



# **FORT HUACHUCA CIVILIAN EMPLOYEE GUIDE**

**AUGUST 2003**

# Civilian Employee Guide

*The Information and Facts for Success in Civil Service*

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## Welcome

Welcome to your new job with the federal government. This specially prepared employee guide will give you a jump start in learning the ropes of civil service employment and the rights, privileges and responsibilities that now become so much a part of your career. The Army and Department of Defense (DOD) realize the key element of success is employees like you, and that's why they are committed to making sure that the personnel actions and decisions that affect you will base on merit and equal employment opportunity. The merit principles listed below are based on law and apply to all federal employees. As you review this employee guide, you will see that the policies and procedures set for employees and managers incorporate these principles. The Army and Department of Defense are committed to:

- ? Recruit qualified individuals from appropriate sources representing all segments of society; select and advance individuals solely on the basis of relative ability, knowledge and skills, after fair and open competition that assures equal opportunity.
- ? Treat all employees and applicants fairly and equitably, without regard to political affiliation, race, color, religion, national origin, sex, sexual orientation, marital status, age or disabling condition.
- ? Provide equal pay for work of equal value, with appropriate consideration for national and local rates; provide appropriate incentives and recognition for excellence in performance.
- ? Maintain high standards of integrity, conduct, and concern for the public interest.
- ? Use the federal work force efficiently and effectively.
- ? Retain employees on the basis of the adequacy of their performance; correct inadequate performance; and separate those who cannot or will not improve their performance and/or conduct to meet required standards.

- ? Provide effective education and training to employees when it will result in better organizational and individual performance.
- ? Protect employees from arbitrary action, personal favoritism, or coercion for partisan political purposes; and prohibit employees from using their official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for election.
- ? Protect employees against reprisal for the lawful disclosure of information which the employee believes evidences a violation of any law, rule, or regulation; mismanagement; a gross waste of funds; an abuse of authority; or a substantial and specific danger to the public health and safety.



# Getting the Services You Need

## THREE ORGANIZATIONS WORKING TOGETHER

While completing your check-in, you have probably noticed there are three organizations that work in cooperation to provide you the full range of human resource services.

- ? Your Activity
- ? Western Civilian Personnel Operations Center (WCPOC)
- ? Civilian Personnel Advisory Center (CPAC)

This guide provides specific information about who to contact in various situations, but if you have any questions, your supervisor can help you get on the right track to getting the services you need. CPAC personnel can also help.

## ELECTRONIC PROCESSING

You also have probably noticed that information technology - electronic processing - is the primary means of conducting personnel business. This is accomplished electronically through a system connecting the CPAC, the WCPOC and activity managers. This computer network features desktop access to employee information for managers, supervisors, administrators and financial personnel to allow quick routing and approval of personnel actions.

## A BALANCE BETWEEN TECHNOLOGY AND PERSONAL ATTENTION

While our personnel world relies heavily on technology for information handling, your CPAC is committed to creating a balance between technology and personal attention to our customers with the ultimate goal of providing the *services you need - when you need them.*

# Appointments

In the federal government, an employee is hired by an appointment. Appointments can be permanent, temporary or term. In addition to the type of appointment, your employment is categorized based on your scheduled work hours and the duration of your appointment; these are summarized below.

CRITERIA	VARIABLE	DESCRIPTION
Scheduled work hours	Full-time	Regularly scheduled work of at least 40 hours per week
	Part-time	Regularly scheduled work of 16-32 hours per week
	Intermittent	Work that cannot be regularly scheduled and is sporadic and unpredictable in nature
Duration of employment	Permanent	Work that is indefinite; there are two kinds of <b>competitive</b> permanent appointments; career-conditional appointments and career appointments. <i>(Excepted appointments may also lead to career-conditional and career appointments; these are explained on the following page.)</i>
	Temporary	Work is temporary in nature and is for up to a year; appointments may be terminated at any time; employees cannot be promoted or transferred.
	Term	Work projected to last more than one year but less than four years; employees can be promoted/reassigned to other positions within the projects for which they were hired.

## **PERMANENT APPOINTMENTS**

There are two kinds of permanent appointments:

- ? Career-conditional
- ? Career

A career-conditional appointment is usually made when an employee is selected competitively from a list of eligible applicants. A career conditional appointment leads to a career appointment after three years of continuous service (780 days for employees on intermittent work schedules). Completion of a one-year probationary period is required for employees appointed to career conditional appointments. (See page 6.) If you are serving on a career conditional appointment or a career appointment, you have permanent status as a federal government employee and are entitled to the associated rights and privileges.

## **TEMPORARY AND TERM APPOINTMENTS**

Temporary and term appointments are limited to a stated period of time and automatically expire at the end of that period. When appointed on a temporary basis, the employee is given a "Not to Exceed" (NTE) date to indicate the projected end date of the appointment. Temporary appointments may be terminated prior to the NTE date or extended past the NTE date. If extended, employees are only allowed to work on a temporary appointment up to two years. Term appointments may last up to four years.

## **EXCEPTED APPOINTMENTS**

Excepted Appointments are made under special hiring authorities and are excepted from the competitive requirements of the Civil Service laws. Examples include appointments made under the following authorities:

- ? Veteran Recruitment Appointment (VRA)
- ? 30% or more compensable disabled veterans
- ? Disabled individuals
- ? Student trainees
- ? DCIPS (Defense Civilian Intelligence Personnel System)

## **BENEFITS ASSOCIATED WITH APPOINTMENTS**

Your eligibility for benefits will vary depending on your appointment. The table on the following page outlines the benefits associated with appointments in the federal government.

Definition of Codes Used in Table  
 FT: Full-time  
 PT: Part-time  
 Int: Intermittent

<b>ELIGIBILITY FOR EMPLOYEE BENEFITS</b>								
<b>Appointment/ Work Schedule</b>		<b>Benefits</b>						
		Health	Life Ins.	Retire- ment	Social Security	Within Grade Increase	Leave	Holi- days
Permanent	F T	Yes	Yes	Yes	Yes (1)	Yes	Yes	Yes
	P T	Yes	Yes	Yes	Yes (1)	Yes	Yes	Yes (2)
	I n t	No	No	Yes	Yes (1)	Yes	No	No
Temporary	F T	No	No	No	Yes	No (4)/ Yes	Yes	Yes
	P T	No (3)	No	No	Yes	No (4)/ Yes	Yes	Yes (2)
	I n t	No (3)	No	No	Yes	No (4)/ Yes	No	No
Term	F T	Yes	Yes	Yes (1)	Yes	Yes	Yes	Yes
	P T	Yes	Yes	Yes (1)	Yes	Yes	Yes	Yes (2)
	I n t	No	No	No	Yes	Yes	No	No
Excepted	F T	Yes	Yes	Yes	Yes (1)	Yes	Yes	Yes
	P T	Yes	Yes	Yes	Yes (1)	Yes	Yes	Yes (2)
	I n t	No	No	No (5)/ Yes	Yes (1)	Yes	No	No

*Please see the following page for further information and explanations of special conditions associated with these determinations.*

## **Explanation of Conditions Associated with Benefits and Types of Appointments**

1. Applies to an employee hired after 12/31/83.
2. A part-time employee receives holiday pay only for holidays that fall on scheduled workdays.
3. The employee becomes eligible to enroll after one year of current, continuous temporary employment.
4. A temporary General Schedule (GS) employee does not receive within-grade increases. A temporary Wage grade (WG) employee does receive within-grade increases.
5. An employee with an intermittent work schedule is excluded from coverage until he or she is converted to a permanent appointment.

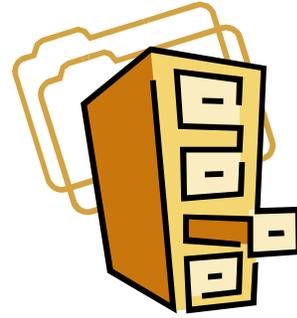
## **CONDITIONS FOR NEW APPOINTMENTS TO FEDERAL SERVICE**

### **Probationary Period**

If your appointment has a probationary period, the length of the probationary period is shown in item 45 of your Notice of Personnel Action (Standard Form 50). The probationary period is an on-the-job evaluation period during which your supervisor will work with you to ensure you can perform the job. If your performance or conduct is unsatisfactory, you may be removed from your position and have limited appeal rights. If your performance and conduct are acceptable, you will continue beyond your probationary period. After this period, you still may be dismissed, suspended, or demoted, but only for unacceptable performance or conduct. In such a case, you will be given written notice and have the opportunity to respond to the charges.

### **National Agency Check Investigations (NACI)**

Your application for employment and a SF-85 or SF-86 (references, prior names used, current and prior marriages, employment and residence history, etc.) along with your fingerprints are forwarded to the Office of Personnel Management. The information received is reviewed by the Department of Army Central Adjudication Facility (DONCAF). If the returned information is favorable, your record will be so annotated. If there is a problem, a determination will be made as to whether you continue federal employment. This decision will be based on the sensitivity of the position and the nature and seriousness of the information acquired in the investigation.



# Employee Records

## **NOTIFICATION OF PERSONNEL ACTION (STANDARD FORM 50)**

All personnel actions are documented on a Standard Form 50 (SF 50), Notification of Personnel Action. The SF 50 records information regarding your appointment and position, insurance elections, retirement information, pay adjustments, name changes, veterans' preference, etc. Each time you receive a SF-50, take time to review it carefully to ensure all information is accurate. If you find incorrect information on your SF 50, report it to your supervisor to make the necessary changes. It is also good practice to store your "employee copy" of all SF 50's in a personal file.

## **AUTOMATED CIVILIAN PERSONNEL DATA SYSTEMS**

DOD and Army utilize an automated personnel system that contains all the official data pertaining to each employee. It works in conjunction with other systems that are used to transmit information and personnel actions between the supervisor or activity representative, the CPAC, WCPOC, and payroll office.

## **OFFICIAL PERSONNEL FILE (OPF)**

The Official Personnel file, more commonly known as the "OPF", is the official "hard copy" file maintained on each employee. It contains all the SF 50's generated by information that is stored in the automated system. Your OPF contains information such as

- ? Initial application documents
- ? Changes in grade, salary, or title
- ? Insurance information
- ? Retirement information
- ? Disciplinary actions
- ? Designation of beneficiaries

Each employee has a right to review his or her OPF and obtain copies of documents. If you only need to verify information or inquire about present information such as next Within Grade Increase (WGI) due date, your supervisor can access your personnel file electronically and provide you the information. The OPF is maintained by the Department of the Army at the WCPOC and is the property of the Office of the Personnel Management (OPM). You may request to review your OPF by contacting the CPAC and setting up an appointment. The OPF will be sent to the CPAC, and they will notify you when it arrives. OPF's must be reviewed at your servicing CPAC Office.

# Position Descriptions

Most positions or jobs in the federal government are classified and graded using the provisions of the Classification Act of 1949. The premise of this system is “equal pay for substantially equal work.” Each job is first described in a position description (PD), then analyzed and classified according to standards developed by the Office of Personnel Management and Department of the Defense. Based on this analysis and classification, the job is assigned the following:

- ? Title (e.g. Office Automation Clerk, Information Technology, Accounting Tech)
- ? Pay plan (e.g. GS, GG, WG, WS)
- ? Occupational code or series; (e.g. 0326, 0800, 1670); and
- ? Grade (e.g. 04, 08, 14)

These components establish the appropriate pay range for your position. Your PD states the major duties, responsibilities and supervisory relationships associated with your position.

You will receive a copy of your PD upon receipt of your in-processing package. Your supervisor may assign additional tasks and responsibilities or make changes to the existing ones, and these changes can be made orally or in writing. However, major changes should be documented. Each year, the employee and supervisor will review the accuracy of the position description as part of the annual performance appraisal process and make necessary changes. If you have questions about your position description or its classification, discuss this with your supervisor or a CPAC representative. Civil Service Regulations entitle an employee to appeal his or her job classification, but it's always a good practice to discuss concerns with your supervisor first.

# Training and Development

Government sponsored training will be provided when necessary to ensure you have the required competencies to perform your job successfully. Today's workplace environment requires you to be well skilled as well as flexible and adaptive. Certainly, clearly defined competencies are valued, but the ability to learn and adapt is also an important quality. Key goals for career growth and development should center around three skill categories; the ABC's for success:

**Adaptability/accountability** - be willing to learn new skills and methods of working when necessary; take responsibility for your work; and seek out learning and self development opportunities - even those that require a personal investment

**Basics** - reading, writing and math, of course; but also good communications and problem solving skills, and the ability to learn and access information electronically and by other means

**Competencies** (technical, business, behavior) - a job's typical skills and task requirements, but also the behaviors needed to accomplish those jobs in a changing environment

## INDIVIDUAL AND ORGANIZATIONAL GOALS

Acquiring and maintaining your skills will require a comprehensive strategy developed by you and your supervisor and should incorporate your individual performance goals with those of the organization. Your performance appraisal discussions with your supervisor at mid-year and the end of the appraisal cycle will provide a good source of information for planning your training and development. It is important to remember that training should address the current skills needs and level of your position unless you are in a formal training program that has established promotion potential. These programs are established by regulation and normally require competition for selection. Examples include upward mobility, career intern, and student appointment and apprentice programs.

## SELECTING TRAINING

Training and development can be accomplished in a variety of ways and forums, including formal classroom training, learning by doing, on-the-job training, correspondence courses, computer based and online learning, information access, and distance learning via satellite transmissions and teleconferencing. Training effectiveness, quality, cost and personal learning abilities should all be considered when selecting training to ensure the best return on investment for the government. *Note: College courses that are job or mission related may be paid for with government training funds based upon the availability of funds.*

## **REQUESTING TRAINING**

Every activity has a training coordinator and procedures for requesting training. Your supervisor will give you that information. The Quality Training Center is responsible for the Fort Huachuca Training Program and maintains the Fort Huachuca Training Schedule. The WCPOC is responsible for regional training within the West Region and maintains a regional training calendar on its regional website. Once you are scheduled for training, be sure to get a training confirmation for your course prior to your departure from the work site to attend training - especially if travel is required. If you expend government travel funds to travel to a training location and the course has been cancelled, you may be required to reimburse the government.

## **TRAINING RECORDS**

The automated personnel data system, Modern Defense Civilian Personnel Data System (MDCPDS), is the only official repository of completed civilian training. Activity training coordinators are responsible for accomplishing data entry for completed training utilizing Oracle Training Administrator-Lite (OTA-Lite) in accordance with WCPOC External Standard Operating Procedure (SOP) E-02-05 Processing of Completed Training for Modern Defense Civilian Personnel Data System (MDCPDS), which is located on the WCPOC web site.

## **TRAINING PLANS**

Even though there is no regulatory requirement for supervisors to complete Individual Development Plans (IDP's) for employees, use of the IDP is strongly recommended. The supervisor should develop the IDP and incorporate it into the employee's regular performance objectives counseling. A suggested IDP should include things such as the employee's training requirements (both formal training and on-the-job training), training dates/duration, training site, and possible vendor source(s).

## **ANNUAL TRAINING REQUIRED BY PERSONNEL LAWS AND REGULATIONS**

EEO for Supervisors - all supervisors

Prevention of Sexual Harassment Training (POSH) - all employees

*Note: Many activities have additional requirements that are required by internal or upper echelon regulations or by the position an employee occupies.*

## **CIVILIAN LEADERSHIP DEVELOPMENT PROGRAM (CLD)**

The Department of the Army has established the CLD to provide employees the opportunity to develop leadership and management competencies and for supervisors to build on those they currently possess and use. Each activity has implemented this program or is in the process of doing so. While the basic framework for CLD is standard for all activities, there are variances in the way the program operates. If you are interested in participating in CLD, ask your supervisor or training coordinator for details.



**...Total Army Performance Evaluation System**  
(TAPES)

## Performance Evaluations

The Army has a five level system for evaluating your performance; Success Level 1, 2 or 3, Fair or Unsuccessful. You will be issued a performance plan that describes standards or measures of performance. These standards are based on your position description and describe the satisfactory level of performance in terms of quantity, quality, timeliness, effectiveness and economy. As a new employee, your supervisor will meet with you to discuss your performance plan and set your standards in writing. Rating cycles are determined by grade level which determines the beginning and ending date of the appraisal period.

### **ANNUAL REVIEW**

Each year at the end of the cycle, your supervisor will meet with you to:

- ? Discuss your performance during that rating cycle
- ? Assign an official rating based on your level of achievement
- ? Review your position description for accuracy and make any necessary changes
- ? Set performance goals and standards for the next rating cycle
- ? Identify training needs for improved performance.

Your performance rating will be used in making decisions concerning awards, promotions, and retention standing.

### **PROGRESS REVIEW**

In addition to the annual performance appraisal, your supervisor will meet with you at least half-way through the performance year to conduct a "progress review" to ensure your understanding of the standards and to identify performance strengths and weaknesses and areas in need of improvement.



## Awards and Recognition

Through the Army's Incentive Awards program, supervisors are able to recognize employees for exemplary job performance, successes and accomplishments, creativity and innovative work practices that have a beneficial impact on the workplace.

There are three broad categories of awards -

### **Non-monetary Awards:**

- ? Letters of Appreciation
- ? Plaques
- ? Trinkets
- ? Length of Service Certificates
- ? Career Service and Retirement Certificates
- ? Secretary of Army Career Service Award Certificates
- ? Time-off

### **Honorary Awards:**

- ? Meritorious Civilian Service Award
- ? Superior Civilian Service Award
- ? Distinguished Civilian Service Award

### **Monetary Awards:**

- ? Special Act
- ? On-the-Spot
- ? Performance Awards
- ? Quality Step Increase

These awards, their criteria, dollar and time limits are discussed in detail in the following documents. Your supervisor can provide this information, or you may want to access it at the web site listed below.

- ? [www.usapa.army.mil](http://www.usapa.army.mil) , click on Publications – search for Army Regulation 672-20, 29 Jan 99, and DA Pamphlet 672-20, Incentive Awards Handbook, 1 Jul 93



## Hours of Work

### WORK SCHEDULES

Supervisors are responsible for establishing the hours of duty and work schedules for their employees.

Employees on full-time schedules work 80 hours per pay period. Specific days, hours and shifts may vary by work sites. Check with your supervisor for specifics on lunch and other types of breaks.

Part-time schedules may be from 16-32 hours per week, and work schedules are provided prior to the workweek.

Intermittent employees may be scheduled to work up to 39 hours per week. Intermittent employees work irregular numbers of hours and have no prearranged work schedules.

### OVERTIME

You may be asked to work additional hours to take care of increased workloads. You will either be paid at the overtime rate or earn compensatory time, depending on your status under the Fair Labor Standards Act (FLSA). If you are called back to work to perform unscheduled overtime after leaving the work-site (or called to work on an off-duty day), a minimum of 2 hours overtime is paid. If overtime is necessary, your immediate supervisor will notify you. Compensatory time may be earned instead of overtime pay. This time is documented on your time card and is shown on your Leave and Earnings Statement (LES). As with any leave, supervisory approval must be obtained prior to using compensatory time.



## Pay

### **PAY SYSTEMS**

Three basic pay systems are used for pay scales and wage rates:

- ? General Schedule (GS)
- ? Federal Wage System (FWS).

Your pay depends primarily on your position's grade in one of these systems.

### **GS Positions**

The General Schedule (GS) covers positions with professional, administrative, and clerical responsibilities. Within each GS grade, there are ten steps. Ordinarily, a new employee in this system is paid at the minimum rate for his or her grade, or Step One. If you have previous federal service, you may begin at a higher level.

### **FWS Positions**

The Federal Wage System (FWS) covers trade and craft positions. Wage grade pay is based on the prevailing hourly rates paid by private industry for the same kind of work in the same geographical area in which you work. There are five steps within each grade.

### **Pay Increases/Adjustments**

Cost-of-living pay increases for GS employees are legislated by Congress to increase GS pay to the national cost of living. They are normally awarded annually at the beginning of the calendar year. Pay adjustments for the WG pay scale are determined by the results of local area wage surveys and are effective at the conclusion of the wage survey.

### **Within-grade Increase (WGI)**

Each grade level has a series of salary steps. Progression from one step to another is called a within-grade increase (WGI). A WGI is not an "automatic" pay increase. You are given a WGI when you meet the following requirements:

- ? Your supervisor determines that your performance is acceptable
- ? Your present pay is below the maximum (top step) for the grade
- ? You have completed your waiting period. (see the following tables)

*Required waiting periods are outlined on the following page.*

<b>General Schedule Positions WAITING PERIOD FOR WGI</b>	
STEPS	WAITING PERIOD <i>Number of Years</i>
2, 3, and 4	1 Year
5, 6, and 7	2 Years
8, 9, and 10	3 Years

*Note: Temporary GS employees do not receive WGI's.*

<b>Federal Wage System Positions (Permanent and Temporary) WAITING PERIOD FOR WGI</b>	
STEPS	WAITING PERIOD <i>Number of Weeks</i>
2	26 Weeks
3	78 Weeks
4 and 5	104 Weeks

### **PAY PERIODS**

In the federal service, the term “pay period” refers to a 14-day period beginning every other Sunday. You will receive your first paycheck approximately 14-21 days after entering on duty, depending on whether you start the first or second week of the pay period.

## **PAY CHECKS**

Employees must have their paycheck deposited directly to a financial institution of their choice utilizing the Direct Deposit/Electronic Funds transfer (DD/EFT).

### **Payroll Deductions**

The following *mandatory* deductions are made from your paycheck:

- ? Retirement or Social Security
- ? Medicare
- ? State Taxes (if required by the state)
- ? Federal Income Taxes

The following *optional* deductions may be also made if you're eligible and/or have elected to enroll in any of the following:

- ? Life insurance
- ? Health benefits
- ? Thrift Savings Plan
- ? U.S. Savings Bonds (see below)
- ? Allotments to savings accounts or credit union
- ? Charitable contributions (see below)
- ? Labor organization dues

### **U.S. Savings Bonds**

All Army employees are encouraged to participate in the U.S. Savings Bond Program under the Payroll Savings Plan. The purchase of savings bonds under this plan is a convenient way for employees to accumulate secure personal savings.

### **Combined Federal Campaign**

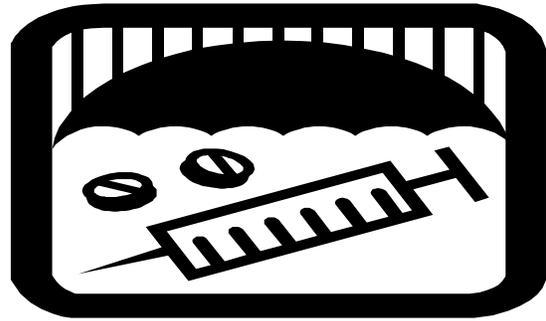
The Combined Federal Campaign or CFC was developed in 1965 within the federal service to allow charitable organizations to receive contributions from federal personnel. The CFC is conducted during a 6 week period between 1 September and 15 November. *No other charity organizations are permitted to conduct separate drives on any federal installation.* Contributions are voluntary and may be made in the form of cash, check, or through the payroll deduction system.

### **Leave and Earnings Statement (LES)**

Each time you are paid, you will receive an LES that will be mailed to you. Review each statement carefully and report any concerns to your timekeeper or your activity's Payroll Customer Service Representative. You are responsible for reporting any errors or discrepancies in your pay or leave status to your payroll representative. You may also access your LES through [www.mypay.dfas.mil](http://www.mypay.dfas.mil)

## **EMPLOYMENT AND SALARY VERIFICATION**

Whenever you need employment or salary verification, you may authorize the verifier to access your records via "The Work Number" system. This easy to use system may be accessed online at [www.theworknumber.com/applicants/howto.html](http://www.theworknumber.com/applicants/howto.html) or by calling the toll free number, 1-800-9WORK-NO (1-800-367-2844). This service is available 7 days a week, 24 hours per day.



# Insurance

## HEALTH INSURANCE

Federal employees who are eligible for the Federal Employees Health Benefits (FEHB) Program may choose from among several options. These include Managed Fee-for-Service (FFS) plans, plans offering a Point of Service (POS) provider, and Health Maintenance Organizations (HMO). (Eligibility for some plans depends on place of residence or employment, and that information will be included in the plan brochures.) The government pays for part and the employee pays the rest through payroll deductions. Employees will have opportunity to review brochures on each plan before making a selection, and the initial selection must be made within 60 days of the time you are hired.

## Program Features

Some of the features of the health benefits program that will be most important to you are:

- ? No waiting periods - you can use benefits as soon as the coverage is effective
- ? No required medical examinations or restrictions because of age or physical condition
- ? A choice of coverage -
  - Self only just for you; or
  - Self and family coverage for you, your spouse, and unmarried dependent children under age 22. Under certain circumstances, FEHB enrollment may cover a disabled dependent child 22 years or older who is incapable of self support
- ? A choice of plans and options
- ? A Government contribution
- ? Salary deduction of premium through payroll deduction
- ? Annual enrollment opportunities during "Open Season" - each year in November - to enroll, change or add to your coverage (There are conditions or events, such as the birth of a child or spouse's loss of health insurance coverage, which allow enrollment changes to be made outside the "Open Season" period. A benefits counselor can provide information if needed.
- ? Continued group coverage after retirement (requires 5 years continuous federal coverage prior to retirement)

The benefits counselors at the Army Benefits Center may answer all questions concerning your insurance coverage. Your CPAC will be able to provide plan brochures, and you can find most brochures on the Internet. See page 60 for website addresses.



## LIFE INSURANCE

Federal employees who are eligible may participate in the Federal Employees' Group Life Insurance (FEGLI) Program.

### Basic Insurance

As an eligible employee, you are automatically enrolled in Basic insurance, unless you waive this coverage. Basic insurance is based on your annual basic rate of pay, rounded up to the nearest \$1,000, plus \$2,000 (called the Basic Insurance Amount). The Government pays one-third of the cost and you pay two-thirds. FEGLI insurance does not build any cash value.

If you are under age 45, you automatically have extra coverage without paying any additional premium. This extra coverage increases the amount of Basic insurance payable at the time of your death, if you die before age 45. An age multiplication factor is used to determine the amount of the extra benefit and is based on your age at the time of your death.

### Optional Insurance

If you have Basic insurance, you may also elect Optional insurance. There is no Government contribution towards the cost of any Optional insurance. There are three types of Optional insurance:

Option A - Standard Optional	Provides additional \$10,000 insurance
Option B – Additional	Provides additional insurance equal to 1-5 times the rate of basic pay
Option C – Family	\$5000 insurance for spouse and \$2500 insurance for each dependent available in 1 to 5 multiples

## **Accidental Death & Dismemberment Benefits**

Accidental death and dismemberment coverage is an automatic part of Basic and Option A insurance for employees. Accidental death and dismemberment benefits are payable when you sustain injuries by accidental means, and within 90 days afterwards, you die or lose a limb or eyesight. Under Basic insurance, accidental death benefits are equal to your Basic Insurance Amount (without any age multiplication factor) and accidental dismemberment benefits are equal to one-half of your Basic Insurance Amount. Under Option A, accidental death benefits are equal to your Option A coverage and accidental dismemberment benefits are equal to one-half of your Option A coverage for the loss of one limb or sight in one eye.

## **Election**

Unless your position is excluded from coverage by law or regulation, you are automatically enrolled in Basic insurance. If you don't want this coverage, you must either waive it when you first become eligible for coverage or cancel it. You must specifically elect the types of Optional insurance you wish to carry within 31 days of becoming eligible.

## **Initial Decision and Reconsideration**

Your ABC benefits counselor will determine eligibility to elect or increase your life insurance coverage. You have the right to ask your counselor to reconsider an initial denial of coverage or the opportunity to change coverage. You must make a request for reconsideration in writing within 30 days from the date of the initial decision.

## **Non-pay Status**

Your FEGLI coverage continues during your first 365 days in nonpay status. No premium payments are required, unless you are receiving Workers' Compensation. Your life insurance coverage terminates at the end of this 365-day period, with a 31-day extension of coverage and right to convert to an individual policy.

## **Effective Date**

Basic insurance coverage is effective on the day you enter on duty in pay status. Optional insurance is effective on the first day you enter on duty in pay status on or after the day your employing office receives your election.

## **Waiver/Cancellation of Insurance**

When you first become eligible for FEGLI coverage, you must specifically waive Basic insurance if you do not want it. If you do not want any Optional insurance, you do not have to do anything. When you do not elect the full amount of Optional insurance available, you are waiving any Optional insurance not chosen. You may cancel your Basic and/or Optional insurance coverage at any time. When you cancel Basic insurance, you automatically cancel all Optional insurance you have. Canceling Optional insurance has no effect on Basic insurance. The cancellation is effective at the end of the pay period in which it is filed with your employing office.

## **Cancellation of Waiver Due to Change in Family Status**

You can cancel a waiver of Option B (or increase the multiples you carry) and/or Option C because of one of these events:

- ? Marriage
- ? Divorce
- ? Death of a spouse
- ? Acquiring an eligible child

You must file the election with the ABC on the Life Insurance Election form along with proof of the event - 30 days prior or no later than 60 days after the date of the event.

## **Effect of Separation from Service on Waiver**

If you are reinstated after a separation from service of at least 180 days, any previous waiver of coverage is automatically cancelled. Unless you file a new waiver, you will have Basic insurance coverage. You can elect any type of Optional coverage within 31 days of returning to service. If you do not submit an election of Optional insurance, you will get whatever Optional insurance you had before you separated, and you will be considered to have waived any other Optional insurance. If your separation from service is less than 180 days, any previous waiver of coverage remains in effect. You automatically get whatever life insurance coverage you had before leaving Government service.

## **Termination of Insurance**

Your life insurance stops when:

- ? You waive or cancel it;
- ? You are separated from service;
- ? You complete 365 days of nonpay status;
- ? You retire and are not eligible to continue coverage into retirement;
- ? Your compensation stops (or when the Office of Workers' Compensation Programs finds that you are able to return to duty).

## **Conversion of Insurance**

When your life insurance terminates, except by your waiver or cancellation, you are entitled to convert to an individual policy. You may convert all or any part of your Basic and Optional coverage. No medical examination is required. You must request conversion information within 31 days from the date of the terminating event. Conversion is effective at the end of the 31-day extension of coverage.

## **Eligibility for Life Insurance after Retirement**

When you retire, you are eligible to continue Basic insurance - or have it reinstated - if you meet certain requirements. A retirement or benefits counselor at the ABC will outline these when needed.



# Retirement

Most permanent employees of the federal government are covered by one of three retirement systems: Federal Employees Retirement System (FERS), Civil Service Retirement System (CSRS), and CSRS Offset. Employees who are covered by a federal retirement system also have the opportunity to participate in the Thrift Savings Plan (TSP). TSP is explained below.

## **FEDERAL EMPLOYEES RETIREMENT SYSTEM (FERS)**

Most new employees hired after December 31, 1983 are automatically covered by FERS. In addition, certain other federal employees not covered by FERS have the option to transfer into the plan.

### **Retirement Plan Structure**

FERS is a three-tiered retirement plan. The three components are:

- ? Social Security Benefits
- ? Basic Benefit Plan
- ? Thrift Savings Plan

You pay full Social Security taxes and a small contribution to the Basic Benefit Plan. In addition, your agency puts an amount equal to 1% of your basic pay each pay period into your Thrift Savings Plan (TSP) account. You are able to make tax-deferred contributions to the TSP and the Government matches a portion. All three components of FERS work together to give you a strong financial foundation for your retirement years.

## **THRIFT SAVINGS PLAN**

The Thrift Savings Plan (TSP) is a retirement savings and investment plan for federal employees. It offers the same type of savings and tax benefits that many private corporations offer their employees under so-called "401(k)" plans.

Employees covered by FERS may contribute to the TSP. FERS employees may contribute up to 13% of their salary. Along with that, the government will also make a contribution of up to 5%; the amount of the government's contribution will be based primarily on the amount contributed by the employee.

The TSP is a defined contribution plan. The retirement income that you receive from your TSP account will depend on how much you and your agency have contributed to your account during your working years and the earnings on these contributions. The contributions that you make to your TSP account are voluntary and are separate from your contributions to your annuity. You may access all the latest TSP information including rates of return via the Internet at <http://www.tsp.gov/>.

### **CIVIL SERVICE RETIREMENT SYSTEM (CSRS)**

CSRS covers employees who were first employed prior to January 1, 1984 who did not switch to FERS during an open season. CSRS retirement benefits are funded by mandatory employee contributions, which are determined by pre-set percentages of an employee's pay and by contributions from the employing agency. CSRS covered employees may voluntarily contribute up to 6% of their basic pay to the TSP. There are no matching agency funds.

### **CIVIL SERVICE RETIREMENT SYSTEM OFFSET (CSRS Offset)**

If an employee was covered by CSRS for at least five years and had a break in service of at least one year, he/she will be covered by the CSRS Offset provisions when returning to government service. CSRS Offset covered employees contribute the same percentage of their salary as do CSRS employees, but the money is split between CSRS and Social Security. CSRS Offset covered employees may voluntarily contribute up to 6% of their basic pay to the TSP. There are no matching agency funds.

### **RETIREMENT COUNSELING**

The Army Benefits Center (ABC) conducts retirement counseling. Employees may set up counseling appointments by calling toll free 1-877-276-9287 (TDD 1-877-276-9833). A wealth of retirement information, including all the latest program updates and an online retirement calculation program is available via the Internet. Page 59 contains a complete listing of websites.



## Federal Holidays

The following ten days are paid holidays for federal employees:

New Years Day	January 1
Birthday of Martin Luther King, Jr.	Third Monday in January
Washington's Birthday	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25



## Security and Law Enforcement

The Provost Marshal's Office is responsible for managing and implementing the physical security, loss prevention and law enforcement programs. The topics discussed below provide general information about various security issues; your supervisor or sponsor can provide the specific rules and information that may be unique to your location.

### **VEHICLE REGISTRATION**

Most military installations have a vehicle registration policy. Your supervisor or sponsor will provide specific information on local requirements and procedures. However, the following provides basic requirements for most DOD locations.

Motor vehicles, privately owned and operated on the Installation by military and civilian personnel or their family members, must be registered at the Vehicle Registration Office. Normally decals from other DOD activities will be honored for 30 days for employees on Permanent Change of Station (PCS) orders. After that, you must obtain a decal from your new Installation Vehicle Registration Office. The following are normally required to obtain a Post decal:

- ? Current vehicle registration
- ? Valid state driver's license
- ? Proof of insurance

When registering your vehicle, be sure to ask about the local rules regarding other people driving your vehicle on the Installation. Some Installations have very specific requirements concerning this.

Motorcycle operators must meet the same minimum requirements as stated above. In addition, operators are required to have proof of attendance at both the classroom training and the road phase of the Motorcycle Defensive Driving Course before they are issued a Post decal. Regulation helmets, appropriate footwear and other protective equipment and clothing, as prescribed by FH Reg 190-5, must be worn at all times when operating motorcycles on Post.

*Note: Driving on Post is a privilege. For security purposes, privately owned vehicles may be searched for drugs, firearms and other illegal substances upon entering or leaving the Installation. A conviction of DUI will result in loss of Post driving privileges. Possession of a controlled substance will result in a bar from Post. Check with your Military Police for more information.*

## **IDENTIFICATION CARDS**

Employees at most DOD installations are issued a CAC that should be carried at all times. (Check with your supervisor about your command's policy.) Identification cards are to ensure only authorized individuals have entry access to controlled DOD facilities. Do not lend your card to anyone; doing so diminishes the integrity of the identification program and is a violation of federal law.

## **CLASSIFIED INFORMATION**

All employees have the responsibility to protect classified information. Information is classified to indicate if protection is needed and the level of security assigned. These classifications are based on the degree of potential harm that could result if that information were divulged to unauthorized personnel. Classified information comes in many forms including documents, charts and diagrams, equipment, photographs and knowledge. There are basic rules to ensure you do your part to safeguard classified information:

## **INFORMATION SYSTEMS SECURITY (INFOSEC) AWARENESS**

The intent of DOD's INFOSEC policy is to protect DOD computer systems against unauthorized access or modification of information. It applies to information processing, storage, and transmitting; as well as user authorization and access. Each organization has a designated individual, the Information Assurance Security Officer (IASO), who is responsible for managing and coordinating the Information Systems Security (ISS), program. Minimum guidelines for good computer security are the following:

- ? Do not bring privately owned computers or software into the work-site.
- ? Do not use ADP resources for other than government business and operations; and above all,
- ? Get to know your ADPSO and learn the policies and procedures for your particular worksite. These will vary among organizations depending on the type information handled by the particular work group.

Every year, you will be required to complete INFOSEC Awareness training to update you on new computer security requirements. Due to the fast pace of technological developments, your requirements will continue to change. Be sure you stay up-to-date in this area.



## **USE OF GOVERNMENT FACILITIES/EQUIPMENT**

### **Computer**

Computer access is authorized for users of the Nonsecure Internet Protocol Router Network (NIPRNet).

It is prohibited to use the computer systems to view pornographic materials or to send, post, or display offensive, abusive, slanderous, vulgar, or defamatory messages, text, graphics, or images. This includes harassment and intimidation of individuals on the basis of race, sex, religion, ethnicity, sexual orientation, disability, etc.

No checking commercial e-mail to include yahoo, hotmail, earthlink, junos, aol, etc.

No loading of software without IASO approval.

Playing games are not allowed on government systems.

### **Telephone**

Government telephones are for Government business and should not be used to make or receive personal calls. Request that your friends and relatives not call you at work except in emergencies.

### **Personal Mail**

The continued receipt of personal mail at work is prohibited.

### **Misuse of Government Property**

The unauthorized use or willful damage to government equipment, tools, instruments, and other property is prohibited.

### **Negligence**

Employees who neglect their duties, who are careless, or who waste public funds and property are subject to disciplinary action.

## **FRAUD, WASTE, AND ABUSE**

Military activities have established local hotlines to report suspected waste, fraud and abuse in the government. You may opt to use the local number or the DOD number 1-800-424-9098. Regardless of which you select, there are basic guidelines to follow:

- ? Address the problem through the chain of command if possible
- ? Be sure the problem is related to
  - Fraud - taking unfair advantage of the government
  - Waste - extravagant, careless, or needless expenditure of government resources
  - Abuse - violation of statutes or regulations of good practice.
- ? Leave a specific and detailed message, including names, dates, location, etc.
- ? You are permitted to remain anonymous; however, providing your name may help the investigation if more information is required later.

*Note: If you provide your name, it will be kept confidential.*

# Code of Ethics

Public service is a public trust.

Each employee has a responsibility to the United States Government and its citizens to place ethical principles above personal gain. The following general standards apply to every employee in determining proper conduct:

- ? Employees shall place loyalty to the Constitution, the laws and ethical principles above private gain.
- ? Employees shall not hold financial interests that conflict with the conscientious performance of duty.
- ? Employees shall not engage in financial transactions using nonpublic Government information or allow the improper use of such information to further any private interest.
- ? Employees shall not, except as permitted by law or regulation, solicit or accept gifts or other items of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the employee's agency, or whose interests may be substantially affected by the performance or nonperformance of the employee's duties.
- ? Employees shall put forth honest effort in the performance of their duties.
- ? Employees shall not knowingly make unauthorized commitments or promises of any kind purporting to bind the Government.
- ? Employees shall not use public office for private gain.
- ? Employees shall act impartially and not give preferential treatment to any private organization or individual.
- ? Employees shall protect and conserve federal property and shall not use it for other than authorized activities.
- ? Employees shall not engage in outside employment or activities, including seeking or negotiating for employment, that conflict with official Government duties and responsibilities.
- ? Employees shall disclose waste, fraud, abuse, and corruption to appropriate authorities.
- ? Employees shall satisfy in good faith their obligations as citizens, including all just financial obligations, especially those —such as federal, state, or local taxes—that are imposed by law.
- ? Employees shall adhere to all laws and regulations that provide equal opportunity for all Americans regardless of race, color, religion, sex, national origin, age, or handicap.
- ? Employees shall endeavor to avoid any actions creating the appearance that they are violating ethical standards.



## Workplace Safety and Health

To assist in providing a safe and healthful work environment for employees, the Army has a workplace safety program. Command safety managers have responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

Each command provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications. Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager, or bring them to the attention of the Safety Manager.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action.

# Workers Compensation

The Federal Employees' Compensation Act (FECA) is administered by the Office of Workers' Compensation Programs (OWCP) of the U.S. Department of Labor (DOL). It provides compensation benefits to civilian employees for disability due to personal injury sustained while in the performance of duty or due to employment-related disease or illness. The FECA also provides for the payment of benefits to dependents if the injury or disease causes an employee's death.

In the case of accidents that result in injury (*regardless of severity*) or employment-related occupational disease or illnesses, employees should follow these guidelines:

- ? Notify your supervisor as soon as possible and obtain the necessary claim forms.
- ? Visit your health unit for first aid, or seek appropriate medical attention; injured workers have an initial choice of treating physician.
- ? File the appropriate workers' compensation claim form; CA-1 claim form for traumatic injury (single incident injury or repetitive injury which occurs during one work shift) and CA-2 claim form for an occupational illness which occurs due to exposure to work factors which caused the injury/illness.
- ? Provide the necessary information to support your claim.
- ? Injured workers have a legal burden to prove that their medical condition was work-related. (The Workers' Compensation officials can advise you of the type of evidence you need to support your claim.)
- ? Keep your supervisor and the Workers' Compensation officials informed of the status of your condition.
- ? You are still required to request leave from your supervisor.
- ? You must also provide your supervisor and OWCP with medical reports to support your disability.
- ? If your supervisor has indicated that light duty may be available, you should advise your physician. Your supervisor may be able to provide your physician with specifics of any accommodations that may be available.
- ? If your physician releases you to return to light duty or to full duty, you should return to work. DOL will not authorize compensation for employees who refuse suitable work.

*Note:*

*Benefits cannot be paid if the injury or death is caused by the willful misconduct of the employee; the employee's intention to bring about his or her own injury or death or that of another; or if intoxication (by alcohol or drugs) is the proximate cause of the injury or death.*

*In addition, employees may be disciplined.*

# Management and Labor Unions

The purpose of labor unions is to promote cooperation between management and the workforce and to assist in resolving labor-management disputes when they arise. As an employee, you may be eligible to join the federally recognized labor unions that have exclusive representation rights for your organization. If you are in a group which a union represents (the bargaining unit - see below for definition), management and the union work together to establish an agreed upon set of provisions, called the negotiated labor agreement. Be sure to review your local labor agreement and be aware of how its provisions affect you as an employee. Some of the topics included in the labor agreement are:

- ? Personnel management and classification policies, programs, and procedures.
- ? Merit promotion and staffing programs.
- ? Reductions-in-force (RIF) and other changes.
- ? Grievances and processing of adverse actions.
- ? Leave programs.
- ? Hours of work.

Within the parameters of labor-management relations policy, management, the unions, and the employees all have certain rights or rules to play by. In basic terms:

- ? Management has the right to make management decisions and take personnel actions.
- ? Unions have the right to negotiate terms and conditions of employment for bargaining unit employees and represent bargaining unit employees exclusively.
- ? Employees have the right to form, join, or assist a union, or refrain from doing so without fear of reprisal.

## **BARGAINING UNIT**

Bargaining unit employees are those in a group which the union represents. If you are in a bargaining unit, you are bound by what the union negotiates with management. This is not affected by your decision to join the union and pay dues or not join. If you are in a bargaining unit with union representation, you are bound by the terms of the negotiated labor agreement.

## **RESERVED RIGHTS OF MANAGEMENT**

In the labor-management relationship, management retains certain rights; these are called the reserved rights of management. The following are examples of these rights.

Management has the right to:

- ? Determine the organizational budget
- ? Decide when to reorganize
- ? Decide when to use formal security controls
- ? Hire and promote from any appropriate source
- ? Reassign and place employees
- ? Maintain order in the workplace
- ? Assign work
- ? Contract out work
- ? Make decisions during emergencies
- ? Make selections for appointments
- ? Determine organizational mission and personnel strength.

While the unions may not take these rights away, they may negotiate procedures and arrangements for adversely affected employees.

## **DUES**

If you decide to join a union, you will pay your dues by payroll deduction. You will be provided a form and instructions for submitting to your payroll office to authorize this deduction.



# Leave

You are expected to be at work during your established work hours unless you have permission to be absent. Permission to be absent from work is called “leave.” The types include the following, and each is described in detail on the following pages:

- ? Annual leave
- ? Sick leave
- ? Leave without pay (LWOP)
- ? Military leave
- ? Court leave
- ? Excused absences

When requesting leave in advance, use the OPM 71, Request for Leave or Approved Absence (<http://www.dior.whs.mil/forms/OPM0071.pdf>). If you are unable to request leave in advance due to an emergency, follow your organization’s internal procedure. Procedures may vary so check with your supervisor for specific requirements.

## **ANNUAL LEAVE**

Annual leave is time off at full pay which provides an employee the opportunity for an annual vacation period or to attend to personal business or emergency situations that can only be handled during a normal working day. The following table outlines accrual rates for annual leave.

ANNUAL LEAVE ACCRUAL RATES		
CREDITABLE SERVICE	WORK SCHEDULE	ACCRUAL RATE PER PAY PERIOD
Less than 3 years	Full-time	4 hours per pay period
	Part-time	1 hour per 20 hours in a pay status
3-15 years	Full-time	6 hours per pay period
	Part-time	1 hour per 13 hours in a pay status
15 years and over	Full-time	8 hours
	Part-time	1 hour per 10 hours in a pay status

Although you have the right to use your accrued annual leave, your immediate supervisor is responsible for determining when you can be spared from your duties to use it.

### **Requesting Annual Leave**

Requests for annual leave must be submitted to your supervisor and approved in advance except in cases of unforeseen circumstances. If you are unable to obtain advance approval due to an emergency, notify your supervisor as soon as possible before the work shift but no later than within two hours of the start of the workday of the first day of such leave. Failure to make proper notification could result in your being placed in an AWOL (absent without official leave) status, and could result in disciplinary action being taken against you.

### **Advancing Annual Leave**

Full-time and part-time employees may be granted advanced annual leave up to the amount that will accrue through the end of the leave year. If you are serving under a temporary appointment, advanced leave should not exceed an amount which you could reasonably be expected to earn during your appointment.

### **SICK LEAVE**

Sick leave is time off the job at full pay which is granted to an employee who:

- ? Is incapacitated for the performance of duty by physical or mental illness, injury, pregnancy or childbirth
- ? Receives medical, dental, or optical examination or treatment

- ? Would, as determined by the health authorities having jurisdiction or by a health care provider, jeopardize the health of others by their presence on the job because of exposure to a communicable disease
- ? Must be absent from duty for purposes relating to the adoption of a child, including appointments with adoption agencies, social workers and attorneys; court proceedings; required travel and any other activities necessary to allow the adoption to proceed
- ? Cares for a family member with a serious health condition
- ? Provides care for a family member as a result of physical or mental illness, injury, pregnancy, childbirth, or medical, dental or optical examination or treatment\*
- ? Makes arrangements necessitated by the death of a family member or attends the funeral of a family member\*

\* See section on Family Friendly Leave Act (FFLA) for restrictions that apply when using sick leave for family members for these purposes.

<b>SICK LEAVE ACCRUAL RATES</b>	
WORK SCHEDULE	ACCRUAL RATE PER PAY PERIOD
Full-time	4 hours per pay period
Part-time	1 hour per 20 hours in a pay status

### **Notifying Your Supervisor**

When incapacitation or illness prevents you from reporting to work, you must inform your immediate supervisor as soon as possible before the beginning of the work shift but not later than within two hours of the start of the workday. You should provide the reason for your absence and the time you expect to return to duty.

### **Advancing Sick Leave**

While sick leave may be advanced, the amount of advanced sick leave may not exceed 240 hours at any time. In order to be eligible for advance sick leave, you must exhaust all available sick leave and there must be a reasonable assurance that you will return to duty and will work long enough to repay the advanced leave.

## **Caring for a Family Member with a Serious Health Condition**

Federal employees may use a total of up to 12 weeks of sick leave each year to care for a family member with a serious health condition. In order to use more than 40 hours of sick leave for such purpose, an employee must maintain a balance of at least 80 hours in his or her leave account. Any sick leave used under FFLA must be deducted from the 12-week entitlement.

## **Bone Marrow or Organ Donors**

Federal employees electing to serve as bone marrow or organ donors are authorized additional paid leave off from duty. Please contact your servicing CPAC for additional guidance on this subject.

## **Leave Transfer Program**

The voluntary leave transfer program permits you to donate annual leave for the use of other federal employees who will be in a non-pay status because of medical emergencies, either personally or that of a family member.

## **Family Medical Leave Act (FMLA)**

Permanent, temporary and intermittent employees are entitled to twelve weeks of unpaid leave for any of the following situations:

- ? Birth of a child
- ? Adoption of a child
- ? Serious personal medical condition
- ? Caring for a family member with a serious medical condition

If you are a permanent employee, the twelve weeks of unpaid leave are in addition to any other types of leave granted. Additionally, you may substitute paid leave for any of the unpaid leave, if requested in advance.

## **Family Friendly Leave ~~Act (FFLA)~~**

You may use sick leave to provide care for a family member for a condition that would justify use of sick leave if you were personally afflicted or to make arrangements necessitated by the death of a family member or to attend the funeral of a family member. The definition of family member includes:

- ? Spouse and parents thereof
- ? Children and spouses thereof
- ? Parents, brothers and sisters and spouses thereof
- ? Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship

The amount of sick leave that can be used under FFLA is limited to 40 hours per leave year for full-time employees. You may use an additional 64 hours if you maintain a sick leave balance of at least 80 hours.

## **LEAVE WITHOUT PAY (LWOP)**

You may request a temporary absence from duty in a non-pay status, and the request may be granted only when your services can be spared without detriment to the work performed. The authorization of LWOP is normally a matter of administrative discretion.

### **Mandatory vs. Discretionary Approval**

You do not have a right to leave without pay except if you are a disabled veteran undergoing medical treatment or you are a member of the National Guard or reservists performing military duties (advance approval is still required). Additionally, it is Army's policy to grant up to 90 days of LWOP to employed family members of transferring military or civilian personnel for the purpose of seeking employment at their new duty stations.

Note: LWOP is an approved absence and should not be confused with unauthorized absence. LWOP cannot be imposed as a penalty or used for disciplinary purposes.

## **MILITARY LEAVE**

If you are a member of the Armed Forces Reserve or the National Guard, you are eligible for time off at full pay for active duty, inactive duty (weekend drills) or military training.

### **Accrual Amount**

Full-time employees accrue 15 days per fiscal year. Part-time employees accrue military leave on a pro-rated basis; the rate is determined by dividing 40 into the number of regularly scheduled work hours.

### **Eligibility**

Employees serving in permanent or term appointments who are members of the armed forces reserve or the National Guard are eligible for military leave. Temporary and intermittent employees are not eligible.

## **COURT LEAVE**

This is the authorized absence from duty for jury duty or for serving as a witness in a non-official capacity in a suit where the federal, state or local government is one of the parties.

### **Amount**

There is no limitation on the amount of court leave you may be authorized. If you receive fees for serving on jury duty, check with your CPAC to see if you may retain or if you must surrender the fees.

### **Eligibility**

All employees, except those who are employed on an intermittent basis, are entitled to court leave for jury duty. If you are called to serve as a witness in a court, you may or may not be eligible for court leave. You will need to check with your supervisor.

## **Appropriate Procedure for Requesting and Documenting**

If you are summoned to attend court for service as a witness or in the capacity of serving on a jury, you should notify your immediate supervisor as soon as possible by submitting OPM-71 supported by a copy of the summons. On return-to-duty from serving on jury duty, you will be required to provide a certification of attendance verifying your jury duty.

## **EXCUSED ABSENCE**

An excused absence is an absence from duty administratively authorized without loss of pay and without charge to leave. There must be legal or regulatory authority for absence from duty during the basic workweek. The following are examples of appropriate situations to grant excused absence:

### **Tardiness and Brief Absences**

Infrequent tardiness or brief absences of less than one hour may be excused by your immediate supervisor.

### **Registration and Voting**

You may be excused for a reasonable time, when practicable to do so without seriously interfering with operations, to vote or register in any elections or referenda on civic matters in your community. In areas where polls are not open at least three hours, either before or after your regular hours of work, an amount of excused time will be granted which will permit you to report for work three hours after the polls open or leave work three hours before the polls close, whichever requires the lesser amount of time off.

### **Blood Donation**

If you donate blood, you may be granted excused absence to cover travel to and from the donation site, the actual donation of blood, and recovery. This provision does not cover you if you give blood for your own use or receive compensation for giving blood.

### **Employment Interviews**

If you are competing for a position within the Department of Defense, you may be granted excused absence for merit placement interviews. This provision does not cover travel time to job searches and interviews outside the commuting area.

### **Counseling**

Excused absence may be granted to permit you to attend the initial counseling session resulting from a self-referral under the Employee Assistance Program (EAP). You may elect to use sick leave, annual leave, or leave without pay for subsequent visits.

### **Physical Examinations for Enlistment or Induction**

You may be granted excused absence to undergo medical examinations required by appropriate military authorities for enlistment or induction into the United States Armed Forces. This provision does not cover travel time outside the commuting area or situations in which you receive military compensation; can use military leave; or undergo additional tests, examinations, or treatment for conditions discovered or suspected as a result of the examinations.

### **Attendance at Conferences or Conventions**

You may be granted excused absence to attend conferences or conventions of professional organizations when it is determined that attendance will serve the interests of the Government. Such excusals are limited to 5 workdays per calendar year and should be limited to those employees who officially represent the organization or participate in the program of the conference or convention. Excusal is not authorized for attendance at conferences or conventions of political parties or partisan political groups. Excused absence to attend union-sponsored training or conventions is governed by terms of the applicable collective bargaining agreement.



## Conduct

In the workplace, the supervisor is responsible for establishing, clearly communicating and consistently enforcing reasonable rules and standards of professional conduct. If you have questions about the rules for your work-site; ask your supervisor to clarify them. If you violate one of these rules or standards, it is the supervisor's responsibility to take action and impose discipline in some form of reasonable penalty. Army's policy on discipline is corrective, not punitive, and is progressive in nature. This specifically means that the focus of the disciplinary action will be to correct the behavior problem and identify and eliminate the causes of violations or disciplinary problems. When discipline is required, the supervisor will use a standard table of penalties to determine a reasonable penalty for the offense. These penalties range from oral admonishment to dismissal. They are listed below in order of severity (from least to most):

### Oral Admonishment

- ? Letter of Counseling/Warning
- ? Written Reprimand
- ? Suspension
- ? Demotion
- ? Dismissal

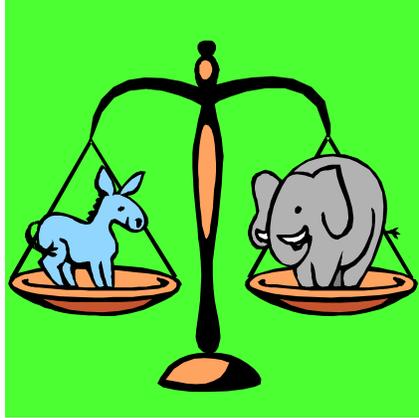
The less severe penalties are considered informal and are not grievable. The others are considered formal and are grievable or appealable. When a supervisor takes a disciplinary action, he/she informs the employee of these conditions, ensures the employee's rights are provided and negotiated grievance procedures are followed. If you have questions about your rights, you may wish to contact your servicing CPAC representative.

## **ATTIRE**

Most military bases do not have a prescribed standard of dress for civilians, but you are expected to dress in a customary and professional manner. In addition, it is important to follow guidelines and instructions pertaining to wearing of safety shoes, safety glasses, and other safety equipment while working in hazardous areas.

## **SMOKING POLICY**

The Department of the Army has established a policy to create an environment that supports the abstinence of tobacco products and provides for a healthy work environment. Each activity has established a smoking policy for its employees. Your supervisor can provide information concerning the designated smoking areas at your activity or command.



# Political Activity

## THE HATCH ACT

Army employees are covered by the Hatch Act that outlines examples of both permissible and prohibited political activities. The following Do's and Don'ts apply to employees up to the level of Senior Executive Service (SES). SES employees, administrative law judges, and members of board of contract appeals should request clarification on further restrictions that may apply to their particular situation. If you have questions concerning the appropriateness of certain political activities, you should contact a labor relations specialist in your servicing CPAC.

## POLITICAL DO'S AND DON'TS FOR FEDERAL EMPLOYEES:

### Political Do's

- ? May be candidates for public office in nonpartisan elections.
- ? May register and vote as they choose.
- ? May assist in voter registration drives.
- ? May express opinions about candidates and issues.
- ? May contribute money to political organizations or attend political fund-raising functions.
- ? May attend and be active at political rallies and meetings.
- ? May join and be an active member of a political club or party.
- ? May sign nominating petitions.
- ? May campaign for or against referendum questions, constitutional amendments, and municipal ordinances.
- ? May campaign for or against candidates in partisan elections.
- ? May make campaign speeches for candidates in partisan elections.
- ? May distribute campaign literature in partisan elections.
- ? May hold office in political clubs or parties.

## Political Don'ts

- ? May not use their official authority or influence to interfere with an election.
- ? May not collect political contributions unless both individuals are members of the same federal labor organization or employee organization and the one solicited is not a subordinate employee.
- ? May not knowingly solicit or discourage the political activity of any person who has business before the agency.
- ? May not engage in political activity while on duty.
- ? May not engage in political activity in a government office.
- ? May not engage in political activity when wearing an official uniform.
- ? May not engage in political activity while using a government vehicle.
- ? May not solicit political contributions from the general public.
- ? May not wear political buttons on duty.
- ? May not be a candidate for public office in partisan elections.



## Fitness for Duty Exams

Management usually orders fitness-for-duty examinations in the following situations:

- ? When an employee cannot meet the physical requirements of the work; or
- ? When a medical condition is causing a conduct or behavior problem

Some jobs in the government have medical standards or physical requirements. If you occupy one of these positions and a question arises concerning your capacity to meet these requirements, your supervisor may require you to undergo a fitness-for-duty medical examination. It may be ordered as a result of job-related injuries/illnesses or for reasons not related to the job. If the examination shows you have a medical condition that appears to impair your capabilities to safely and effectively complete work assignments, your supervisor may opt to:

- ? Place you in another position that accommodates your medical condition/limitations;  
or
- ? Modify (temporarily or permanently) assignments and/or work environment

If accommodation is not feasible, the supervisor may be forced to take removal action for failure to meet the physical requirements of the assigned position.

A fitness-for-duty examination may also be ordered before management takes disciplinary and/or adverse action against an employee for unacceptable conduct or behavior if it appears that a medical condition may be at the root of the problem.

# Drug Free Workplace

## **POLICY**

Substance abuse is inconsistent with the high standards of performance, discipline, and readiness necessary to accomplish the Army's mission. The Army's goal is to provide a safe, healthful, and secure workplace. To achieve this goal, it is Army policy that

- DA recognizes alcoholism and drug abuse as a preventable and treatable progressive disease
- DA civilian employees and civilian employees' family members will have access to confidential Employee Assistance Program (EAP) Services. Civilian employees have the option of participating in either the installation Alcohol Substance Abuse Program (ASAP) clinical program (if resources are available) or being referred to an approved program in the civilian community. Whenever possible, an employee's family will be involved with the treatment. Civilian employees' absence (during work hours) to obtain treatment will be charged to leave.
- Employees must refrain from using drugs illegally whether on or off duty.
- Supervisors will intervene early when alcohol misuse, drug abuse, or other personal problems are adversely affecting an employee's job performance and/or behavior. Supervisors are encouraged to use the EAP services in conjunction with disciplinary action, which must be coordinated with the Civilian Personnel Advisory Center (CPAC).
- Employee job security or promotion opportunities will not generally be jeopardized by a request for assistance. Employee performance appraisals will not mention current or past enrollment in the ASAP.
- Supervisors will consult with the servicing CPAC and SJA and notify the appropriate law enforcement authorities when there is reasonable suspicion that an employee is engaged in criminal conduct involving alcohol or other drugs (e.g., trafficking, theft, illegal possession).

## **DRUG TESTING**

Civilian employees may be subject to drug testing under the following conditions:

- ? When there is a reasonable suspicion of on duty use or on duty impairment.
- ? Employees in Testing Designated Positions (TDP) are subject to reasonable suspicion testing when there is a reasonable suspicion that an employee uses illegal drugs, whether on or off duty as well as random testing without an individualized suspicion that a particular individual is using illegal drugs.
- ? As part of an authorized examination regarding an accident or unsafe practice; or
- ? As a part of or as a follow-up to counseling or rehabilitation for illegal drug use.
- ? Volunteer testing
- ? Applicant testing

## **ADMINISTERING DRUG TESTS**

All employees subject to testing shall be allowed to provide urine specimens in private except when there is reason to believe the specimen will be altered. Employees will be given the opportunity to declare the legitimate use of over-the-counter or prescription drugs prior to taking a test. The Army uses strict chain-of-custody procedures to ensure proper identification of the specimen tested and that test results are handled in a confidential manner. Positive test results from the laboratory will only be disclosed to a Medical Review Officer for verification and may only be disclosed to the appropriate ASAP program administrator and the Employee Assistance Program (EAP) Administrator, and appropriate supervisory/management officials necessary to take appropriate action.

## **RESULTS OF NON-COMPLIANCE**

All employees are expected to comply with Army's policy and refrain from drug use. Disciplinary action up to and including removal from federal service will be initiated for the first failure to remain drug-free or refusal to submit to a drug test. Removal action will be initiated for any employee upon a second positive test result, failing to refrain from illegal drug use after counseling and/or rehabilitation, or adulterating or substituting a specimen.



## Employee Assistance Program

The Employee Assistance Program (EAP) is available to assist you in overcoming any performance or conduct deficiencies caused by misuse of drugs or alcohol or by other personal problems. The program is also available to your family members who have personal problems that may have an adverse effect upon your work performance. You may voluntarily contact EAP regarding any personal problem. Your supervisor or your CPAC representative can provide the EAP provider's name and telephone number.

# Equal Employment Opportunity

## ARMY'S POLICY

It is Department of Army policy to take affirmative action to overcome the effects of past and present discriminatory practices, policies, or other barriers to equal employment opportunity. These affirmative actions are to be designed to work toward achievement of a work force at all grade levels and occupational categories that are representative of the appropriate civilian labor force. The objectives of the Department of Army Equal Employment Opportunity (EEO) program are straightforward. The first is to provide a full and fair opportunity for all employees, regardless of race, color, religion, sex, national origin, age or handicap to contribute to the extent of their abilities in pursuing a career in the Federal service. The second is to provide for the non-discriminatory treatment of all employees in the course of carrying out their duties in the Federal workplace. These two objectives require that employees not be unfairly limited in obtaining employment or in career advancement, consistent with their performance and abilities, and that they be treated in a fair and non-discriminatory manner while performing their duties.

Management has the responsibility to:

- ? Promote equal employment opportunity for all persons in the workplace
- ? Provide maximum opportunities at all levels of the organization
- ? Eliminate any real or perceived barriers that may deny that opportunity
- ? Focus on hiring and maintaining a work force that reflects our diverse population
- ? Provide a work environment free of discrimination and harassment of any kind, as well as empower employees with the means necessary to reach their full potential

Employees also have the responsibility to:

- ? Maintain sensitivity to the cultural differences among members of the work force and value their contributions
- ? Treat each other with decency and respect

Non-compliance with the EEO program policy is normally considered some form of discrimination. If you feel you have been discriminated against on the basis of race, color, national origin, religion, sex, age, disability, or reprisal for prior protected EEO activity, you may contact the Fort Huachuca EEO Office **within 45 calendar days** of the date of the alleged discriminatory event, the effective date of a personnel action, or the date that the you became aware or reasonably should have become aware of the discriminatory event or personnel action to make a complaint. The EEO Office will attempt to resolve the matter either through traditional EEO counseling or through Alternative Dispute Resolution (ADR) methods. If it is not resolved within 30 calendar days, you will be advised of your rights to pursue the matter and the time frames that are allowed.

## Complaints by Civilians Alleging Sexual Harassment

Department of Army policy defines sexual harassment as influencing, offering to influence or threatening the career, pay or job of another person (woman or man) in exchange for sexual favors or deliberate or repeated offensive comments, gestures, or physical contact of a sexual nature in a work or duty related environment. Sexual harassment violates acceptable standards of conduct required of all Army personnel and interferes with mission accomplishment.

If you are being sexually harassed, tell the harasser to stop. If the harassment continues, report it to your supervisor or the EEO Office and get help. If you observe sexual harassment, report it to your supervisor or the EEO Office so that appropriate action can be taken.

# Grievances and Resolving Them

## GRIEVANCES

Basically, a grievance is any complaint, by

- ? Any employee on any matter concerning his/her employment (including EEO based issues);  
or
- ? Any claimed violation of the labor-management agreement and request for relief by one or more bargaining unit employees or the labor union on behalf of bargaining unit employees.

Employees have the right to be treated equitably, present grievances, receive prompt consideration and a fair decision, have a representative, and be free from restraint, coercion, discrimination, or reprisal.

## RESOLVING GRIEVANCES AND COMPLAINTS

The table on the following page lists seven major avenues of redress available to employees. In addition to these redress processes; the Army has alternative dispute resolution (ADR) methods to resolve complaints and grievances. ADR includes activities such as mediation, conciliation, early neutral inquiry, settlement conference, interest-based negotiation, and arbitration. The goal in using one or more of these methods is to resolve complaints and problems early to avoid lengthy and costly investigations and litigation. ADR is designed to resolve employee-employer disputes in a way that is more efficient and more effective than traditional, adversarial methods of dispute resolution.

<b>AVENUES OF REDRESS</b>	
TYPE	DESCRIPTION
EEO Complaint	Allegations of discrimination or sexual harassment.
FLSA Complaint	Allegations of violations of the Fair Labor Standards Act. <u>Example</u> : uncompensated overtime.
Administrative Grievance System (AGS)	DOD system for non-bargaining unit employees to grieve working conditions, adverse actions, work relationships, application of personnel policies.
Negotiated Grievance Procedure	System for bargaining unit employees to grieve issues specified in the negotiated agreement.
Position Classification Appeal	Complaints about the classification and pay level assigned to the employee's position.
Merit Systems Protection Board (MSPB) Appeal	The MSPB appeal system covers non-bargaining unit and in some cases bargaining unit employees who appeal significant personnel actions such as reduction-in-force (RIF), suspensions exceeding 14 days, demotions and removals.
The Office of Special Counsel (OSC) hears Whistleblower Disclosures and Allegations of Prohibited Personnel Practices	OSC hears disclosures that show: a violation of law, rule or regulation; gross mismanagement; gross waste of funds; abuse of authority; or a substantial and specific danger to public health or safety.



# Military Customs

When working on a military base there are practices and customs you should be aware of and practice.

## FLAG ETIQUETTE

If you hear someone say, it's time for morning or evening colors (or hear Reveille (0600) or Retreat (1630) Bugle calls), that means they are raising or lowering the flag. Members of the armed services have carried out this ceremony with reverence and care for two centuries. Regulations and etiquette require that if you are walking within view or earshot of the ceremony, you should stop, face the direction of the flag, and place your hand over your heart. Men, if you're wearing a hat, take it off with your right hand and place it over your heart. If you happen to be driving, stop your car safely at the side of the road. You and your passengers should sit quietly until the ceremony is over. If you are inside working, you may continue to work.

## MILITARY DATES/TIME

### Dates

Military dates are normally written with the day preceding the month, i.e., 31 December 1999. Military time is another concept, which is unique to the Department of Defense. You would be well served to master the concept as quickly as possible. Co-workers, visitors, and callers will assume you understand military time when communicating with you.

### Time

The military clock begins after midnight and continues for 24 hours until the following midnight. The civilian time of 1:00 a.m. is expressed as zero-one hundred (0100) etc. If your boss stated that you are to report for duty at 0730 (zero seven-thirty) you are to report at 7:30 a.m. Noon in military time 1200 (twelve hundred hours); 1:00 p.m. is 1300 (1200 noon plus one hour); 2:00 p.m. is 1400 (noon plus two hours); 11:30 p.m. is 2330 (noon plus 11 and one-half hours), etc.



## Recreation

### **FACILITIES, OPPORTUNITIES AND EVENTS**

The Morale, Welfare and Recreation Office (MWR) has a wide range of facilities, equipment, opportunities and events available to you. The facilities and availability vary among locations, so check with your local MWR for up-to-date information. You may contact all MWR offices by phone, and most can be accessed via the Internet from the local activity's homepage.

### **INFORMATION, TICKETS AND TOURS**

Most MWR offices also operate an Information, Ticket and Tours Office (ITT) that offers discounts on tickets to area tourist attractions, professional sporting events, trips, travel packages and discount passbooks to area businesses. Check your activity phone book for your local ITT Office phone number.

### **TRAVEL**

The Scheduled Airline Traffic Offices (SATO), located on most bases, offer a full range of travel services for both official and leisure travel and serve military and civilian personnel. SATO offers services related to air and rail travel, rental cars and travel on cruise lines (some discounted). For information and reservations, call 1-800-USA-SATO. SATO is open 24 hours a day.

### **FEDERAL EMPLOYEE EDUCATION ASSISTANCE (FEEA)**

Federal Employee Educational Assistance awards college scholarships exclusively to federal and postal employees and their family members. The FEEA scholarship program is primarily sponsored by employee contributions to CFC. The amount of money donated in each region directly determines how many scholarships will be awarded in that area. FEEA scholarship applications are available from January through April each year. During those months, the application will appear on the FEEA homepage for downloading. (See below for web site address.) Applications are due in May, and awards are made in August in time for the fall school term. Awards range from \$300 to \$1,500. Eligible applicants include current civilian employees with at least three years of federal service and their dependent family members (children and spouses). For more information, visit the FEEA website at <http://www.feea.org/>.

# Helpful Internet Addresses

SUBJECTS AND TYPES OF INFORMATION	SOURCE	WEBSITE
Full range of personnel related information with links to Office of Personnel Management	Department of Army Civilian Personnel On-Line (CPOL)	<a href="http://www.cpol.army.mil">http://www.cpol.army.mil</a>
Full range of personnel information; links to OPM and Army	West Civilian Personnel Operations Center	<a href="http://www.cpolrhp.belvoir.army.mil/west">http://www.cpolrhp.belvoir.army.mil/west</a>
Full range of personnel information: information linked by topical index	Office of Personnel Management	<a href="http://www.opm.gov.html/topics.htm">http://www.opm.gov.html/topics.htm</a>
DOD personnel information; DOD regulations, reference guides, information on benefits and entitlements, classification, labor relations, pay and hours of work	Defense Civilian Personnel Management Service	<a href="http://www.cpms.osd.mil/fas">http://www.cpms.osd.mil/fas</a>
Workers' Compensation	Department of Labor	<a href="http://www.dol.gov">http://www.dol.gov</a>
Scholarships for federal employees, their spouses and dependents	Federal Employees Educational Assistance (FEEA)	<a href="http://www.feea.org/">http://www.feea.org/</a>



# Helpful Phone Numbers

## **CIVILIAN PERSONNEL ADVISORY CENTER, FORT HUACHUCA**

	DSN 821/COMM (520) 533
Director	533-2543
Labor Relations	533-2379
Employee Relations	533-2925/3-5261/3-2791
Workers Comp	533-1481
DCIPS Team	533-5622

## **RETIREMENT AND BENEFITS COUNSELING**

Army Benefits Center 1-877-276-9287

**EMPLOYEE ASSISTANCE PROGRAM (Army substance abuse program ) ASAP –**  
533-3604

**IDENTIFICATION CARD SECTION – 535-1608**

**VEHICLE REGISTRATION - 533-1840**

**MORALE, WELFARE AND RECREATION (MWR) BOX OFFICE (ITT) –**  
533-2404

**SATO** 1-800-USA-SATO

**DOD HOTLINE** 1-800-424-9098

**LOCAL HOTLINE** Refer to Activity Directory