means for making private profit.
- IX. Expose corruption wherever discovered.
- X. Uphold these principles, ever conscious that public office is a public trust.

Merit Principles

Adapted from 5 U.S.C. 2301(b)

The merit system principles are the public's expectations of a system that is efficient, effective, fair, open to all, free from political interference, and staffed by honest, competent, and dedicated employees. As the Department of Army experiences continued change in the management of human resources (centralization, deregulation, delegation,

etc.), it becomes increasingly important that line supervisors and managers incorporate the merit system principles into every decision process they use.

The Merit Principles are:


1. Recruit qualified individuals from all segments of society and select and advance employees on the basis of merit after fair and open competition which assures that all receive equal opportunity.
2. Treat employees and applicants fairly and equitably, without regard to political affiliation, race, color, religion, national origin sex, martial status, age, or handicapping condition, and with proper regard for their privacy and constitutional rights.
3. Provide equal pay for work of equal value and recognize excellent performance.
4. Maintain high standards of integrity, conduct, and concern for the public interest.
5. Manage employees efficiently and effectively.
6. Retain and separate employees on the basis of their performance.
7. Educate and train employees when it will result in better organizational or individual performance.
8. Protect employees from arbitrary action, personal favoritism, or coercion for partisan political purposes.
9. Protect employees against reprisal for the lawful disclosure of information in "whistleblower" situation (i.e., protecting people who report things like illegal and/or wasteful activities).

Prohibited Personnel Practices

Adapted from 5 U.S.C. 2302 (b)

Prohibited personnel practices are those things a Federal employee with personnel authority may not do. A Federal employee has personnel authority if they can take, direct others to take, recommend, or approve any personnel action. This includes appointments, promotions, discipline, details, transfers, reassignments, reinstatements, or any decisions concerning pay, benefits, training, and any decision to order psychiatric testing or examination. Recent changes to the law were made to protect Department of Defense veterans. A personnel action now also includes any significant change in duties, responsibilities, or working conditions which is inconsistent with the employee's salary or grade. People with personnel authority -- managers and supervisors - are charged with avoiding the following prohibited personnel practices.

1. Don't **DISCRIMINATE** on the basis of race, color, religion, sex, national origin, age, handicapping condition, marital status, or political affiliation.
2. Don't **SOLICIT** or **CONSIDER** any personnel recommendation or statement not based on personal knowledge or records of performance, ability, aptitude, general qualifications, character, loyalty, or suitability.
3. Don't **COERCE** an employee's political activity.
4. Don't **DECEIVE** or **OBSTRUCT** any person with respect to such person's right to compete for employment.
5. Don't **INFLUENCE** a person to withdraw from competition for the purpose of improving or injuring the prospects of another person for employment.
6. Don't **GRANT** any preference or advantage not authorized by law, regulation, or rule.
7. Don't **EMPLOY** or **ADVOCATE** a relative.
8. Don't **RETALIATE** against a whistleblower, whether an employee or an applicant.
9. Don't **RETALIATE** against employees or applicants who exercise their appeal rights, testify, or cooperate with an inspector general or the Special Counsel, or refuse to break the law.
10. Don't **DISCRIMINATE** based on actions not adversely affecting performance.
11. Don't **VIOLATE** any law, rule, or regulation implementing or directly concerning the merit principles.
12. Don't **VIOLATE** veterans' preference requirements by taking or failure to take a personnel action..



YOUR OBLIGATIONS

YOUR CONDUCT AS A PUBLIC EMPLOYEE.

As a federal employee, your conduct is important. Since your conduct influences, to some extent, the public's opinion of the Government, you must ensure that your conduct is such that "every citizen can have complete confidence in the integrity of the Federal Government". To this end you must strive to avoid actions creating even the appearance of violating law or ethical standards. You are expected to:

- Render a full day's work for a full day's pay.
- Perform your duties efficiently.
- Work harmoniously and cooperatively with your fellow employees.
- Serve the public with courtesy and understanding.
- Observe the spirit as well as the letter of laws, regulations and policies, which have been established to govern your conduct.
- Conduct yourself at all times, both on and off the job, in such a way as to reflect credit on the Department of the Army and the Federal Government.

INDEBTEDNESS. You are expected to handle your personal debts in a proper and timely manner, especially one imposed by law such as federal, state or local taxes so that they will not be brought to the attention of your employing office. Should unpaid creditors make complaints directly to your place of employment, an embarrassing inquiry would be necessary.

CARE OF DOCUMENTS. You are expected to hold confidential the information you gain from official letters, documents, and records that pass through your hands in the performance of your duties. In no event should you take papers or documents/information contained in electronic/digital media out of the office, unless it is approved by authorized personnel or supervisors in your organizational chain.

MAIL, E-MAIL, TELEPHONE, FAX AND INTERNET. Personal mail should be addressed to your residence and regular mail facilities should be used for dispatching personal letters. Government telecommunications and communications systems may be used by employees for personal reasons on a limited basis as permitted by AR-25-1, Ch 6, Para 6-1d and DoDD 5500.7R, Joint Ethic Regulations. Internet use

for personal purposes is also governed by ER-25-1-99, acceptable use policy (AUP) and as established by local organization policies or guidance. The most current guidance governing the use of government telecommunications and communications systems may be obtained from your organization's information management office.

PROHIBITED ACTIVITIES. Although the emphasis in the Department of Army is always on the positive aspects of performance and conduct, law or regulation forbids certain activities. Each employee shall respect and adhere to the principles of ethical conduct as prescribed in the Office of Government Ethics, Department of Defense Directives, Standards of Conduct and ethics training given to all employees. Listed below is a list of prohibited activities to serve as reminders and to help you avoid actions, which might be unintentional violations. If you desire detailed information regarding these matters, you may consult your supervisor, who will advise or assist you in obtaining the regulation covering the subject.

- Subversive activities.
- Partisan political activities.
- Solicitation for gifts or loans to official superiors.
- Misuse or abuse of government property, including use of a government vehicle or electronic communication systems (email, computer, network systems) for unofficial purposes, except as authorized under limited basis.
- Lobbying with appropriated money.
- Interference in right of petition (prevent from voting).

NOTE: Officers and civilian employees of the Department of Army may not exercise the right of petition as agents of the Department of Army, nor attempt, in their official capacities, to influence employees under their supervision to prevent or affect legislation.

- Fraud, theft or intentionally dishonest conduct.
- Concealment, removal, mutilation, obliteration, falsification, or destruction of official documents.
- Discrimination--race, color, religion, age, sex, national origin, disability condition, marital status or political affiliation.
- Sexual harassment.

- Habitual, unauthorized use, or possession of a controlled substance on government property.
- Habitual alcoholism impeding job effectiveness.
- Unauthorized use or possession of a controlled substance on government property.

CONFLICT OF INTERESTS. You will not engage in private employment or pursuit, with or without compensation, which interferes with performance of your Government duties, brings discredit upon the Government or the Department of the Army, or places you in conflict between your private interests and the public interests of the United States.



YOUR RIGHTS

EMPLOYMENT POLICY. It is the policy of the Government of the United States to provide equal opportunity in federal employment for all persons, to prohibit discrimination in employment because of race, color, religion, age, sex, national origin, disability, marital status or political affiliation and to promote the full realization of equal employment opportunity through a continuing Affirmative Action Program in each executive department and agency. This policy of equal opportunity applies to and must be an integral part of every aspect of human resources policy and practice in the employment, development, advancement, and treatment of civilian employees of the federal government.

EMPLOYEE ORGANIZATIONS. You have the right to form, join and assist any labor organization, or to refrain from any such activity, and to exercise these rights freely and without fear of penalty or reprisal. You may not strike against the Government and you may not belong to any organization, which advocates the overthrow of the Government by force or violence.

GRIEVANCES AND APPEALS. The Department of Army makes every effort to insure all employees are treated fairly and that working conditions are the best possible. It recognizes that dissatisfaction and disagreements will occur and that adverse administrative actions must sometimes be taken. Grievance and appeal procedures are available to provide for equitable, orderly review of employee complaints or requests for reconsideration of adverse actions. Employees who feel that they have not been treated fairly and equitably have a right to present their grievances and appeals to appropriate management officials for prompt consideration and equitable decision. The employees on their own behalf, or through a personal representative, may exercise this right. In exercising this right, employees and those representing them, if chosen, will be unimpeded and free from restraint, coercion, discrimination or reprisal. Employees are encouraged to first discuss their complaints freely with their immediate supervisor in an effort to resolve complaints on an informal basis. If a mutually satisfactory settlement cannot be made, the immediate supervisor will arrange for discussions with higher level supervisors in accordance with prescribed procedures. The procedures to be followed vary according to such factors as the subject of the complaint and labor organization coverage.

REEMPLOYMENT RIGHTS AFTER MILITARY SERVICE.

Employment in the Federal service does not affect your call to military service. It is the policy not to request deferments except in unusual cases in which the loss of an individual would disrupt highly essential work.

If you enter military service while employed in the Federal service, you have certain reemployment rights upon your release. As a career or career-conditional employee, you have statutory (as stated in law) reemployment rights which guarantee that upon release from active duty you will be given (1) a position equal to the one you held at the time you entered military service, and (2) any step increase(s) or promotions which you would have received had you not gone on active duty. In addition, you are guaranteed retention of this position for at least 12 months after reemployment. If you have indefinite status at the time you are called to active duty, you have regulatory reemployment rights upon your release. Temporary employees do not have reemployment rights should they enter military service.

Before you leave for active duty, you should check with your supervisor to insure that your current position description fully and accurately describes your duties. While on active duty you will be given due consideration for promotions. This consideration is documented in your official personnel folder for use in determining the position to which you should be assigned upon return to duty as a civilian.

GIFTS. Your right to give gifts to your friends, if you choose, is not prohibited because your friends happen to work in the same office--with the following exceptions: You may not give a gift to an official superior, or accept a gift from one who receives less salary than yourself, and you may not solicit gifts for those in superior official positions. However, this prohibition is not applicable to accepting voluntary contributions from other employees in case of death in your family, illness, marriage, retirement, or participating in solicitations for similar occurrence involving a fellow employee. You may not accept any gift, loan, service, or other things of value from any person or firm with whom you have official relations as an employee of the Department of Army.

OUTSIDE EMPLOYMENT. Federal statutes and Army regulations place certain restrictions on outside employment. Also, it is the policy of the Department of Army that civilian employees may not accept employment with or compensation from private persons or firms nor engage in private business or practice where the information available to them as government employees might give them unfair advantage over competitors; or where the outside services rendered would have any connection with any work project, improvement, or enterprise that touches on the duties of the Department of Army.

You should inform your supervisor of any outside employment in which you are engaged to assure that it creates no conflict of interest and does not lessen your ability to perform your duties.



YOUR JOB

WHAT YOU ARE HIRED TO DO. Your job consists of a group of duties and responsibilities that are assigned by your supervisor and described on a written position description (PD). Your supervisor will provide you a copy of your position description, which covers your main duties and responsibilities; however, it is not meant to be a complete listing of everything you will be called upon to do, nor is it intended to confine your talents or hamper your initiative. Moreover, it does not prevent your supervisor from assigning additional duties or changing present duties. If the job becomes significantly different on a permanent basis, it will be redescribed and a new PD prepared. Likewise, you will ordinarily receive a new PD from your supervisor each time you change jobs or organizations. Your supervisor will explain your duties to you and discuss what is expected of you for satisfactory performance of your duties. Keep your copy of your position description handy for reference. It is useful in describing your duties on future applications for placement and promotion.

YOUR PERFORMANCE PLAN AND RATING.

Employees Under The General Schedule (GS) And The Federal Wage System (FWS)

The Total Army Performance Management System (TAPES)

Your supervisor is required to make a periodic evaluation of your performance. This is usually done once a year and is called an annual performance rating. Temporary employees are not subject to mandatory, formal performance appraisal procedures unless they occupy a position for 120 days or more. Performance ratings include: how well the job should be done in terms of accuracy, neatness, skill and knowledge; how much can be reasonably expected; and the manner of performance which means such things as cooperativeness, initiative, attendance, dependability and work habits.

Appraisal process. Depending upon your status, you will receive at least one of the following types of formal appraisals each year:

Annual. You will receive an annual appraisal that usually (unless you have had an intervening job change) covers 12 months and never less than 120 days. You will be notified of your annual rating period and of the people who review and approve your appraisal.

Special. If you are on a temporary assignment to an established position (for example, detail or temporary promotion) for more than 120 days, you will receive a special appraisal covering the period of the assignment.

Your written appraisal must be postponed if you have not served 120 days in the position. It may also be postponed under special conditions. For example, it may be postponed if your supervisor is newly assigned (less than 120 days), or if your performance is less than successful and shows evidence of improvement.

Tapes Summary Rating Levels. They are: Successful Level 1, Successful Level 2, Successful Level 3, Fair and Unsuccessful. If you disagree with the rating assigned to you and you are unable to resolve the problem with your supervisor, contact the Civilian Personnel Advisory Center (CPAC).

Amount of Credit for Reduction-in-Force (RIF): An employee is given additional service credit based on the average of the value of the employee's last three (actual and/or assumed) annual performance ratings of record received during the four year period prior to the date of issuance of specific RIF notices.

EMPLOYEES UNDER THE NATIONAL SECURITY PERSONNEL SYSTEM (NSPS)

Under NSPS a rating of record applies to employees who at a minimum have been, or are expected to be, employed in an NSPS position and performing under an approved NSPS performance plan for 90 days during the current appraisal period.

Performance Plans - Performance plans shall be in place and communicated to the employee within 30 days from the start of the rating cycle, entrance on duty of a new employee, or employee job change. The 30-day requirement may be extended up to an additional 60 days. NSPS Employees who are appointed for less than 90 days will be placed on a performance plan and be given performance expectations that are linked to the organization's mission.

Rating period - Normally, the standard NSPS appraisal period will be October 1 through September 30 each year.

Interim Review - Under NSPS an Interim Review is an assessment describing an employee's year-to-date progress on performance expectations, including job objectives and associated contributing factors. At least one interim performance review shall be prepared and documented during the appraisal period.

Close Out Assessments - Any time after an employee has completed the minimum period and the supervisor-employee reporting relationship/assignment changes, the supervisor shall provide a closeout assessment. If such change occurs within 90 days of the end of the appraisal period, the supervisor shall complete an early annual recommended rating of record. Ratings are never final

until after the Pay Pool Panel Process is complete and you are notified by your supervisor of your rating.

Rating of Record – the rating of record for NSPS is determined based on the average rating as follows:

AVERAGE RATING RANGE	RATING OF RECORD	RATING OF RECORD DESCRIPTOR
4.51 to 5.00	5	Role Model
3.51 to 4.50	4	Exceeds Expectations
2.51 to 3.50	3	Valued Performer
2.00 to 2.50	2	Fair
1 on any objective	1	Unacceptable

Reconsideration Process - If you disagree with your NSPS rating there are procedures for requesting reconsideration.

Amount of Credit for Reduction in Force – An employee is given additional service credit based on the average of the value of the employee's last three (actual and/or assumed) annual performance ratings of record received during the four year period prior to the date of issuance of specific RIF notices.

TYPES OF APPOINTMENTS. Most employees have one of the following appointments:

Career-conditional. Career-Conditional employees serve a probationary period of one year. During this time the new employee's ability, attitude, and work habits are evaluated to determine suitability for a career in the Federal service. Near the end of this period the supervisor must certify that according to the performance standard of the position you should either be retained in the federal service or separated. If you have a career-conditional appointment, you will become a career employee after three years of satisfactory continuous service, unless this term must be extended as a result of periods of non-pay status. *Preference eligible Veterans* serving on career-conditional appointments have unlimited reinstatement eligibility. *Non preference eligible Veterans and Non-Veterans* serving on career-conditional appointments have reinstatement eligibility for three years after leaving the service. If you occupy a *seasonal* position, you may be laid off in periods of slow workload and returned to duty when there is an increase in workload.

Career. This appointment confers permanent Civil Service status. Three years of permanent, continuous, satisfactory Federal service are the requirements.

Temporary. This type of appointment is usually made when there are short-term

projects, which require employees for short periods, or budget restraints on permanent hiring. Appointments may be made for one year at a time for a maximum of two years. The type of appointment you have is indicated on your copy of the "Notification of Personnel Action", Standard Form 50, which you should receive shortly after you enter on duty. In general, a temporary appointment does not give an employee Civil Service status, or eligibility for another Federal position. It does, however, give creditable experience that can be utilized when seeking a permanent position.

Term. This is an appointment expected to last longer than one year but which is not of a continuing nature and will terminate upon completion of work. Appointments may be made for any time frame from one year up to a maximum of four years. Term employees, including those appointed on the basis of reinstatement eligibility, must serve a one-year trial period. A Term appointment does not confer competitive status and employees are not eligible for transfer to other agencies. Term employees are eligible for within-grade increases, coverage under the Federal Employees Retirement System (FERS), the Federal Employees Health Benefits (FEHB) Program, and the Federal Employees Group Life Insurance (FEGLI) Program.

Excepted Appointment. This is a special type appointment made outside of normal competitive procedures excepted by law, executive order or regulations. Veteran's Recruitment Appointment (VRA) is a commonly used excepted appointing authority. The following individuals are eligible for a VRA appointment:

Disabled veterans

Veterans who served on active in the Armed Forces during a war declared by Congress, or in a campaign or expedition for which a campaign badge has been authorized. Veterans who, while serving on active duty in the Armed Forces, participated in a military operation for which the Armed Forces Service Medal was awarded; and Veterans separated from active duty within the past 3 years.

There is no minimum service requirement, but the individual must have served on active duty, not active duty for training.

VRA positions may be any position at or below GS-11 or WG equivalent.

Other excepted appointments are student employment, attorneys, physically disabled and Schedule B. A permanent employee's first year on the appointment is a trial period (two years for VRA). Some student employment appointments are temporary and do not provide employment benefits, i.e., health or life insurance and retirement coverage.

SES. Members of the SES serve in the key positions just below the top Presidential appointees. SES members are the major link between these appointees

and the rest of the Federal work force. They operate and oversee nearly every government activity in approximately 75 Federal agencies. Agency Executive Resources Boards conduct the merit staffing process leading to initial career appointment. Vacancies must be advertised at least Government-wide and must be published on the USAJOBS web site. Veteran's preference does not apply. OPM administers interagency Qualifications Review Boards (QRB's) who must certify the executive qualifications of agency selectees before their initial SES career appointment. A one-year probationary period follows initial career appointment.



YOUR BENEFITS

HOW TO ENROLL, WAIVE, OR CHANGE BENEFITS COVERAGE

All benefit elections, with the exceptions of Flexible Spending Account (FSA) and Federal Employees Dental and Vision Insurance Program (FEDVIP), have to be made through the Army Benefits Center – Civilian website at <https://www.abc.army.mil> or telephonically at 877-276-9287. Information links and instructions will be provided to you during in processing. The following enrollment dates have been published and adapted from the ABC website.

- Health Insurance – enroll within 60 days of entry on duty date (enroll with ABC-C)
- Life Insurance – automatically covered under Basic, 31 days from entry on duty date to enroll in optional coverage (enroll with ABC-C)
- Retirement – automatically covered if in an approved position
- Federal Dental and Vision Insurance Program (FEDVIP) – enroll within 60 days of entry on duty date (enroll with [BENEFEDS](#)). You have ONE opportunity to enroll in dental insurance and ONE opportunity to enroll in vision insurance. You can't make multiple changes within the 60 day window.
- Flexible Spending Account – enroll within 60 days of entry on duty date (enroll with [FSAFEDS](#))
- Long Term Care Insurance – enroll within 60 days of entry on duty date, if after 60 days employee must complete an underwriting application for enrollment (enroll with Long Term Care Partners, [LTCFEDS](#))
- Thrift Savings Plan - enroll at any time (enroll with ABC-C)

GROUP LIFE INSURANCE.

The Federal Employees Group Life Insurance (FEGLI) Program provides group TERM life insurance and accidental death and dismemberment insurance for permanent employees at rates competitive with private policies. FEGLI builds no cash value, loan, or paid-up or extended insurance equities. It is immediate protection against financial hardship or loss by death. The plan consists of a basic rate of insurance (approximately the amount of your salary) plus three options. To elect one or more of the options you must enroll in the basic insurance. Participation is voluntary; however, you are automatically covered for basic life insurance unless waived. The amount of your insurance changes if your annual basic pay increases or decreases by \$1,000.00 or more. The new amount of insurance and the new premium are effective on the date the pay change occurs. Part-time employees whose appointments are not limited to a year or less and who do not have intermittent appointments (non-full time appointments

without a prearranged, regularly scheduled tour of duty) are generally eligible to enroll.

To enroll or waive coverage, you must make your elections within 31 days after you enter on duty. Refer to the FEGLI brochure for information on your options.

The Civilian Personnel Advisory Center (CPAC) will furnish specific information, upon request, regarding eligibility in individual cases, coverage during periods of nonpay status, continuance of insurance after retirement, or conversion after separation from federal service.

HEALTH INSURANCE.

Employees are offered an opportunity to acquire for themselves and their family's protection against the cost of health care services, including those involved in prolonged illness or severe accidents. Benefits also may be retained after retirement, if they retire under certain conditions. The government contributes to the cost of the plan with employees paying their share through payroll deduction. Employees serving in their first year under a temporary appointment, seasonal employees, intermittent employees or those who are excluded by law or regulation are *ineligible* for health insurance.

At the time you entered on duty (during in processing), you should have received information and a copy of the Federal Employees Health Benefits Program Guide or information on the website that this information can be obtained from <http://www.opm.gov/insure/health/index.asp>. This brochure and website provides information on the differences in coverage among the plans available to you and the costs of the various options in each plan.

Annual "open season" is usually held in the fall, during which time employees desiring to enroll or change plans or options can do so. Because your health insurance deductions are pre-taxed, you can only cancel your coverage if you have a qualifying life event. You can contact your Civilian Personnel Advisory Center (CPAC) for this information if necessary

Employees on part-time tours of duty pay their share of the health insurance plus pro-rated share of the government's (e.g., employee working 32 hours a week pays 1/5 of the government cost).

Effect of Nonpay Status on Health Insurance. If you are in a nonpay status for one complete pay period or at least 365 days, you can elect to pay your share of the premiums, terminate your coverage or incur a debt and pay it when you return to duty.

TEMPORARY CONTINUATION OF COVERAGE (TCC)

TCC is a feature of the Federal Employees Health Benefits (FEHB) Program which allows you and your eligible family members who lose their FEHB coverage because of a qualifying event, to continue health coverage.

FLEXIBLE SPENDING ACCOUNT

A Flexible Spending Account (FSA) is a tax-favored program offered by employers that allows their employees to pay for eligible out-of-pocket health care and dependent care expenses with pre-tax dollars. By using pre-tax dollars to pay for eligible health care and dependent care expenses, an FSA gives you an immediate discount on these expenses that equals the taxes you would otherwise pay on that money.

In other words, with an FSA, you can both reduce your taxes and get more for your money by saving from 20% to more than 40% you would normally pay for out-of-pocket health care and dependent care expenses with after-tax (as opposed to taxed) dollars.

THE FEDERAL DENTAL AND VISION INSURANCE PROGRAM (FEDVIP)

FEDVIP is available to eligible employees, retirees, and their eligible family members on an enrollee-pay-all basis. This Program allows dental and vision insurance to be purchased on a group basis which means competitive premiums and no pre-existing condition limitations. Premiums for enrolled Federal and Postal employees are withheld from salary on a pre-tax basis.

Eligible individuals can enroll in a dental plan and/or a vision plan during the annual Federal Benefits Open Season in November and December. New and newly eligible employees can enroll the 60 days after they become eligible. They may enroll in a plan for **Self-only**, **Self plus one**, or **Self and family** coverage. Eligible family members include an enrollee's spouse and unmarried dependent children under the age of 22, or if age 22 or older, incapable of self-support. The rules for family members' eligibility are the same as they are for the FEHB Program.

Employees must be eligible for the FEHB Program in order to be eligible to enroll in FEDVIP. It does not matter if they are actually enrolled in FEHB - eligibility is the key. [Annuitants](#) do not have to be eligible or enrolled in the FEHB Program.

For enrollment/premium questions regarding the Federal Employees Dental and Vision Insurance Program, please contact BENEFEDS at 1(877)888-3337. To enroll in FEDVIP, please visit www.BENEFEDS.com.

LONG TERM CARE INSURANCE

The Federal Long Term Care Insurance Program (FLTCIP) provides coverage to help pay for cost of care when individuals are unable to care for themselves due to a chronic mental or physical condition. The program offers flexible benefits package to cover a variety of services. Individuals' eligible to apply for this insurance coverage includes employees, annuitants, and qualified relatives. For specific questions about FLTCIP should be directed to their Customer Service Center @ 1-800-582-3337.

THRIFT SAVINGS PLAN (TSP)

The Thrift Savings Plan (TSP) is a retirement savings and investment plan available for both CSRS and FERS employees. Contributions made to TSP are voluntary. FERS employees, however, are strongly encouraged to contribute to TSP, as it is an integral part of your retirement system, and the formula used to compute your basic annuity is a lot less than that used to compute CSRS employees' annuity. CSRS employees are also encouraged to make contributions, as it can supplement your retirement benefits. TSP offers Federal employees the same type of savings and tax benefits that many private corporations offer their employees under 401(k) plans. You can start, stop or change your contributions to TSP at any time. You can also change the way your contributions or account balance are allocated amongst investment funds. You can contribute any dollar amount or percentage up to the Internal Revenue Code limit. You can also obtain a loan against your vested TSP contributions and earnings for general purposes or purchase of a primary residence, and or make an in-service withdrawal for hardship reasons. When you leave Federal service, you will receive a withdrawal package that explains your options for choosing an annuity or withdrawing your TSP account. More information regarding TSP is available on TSP's website at <http://www.tsp.gov>, or by contacting the Army Benefits Center at <http://www.abc.army.mil>.

THRIFT SAVINGS PLAN CATCHUP CONTRIBUTION. If you are age 50 and older and are contributing the max amount on your regular TSP account, you can contribute an additional amount to your account according to the IRS limit. Election can be made anytime and becomes effective the first pay period after receipt. The election is only valid through the end of the calendar year and then you need to submit a new election. Under FERS you do not receive a matching contribution on this investment. Elections are made by accessing the ABC at <https://www.abc.army.mil>.

RETIREMENT BENEFITS. Depending on when they entered government service, civilian employees are covered by one of the following retirement plans:

Civil Service Retirement System (CSRS). The Civil Service Retirement System applies to employees hired prior to January 1, 1984 and to employees who have had less than a 365 day break in service since then. CSRS is a contributory retirement plan. You and the Government each contribute to the CSRS and Disability Fund, from which benefits are paid. Money accumulated in the Fund is invested by the United States Treasury in interest bearing Government Securities and the interest also becomes a part of the Fund. You are guaranteed a return of an amount that is at least equal to your contributions. This return may be in the form of annuity payments or as a lump sum refund to you or your survivors. CSRS employees may qualify for Social Security benefits which provide retirement, survivors, and Medicare benefits. For information on Social Security eligibility, contact the Civilian Personnel Advisory Center (CPAC). Voluntary Contributions (for CSRS employees only) are optional payments, made in addition to the regular retirement reductions from salary, used to purchase additional annuity which is added to the regular annuity you would normally receive upon retirement. Voluntary contributions, plus earned interest, can be refunded at anytime before an employee retires and receives an additional annuity.

Federal Employees Retirement System (FERS). The Federal Employees Retirement System applies to employees hired after December 31, 1983, but may be available to CSRS participants under certain guidelines. FERS is a three tiered retirement plan. The three components are: (1) Social Security Benefits (includes Old Age, Survivors, and Disability Insurance - OASDI; and Medicare); (2) Basic Benefit Plan (provides an annuity, survivors benefits, and disability benefits), and (3) Thrift Savings Plan (TSP). FERS employees contribute 8.45 percent of their base salary towards their retirement, wherein 6.20 percent is contributed to Social Security, 1.45 percent is contributed to Medicare, and .80 percent is contributed to FERS for your basic annuity. The government will also contribute one percent of your basic base pay ever pay period into your TSP account, and will match your contributions up to five percent. . The three components of FERS work together to give you a strong financial foundation for your retirement years. During your entrance on duty (in-processing) you should have received a FERS information booklet which provides more information on this topic.

FEGLI and Retirement - Basic Life Insurance. If you retire and have held your insurance for the preceding 5 years, (or from your earliest opportunity, if covered less than 5 years), you can continue Basic Life Insurance into retirement. The cost of post-retirement coverage depends upon the level of protection you want to retain after you reach age 65 (or when you retire, if later). At the time you retire, you choose one of the three levels: 75%, 50% or no reduction.

Remember that in contrast to our FEGLI program, you must generally prove medical

insurability in order to acquire private life insurance coverage. Both the likelihood that you will become uninsurable and the cost of private life insurance coverage increase with age. Thus, if you need more life insurance protection after age 65 than is provided through the 75% reduction, FEGLI provides you an opportunity to acquire additional life insurance protection after age 65 without proof of insurability.

FEGLI and Retirement - Optional Insurance. The optional insurance may also be carried into retirement, if you meet the eligibility conditions. Provisions for this are described in great detail on the SF-2818, "Continuation of Life Insurance", which will be provided to you at that time.

WORKER'S COMPENSATION. The Federal Employees' Compensation Act (FECA) provides for medical care, disability compensation and vocational rehabilitation to civilian employees of the United States for injury or occupational disease sustained in the performance of their duties. Benefits cannot be paid if misconduct or intoxication causes the injury or disease. Contact your CPAC for more information.

DEATH BENEFITS. The following are benefits that may be due to your family and matters your family should be aware of in the event of your death while in the Federal service.

Lump-Sum Payment for Salary and Annual Leave. Unpaid salary and annual leave will be paid to your designated beneficiary.

Civil Service Retirement Benefits. A survivor annuity and any voluntary contribution annuity is payable to a spouse and/or dependent children if the employee had completed 18 months of civilian service and died while covered by CSRS. Should death occur before completion of 18 months of civilian service, or if there is no widow (or widower) or child entitled to an annuity, a lump sum representing the amount paid into the fund, plus any accrued interest, will be paid to your beneficiary. If there is no designated beneficiary, payment will be made in the order of precedence listed below under Designation of Beneficiary.

FERS Retirement Benefit. Because of the many variables in death benefits for FERS employees, information should be obtained from the Civilian Personnel Advisory Center (CPAC). If at least 18 months of service have been completed and there is a survivor entitled to annuity, an annuity will be payable to the widow (or widower) and each unmarried child under 18 years of age.

Life Insurance. If you are subject to the Federal Employees' Group Life Insurance at the time of death, the amount of your insurance coverage (double in case of accidental death) is payable to your beneficiary(ies) or in the order of precedence listed below under Designation of Beneficiary if there is no beneficiary designated.

Health Insurance Coverage. If you are subject to family coverage under the Federal Employees' Health Benefits program at the time of death, coverage will continue for your family provided that at least one family member is entitled to an annuity.

Worker's Compensation. The Federal Employees' Compensation Act (FECA) provides for the payment of benefits (partial funeral expenses and survivors compensation) to dependents if an injury or occupational disease sustained in the performance of their duties causes an employee's death. Benefits cannot be paid if misconduct or intoxication causes the death. In addition, you cannot receive both a CSRS or FERS retirement death benefit *and* an FECA death benefit (your survivors will choose depending on which provides the greater benefit).

SEVERANCE PAY. Generally, permanent employees who currently have been employed continuously for the last 12 months and who lose their jobs through no fault of their own are entitled to this separation pay. Be aware that there are some limitations on entitlement to severance pay.

DESIGNATION OF BENEFICIARY. Completing beneficiary forms is an option available to every civilian employee. However, if you complete beneficiary forms, it becomes your responsibility to ensure the forms are current. A change in marital status or family status does not automatically change a beneficiary form that you previously submitted, nor does it prevent the beneficiary from receiving the death benefits that you designated. The most common mistake is when you name a spouse as beneficiary and later divorce that spouse, but forget to change the beneficiary form.

The laws regarding the Thrift Savings Plan, Civil Service Retirement, Federal Employees' Retirement System, Federal Employees' Group Life Insurance, and any unpaid compensation provide that unless other designations have been made, the benefits due survivors of deceased federal employees will be paid in the order of precedence indicated below:

- Court Order Property settlement.
- To the widow or widower.
- If neither of the above, to the child or children in equal shares, with the share of any deceased child distributed among the descendants of that child.
- If none of the above, to the parents in equal shares or the entire amount to the surviving parent.

- If none of the above, to the executor or administrator of the estate of the decedent.
- If none of the above, to the next of kin under the laws of the state in which the descendant was domiciled at the time of death.

If this order of precedence is not satisfactory or if you wish to name some other person or persons, you can obtain the proper forms for this purpose from <https://www.abc.army.mil/>.

MILITARY ACTIVE DUTY (LEAVE WITHOUT PAY)

Military Leave. You are entitled to time off at full pay for certain types of active or inactive duty in the National Guard or as a Reserve of the Armed Forces. If you are a full-time Federal civilian employee whose appointment is not limited to one year, you are entitled to military leave. Military leave under 5 U.S.C. 6323(a) is prorated for part-time career employees and employees on an uncommon tour of duty.

Federal Employee Health Benefits. If called to active duty for 30 days or less, your Federal Employees Health Benefits (FEHB) coverage will continue without change. However, be sure to complete and submit a new [checklist](#) if your orders are changed so that your period of duty is more than 30 days.

If called to active duty for more than 30 days, your FEHB coverage (if enrolled) will continue for up to 24 months **unless** you elect, **in writing**, to terminate. This applies to LWOP-US and Separation-US, whether the active duty is in support of a contingency operation or not.

You may be entitled to agency payment of your FEHB premiums if the active military duty is in support of a contingency operation.



HOW MUCH YOU GET PAID. Your pay depends on the duties and responsibilities of your job. That is, how difficult it is, how much responsibility you are given, and what kinds of experience and training are required. Federal service pay is based on employee grade or pay band and the associated pay schedule. Current pay tables are available on the CPAC website.

THE SYSTEM UNDER WHICH YOU ARE PAID. There are three main types of position grading or classification systems used: General Schedule System (GS), Federal Wage System (FWS), and the National Security Personnel System (NSPS). The actual rate of pay is normally adjusted annually to achieve comparability with the private sector.

The General Schedule System (GS) is based on the concept of equal pay for work of equal value within a pay locality and can include professional, administrative, clerical, and technical positions. The rates of pay for each General Schedule (GS) grade are established by Federal law and are based on the locality or area in the United States in which the employee's duty station is located. GS positions can include, for example, engineers, attorneys, geologists, clerk-typists, clerks, accountants, investigators, technicians and biologists. The GS system, often referred to as "white collar" is a salaried per annum system comprised of 15 levels, GS-01 through GS-15. Each level has 10 pay rates, called steps.

The Federal Wage System (FWS) includes most trade and craft positions, both skilled and unskilled. Wage Grade positions are paid an hourly rate and include, for example, power plant operator, equipment mechanic, maintenance worker, etc... Rates of pay are generally different in each locality and are based on the rates paid in industry in each local labor market for similar work. Federal Wage System includes Wage Grade (WG), Wage Leader (WL), Wage Supervisor (WS), XF (positions located on floating plants), XY and WA (Lock & Dam supervisor) positions, commonly referred to as "blue collar" positions. WG, WL, XF and XY positions have 15 levels with 5 pay-rate steps in each level. WS and WA positions have 19 levels with 5 pay-rate steps in each level. Wage Board (WB) positions are located at Power Plants and do not have levels or steps. Pay for WB positions is established by the Dept. of Defense (DoD) Wage and Salary Division.

National Security Personnel System (NSPS) is based on the concept of equal work for work of equal value and can include professional, administrative, clerical, and technical positions. At this time it does not include FWS positions and positions covered by a

bargaining unit. The NSPS pay system is a pay-for-performance system designed to compensate and reward employees based upon individual and organizational performance and contribution. The NSPS system is a salaried per annum system comprised of four Career Groups further subdivided into Pay Schedules. Each Pay Schedule has an associated Pay Band identifying a specific pay range with a maximum and a minimum pay rate.

The Merit Pay System included mid-level managers in grades 13 through 15 (designated as GM) and unlike the General Schedule (GS) System of pay, was not comprised of varying levels and steps. Instead, employees were covered by a pay-for-performance system called the Performance Management Recognition System (PMRS) in which employees received merit increases and performance bonuses based on a rating schedule. **The Merit System of pay was abolished on November 1993.** All positions in grades 13 through 15 filled after November 1993 fall under the General Schedule System of pay and have the GS designation. All incumbent positions existing prior to the end of the Merit Pay System were transferred to the General Schedule System at their then current rates of pay and for administrative reasons retained the GM designation. In most cases this meant that they were "off step" since the salaries did not match the "steps" on the GS pay table. These employees will remain "off step" and retain the GM designation until the incumbents are promoted, changed to a lower grade, transfer to another agency, are reassigned to a non-supervisory or non-management position or have a break in service of more than three (3) days. Once any of the above changes occurs, the employee's "off step" status will end, along with the GM designation.

Senior Executive Service (SES) includes positions at the very top level of the Federal government. These are primarily managerial, supervisory and policy making positions classified above GS grade 15 or equivalent positions in the executive branch of the Federal Government. This grade-less system links salary to such things as scope of responsibility, personal qualifications and job performance.

PAY PERIODS. You are paid by direct deposit/electronic funds transfer into your account every other week. Direct deposit is mandatory for all employees. Your supervisor will advise you which day has been established as your regular payday. Usually there are 26 paydays each year. Pay periods end on a Saturday.

LEAVE AND EARNINGS STATEMENT. You can elect to receive your leave and earnings statement or "pay slip" at your home address or access it electronically from the **MyPay** website at <https://mypay.dfas.mil/mypay.aspx>. This statement indicates your gross and net pay, how much is subtracted for each of your deductions, and your present leave balance. The statement also indicates cumulative deductions since the first pay period of the year. Each time there is a change in your salary, deductions or leave balance, it will be reflected in your statement. As you receive these

statements, it is your personal responsibility to verify the accuracy of your leave and earnings statement and to promptly report any errors to the Payroll Customer Service Representative (CSR) in the Resource Management Office (RMO) or the Civilian Personnel Advisory Center (CPAC). You can also access, view and print your LES online at the **MyPay** website on the Friday before pay day and view and print prior pay period leave and earnings statements.

DEDUCTIONS TAKEN FROM YOUR PAY. Your paycheck is your take-home pay. Some of the following deductions *may* be taken from your pay before you receive it:

Federal Income Tax. The "pay-as-you-go" plan requires deductions from your salary each payday so that the total amount deducted during the year should be about the same as your federal income tax bill. The exact amount withheld will be reported to you (W-2 Form) early in the next calendar year for use in completing your income tax return.

State and Local Taxes. In some offices deductions are also made for State and local taxes. If you have any questions regarding these taxes, contact the Civilian Personnel Advisory Center (CPAC).

Social Security. The amount of this deduction depends on the type of appointment you have and the retirement system (CSRS or FERS) you are covered by. Temporary employees are subject to this deduction.

Retirement. The amount of this deduction depends on the type of appointment you have and the retirement system (CSRS or FERS) you are covered by.

Group Life Insurance. Permanent employees are automatically insured for basic insurance under the Federal Employee's Group Life Insurance (FEGLI) Plan unless a waiver is filed. Keep in mind that the amount of insurance and consequently the deduction will change if your annual basic pay increases or decreases by one thousand dollars (\$1,000.00).

Health Insurance. Permanent employees may also participate in one of the health benefits plans in which the employee pays the difference, through payroll deductions, between their cost of the plan and the amount the Government contributes. Temporary employees are eligible for health benefits after one continuous year of employment. Temporary employees pay the full cost of the insurance (employee and government share).

Medicare. Since January 1983, all federal employees have been subject to "Medicare" tax. This is the Medicare hospital insurance portion of the Social Security (FICA) tax.

Savings Bonds and Voluntary Allotments. You may buy Savings Bonds under the

payroll deduction plan. You may also make allotments and assignments of pay to labor organizations (for dues, etc.) holding exclusive representation with your employing activity; the Combined Federal Campaign (United Way); and financial institutions.

Thrift Savings Plan (TSP). The Thrift Savings Plan (TSP) is a retirement savings and investment plan for Federal employees and offers Federal employees the same type of savings and tax benefits that many private corporations offer their employees under "401(k)" plans. Contributions to the TSP account are voluntary and are separate from contributions to the FERS or CSRS retirement fund.

PREMIUM PAY

Overtime. In general, the workday is 8 hours, and the law provides overtime for work in excess of 8 hours a day, or in excess of 40 hours in the workweek. General Schedule (GS) employees are paid time-and-one-half of their hourly rate for overtime work, with certain limitations. Unless otherwise prescribed in a collective bargaining (Union) agreement, a refusal to work overtime may be treated as a refusal to comply with an order, and thereby may result in disciplinary action.

Holiday Pay. Twice the employee's basic rate of pay for work performed on a federal holiday, if the holiday is during the normal tour of duty. Wage Board (Power Plant) employees are paid at a different rate.

Sunday Premium Pay. A differential of 25% for work performed on a Sunday, if Sunday is in the normal tour of duty.

Night Differential. Employees under General Schedule are entitled to 10% for night work for any regularly scheduled work that falls between 6:00 p.m. and 6:00 am.

Hazardous Pay Differential. Additional pay for the performance of irregular or intermittent hazardous duty or duty involving physical hardship. The specific working condition that warrants hazardous pay differential is determined by regulation.

Compensatory Time. Equal time off for hours worked instead of overtime pay. Requests for compensatory time off instead of payment for overtime are approved by the supervisor for workload related reasons.

PAY INCREASES WITHOUT A CHANGE IN JOBS

General Schedule (GS), Federal Wage System (FWS)

General Pay Increase (GPI). This is the general pay increase (percentage of base pay) recommended by the President and authorized by Congress. The GPI is divided into the base salary portion and the locality pay portion.

Within-Grade Increases (WIGI). These are rates (steps) within the salary range for each grade for which most employees become eligible after serving a required waiting period without a change in duties, title or grade. All General Schedule (GS) and Federal Wage System (WG, WL, WS, XF, XY) employees who are not at the top step of their grade are eligible, except for GS employees serving on temporary appointments and employees paid at the Federal minimum wage. Temporary employees under the Federal Wage System do earn within-grade increases. Wage Board (WB) employees do not receive within-grade increases; pay increases for Wage Board employees are determined by the Department of Defense (DoD) Wage Fixing Authority.

The requirements an employee *must* meet to receive a within-grade increase are:

- Serve the required waiting period;
- Not have received an equivalent increase during the prescribed waiting period; and
- Been rated Successful Level 3 or higher under TAPES (Total Army Personnel Evaluation System) on the most recent performance rating during the required waiting period.

Waiting periods for full-time employees and part-time General Schedule employees with prearranged regularly scheduled tours of duty are:

GENERAL SCHEDULE (GS)			TAPES
Steps	Waiting Period	Creditable Nonpay Status	Performance Rating
2-4	52 calendar weeks	2 workweeks	Successful Level 3 or Higher
5-7	104 calendar weeks	4 workweeks	
8-10	156 calendar weeks	6 workweeks	

Waiting periods for full-time employees and part-time Federal Wage System employees with prearranged regularly scheduled tours of duty are:

FEDERAL WAGE SYSTEM (WG, WL, WS, XF, XY)			TAPES
Steps	Waiting Period	Creditable Nonpay Status	Performance Rating
2	26 calendar weeks	1 workweek	Successful
3	78 calendar weeks	3 workweeks	Level 3
4-5	104 calendar weeks	4 workweeks	or Higher

Note: Wage Board (WB) employees do not receive within-grade increases.

PAY INCREASES WITHOUT A CHANGE IN JOBS – National Security Personnel System (NSPS)

General Pay Increase (GPI). This is the general pay increase (percentage of base pay) recommended by the President and authorized by Congress. The GPI is divided into the base salary portion and the local market supplement (LMS) portion. The base salary portion can be further subdivided by the Dept. of Defense into the rate range adjustment portion (goes toward base salary) and the pay pool fund portion (used for performance payouts).

Annual Performance Payout - Base Salary Portion. The annual performance payout can be paid as base salary, bonus or a combination of the two.

Extraordinary Performance Payout (EPI) – Base Salary Portion. These are extra awards for high performing individuals (required to be rated Level 5 to qualify) and can be paid out as base salary, bonus or any combination of the two.

Organizational Achievement Recognition (OAR) – Base Salary Portion. These are essentially “group awards” for high-producing organizations and can be paid out as base salary, bonus or any combination of the two.

AWARDS PROGRAM. The Government believes that employees deserve special recognition for performance and creative excellence. Employees may earn awards for overall high performance, suggestions, inventions, or for special acts or service.

Incentive Awards Program. Established because the Government believes that employees deserve special recognition for performance and creative excellence. Employees may earn awards for overall high performance, suggestions, inventions, or for special acts or service.

Quality Step Increase (QSI). This is an additional within-grade increase given, to GS employees only, in recognition of high quality performance above that ordinarily found

in the type of position concerned. A GS employee who has demonstrated exceptional performance may receive an immediate Quality Step Increase based upon an Exceptional or Successful Level 1 annual performance rating and supervisory recommendation. A QSI is given for past performance with the expectations that the exceptional performance will continue. The basis for the QSI is tied to the employee's performance as measured against the performance standards.

Special Act or Service Award (All eligible employees). This is a cash award for more than \$250 for non-recurring contributions such as work on a special project, performance exceeding job requirements on a particular assignment or task, a scientific achievement, or an act of heroism.

On-The-Spot Award (All eligible employees). This is a cash award for \$50 up to \$500. The award recognizes employees who take on extra projects or propose new ideas that have an immediate benefit to their office's ability to get the job done.

Honorary Award (All eligible employees). This award includes medals, certificates, plaques or other items that can be worn or displayed. Decisions to grant honor awards are made judicially and solely on the basis of merit.

Time-Off Award (All eligible employees). Supervisors/Managers may grant employees Time-Off Awards as an incentive award for superior accomplishments which results in benefits to the government or to recognize employee performance as documented in the employees overall Performance Rating. A Time-Off Award is not intended to replace Performance Awards or Quality Step Increases. Rather, it is designed to recognize achievements and/or short periods of performance which result in benefits to the government similar to Special Acts or Service Awards. This award carries no loss of pay or charge to normal leave accounts and may be offered alone or in combination with cash or non-cash awards. A Time-Off Award cannot be converted to cash.

Cash Award for Suggestions (All eligible employees). Employees may be paid cash for adopted suggestions that improve the work of, and save money for, the organization. Cash awards are given for suggestions with both "tangible" (measurable) or "intangible" savings. Suggestions are made in writing, and then routed to an organizational element for anonymous evaluation. Awards may be granted for ideas which: accomplish a job better, faster or cheaper; simplify or improve operations, tools, methods, procedures, layouts or organizations; increase individual or group productivity or manpower utilization; conserve materials or property and/or promote health or improve working conditions.

Annual Performance Award (All GS, GM, or FWS employees only). One-time cash award can be given for efforts that clearly exceed standards for satisfactory performance on the duties critical to the job. A Performance Award is given solely on past performance and is tied to the employee's performance as measured against the

performance standards.

Annual Performance Payouts (All NSPS employees only). The NSPS pay system is a pay-for-performance system designed to compensate and reward employees based upon individual and organizational performance and contribution. The NSPS pay system uses a pay pool concept to manage, control, and distribute performance-based pay increases and bonuses. Performance payouts can be distributed as base salary, bonus, or a combination of both.



YOUR WORKING TIME

HOURS. A normal work period is eight hours a day, five days a week, Monday through Friday. However, some types of work require different tours of duty (a tour of duty is the specific days and the corresponding hours of the week scheduled to be worked during the workweek). You will be advised of your official tour of duty. If you are required to work more than 40 hours a week, with some exceptions, you will either be paid for the extra time or permitted to take an equivalent amount of time off at a later date. Alternate work schedules are covered separately in this handbook.

LUNCH PERIOD. Normally, at least a 30-minute lunch period entirely free of duty connections with your job is authorized. This lunch period is not a part of the 8-hour workday. Some organizations have a different minimum lunch period. Check with your supervisor.

REST PERIODS. Rest periods, not to exceed 15 minutes during each 4 hours of continuous work, may be permitted. The rest periods, if permitted, are considered duty time and are included in the 8-hour workday.

HOLIDAYS. For employees working Monday through Friday, a holiday falling on Sunday will be observed the following Monday; and a holiday falling on Saturday will be observed the preceding Friday. For employees working other than Monday through Friday, regulations provide for equivalent time off.

Listed below are the current Federal holidays:

FEDERAL HOLIDAYS	
New Years Day	January 1
Martin Luther King JR's Birthday	3rd Monday in January
President's Day	3rd Monday in February
Memorial Day	last Monday in May
Independence Day	July 4
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veterans Day	November 11
Thanksgiving Day	4th Thursday in November
Christmas Day	December 25

ALTERNATE WORK SCHEDULES (AWS). These work scheduling patterns fall into two basic categories: Flexible work schedule or compressed work

schedule. Please note that alternative work schedules are entirely voluntary and depend on coordinating employee schedules so that the operations and the mission of the work unit and the organization are not impaired. In addition, supervisors and managers continue to determine when the work requirements of certain positions preclude employees in those positions from participating in alternative work schedule options.

Flexible Work Schedule. A flexible work schedule breaks the workday into components of flexible time and core time. During the flexible time bands the employee selects arrival and departure times for the workday. The core time band is the period of the day during which the employee must be present at work or in a leave status. For example: employees choose their starting time within the flexible time band (7:00 am - 9:30 am) and their ending time within the flexible time band (3:30 p.m. - 6:00 p.m.) on a day to day basis. All employees must be present during core hours (9:30 am - 3:30 p.m.).

Credit Hours - In some flexible work schedule programs, employees may earn "credit hours". Credit hours are hours of work that an employee requests to work in excess of the basic work requirement (i.e. 8 hours per day, Monday through Friday) in order to be able to take time off from work, either within the same pay period or in a subsequent pay period. An employee must obtain supervisory approval, in advance, to earn or use credit hours. Credit hours are earned only within the flexible time bands established for the workday. However, not all flexible work schedule programs provide for "credit hours".

Compressed Work Schedule. Under this work schedule, the employee fulfills the work requirement (80 hours per pay period for full time employees) in less than ten days by increasing the number of hours worked in the workday. The two most common schedules are the 4-10 schedule (employees work four, ten hour days each work week which can result in a three-day weekend every week) and the 5-4/9 schedule (employees work five, nine hour days the first week, three nine hour days and one eight hour day the second week which can result in a three-day weekend every other week). Days off do not have to be a Friday or a Monday.

NOTE: There is no provision for "credit hours" under a compressed work schedule.

FLEXIPLACE (Telecommuting). This refers to "flexible" arrangements regarding where (at home or satellite work centers) employees perform work for a portion of the workweek; the remainder of the workweek, work is performed in the regular work setting. As with alternative work schedules, flexiplace is voluntary and requires that the operations and mission of the work unit and the organization are not hindered. In addition, supervisors and managers continue to determine when the work requirements of certain positions preclude employees in those positions from participating in flexiplace work options.

YOUR LEAVE

Employees are provided with time off from their jobs with pay, subject to certain rules, some of which are covered here. Your right to take leave is recognized by your supervisor, who will approve requests for time off.

However, your cooperation is expected in trying to arrange your leave at such times as you can be spared from your work. You must therefore get permission from your supervisor before you take any leave, except in an extreme emergency when the need cannot be foreseen. Your current balance for annual and sick leave is indicated on your bi-weekly leave and earnings statement (LES).

ANNUAL LEAVE. Used for vacations and necessary personal business (general time off). Annual leave is computed based on total number of years of creditable federal service; including active duty military time (creditable time for military retirees may vary).

Annual leave for Full-Time employees is accrued as shown on the chart below:

YEARS OF SERVICE	BY-WEEKLY ACCRUAL	YEARLY ACCRUAL
Less than 3 years	4 hours	13 days
3 years or more but less than 15	6 hours	20 days
15 or more years	8 hours	26 days

Annual leave for Part-Time employees with prearranged regularly scheduled Tours of Duty is accrued as shown on the chart below:

YEARS OF SERVICE	ACCRUAL
Less than 3 years	1 hr A/L for every 20 hrs in pay status
3 years or more but less than 15	1 hr A/L for every 13 hrs in pay status
15 or more years	1 hr A/L for every 10 hrs in pay status

New employees may use their annual leave as they earn it during their first 90 days *if* the appointments are for 90 days or longer.

Accumulated Annual Leave. If you are employed in the United States, a maximum of 30 days (240 hours) of annual leave may be accumulated and carried over from one year to the next. Any hours in excess of the maximum amount not

used during the leave year will be lost (use or lose!). While serving overseas, the maximum accumulation is generally limited to 45 days (360 hours).

Additional Annual Leave for Overseas Employees. Leave in addition to the regular accrued annual leave is authorized for overseas employees. This additional leave is termed "home leave" and the number of days depends upon where you are located. Leave for travel time to the United States is also granted.

Advance Annual Leave. Annual leave may be advanced, but only in an amount that will not exceed the leave the employee can be expected to accrue by the end of the leave year.

Annual Leave upon Separation. Upon separation from Government service, employees are entitled to payment of all accumulated annual leave and any unused restored annual leave.

SICK LEAVE. Sick leave is earned at the rate of 4 hours for each full pay period worked (13 days a year for full time employees). Part-time employees earn sick leave at the rate of one hour for every 20 hours in pay status. Sick leave accrues at a rate of 13 days per year for all full-time employees regardless of grade or length of service. There is no limit to the amount that may be accumulated. You may use sick leave when you are too ill to work, or for medical, dental, optical examination or treatment, an operation, convalescence, or purposes related to the adoption of a child. Judicious use of sick leave is advised even though there is no restriction on its accumulation. This is like money in the bank because it ensures continued pay during extended illnesses.

Notice and verification. If you must be absent on account of illness, you must ordinarily notify your supervisor within 2 hours after the start of your workday. Failure to do so may result in a charge of absence without official leave (AWOL). Absence for medical, dental, or optical examinations and treatment must be approved in advance. If the requirement for sick leave persists for more than three days, your supervisor may require a report from a doctor "or other administratively acceptable evidence" certifying as to the need for extended sick leave.

Advance Sick Leave. Sick leave, not to exceed 30 days, may be advanced to employees in case of serious disability or ailment.

Crediting sick leave upon departure from the Federal Service. When you leave the Federal government, sick leave may be reaccredited in full to sick leave accounts upon return to Federal service, regardless of the duration of the break-in-service. For CSRS employees, upon immediate retirement, the sick leave remaining in your account is added to your years of service on a prorated basis.

No credit is given for sick leave when you retire under the Federal Employees Retirement System (FERS).

LEAVE/WORK SCHEDULING FLEXIBILITIES. The Federal Government offers numerous leave and work scheduling flexibilities to assist employees in meeting their work and family obligations.

SICK LEAVE. An employee may use sick leave for –

General Family Care and Bereavement Purposes. Under this category, employees may use a maximum of 104 hours of sick leave, with some limitations, for family routine medical/dental appointments; routine examinations; or to care for a family member due to a pregnancy or childbirth. It also allows use of sick leave (subject to limitations on overall number of hours of sick leave for family care usage) to make arrangements for, or to attend the funeral of a family member.

Care of a Family Member with a Serious Health Condition. Employees may use up to 12 weeks (480 hours) of sick leave to care for a family member with a serious health condition. Serious conditions include cancer, heart attacks, strokes, severe injuries, Alzheimer's disease, pregnancy, and childbirth. It does not include short-term conditions, such as common cold, the flu, earaches, upset stomach, and headaches. This category is also subject to the overall sick leave use limitations.

Leave and Work Scheduling Flexibilities Available for Childbirth or Adoption. Employees may use a combination of sick leave; annual leave; advance annual/or sick leave; family and medical leave; donated leave; and leave without pay for adoption-related purposes or for periods of pregnancy, childbirth and incapacitation. Your organization policy may permit flexible work schedules or flexiplace arrangements. The administration of these flexibilities is addressed in various agency policies, regulations or collective bargaining agreements. Leave entitlements and amounts are dependent as to whether the employee is a birth mother, parent, or adoptive parent.

FAMILY AND MEDICAL LEAVE ACT (FMLA). The Family and Medical Emergency Leave Act of 1993 (FMLA), provides covered federal employees with entitlement to 12 work weeks of unpaid leave during any 12-month period for the following purposes:

- The birth of a son or daughter of the employee and the care of such a son or daughter.

- The placement of a son or daughter with the employee for adoption or foster care.
- The care of a spouse, son, daughter, or parent of the employee who has serious health condition.
- The care of a serious health condition of the employee that makes the employee unable to perform the essential functions of his or her position.

This unpaid leave is in addition to any paid annual and sick leave, or compensatory time off available to the employee. In addition, an employee may elect to substitute other paid time off, as appropriate, for any unpaid leave under the FMLA. The amount of sick leave that may be used to care for a family member is limited.

To be eligible for Family and Emergency Medical Leave employees must have completed at least one year of civilian service with the government and must provide a physician's statement indicating why the additional time is required. Temporary and intermittent employees are excluded from coverage.

LEAVE TRANSFER PROGRAM. An employee may donate annual leave **directly** to another Federal employee who has a personal or family medical emergency and who has exhausted his or her available paid leave. There is no limit on the amount of donated annual leave a leave recipient may receive from the leave donor(s). However, any unused donated leave must be returned to the leave donor(s) when the medical emergency ends. To be eligible to receive leave under this program, the employee must have used all available leave and be anticipated to be in an unpaid status for a least 24 hours. Administration of this program is by the respective employing organization.

BONE MARROW OR ORGAN DONOR LEAVE. An employee may use up to 7 days of paid leave each calendar year to serve as a bone-marrow donor. An employee also may use up to 30 days of paid leave each calendar year to serve as an organ donor. Leave for bone marrow and organ donation is a separate category of leave that is in addition to annual and sick leave.

LEAVE WITHOUT PAY. Leave without pay (LWOP) is a temporary nonpay status and absence from duty that, in most cases, is granted at the employee's request. In most instances, granting LWOP is a matter of supervisory discretion and may be limited by agency internal policy. Permission for LWOP must be requested by the employee in writing and in advance. Generally, approval is based on the reasonable expectation that you will return at the end of the approved period. It is advisable to take note that depending on the length and the reason for taking LWOP; approved

LWOP may have an impact on: annual leave, sick leave, waiting periods for within-grade increases, health and life insurance, and service computation date. There are certain situations in which employees have an entitlement to LWOP:

- [The Family and Medical Leave Act \(FMLA\)](#)
- The Uniformed Services Employment and Reemployment Rights Act when employment is interrupted by a period of service in the uniformed service.
- Executive Order 5396, provides that disabled veterans are entitled to LWOP for necessary medical treatment.
- Employees receiving workers' compensation payments from the Department of Labor (DoL); employees may not be in a pay status when receiving payments from DoL.

COURT LEAVE. If you are summoned to court as a witness for any case in which the Federal, state, or local government is a party to the proceedings or if you are called to serve on a jury, you will be allowed absence from duty with pay and no charge will be made against annual leave.

MILITARY LEAVE. If you are a regular full-time employee, your appointment is not limited to one year or less, and you are a member of a military reserve organization, you may be granted military leave without loss of pay for purposes of active duty. Part-time employees are entitled to military leave on a prorated basis. Military members who are called to active duty to provide military aid to enforce the law are entitled to 22 workdays leave.

ABSENCE WITHOUT OFFICIAL LEAVE (AWOL). AWOL results from an employee's absence from the work site without supervisory approval. AWOL may result in disciplinary action.

TARDINESS AND BRIEF ABSENCES. If you are tardy or absent from duty without adequate excuse, you may be charged with AWOL in 15 minute increments.

EXCUSED ABSENCE. With few exceptions, government agencies determine administratively the situations in which employees will be excused from duty without charge to leave. Listed below are some of the situations that employees may be excused without charge to leave. You will need to coordinate with your supervisor in advance to ensure that an excused absence is appropriate and approved.

Blood Donation. If you volunteer to give blood to a blood bank, you may be excused from work without charge to leave. You are authorized a maximum of 4 hours of excused absence on the day the blood is donated.

Funerals. Up to 4 hours of excused absence may be permitted for participating in military funeral ceremonies for members of the Armed Services whose remains are returned from abroad for final internment. Up to 3 days may be granted without loss of pay or charge to leave to arrange for or attend the funeral or memorial service of an immediate relative who died while serving as a member of the Armed Services in a combat zone.

Climatic Conditions. When operations are interrupted by hazardous weather conditions and a decision is made by the Commander to close the District Office or an Area, Resident, or Project Office, employees may be excused from duty without charge to leave or loss of pay.

Voting and Registration. When the polls are not open at least 3 hours before or after the regular hours of work, excused absence may be authorized in an amount that will permit reporting for work 3 hours after the polls open or leaving from work 3 hours before polls close whichever requires the lesser time off.



OFFICIAL PERSONNEL FOLDER.

Every employee has an Official Personnel Folder (OPF), the permanent official records of your personnel actions. Your record is kept in Fort Riley, Kansas and is available for your review upon request. Most of the information contained in the OPF can be accessed by your supervisor electronically through the use of the CPOL Portal and you can view through MY BIZ. The OPF typically includes the following kinds of items: application for Federal employment (SF-171, OF-610 or resume); Notification of Personnel Action (SF-50) for almost every action affecting you: movement between jobs and organizations and changes of pay, life insurance, name, tour of duty, and the like; records of agency sponsored training prior to 1997; Suggestion and Performance Awards; statement documenting job change for personal reasons; election, declination, or waiver of life or health insurance; designation of beneficiaries; appointment affidavits; and investigative security check records, etc.

Ordinarily the OPF and related materials may be reviewed only by you, Civilian Personnel Advisory Center (CPAC) staff and Operations Center staff in performing their official duties, your supervisor, or a supervisor considering you for a job in his/her organization. It is important to remember that you should never destroy original personnel documents. Those should be retained for future use.



PROMOTIONS. Your qualifications for promotion (a change to a position of higher grade, higher pay band or higher level of work) develop as your knowledge increases, as you grow in experience and competence, and you meet all regulatory requirements. Four types of promotions exist: Career Promotions, Merit Promotions, Accretion of Duties Promotions and Planned Management Action Promotions.

Career Promotions. Some positions have a built-in potential to a certain grade or pay band (target level). These positions are developmental in nature. Based on your qualifications, performance, and meeting regulatory and other requirements, you may be promoted noncompetitively.

Accretion of Duties Promotions. This non-competitive promotion results from the assignment of higher level duties and responsibilities not initially part of your position description that results in the reclassification of your position at a higher grade, higher pay band or higher level of work. You may be promoted if you have supervisory approval and all regulatory requirements are met.

Planned Management Action Promotions. This is the promotion of an employee through competitive procedures when an encumbered position has been upgraded as a result of planned management action and the addition of another person would result in someone being adversely affected (separation or change to lower grade, lower pay band or lower level of work) by RIF. This applies only if the new position includes most of the duties and responsibilities of the former position.

Merit Promotions. This type of promotion requires competition and selection for positions other than the one you presently occupy.

FILLING VACANT POSITIONS. Positions may be filled in a variety of ways. One method is through "Merit Placement and Promotion." Position vacancy announcements are made available to all employees via CPOL and/or a copy is posted on official bulletin boards/email. The Merit Placement and Promotion Plan prescribe specific procedures to be followed in filling jobs according to the basic Federal merit principles. If you hold a Career or Career-conditional appointment, you may apply under the "Merit Placement and Promotion Plan." Temporary employees may not apply directly for positions under the Merit Promotion Plan unless they have reinstatement eligibility, are eligible under the Veteran's Recruitment Act (VRA), or are eligible under the Veteran's Employment Opportunity Act (VEOA).

Another way to fill jobs is through Non-Competitive Reassignments of permanent employees. See the "Merit Placement and Promotion Plan" for further information on this and other ways of filling GS, FWS and WB jobs. There is no increase to base pay for reassignments under the General Schedule and Federal Wage systems. NSPS employees can be reassigned within the same or comparable pay schedule and pay band and may be compensated (from 0% to 5% of base pay).

CHANCES FOR PROMOTION. Opportunities for promotion for employees who grow in experience, skill and competence may become available. The following information may help you to take advantage of promotion opportunities:

Another way to fill jobs is through non-competitive reassignments of permanent employees. See the "Merit Placement and Promotion Plan" for further information on this and other ways of filling jobs.

- Take individual initiative in preparing for advancement.
- Recognize that work performance, job attitudes, leave records, punctuality, respect for office rules, and personal traits are considered in promotion selection and conduct yourself accordingly.
- Systematically check announcements and apply for positions for which you are qualified and interested.
- Keep your supervisor informed of specific job interests so that he or she may act in your behalf during periods of leave or absence on official business.
- Keep your personnel records and resume current.

All employees will be afforded equal opportunity to develop and advance to their full potential according to their capabilities without regard to race, color, religion, age, sex, national origin, political preference, marital status, physical handicap, or membership/non-membership in an employee organization.

TRANSFERS. If qualified, Career and Career-Conditional employees are eligible to transfer to another position within their present organization or agency or to another agency in the Federal government.

Transfer within the organization. An effort is made to place employees in a position in which their skills and knowledge are most effectively utilized. However, the needs of the organization may require that you be reassigned to a

different position. Also, you may want to be reassigned to another position that you feel would better utilize your abilities. It may be possible for you to be reassigned if there is a vacancy, and you meet the requirements of the position. If you feel you could be more useful in another position or line of work within the organization, discuss this with your supervisor.

Transfer to another Agency. Employees who want to transfer to another agency must locate vacancies and apply for positions for which they are qualified. If you are considering or would like information about working for another agency, it may be helpful to discuss this with your supervisor and/or the Civilian Personnel Advisory Center (CPAC).

DEVELOPMENTAL OPPORTUNITIES. The Department of Army carries out a positive program of employee development on a continuing basis to meet both the immediate and the long-range organizational requirements. This program includes providing opportunities for both job-related and long-range developmental training and encouraging employee self-development. The objectives of the program are: to insure the optimum performance of employees in present jobs; to provide a reservoir of administrative, technical and clerical skills to meet the future needs of the Department of the Army; and to provide an opportunity for employees to grow toward their occupational goals within the organization.

TRAINING AND EDUCATION. The primary purpose of the training program is to develop and maintain a well trained, capable workforce ready to carry out the organization's mission in an efficient and productive manner. Employees will be given the opportunity to receive job-related training and to improve through self-development. Supervisors have a responsibility for employee development and one of their primary obligations is to train and develop the employees under their supervision. In general, temporary employees are not eligible for most types of training.

Training Responsibility. Supervisors have the main responsibility for training their subordinates. They identify training needs; determine how to best meet those needs; provide or arrange for adequate training; provide opportunities to use knowledge and/or skill; and evaluate training to see if the needs were met. Employees have the responsibility for self-development; taking part in identifying training needs; getting the most out of the training provided; evaluating training; and utilizing the knowledge/skill back on the job.

Training Needs. Department of Army policy is that training is given only to meet an existing or foreseeable need. Therefore, all supervisors review the needs of their subordinates once each year before the fiscal year starts. The immediate supervisor, with employee input (via the Individual Development Plan or IDP), determines what training is needed (within the organizational framework) for

employees to accomplish the mission of the organization. In career programs or other developmental programs, established developmental plans also help identify training needs.

Meeting Training Needs. After training needs are determined, the supervisor will nominate subordinates for specific training. This is usually accomplished during the activity's annual Training Needs Survey. The survey is actually a compilation of all the training needs identified on an employee's IDP plus any additional requirements that have surfaced since preparation of the IDP. Identifying training needs does not guarantee that an employee will be nominated/accepted for a particular training course(s). There are various factors that can affect employee training: regulatory restrictions, budget limitations, organizational workload, organizational priorities, organizational mission (present/anticipated), course prerequisites, course cancellations, etc.

Training Courses. Supervisors have many options to satisfy employee training needs. The most common methods of meeting employee training needs are on-the-job training, formal classroom instruction, and distance learning programs.

On-the-Job Training. As a minimum, training will be provided to each employee on-the-job to develop proficiency and skills needed to perform their duties.

Formal Training. The most common sources of formal training include: Corps of Engineers Courses (PROSPECT/Distance Learning), Army Service Schools, Defense Management Education and Training/Department of Defense Schools, courses presented in-house, Interagency Schools (Office of Personnel Management, General Services Administration, USDA, Graduate School, etc.), and Non-Government sources (manufacturers, commercial training institutions, local colleges/universities, etc.). Be aware that there are specific controls over Non-Government Training (check with your organization's Training Coordinator or the Civilian Personnel Advisory Center (CPAC) for more information).

Distance Learning. Correspondence courses from different branches of the military services are available in a variety of subject areas at cost and at no cost. These courses are listed in the Army Correspondence Course Program catalog (Department of Army Pamphlet 351-20) and other military branch catalogs. Correspondence courses from the USDA, Graduate School's National Independent Study Center (NISC), GSA, commercial training institutions, and some colleges/universities are also available (there are costs involved with these). In addition, government sources, commercial vendors and various colleges/universities offer a variety of online courses via the INTERNET (i.e., AKO – Army eLearning).

Training Notification. All employees approved to attend training will receive notification (reporting instructions) concerning where and when to attend.

Employees should not attend training sessions unless they have received notification.

Training Attendance. When an individual is on Temporary Duty (TDY) for training purposes, he/she is under the supervision of the designated course director/instructor and is not authorized to be absent from such training or to depart the training site prior to the close of the training course without first clearing it with the course director/instructor. Failure to do so may result in an unsatisfactory grade/or disciplinary action.

Training Coordinator. Your organization's Training Coordinator is the point-of-contact (POC) for all training matters. The Training Coordinator is responsible for a variety of administrative support duties. These duties include, among others: assisting in conducting the annual training needs survey, assisting management in preparing annual training plans and budgets, assisting management and individuals to locate required/appropriate training courses, coordinating timely submission of all training requests, coordinating the distribution of reporting instructions to individuals scheduled to attend training and updating employee training histories.

Individual Development Plan (IDP). The IDP provides the mechanism by which the employee's career goals can be considered within the framework of the organization and is to be used primarily as a training and development needs statement and should reflect the best merger of individual and organizational career development objectives. Utilizing an IDP, an individual and supervisor may plan for training and related developmental experiences (details, special projects, rotational assignments, OJT, readings, etc.) needed to prepare the individual for positions of greater responsibility and the projection of an individual's career goals. The IDP can change from year to year and its purpose is to assist employees by helping to set up goals and charting where the employee can best contribute and grow within the organization. Since the process includes both the supervisor's and employee's perspective, there is the opportunity for exchange and feedback so that the goals are reasonably achievable. The quality of the IDP will be a direct result of the amount of time and thought put into its development.

CAREER PROGRAMS. Various occupations have been identified for coverage by a Department of the Army career program. Each of these career programs is covered by a regulation that describes career patterns, career intake, appraisal and counseling methods, registration and referral system, and training and development opportunities. Your supervisor will advise you if you are in a position covered by a career program and who the career program manager is for your particular career field.



YOUR SAFETY AND HEALTH

Your Commanding Officer, concerned for the general welfare of employees in the organization, endeavors to provide working conditions that will maintain optimum employee safety and health. The Commander urges your cooperation. You are directly responsible for the health and safety of one employee (yourself) but you also have an obligation to do your part in safeguarding the welfare of others. Report to your supervisor, for corrective action, anything that appears to be a safety hazard.

FIRST AID AND MEDICAL CARE. All Engineer organizations and activities maintain First Aid supplies/facilities where employees may obtain emergency treatment or first aid when they become ill or receive an injury on the job. You may use such facilities when the need arises. When you become ill or receive an injury on the job, you should inform your supervisor who will assist you in obtaining the care you need.

REPORTING ACCIDENTS. It is your responsibility to report to your supervisor any accident or injury to yourself as soon as possible. In case of serious injury, however, such notice is the responsibility of any employee who has knowledge of the circumstances. Your supervisor will ask you to document the incident on the proper forms so that in the event your injury becomes disabling, requiring prolonged medical treatment and time lost from work, such forms will be used as the basis for claiming compensation from the Office of Worker's Compensation Program (OWCP). The payments, while providing some financial relief in the case of unavoidable misfortune, are less than the salary that would have been received during the lost time to say nothing of the other distresses. Avoid accidents to yourself and others. Be safety conscious!

SMOKING IN THE WORKPLACE. Due to the increased health hazards of passive smoke on the non-smoker, smoking on government "premises" is permitted **ONLY** in designated areas. Check with your supervisor concerning smoking areas and rules within your organization.

DRUGS IN THE WORKPLACE. Employees are expected to comply with all legal requirements pertaining to drugs.

EMPLOYEE ASSISTANCE PROGRAM (EAP). The Department of Army feels that employees are a valuable resource and that they should have the opportunity for easy access to sources that help them and their families resolve problems that interfere with an individual's personal well-being as well as job performance. The EAP is a voluntary program that helps employees and their families obtain professional guidance in dealing with a broad range of employee personal problems (alcohol and drug abuse, emotional, financial, marital, family, legal, etc.) in a strictly confidential manner. The Civilian Personnel Advisory Center (CPAC) has an EAP coordinator within the organization to assist you in accessing EAP services and to answer any questions you may have concerning the program. You may call the EAP activity that provides services for your organization directly or you can ask the EAP coordinator to assist you.