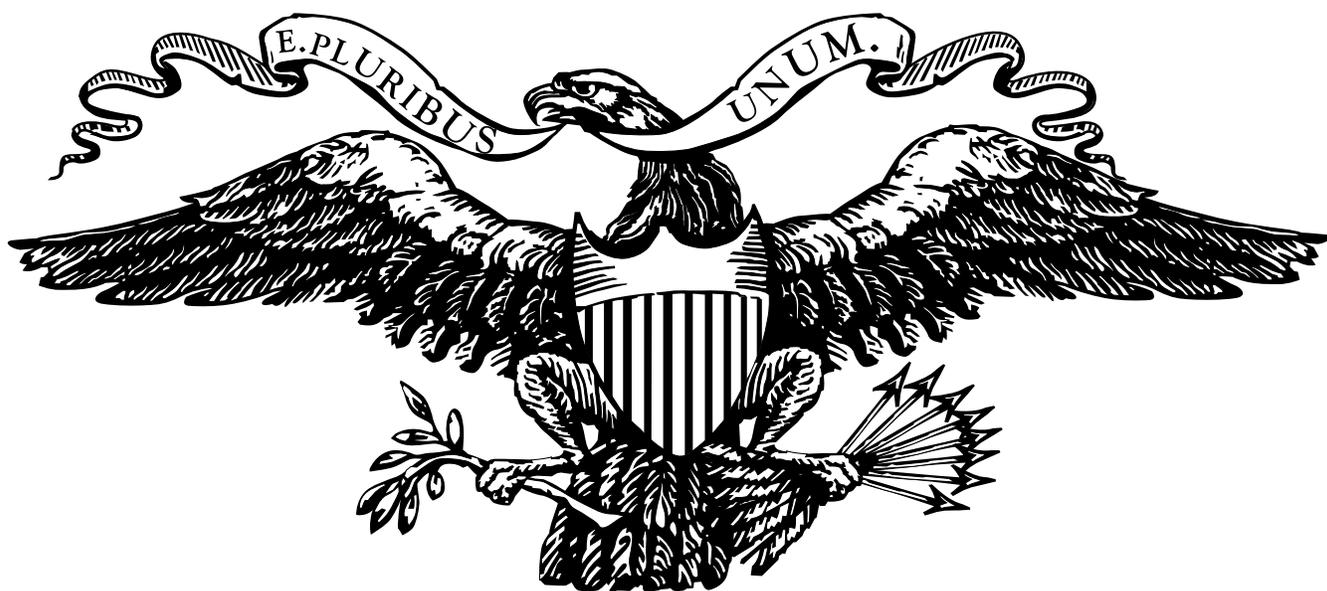


US Army Reserve Military Technician Information Handbook



**HEADQUARTERS, UNITED STATES ARMY RESERVE COMMAND
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MILITARY TECHNICIAN BRANCH
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FORT MCPHERSON, GA 30330-2000
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PREFACE

This edition of the US Army Reserve Military Technician Handbook is being printed and distributed in limited quantities to individuals with an interest in Military Technician personnel matters.

Reminder: This MT Handbook is intended to be a guide, and ready reference for personnel information. It does not replace or supersede any statute or Army Regulation dealing with management or utilization of ARMY RESERVE MT. Employees are encouraged to seek additional sources of information such as Supervisory Handbooks, CPO Guides, or their local union contracts.

Suggestions for changes and improvements to this Handbook should be directed to the Commander, US Army Reserve Command, AFRC-PRC-M, 1401 Deshler Street S.W., Fort McPherson, GA 30330-2000.

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*** ARMY RESERVE ORGANIZATIONAL STRUCTURE**

-FORCES COMMAND (FORSCOM) is responsible for mobilization planning and combat readiness of assigned active Army and Army Reserve units and training supervision of Army National Guard during peacetime. It is also responsible for the land defense of the Continental United States and supports civil authorities in domestic emergencies.

-CONUS ARMIES (1st and 5th currently) provide direct training support and oversee and evaluate Reserve Component training. Additionally, CONUSAs plan, exercise, and execute operational control of military forces allocated for mobilization and deployment in national emergencies.

-UNITED STATES ARMY RESERVE COMMAND (USARC), located in Atlanta, GA, is the command and control organization for most of the Army Reserve. The USARC:

- commands, controls, supports, and ensures wartime readiness of Army Reserve forces.

- organizes, trains, and prepares Army Reserve units for mobilization and commitment to a wartime theater of operations.

- supports mobilization.

- manages and executes allocated Reserve Personnel Army (RPA) funding, and operations and maintenance Army Reserve (OMAR) funding.

REGIONAL SUPPORT COMMANDS (RSCs), **DIRECT REPORTING COMMANDS** (DRCs), **GENERAL OFFICER COMMANDS** (GOCOMs), **ARMY RESERVE COMMAND** (ARCOM) and **FUNCTIONAL COMMANDS**:

- are geographically based commands in CONUS with a direct reporting mission to the USARC. Note: The 65th RSC is located in Puerto Rico.

- command and control primarily combat support and combat service support reserve units.

- organize, train, and prepare units for mobilization.

Functional commands include Divisions (Institutional Training) (DIVITs), Training Support Division (TSDs), and Engineer, Transportation, and Signal commands.

OTHER MAJOR COMMANDS (MACOMs) --

-U.S. Army Pacific (USARPAC) provides a unique team of 35,000 active and reserve component soldiers and civilians. While small, USARPAC's area of operation includes 41 countries with seven of the world's ten largest armies and nearly 60% of the world's population. USARPAC forces support the Army's wartime mission worldwide and contribute to the continued security and stability of the Asia-Pacific region and also serves as the area command for the 9th ARCOM.

-U.S. Army Europe (USAREUR) provides an excellent atmosphere for conducting joint and combined operations. USAREUR is primarily responsible for providing a rapid response force projection from forward-deployed European bases, which are, in most instances, an ocean closer to potential trouble spots. The Stabilization Force (SFOR) mission in Bosnia, Operation Joint Guard, is one of the several joint or combined deployments reflecting the execution of the national military strategy. USAREUR also serves as the area command for the 7th ARCOM

-U.S. Special Operations Command (USASOC) is a major Army command that was established in 1989. The command continues to maintain a wide range of capabilities suitable for employment across the entire spectrum of conflict. Organizational entities within USASOC include Rangers, Special Forces (SF), Civil Affairs (CA), and Psychological (PSYOPS) operations. USASOC soldiers are routinely deployed in more than 60 nations throughout the world.

-8th ARMY, Korea Eighth United States Army (EUSA) supports deterrence of North Korean aggression against the Republic of Korea (ROK). Should deterrence fail, EUSA supports Non-combatant Evacuation Operations (NEO), transitions to hostilities, generates combat power to support CINCUNC/CFC's campaign, and provides combat support and combat service support to assigned, attached, and other designated forces within the Korean Theater of Operations (KTO). On order conducts combat operations.

FIELD SUPPORT AGENCIES provide specific services to members of the Army Reserve. Some of the more common field support agencies include:

-OFFICE OF THE CHIEF, ARMY RESERVE (OCAR) serves as the special program staff advisor for HQDA. OCAR, in conjunction with HQDA G1, develops special legislation and regulatory guidance, which impacts on the administration and management of the Army Reserve. OCAR has additional responsibilities in the areas of budget, strength, accounting, manpower, program evaluation and analysis, and force development.

-US ARMY RESERVE PERSONNEL COMMAND (AR-PERSCOM), located in St. Louis, MO, is the field support agency for numerous Army Reserve activities. Formerly known as ARPERCEN, AR-PERSCOM became functional on 1 October 1997. Included among AR-PERSCOM's responsibilities are:

- Management of TPU, IRR, IMA, and Retired soldiers. AR-PERSCOM is primarily responsible for maintaining the pool of qualified soldiers in these categories in the event of mobilization.

- Personnel Records Management. AR-PERSCOM is also responsible for maintaining permanent personnel files on Army Reserve, NG, and active component soldiers and converts hard copy documents to CD-ROM for historical/longevity purposes.

- Personnel, Administration, and Logistics (DCSPAL). This directorate includes the employee and soldier assistance center that is responsible for the maintenance and updating of retirement point accounts for members of the reserve components. It also issues "20 year" letters for reserve retirement purposes.

- Full Time Support Management Directorate (FTSMD). This directorate is responsible for providing life cycle management to Army Reserve Active Guard and Reserve (AGR) soldiers. FTSMD also facilitates the policy coordination initiatives that affect AGR soldiers.

-NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA) is a separate agency of the federal government that is co-located at AR-PERSCOM that provides military records research and documentation for any individual (and their families) who served in the military regardless of branch of service.

-OFFICE OF PERSONNEL MANAGEMENT (OPM) is responsible for the management of the federal workforce. Specific responsibilities include central examining and employment operations, personnel program evaluation, and executive development and training. OPM also administers retirement and insurance programs for employees and exercises management leadership in labor relations and affirmative action.

-CIVILIAN PERSONNEL OPERATION CENTERS (CPOCs) are regionalized civilian personnel centers established in 1997 by the Department of the Army as a result of the National Performance Review recommendation to restructure and modernize the civilian personnel system. Generally, CPOCs handle major personnel issues, such as processing all personnel actions, classification of positions, maintaining Official Personnel Folders, and all position recruitments.

-CIVILIAN PERSONNEL ADVISORY CENTERS (CPACs). CPACs offer assistance with local personnel issues, such as labor/management issues, disciplinary actions, and employee benefits. In addition, CPACs will provide advice about recruitment strategies and position management.

Note: The North Central CPOC located at Rock Island, IL, received all Army Reserve military technician files (with the exception of USARPAC) and began providing personnel services to military technicians on 1 September 1998. The CPAC, located at Ft. McCoy, WI, continues to offer valuable assistance, policy direction, and performs a number of personnel functions for the military technician program.

-ARMY RESERVE READINESS TRAINING CENTER (ARRTC) is located at Ft. McCoy, WI, and is responsible for providing functional and sustainment training to civilian employees (primarily MTs) and AGR soldiers. Training conducted at the ARRTC is primarily job related blending theory with hands-on practical exercises designed to prepare and provide unit members with the necessary skills to accomplish mobilization missions. Additionally, the ARRTC develops courses based upon the requirements projected by the Regional Support Commands and Direct Reporting Commands.

-FULL TIME SUPPORT PROGRAM

The Deputy Chief of Staff, G3 is the staff proponent for policy regarding the identification of FTS requirements. The G3, in conjunction with the G1, OCAR, and the National Guard Bureau, monitors the use of all FTS resources.

There are four types of FTS employees:

1. Active Guard and Reserve (AGR)
2. Military Technicians (MT)(Dual Status and Non-Dual Status)
3. Department of Army Civilians (DAC)
4. Active Army (AA)

Each type of FTS employee category has its own strengths, limitations, benefits, and costs. Each category is separate and is governed by different laws and regulations. Most military organizations/units have a "mix" of FTS personnel who are assigned according to the applicable MTOE/TDA and manpower documents.

*** THE HISTORY / BACKGROUND OF THE ARMY RESERVE MILITARY TECHNICIAN PROGRAM**

The Army Reserve MT program developed following WWII when the Department of the Army realized it needed some sort of full-time support in Reserve units in order to ensure unit readiness upon mobilization. Department of the Army civilians, called unit aides, were employed for this function. A Memorandum of Understanding (MOU) between the Army and the Civil Service Commission was initially signed in 1960 which established the dual status nature of the technician program by stipulating that new technician hires should be members of the Army Reserve although it did not require membership as a condition of employment.

In 1970, the MOU was renegotiated and put into effect (1 September 1970). This MOU is still in effect today and further defines the nature of unit membership and dual status.

Congress, through a series of Appropriations Acts, significantly changed the direction and management of the MT program in a number of ways:

- (1) A MT Authorization floor was established
- (2) The same unit affiliation provision was added to the conditions of employment for MTs

Thus, three categories of MTs were established:

(1) pre-1970 MTs with no military status requirement, if they chose not to sign a condition of employment.

(2) pre-1983 (8 Dec 83) MTs who are required to maintain SELRES membership unless loss of military status is beyond the control of the MT;

(3) post-1983 (9 Dec 83) MTs who must be assigned militarily to the unit in which they are employed as civilians, (unless the MT is working in a support activity, AMSA, ECS, or ASF)and who lose their civilian jobs if they lose their military status for any reason. This was later modified to read the same as pre-1983.

In 1985, OCAR became the policy and program manager and staff proponent for the MT program. By 1991, significant issues had evolved from within the MT program as expressed through a MT survey taken by OCAR. Numerous concerns and career issues surfaced which needed to be addressed with regard to the future of the Army Reserve MT program.

On 1 Dec 95, with the signing of the FY96 Appropriations Act, Congress imposed additional restrictions on the MT program. Same unit affiliation was made permanent for MTs working in TPUs, and SELRES membership was strictly required. Loss of reserve membership for any reason meant loss of MT employment. Additional requirements were also imposed with the passage of the FY96 Authorization Act. This act required compatibility between civilian and military positions for all technicians hired after 10 Feb 96. The intent of Congress became increasingly clearer: in order for an individual to become and remain a MT, SELRES membership was paramount as a condition of employment.

On 17 Nov 1998, the FY98 National Defense Authorization Act once again emphasized the requirement for dual status. However, they removed the reference to "initial hire" employment, and anyone entering a MT position since that date must meet the current dual status requirements.

*** THE ROLE OF THE MILITARY TECHNICIAN**

Each Army Reserve unit has a Full Time Support (FTS) staff that is uniquely tailored to meet the day-to-day support requirements. Military technicians, as part of the FTS workforce, play a significant role in assisting unit commanders with their readiness posture.

Historically, the Army Reserve has held to the concept that the Army Reserve should be primarily manned and commanded by citizen soldiers and that its FTS staff should consist of a small nucleus of personnel that performs the daily activities necessary to keep the unit ready. This allows the unit/command to utilize the time of its FTS staff during the week to handle operational functions and concerns while maximizing valuable Inactive Duty Training (IDT) drill time to train its soldiers to win on the battlefield.

Military Technicians work in all of the Army Reserve's functional areas. They perform the routine work and technical functions that cannot be accomplished during IDT drills, which are necessary to support the unit's administrative, logistical, and training missions. Additionally, many of these MTs represent M-Day commanders and staff officers on a day-to-day basis and act on their behalf on a broad spectrum of matters. Other MTs perform highly specialized and technical functions that are crucial to the military mission and that directly effect our soldiers' welfare and safety during training.

Military Technicians have proven to be a very stable workforce, principally because they are not required to routinely and periodically make permanent-change-of-station (PCS) moves as the military FTS category is programmed to do. This stability provides commanders with a pool of versatile FTUS employees and creates employee backgrounds with long term institutional knowledge. Thus, over the past few decades,

the Army Reserve MT program has proven to be a very cost-effective source of FTUS staff. In fact, the Corporate Integrated Management Systems (CIMS) study in 1994 on the MT workforce (DoD-wide) showed that the Army Reserve MT program is the most cost effective of all components.

SECTION I

*** YOUR JOB ***

*** YOUR APPOINTMENT**

You are beginning your employment with the Department of the Army by appointment. The type of appointment under which you were hired determines your permanency and entitlements. Read carefully the section covering the type of appointment you were hired under. Also take time to look over the other categories so you can gain a better understanding of how the appointment system works.

Under the Office of Personnel Management (OPM) Merit System, appointments to jobs are made on the basis of ability to do the work--ability demonstrated in competition with other applicants. All qualified applicants receive consideration for appointment without regard to race, color, religion, national origin, sex, politics, age, physical or mental handicap, or any other non-merit factors. This is not only a democratic way to fill jobs, but a way to make sure that only the most competent persons available are hired.

Item 24 of your Notification of Personnel Action (Standard Form 50-B) identifies the type of appointment you have received, as explained below:

*** CAREER-CONDITIONAL APPOINTMENT**

Your first permanent appointment in the government will be a career-conditional appointment. After three years of continuous service, an employee is converted to a career appointment. If there are breaks in service or periods of non-pay time, the three-year waiting period may be adjusted.

As a career-conditional employee:

- you will accrue sick and annual leave.
- you will be eligible for health and life insurance.
- you may apply under Merit Promotion bulletins for other positions.

Career-Conditional appointments are given to persons who compete through Office of Personnel Management (OPM) and are selected for continuing positions in regular order from lists of eligibles established as a result of the examining procedures.

After three months of service, career-conditional employees may be reassigned, transferred, or compete for promotion provided they meet all other requirements for the proposed assignment. After one year of satisfactory service, which includes a probationary period, they have the same protection against removal as career employees.

*** CAREER APPOINTMENT**

A career appointment is obtained after serving three continuous years of service as a career-conditional employee. A career employee is entitled to the same benefits as a career-conditional employee.

Career employees may be promoted, reassigned to another position, transferred to another agency, or be reinstated without time limitation after leaving the Federal Service.

Career employees can be removed only for cause and only after being presented with charges in writing and given an opportunity to reply and have their reply considered.

* **PROBATIONARY PERIOD**

Career-Conditional employees, and under certain conditions career employees, are hired subject to completion of a one-year probationary period. This probationary period actually is a continuation of the selection process, and places a responsibility on you to demonstrate your qualifications and fitness for duty. During this time, an employee may be dismissed for unsatisfactory job performance or misconduct. Certification must be made by the supervisor to determine whether the employee should be retained in the Federal Service.

As a probationary employee, you are given full consideration both as to your qualifications for the job and the manner in which you are meeting the general standards of public service.

Assuming that your work is fully successful, you will be retained in your job and will have competitive status as a Career-Conditional (or Career) employee upon completing the probationary period.

* **EXCEPTED APPOINTMENT**

Excepted appointments consist of those positions, which are not in the competitive service. Many of the positions in the excepted service are those in which the appointments were obtained through a special authority, i.e., Veterans Readjustment Act program, handicapped program, or Cooperative Education Program. Employees may be appointed to positions excepted from the competitive service on a "permanent" basis, or on a "temporary" basis.

As an excepted employee, you are entitled to the same benefits as career and career-conditional employees.

* **TEMPORARY APPOINTMENT**

A "temporary" appointment is made for the period of time considered necessary to get a particular job done, but normally will not exceed one year. However, there is no guarantee that the job will last the indicated period of time. **Temporary employees can be terminated at any time.** Temporary employees' appointments can also be extended for one additional year.

As a temporary employee, you:

- will accrue sick leave.
- will accrue annual leave if your appointment is for more than 90 days.
- will be eligible for health insurance after the first year.

As a temporary employee, you:

- may not be promoted, reassigned, or transferred.
- are not eligible for life insurance.
- are not eligible to apply under Merit Promotion bulletins for permanent positions unless you have personal status, i.e., reinstatement eligible, Veterans Readjustment Act (VRA) eligible, etc.
- are not eligible to participate in a retirement system.
- are not eligible for within grade increases if you are under the General Schedule (GS).

Note: Career or Career-Conditional employees converting from a permanent appointment to a temporary appointment without a break in service are entitled to retain their life, health, and retirement benefits; however, they have no restoration rights to their former position.

Note: In 1995, OPM authorized the use of Schedule A authority to make temporary excepted appointments not to exceed 30 days, plus one 30-day extension, to meet urgent, short-term hiring needs. OPM approval is not required for these appointments.

Another aspect of the changes involving temporary appointments is that the emphasis has shifted from temporary employees to temporary positions. Regulations now prohibit the making of a new temporary appointment to a position that had been formerly filled by temporary appointment for a total of two years within the last three years. This change includes the same or successor position. Recognizing that only supervisors can certify whether a job is truly temporary, and if it is the same or successor position, OPM has adopted the suggestion made by the National Performance Review to hold supervisors accountable for certifying that jobs are truly temporary and meet regulatory time limits. The appropriate area for this certification to occur is in Part D, remarks area on the Request for Personnel Action (RPA). This is also the location where the reason for the temporary (or term) appointment should be documented.

***TERM APPOINTMENT**

Term appointments are non-permanent appointments made for a definite term that will last for more than one but not more than four years. Under a term appointment, employees are immediately eligible for health and life insurance benefits, receive within-grade increases, and can be reassigned or promoted within that four-year period. Also, prior service under the former temporary appointment does not count toward the four-year period.

Note: If an applicant for a term position is currently a permanent employee, the selectee will not have return rights to previously held position.

Commands are forewarned that employees appointed under term appointments count toward civilian employment levels (CEL) and that removal of these employees, prior to the expiration of their appointments, must be accomplished through reduction in force or adverse action procedures.

* **APPOINTMENT INVESTIGATIONS**

All initial appointments are made "subject to investigation" as to character, employment history, and security requirements. Additional investigation is required in connection with positions that are designated as "sensitive" from the standpoint of their necessity to have access to classified information of importance to national security. Your appointment is conditional upon favorable findings from investigations. All statements made on your application and related appointment documents are subject to verification. If there is a possibility that any statement made was not entirely accurate, you should make a correction immediately.

* **VETERANS READJUSTMENT APPOINTMENT (VRA)**

You may be eligible for consideration under the Veterans Readjustment Appointment if you served more than 180 days of continuous active duty, all or part of which occurred after August 4, 1964, and have other than a dishonorable discharge. The requirement for more than 180 days of active duty does not apply to veterans separated from active duty because of a service-connected disability, **OR**

If you served as a reservist or guard member for a period of less than 181 days of active duty, you are eligible for VRA if you meet the following:

Ordered to active duty under section 672 (a), (d), or (g), 673 and 673 (b) of Title 10, during a period of war (such as the Persian Gulf War) or in a military operation for which a campaign or expeditionary medal is authorized. The remarks portion of the member's DD Form 214 should cite one of these sections as the basis of ordering the member to active duty.

Time Limit of VRA Eligibility:

- If you served on active duty between August 5, 1964, and May 7, 1975, you have 10 years after the date of your last separation from active duty. **OR**
- If you first entered active duty after May 7, 1975, you have 10 years after the date of your separation from active duty. **OR**
- If you have a service connected disability of 30 percent or more, you have no time limit on eligibility.

YOUR DUTIES

* **POSITION CLASSIFICATION AND THE LAW**

The position classification system is governed by laws, regulations, and rules.

The purpose of the classification system is to provide equity of pay for work performed. This means that the classification system is trying to establish

- (1) Like pay for like work;
- (2) Differences in pay for differences in skill and knowledge required; and
- (3) A reasonable alignment with private industry pay rates.

* **JOB DESCRIPTIONS**

A job description is the written record of the major duties, responsibilities, supervisory relationships, and knowledge, skills and abilities required in a position. The job description is a basic and extremely valuable management tool. Job descriptions are used for many purposes such as determining the pay of a position, identifying training needs, identifying qualifications required for recruitment, serving as a basis for performance awards and appraisals, and determining which positions will be placed on the same competitive level and, therefore, compete during a Reduction-In-Force. The job description serves as a sound basis for planning expansions or reductions in an organization.

A well-designed position has clearly defined operations, tasks, duties, authorities, and provisions for supervisory controls and supervisory requirements. A job description must be prepared before placing an employee in a position. The job description is prepared by the supervisor or manager in close coordination with the Personnel Management Specialist. The major duties and supervisory controls of the position are identified.

Following the major duties, all job descriptions must have a statement "PERFORMS OTHER DUTIES AS ASSIGNED". Supervisors, as agents of management, are expected to use their judgment in assigning other duties as necessary. The phrase "Performs other duties as assigned," is included in job descriptions for the purpose of covering unexpected tasks or situations. The supervisor assigns the "additional or extra" duties to the person whom, by virtue of capabilities, experience, workload and the immediate circumstances is most able to assume the task. The person will assume the task regardless of its grade (i.e., the same, higher or lower) in relation to the grade of the position currently held by the individual. The task assigned may be either related or unrelated to the work normally assigned to the position. The only requirement is a hazard to self or others or damage to expensive equipment or buildings. If any of the "other duties" are assigned with such frequency as to become regularly assigned, the job description must be reviewed.

Upon completion, the supervisor signs the job description indicating that the major duties and responsibilities are accurately described. The supervisor or manager with delegated position classification authority signs the job description indicating that the position is classified in accordance with applicable position classification standards and guides. The Personnel Management Specialist also signs the job description to indicate that the job description is adequate for the purposes of job evaluation.

You will receive a copy of your job description. You should review it carefully and periodically discuss it with your supervisor. Your supervisor is required to review your job description with you. If there are any inaccuracies, your supervisor should inform the appropriate official within your command so that corrective action can be taken.

* **POSITION CLASSIFICATION**

A position classification includes the pay plan, title, occupational series and grade. Positions are classified by analyzing the assigned duties and responsibilities of a position against position classification standards developed by the Office of Personnel Management. The standards used to determine your classification are available for review at the civilian personnel on-line website at www.cpol.army.mil.

* **POSITION CLASSIFICATION APPEALS**

You may, at any time, request a review of the pay plan, title, occupational series, or grade of the position to which you are officially assigned. You may not appeal the classification of positions to which you are detailed or temporarily promoted. Job description accuracy will not be considered under the position classification appeal process and must be resolved between you and your supervisor before submitting an appeal. Employees are encouraged to first discuss the classification of their position with their supervisor who will explain how the position is evaluated with assistance from the Personnel Management Specialist. If still dissatisfied, you may request information on how to file a position classification appeal from your servicing CPAC.

* **FAIR LABOR STANDARDS ACT (FLSA)**

The Fair Labor Standards Amendments of 1974 brought Federal employees within the purview of the Fair Labor Standards Acts (FLSA). The FLSA, as amended, does not appeal, amend, or otherwise modify any other Federal pay laws. However, it requires the Personnel Management Specialists to determine which positions are "non-exempt" and which positions are "exempt" from the minimum pay and overtime provisions of the Act. For this purpose, the FLSA designation for your position is indicated on a Notification of Personnel Action (SF 50) when pertinent to an appointment or a position change. (Non-exempt employees are now covered by two laws, and for overtime purposes, receive the greater benefit payable under either existing pay rules or the FLSA). Questions involving FLSA, compensatory time and overtime should be directed to your supervisor.

* **DETAILS**

In order to meet certain operating needs, your supervisor may find it necessary to assign you temporarily to another position by "detail." If you are detailed for more than 30 days, it will be formally documented. Details will normally be made for a 120-day period and extended in 120-day increments if necessary.

Details can be made without your consent and without additional pay, Details can be very beneficial by providing you additional experience in other lines of work. Details

made to higher graded positions must be made under the principles of merit and competition if they are to extend beyond 120 days.

YOUR HOURS OF WORK

* **NORMAL WORKING HOURS** are 0730 hours to 1600 hours Monday through Friday, with the lunch period being 1130 to 1200 hours. Other hours may be established, including adjusting schedules to attend drill as a civilian (non-dual status or dual status that drills elsewhere) or for an alternative or compressed work schedule.

*** ALTERNATIVE WORK SCHEDULES**

Alternative Work Schedules (AWS) are at the discretion of the supervisor and are based on mission requirements. They allow employees to work several types of workweeks other than traditional schedules (8 hours per day/40 hr per week, with fixed or variable starting and quitting hours). There are two categories of AWS: Flexible Work Schedules (FWS) and Compressed Work Schedules (CWS). Both categories include several scheduling options.

*** FLEXIBLE WORK SCHEDULES**

Flexible Work Schedules refer to a variety of arrangements in which fixed times of arrival and departure are replaced by a working day composed of two different types of work time: core time and flexible time. Core time is the designated period during which all employees must be present. Typical core hours are between 9:30 a.m. and 3:00 p.m. Flexible time is the part of the daily work schedule within which employees may choose their time of arrival and departure within limits consistent with the duties and requirements for their positions. The employee must always account for the basic work requirements. This means the number of hours, excluding overtime hours, which an employee is required to work, or otherwise to account for by an appropriate form of leave (80 hours biweekly in the case of a full-time employee), remains constant.

In some FWS programs, employees may also earn credit hours for any hour over the basic work requirement they choose to work -- in order to vary the length of the work days or weeks which follow; employees do not receive overtime pay for these extra credit hours. A maximum of 24 such credit hours may be carried over from one pay period to the next. Some FWS schedules also allow employees to choose to structure their work schedules to enable them to take off a day or two during the pay period without earning credit hours.

*** COMPRESSED WORK SCHEDULES**

Compressed Work Schedules may also take a variety of forms, but are **fixed** alternative work schedules. The most common is the four-day week, referred to as the 4/10 schedule, in which the employee works four 10-hour days and has a three-day weekend. An alternative is for the employee to work 9 hours for 8 workdays and 8 hours for one workday during a bi-weekly pay period and receive one day off bi-weekly. This is commonly referred to as 5/4/9.

There are no flexible times in a compressed schedule. Employees' times of arrival and departure from work are set, as are the days on which they are to complete the basic work requirement. For employees under compressed schedules, overtime pay or comp time will continue to be paid for work over and above the compressed schedule. Credit hours are not permitted under compressed work schedules.

Employees need to check with their supervisors or their higher headquarters to determine their eligibility for working under Alternative Work Schedules.

* **HOLIDAYS**

The following days will be observed as federal holidays:

First day of January New Year's Day
Third Monday of January Martin Luther King Day
Third Monday of February President's Day
Last Monday of May Memorial Day
Fourth day of July Independence Day
First Monday of September Labor Day
Second Monday of October Columbus Day
Eleventh day of November Veterans Day
Fourth Thursday of November Thanksgiving Day
Twenty-fifth day of December Christmas Day

The day to be treated as a holiday is determined as follows:

* When a holiday falls on one of an employee's regular workdays, that work day is his/her holiday.

* An employee who does not regularly work on Sunday will be excused from work on his/her next regular workday whenever a holiday falls on a Sunday.

* An employee who does not regularly work on a Saturday will be excused from work on the preceding workday whenever a holiday falls on Saturday.

Note: This may not apply to you if you are on a compressed work schedule. See your supervisor on how your regular day off (RDO) and Holiday will be determined.

YOUR PAY

Your pay is processed by the Defense Finance and Accounting Service (DFAS). Locations of payroll offices vary by command, but all time and attendance records are processed through Customer Service Representatives at the Directorate of Resource Management, Fort McCoy, Wisconsin.

* **WHEN**

You will be paid by direct deposit to your bank bi-weekly for the hours worked during the preceding pay period. A pay period covers two weeks starting on a Sunday at 0001 hours and ending on the second Saturday at 2400 hours. Pay is generally received the second Thursday following the close of a pay period.

* **HOW MUCH**

Payroll deductions will be made for:

* Retirement - See section IV, Page 1. In those cases where employees are not covered by retirement, appropriate deductions will be made for Social Security coverage.

* Medicare Hospital Insurance -

- Part A: 1.45 percent of your gross pay biweekly. This qualifies you for the Part A Hospital care portion of Medicare when you reach age 65.

- Part B: Insures medical care and is available at age 65 for a fee. Note: (1998 premium is \$43.80 per month).

For additional information, contact your local Social Security Office or call 1-800-772-1213.

* Income Tax - Federal and State income tax deductions.

* Savings Bonds - If you elect to purchase bonds through payroll savings.

* Thrift Savings Plan - If you elect to supplement your retirement income through payroll savings.

* Federal Employees Group Life Insurance - Unless you file a waiver.

* Federal Employees Health Insurance - Unless you are not registered for this insurance.

* Union dues - If you are a member of any local labor organization and have completed the appropriate payroll deduction authorization.

The amount of your pay depends on the grade of your position under the Classification Act (General Schedule (GS) position) or Federal Wage System (Wage Grade (WG), Wage Leader, (WL), Wage Supervisor (WS).

* **GENERAL SCHEDULE SYSTEM**

A pay scale, determined by Congress, is set for each GS grade under the locality in accordance with a provision requiring that Federal pay rates be comparable with non-Federal pay rates for the same level of work within the same local pay area.

Normally new employees appointed in positions subject to the Classification Act are paid the minimum rate shown for their grade. Employees can advance to higher rates steps within their grade based upon an acceptable level of job performance and length of service. Faster-than-usual advancement is made possible by providing additional step increases in recognition of continuing performance of unusually high quality. See Quality-Step-Increases on page IV-14.

Annual pay rates are based on 52 workweeks of 40 hours each. Note: See Page I-7 for explanation of Alternative Work Schedules.

Employees in Classification Act positions who work regularly at night (between 1800 and 0600) receive a 10 percent night differential.

*** FEDERAL WAGE SYSTEM**

If you are employed in a recognized trade, craft, or other skilled mechanical craft, or in either an unskilled or skilled manual labor occupation, your salary is set under laws requiring that you be paid "as nearly as is consistent with the public interest in accordance with prevailing rates". Local wage survey committees are established to set recommended prevailing rates for those positions under the Federal Wage System.

Jobs are evaluated under standards and placed in their appropriate Wage Grade in much the same way as positions are graded under the Classification Act. Rates are established by surveying rates paid by private establishments for selected common key jobs in the localities where the work is performed. Schedules are constructed on the basis of averages obtained for the key jobs. Usually, five rates are set for each grade or level. The first, or in-hiring rate, is fixed to equal 96 percent of the second rate in the grade, which is the average or prevailing rate determined by the survey. The third, fourth, and fifth rates are fixed to equal 104, 108, and 112 percent respectively of the prevailing rate.

*** WITHIN-GRADE-INCREASES**

Full-time General Schedule (GS) employees (non-temporary) who are serving at "an acceptable level of competence" are eligible for a within-grade increase after serving the following waiting periods without an equivalent increase in compensation:

<u>To Steps 2,3,4</u>	<u>To Steps 5,6,7</u>	<u>To Steps 8,9,10</u>
52 calendar weeks of creditable svc	104 calendar weeks of creditable svc	156 calendar weeks creditable svc

Wage grade employees advance between step rates provided their performance is satisfactory as follows:

Non-supervisory, Leaders, and Supervisory employees (WD, WG, WN, WL, and WS):

From Rate To Rate After

1	2	26 weeks of creditable service at rate 1
2	3	78 weeks of creditable service at rate 2
3	4	104 weeks of creditable service at rate 3
4	5	104 weeks of creditable service at rate 4

Your performance is reviewed to determine your eligibility for an increase in pay to the next step rate within your grade. You will be granted a within-grade increase after serving the required waiting period unless your supervisor determines that your work is not at an "acceptable level of competence." If it should be determined that your performance is not of "an acceptable level of competence", you will be notified in writing and advised of your rights regarding the negative determination.

*** ALLOTMENTS**

You may authorize deductions from your salary for payment of your pledge to combined charity drives, such as the Combined Federal Campaign.

For your convenience, you may allot a part of your pay to such financial organizations as banks, savings and loan associations, and federal and state chartered credit unions. This may be accomplished on line by going Employee Member Self-Service at <https://www.emss.dfas.mil> and following the instructions provided. Termination of allotments is done through EMSS as well. You may designate up to two allotments, of whole dollars only, to different financial organizations. (Although there is a nominal charge for this service, the financial organization agrees to accept this cost as indicated on the SF 1198).

*** YOUR TAXES**

Under the present income tax laws, a portion of your salary each payday is withheld as current payment of Federal and State income taxes.

Your supervisor can assist you in completing your Federal tax exemption certificate. The amount of tax to be withheld each pay period is based on the claim. You may increase the amount of tax to be withheld by specifying an amount to be withheld each pay period in addition to that withheld on the basis of exemptions claimed. Changes in the number of exemptions claimed as well as cancellation or election of additional For most, Federal income tax withholding amounts may be changed using EMSS. Follow the instructions provided.

On or before January 31 of each year, DFAS furnishes you and Federal and State authorities with a statement showing the annual gross salary you have received and the amounts withheld for income tax purposes during the previous year.

You are expected to pay your Federal, State, and Local income taxes when due. Whenever you are unable to do so, you are expected to make arrangements for the satisfactory payment with appropriate authorities. Failure to honor your tax obligations reflects adversely on your suitability for Federal Employment, and can result in your dismissal.

*** SEVERANCE PAY**

If you lose your job involuntarily, and are separated from Federal Service, you may be entitled to severance pay. To be eligible for severance pay, you must:

- a. have completed at least 12 continuous months in an appointment without time limitation; and
- b. not be entitled to an immediate annuity; and
- c. not be drawing a government annuity from any other service such as military service; and
- d. not be receiving injury compensation; and
- e. not have declined a reasonable offer of another position within the commuting area.

The following age and service requirements apply when computing the total severance pay fund:

- a. one (1) week's salary at the basic rate of pay for each year of the first 10 years of service;
 - b. two week's salary for each year of service after 10 years; and
 - c. an age adjustment allowance of 10% of the total basic severance allowance for each year an employee is over age 40.
- c. When fractions of a year are involved in service and age, 25% of a year is credited for each three (3) months.

Payments are made at the same rate and at the same intervals as your salary was paid. Federal and state income tax and FICA taxes will be withheld from the severance payments. As an alternative payment, employees may request to receive their severance pay in a lump sum benefit.

The maximum allowance is one year's pay. Severance pay stops if an individual is re-employed by the federal government. Note: If the employee received his severance pay in a lump sum benefit, it will be required that a portion of the lump sum be repaid.

There is a lifetime 52-week limit on the number of weeks an employee can ever be entitled to severance pay.

*** DUAL COMPENSATION**

Employees may not work in more than one position with the Federal Government if the total number of hours worked exceeds 40 in any one calendar week. Under the President's direction and control, the Office of Personnel Management may establish exceptions to those restrictions whenever it is determined that services cannot

otherwise be obtained readily. Check with your headquarters if you are considering another Federal job or might receive pay from more than one Federal service.

* **PERMANENT CHANGE OF STATION (PCS)**

Employees whose duty stations are changed by official action, for which permanent change of duty station expenses may be authorized, receive official notification from the servicing CPAC. Before a travel order is issued, you will, in most instances, be required to sign a statement agreeing to remain with the Government for a period of 12 months.

If this situation arises, you will be advised to contact your Personnel Management Specialist at your servicing CPAC, for information.

YOUR LEAVE

* **ANNUAL LEAVE**

Full-time employees earn Annual Leave on the basis of length of service. Employees have the right to accrue leave; however, management retains the right to approve its use. Except for emergencies, annual leave must be authorized in advance and before it is started, generally by the employee's immediate supervisor.

Employees with less than three (3) years Federal Service earn 13 workdays Annual Leave with pay each year. Employees with 3, but not more than 15 years service, earn 20 workdays Annual Leave each year. Employees with 15 years or more service earn 26 workdays Annual Leave each year. When you change to the next leave-earning category, your servicing payroll office will notify you on the Earnings and Leave Statement issued with each paycheck. The Annual Leave categories are as follows:

Category "0" - An employee who is ineligible to accrue leave, e.g., an individual on an appointment less than 90 days.

Category "4" - An employee with less than 3 years of creditable service earns Annual Leave at the rate of 4 hours per pay period or 13 days per year.

Category "6" - An employee with 3 but less than 15 years creditable service earns Annual Leave at the rate of 6 hours per pay period or 20 days per year.

Category "8" - An employee with 15 or more years of creditable service earns Annual Leave at the rate of 8 hours per pay period or 26 days per year.

If you are employed under an appointment of less than 90 days, which is not extended to at least 90 days or more, you are not entitled to any Annual Leave.

Part-time employees with 15 years or more service earn 1 hour for each 10 hours in a pay status, those with 3 years, but less than 15 years earn 1 hour for each 13 hours in a pay status; and those with less than 3 years service earn 1 hour for each 20 hours in a pay status.

Unused Annual Leave may be carried over for use in succeeding years. The maximum carryover is 240 hours or 360 hours for employees overseas. Annual Leave in excess of the limitation for any year will be lost if not used by the end of the year, unless it was scheduled but not used due to the exigencies of public business. In such cases, it may be restored in a separate leave account for use within a prescribed time limit. The leave year begins with the first full pay period of a calendar year and ends with the last pay period that begins in the same year.

If you leave the Federal Service, you will be paid a lump sum for your accumulated Annual Leave consisting of the carryover balance from the previous leave year, if any, and any accrued, unused Annual Leave during the current leave year. This may include any restored leave credit remaining in a separate leave account. (Employees being separated for military duty may elect to have their Annual Leave remain in their account.) When employees transfer between positions under the leave law, Annual Leave is transferred to the new employing unit/agency. When employees transfer to agencies with a different leave system, the leave normally is transferred, sometimes on an adjusted basis.

Under the Voluntary Leave Transfer Program, employees may donate Annual Leave to other employees in a medical emergency and the donation is approved by your servicing CPAC.

*** ADVANCED ANNUAL LEAVE**

You may request an advance of Annual Leave up to the amount of leave, which you will accrue during the current leave year. Your request may be approved or disapproved by your supervisor. Approval for advanced Annual Leave is reported to the Customer Service Representative along with your timecard.

*** SICK LEAVE**

Full time employees earn 13 days sick leave with full pay each year. Part time employees earn one (1) hour for each 20 hours in a pay status. Sick leave may be used for medical, dental, optical treatment or examination. There is no limit to the amount of sick leave, which can be accumulated. No lump sum payment is made for unused sick leave when you leave the Federal service. However, if you are re-employed in the Federal service, the sick leave is re-credited to your leave account. If you retire under the Civil Service Retirement System (CSRS), your unused sick leave will be added to your years and months of service and used in computing your retirement benefit. This does not apply to employees under the Federal Employee Retirement System (FERS).

*** ADVANCED SICK LEAVE**

Authorizations for sick leave, because of its nature, is not usually obtained in advance, unless the employee knows he or she will be unable to work because of medical, dental, or optical examinations or treatments, an operation, convalescence, lengthy

illness, etc. A maximum of 30 days sick leave may be advanced if you are seriously injured or ill and if your current accumulation of sick leave has been exhausted. If you are holding a limited (temporary) appointment, you may be advanced sick leave only in the amount, which will be earned during the remaining period of employment.

A medical certificate must support your request for advanced sick leave. There should be reasonable assurance that you will return to duty and earn the sick leave advanced to you.

* **MILITARY LEAVE**

Military Leave, without charge to leave accruals or loss of basic pay, in an amount not to exceed 120 hours in any one Fiscal Year, may be granted if you are a member of an Army Reserve organization and are called to Active Duty, Active Duty for Training, or Annual Training. If military orders have been published, then military leave, annual leave, or leave without pay will be granted. You will get your regular civilian pay plus military pay during these periods of military service (unless in LWOP status). Note: If this creates a hardship on the part of the civilian supervisor, he/she should contact the military supervisor to determine if a change can be made to the military duty to be performed.

Part-time career employees accrue military leave at a proportionate rate to the number of hours in their regularly scheduled workweek. Temporary employees without career status are not authorized military leave except for purposes of law enforcement.

In order for military leave to be granted, the military order calling you to duty along with a OPM Form 71 must be submitted through your supervisor to the individual maintaining your time card, as far in advance of the military duty as possible. Upon your return from military duty, official certification of the performance of such military duty (at the bottom of the order) must also be completed and furnished to the individual maintaining your time card. Non-workdays (i.e., Saturdays, Sundays, Holidays) falling within a period of absence on military duty are not charged against the 15 days of military leave allowed during the year but not non-workdays occurring at the beginning or end of the period.

Carryover of unused Military Leave is authorized, not to exceed 120 hours into a fiscal year.

* **COURT LEAVE**

You may be given "court leave" if you are summoned to perform jury duty or to appear as a witness in a non-official capacity in judicial ***proceedings on behalf of the United States Government or a state or local government***. This paid time off is given for the required court time, which occurs during your normal working hours. Check immediately with your supervisor for instructions. Fees received will be retained by the employee.

Before you appear or serve in any court in a matter involving your official capacity as a Federal employee, or testify concerning information obtained in that capacity as a Federal employee, check with your supervisor.

If you provide witness service on behalf of a private party or yourself in any court, in a case ***not involving you in your official capacity as a Federal employee, such absence will be charged to Annual Leave or Leave Without Pay.***

The Department of the Army and your Command leadership, consider jury duty as an obligation of good citizenship and requests to be excused from this duty will be made only when your services at your duty location are absolutely necessary.

* **EXCUSED ABSENCES**

Excused absences from duty may be authorized, without loss of pay or charge to leave, for special purposes and under certain circumstances for limited periods of time. Generally, excused absences are authorized on an individual basis to permit employee absence for purposes such as voting where the polls are not open at least three (3) hours either before or after regular work hours; participation in or attendance at military funerals by veterans under prescribed conditions; blood donation; attendance at such conferences or conventions for which it is determined that attendance will serve the best interest of the Government; or closing because of extreme weather conditions.

* **FUNERAL LEAVE**

Funeral leave is granted to you to make arrangements for, or to attend, the funeral or memorial service for an immediate relative (spouse, parent, brother, sister) ***who died as a result of a wound, disease, or injury incurred while serving as a member of the armed forces in a combat zone.*** This leave may not exceed three (3) days. Other bereavement situations may warrant the use of sick leave under provisions of the Family Friendly Leave Act.

* **FAMILY MEDICAL LEAVE**

Under the provisions of the Family Medical Leave Act (FMLA), an employee is entitled, during a 12-month period, to a total of 12 weeks of unpaid family and medical leave, with employment and benefit protections, for one or more of the following reasons:

- a. The birth of a son or daughter and care of the newborn;
- b. The placement of a child with the employee for adoption or foster care;
- c. The care of a spouse, son, daughter, or parent of the employee if such spouse, son, daughter or parent has a serious health condition; or
- d. A serious health condition of the employee that makes the employee unable to perform the essential functions of his/her position.

An employee may elect to substitute paid time off for unpaid family and medical leave consistent with applicable laws and regulations. In addition, an employee must satisfy certain requirements when invoking his/her entitlement to FMLA (i.e., advance notification to his/her supervisor and medical certification).

* **FAMILY FRIENDLY LEAVE**

Under the Family Friendly Leave Act (FFLA), an employee may use up to five (5) days to provide care for a family member having illness, injury, pregnancy, childbirth, adoption, medical, dental, or optical examinations, or other condition which, if an employee had such condition, would justify the use of sick leave. Employees can use sick leave for bereavement purposes related to the death of a family member. An additional 64 hours of sick leave can be used if the use of that leave does not cause the amount of sick leave to the employee's balance to fall below 80 hours.

* **VOLUNTARY LEAVE TRANSFER PROGRAM**

The Voluntary Leave Transfer Program allows the unused annual leave of one employee to be transferred to another employee who needs such leave due to a medical emergency. A medical emergency is a medical condition of an employee or a family member of such employee that is likely to require an employee's absence from duty for a prolonged period of time (minimum of three workdays), and results in a substantial loss of income to the employee because of the unavailability of paid leave.

To be a Leave Donor, an employee must make a voluntary written request for the transfer of annual leave to the leave account of a leave recipient. To be a Leave Recipient, a current employee must make a written application through directorate/command/activity channels to the CPAC.

* **LEAVE WITHOUT PAY (LWOP)**

Leave without pay is a temporary absence from duty in a non-pay status and may be granted at your request but at the discretion of the supervisor. In the event you are required to be absent from duty and do not have sufficient leave to cover the period of absence, your supervisor may approve LWOP. Normally, LWOP may be approved when an employee must be absent for emergency purposes; is temporarily incapacitated for work; or an educational course which would benefit the Department of the Army; or protection of employee status and benefits pending action of claims for disability retirement or injury compensation. It must be emphasized that your supervisor prior to the period of absence must approve LWOP. LWOP may be granted whether you have annual or sick leave to your credit. LWOP is granted in multiples of 15 minutes.

* **ABSENCE WITHOUT LEAVE (AWOL)**

Absence without leave is any absence from duty, which has not been authorized or approved by your supervisor. **YOUR SUPERVISOR IS RESPONSIBLE FOR APPROVAL OR DISAPPROVAL OF YOUR LEAVE.** If, for any reason, you find it impossible to report to work, you will contact your supervisor as soon as possible but no later than two hours after your regularly scheduled start time. Absence without leave results in loss of pay for the entire absence. Leave is charged in multiples of fifteen minutes. Your supervisor has authority to charge an unauthorized absence as AWOL and to initiate disciplinary action including notations in your personnel records.

* **WEATHER DISMISSAL POLICY**

The Office of Personnel Management has issued the following guidelines to federal departments and agencies regarding policies to be followed when weather conditions and lack of air conditioning or proper heating causes employee discomfort:

- * Dismissal due to unusual employment or work conditions created by a temporary disruption of air cooling or heating systems should be rare, and emphasis should be placed on the correction of these conditions.

- * Employees are expected to work if conditions of work are reasonably adequate, although these conditions may not be normal and may involve minor discomforts.

- * Individual employees affected by unusual levels of temperature to the extent that they are incapacitated for duty, or the extent that continuance on duty adversely affects their health, may be granted annual or sick leave.

- * Before administrative excusal may be granted, it must be clearly established by reasonable standards of judgment that the conditions are such as to actually prevent working. Taken into consideration are such matters as the physical requirements of the positions involved as well as the temperature of the work areas.

- * It is not intended that the revised guidelines will result in wide spread dismissals of employees, but that administrative excusal will be limited to extreme situations. Further, it does not mean that if any group of employees are excused, equity will require the excusing of others.

NOTE: You should check with your supervisor for local policy on dismissal for weather-related conditions.

SECTION II

* PREMIUM PAY *

* DEFINITIONS

Overtime Work. Overtime is work performed by either General Schedule (GS) or Wage Grade (WG) employees in excess of eight (8) hours per day or 40 hours in an administrative workweek, except where an Alternate Work Schedule is in use.

Irregular or Occasional Overtime Work. Overtime work performed on an intermittent or occasional basis, even though planned or scheduled in advance of performance.

Regular Overtime Work. Overtime work which is scheduled in advance for specific periods on stated days and which will recur over an extended period (at least two administrative workweeks).

Rate of Basic Pay. The rate of pay fixed by law or administrative action for the position held by an employee before any deductions and exclusive of additional pay of any kind.

Premium Pay. Additional pay for overtime, night, holiday, or Sunday work, and standby duty.

Night Pay Differential. The additional pay authorized for night work.

Sunday Work. All work during a regularly scheduled tour of duty within a basic work week when any part of that daily tour is on Sunday.

Administrative Work Week. An administrative work week for full time employees is a period of seven consecutive days used as a unit in computing pay. It consists of the regularly scheduled tour of duty and the regular days off. Within Department of the Army, the administrative work week is identical to the calendar week, beginning at 0001 on Sunday and ending at 2400 the following Saturday.

Fair Labor Standards Act (FLSA). The FLSA establishes minimum pay standards for all covered (nonexempt) employees. It does not repeal, amend, or otherwise modify any existing Federal laws. However, to the extent the FLSA would provide a greater pay benefit (e.g., a higher overtime rate) to a nonexempt employee than the benefit payable under other existing pay rules, the employee is entitled to the FLSA benefit.

FLSA Exempt/Nonexempt Employees. Personnel Management Specialists determine whether positions are exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. Job descriptions and Notifications of Personnel Action (SF 50, block 35) are annotated to reflect whether your position is exempt or nonexempt.

* OVERTIME OR COMPENSATORY TIME

Your RSC/DRC Headquarters, or the USASOC DCSRM for USACAPOC, is the final approving authority for all overtime. Check with your supervisor if you are not sure who approves overtime work within your command.

An employee earning less than the rate of pay of a GS-10, step 10, cannot be directed to work for compensatory time; however, the employee may request or volunteer to work for compensatory time. If such an employee does not voluntarily agree to work for compensatory time, they cannot be required to work outside their normal tour of duty unless they are appropriately compensated or their tour of duty is changed. Appropriate compensation may involve overtime, night differential, Sunday premium, or holiday pay. Changing an employee's work schedule (in other than emergency situations) may involve giving appropriate notification in advance of the administrative workweek or as otherwise specified by any applicable negotiated agreement.

Compensatory time off may not be granted for regularly scheduled overtime hours worked.

Employees will receive a minimum credit for two hours paid overtime or compensatory time off for work performed on a scheduled non-workday or for overtime worked when an employee is recalled to duty on a normal workday (call back overtime). In occasional circumstances, the employee may be able to take care of the required business by telephone from his/her home rather than returning to the worksite. Your higher headquarters, or equivalent level, must approve approval for such overtime, before it may be worked. Circumstances, which may allow this should be discussed by the supervisor and employee(s), involved. The time worked in this manner will be considered in quarter-hour multiples.

Annual, sick, court, and military leave with pay, and holidays on which straight time is due, will be counted toward the 40 hour per week when determining the hours to be paid at overtime rates.

Overtime rates are payable at one and one-half times the employee's basic hourly rate of pay for all Wage Grade employees and all Classification Act employees whose basic rate of pay does not exceed one and one-half times the minimum rate of the GS-10.

For an employee whose basic rate exceeds one and one-half times the minimum rate of the GS-10, the overtime rate is one and one-half times the hourly rate of the minimum rate of basic pay for GS-10.

All employees, whether FLSA exempt, non-exempt, WG, or GS, may request permission to work compensatory overtime for the purpose of taking compensatory time off without charge to leave when personal religious beliefs require that the employee abstain from work during certain periods of the workday or workweek. The compensatory overtime worked may be before or after the grant of compensatory time off. A grant of compensatory time off in advance, however, must be repaid within four pay periods of the time taken off. Request for compensatory overtime and time off will be granted so long as such modifications of the work schedule do not interfere with the efficient accomplishment of the organization's mission. In some cases it may be

necessary for the supervisor approving the absence to manually account for the compensatory time worked and taken.

Note: Compensatory time is available for all eligible employees including those Federal Wage System (FWS) employees first eligible to earn compensatory time under Section 1610 of Public Law 104-201, the National Defense Authorization Act for FY97, signed September 23, 1996. In the past, only FWS employees on flexible schedules could earn compensatory time.

Compensatory time off must be granted within a reasonable period of time after the overtime work was performed, ordinarily during the same pay period. However, where the existence of a particular situation will not permit compensatory time to be granted immediately, the time period may be extended, but not beyond the end of the twenty-sixth pay period following that in which the overtime work was performed.

Employees who cannot be permitted to take compensatory time off within the prescribed period or before separation, transfer, or reassignment from the activity in which it was accrued, will be paid for such time based on the rate in effect at the time overtime was worked.

When employees travel, they are compensated for the hours spent in travel that are determined to be hours of work under either Title 5, United States Code, or the FLSA.

All requests for overtime are submitted through your supervisor or higher headquarters, utilizing this guidance:

- * Submit at least two weeks prior to scheduled overtime. If emergency overtime is required, telephonic approval from your supervisor or higher headquarters may be obtained.
- * All requests will be signed by the Commander or his designated official and forwarded through channels with recommendations made at each level of command. In the case of headquarters staff sections, the full time leader signs as requester. AMSA's and ECS's will be signed by the supervisor and routed to the DCSLOG. Overtime for supervisors will normally be requested by the HQS DCSLOG.
- * A separate DA Form 5172-R (Request, Authorization, and Report of Overtime - or applicable local form) will be prepared for each pay period in which overtime is to be worked. One copy will be retained until the approved/disapproved copy is returned.
- * The Commander will indicate exactly what is to be accomplished and why these tasks could not be accomplished during normal working hours. NOTE: Overtime services of civilian employees will be used only in the event of unusual emergencies.
- * Signature blocks will be completed as follows:

Requesting Official: Immediate Supervisor

Authorized By: Commander or his designated official

Command channels/staff sections will indicate their approval/disapproval.

* **ENTITLEMENT TO NIGHT DIFFERENTIAL PAY**

GS EMPLOYEES

Night differential of 10 percent of the employee's basic pay in addition to his/her basic pay will be paid for any regularly scheduled work between 1800 and 0600 hours the next day.

An employee is also entitled to a night differential for night work under the following circumstances:

* When an employee is excused from night work on a holiday or other non-workday and for night hours of his/her tour of duty while he/she is in an official travel status, whether performing actual duty or not.

* During periods of paid leave only when the total amount of that leave in a pay period, including both night and day hours, is less than eight (8) hours.

* When an employee is assigned temporarily during the administrative workweek to a daily tour of duty that includes night work. Night pay entitlement is authorized during this temporary change in the daily tour of duty within the employee's regularly scheduled administrative work week when the work performed is part of his/her regularly scheduled tour of duty.

* When an employee who is regularly assigned to night duties is assigned temporarily to a daytime tour of duty.

Night differential and overtime. A GS employee must be scheduled to work overtime within a regularly schedule administrative workweek between the hours of 1800 and 0600 the next day to be entitled to night pay.

WG EMPLOYEES. Night shift differential is payable for the entire shift if five or more whole hours of a prevailing rate WG employee's regularly scheduled non-overtime work (including meal periods) is between 1500 and 2400 hours, on second shift; or 2300 and 0800 hours, on third shift. Payable rate is 7 1/2 percent of the hourly scheduled rate for second shift and 10 percent for third shift.

* **SUNDAY PREMIUM PAY**

* Only full time GS and prevailing rate WG employees are entitled to Sunday premium pay.

* Sunday premium pay is equal to the employee's basic rate of pay, plus 25 percent.

* An employee is entitled to Sunday premium pay for any part of the tour he/she works that falls on Sunday.

* Employees are entitled to Sunday premium pay for each hour of Sunday work that is not.

* Overtime work.

* In excess of 8 hours of each regularly scheduled tour that begins or ends on Sunday (or your normally scheduled number of hours under an Alternate Work Schedule).

* **OBSERVANCE OF HOLIDAYS**

When a holiday falls on a working day, the working day will be observed as a holiday. When the holiday falls on a non-working day, including a Regular Day Off (RDO) under an Alternate Work Schedule, the following applies:

* For employees on a regular Monday through Friday work-week, holidays falling on Sunday will be observed on Monday. Holidays falling on any other regular non-workday will be observed on the preceding workday.

* For employees on an irregular workweek with Sunday off, holidays falling on Sunday will be observed on Monday. Holidays falling on any other regular non-workday will be observed on the preceding workday (e.g., a holiday falling on a Friday non-workday will be observed on Thursday).

* For employees who work an irregular workweek including Sundays or holidays are determined as follows:

If the holiday occurs on the first non-workday, then the next workday is observed as a holiday (e.g., an employee is scheduled to work Sunday through Saturday with Monday and Tuesday off. If the holiday falls on Monday; Wednesday will be observed as the holiday).

If the holiday occurs on the second non-workday, then the preceding workday is observed as a holiday (e.g., an employee is scheduled to work Sunday through Saturday with Monday and Tuesday off. The holiday falls on Tuesday; Sunday will be observed as the holiday).

* Employees will receive pay at their basic rate of compensation for those days on which they are prevented from working because of the occurrence of a legal holiday falling within their regularly scheduled tour of duty. Employees must be in a pay status (work, annual leave, or sick leave) on the workday immediately preceding or following the holiday.

* When administrative order requires work on a holiday and the employee fails to perform such services, the employee may be deprived of the straight time pay he would otherwise receive for that day, unless it is administratively determined that the employee had an acceptable reason for the absence.

* Working on a holiday results in twice the regular rate of compensation because all employees receive holiday pay, and those who work also receive the day's pay at the

regular basic compensation for the hours worked. Compensatory time may not be substituted for such payment. Holiday premium rates are not authorized for hours outside the regularly scheduled tour of duty for full or part time employees. Accordingly, work on holidays which constitutes overtime on either a daily or weekly basis will be treated as another period of overtime and compensation will be paid at the usual overtime rates.

SECTION III

*** OPPORTUNITIES FOR EMPLOYEES ***

*** MERIT PLACEMENT AND PROMOTION**

The Merit Placement and Promotion Plan provides a systematic plan for filling positions that are not covered by established career fields or which do not involve the fulfillment of any employment obligation. This plan incorporates both the laws and the guidance set forth by the Office of Personnel Management. It relates the policy to fill positions on the basis of merit and fitness from among the best qualified candidates available and to assure employees have an opportunity to develop and advance to their full potential according to their capabilities. Further, that consideration for placement and promotion is made on a fair and equitable basis, without regard to political, religious, or labor affiliations or non-affiliations, marital status, race, color, sex, national origin, non-disqualifying handicap, or age.

To be eligible for promotion in a General Schedule (GS) position in competitive service, you must meet the following minimum time-in-grade requirements:

* For advancement to positions at GS-12 and above, you must have completed a minimum of 52 weeks in positions no more than one grade lower (or equivalent) than the job to be filled.

* For advancement to positions at GS-6 thru GS-11, you must have completed a minimum of 52 weeks in a position no more than two grades lower (or equivalent) if the job is classified at two grade intervals for 52 weeks in a position no more than one grade lower (or equivalent), if the job is classified at one grade intervals for 52 weeks in a position no more than one or two grades lower (or equivalent) as determined by the agency, if the job is classified at one grade intervals but has a mixed interval promotion pattern.

* For positions up to GS-5, you may be advanced no more than two grades above the lowest grade held within the preceding 52 weeks under non-temporary appointment.

Qualified employees are encouraged to apply for position vacancies announced under the Plan. The level of your knowledge, skills, and abilities necessary for a specific position vacancy is a primary factor in determining how well you will compete with other qualified candidates. If you are registered in a career program, you will also be considered for vacancies in the fields in which you are registered. While promotion will be the means of filling many vacancies, placement of new appointments, reinstatements, reassignments and changes to lower grade (employee or management initiated) may also be appropriate as exceptions to this plan.

*** PAY UPON PROMOTION**

When an employee is promoted from one General Schedule grade to another, the employee must receive at least the equivalent of a two step increase in the grade from which promoted.

GS EXAMPLE:

Former Grade and Salary

New Grade and Salary

GS-09 Step 06 \$26,727 PA

GS-10 Step 05 \$28,590 PA

EXPLANATION: A GS-09 step increase is \$764, so the employee must be given an increase of not less than \$1528 (2x\$764). The GS-09 salary rate must equal or exceed \$28,225 (\$26,727 plus \$1528). When the two-step increase falls between step rates of the higher grade (GS-10/4 = \$27,749 and GS-10/5 = \$28,590) the higher of the two rates is selected, \$28,590.

WG EXAMPLE:

If an employee is promoted from one position in the Federal Wage System (Wage Grade) to a higher graded position in the Federal Wage System, CPO must set the employee's pay at a rate of the higher grade that exceeds the employee's existing scheduled rate of pay by at least 4% of the representative rate of the grade from which promoted.

Former Grade and Wage Rate

New Grade and Wage Rate

WG-04 Step 02 \$6.91 per hr

WG-05 Step 02 \$7.47 per hr

EXPLANATION: 4% of the representative rate for WG-04/02 in that particular locality is 28 cents per hour. When the increase falls between step rates of the higher grade (WG-05/1 = \$7.16 and WG-05/2 = \$7.47), the higher of the two steps is selected = \$7.47.

In general, when WG employees move up to a GS position, pay will be set at any rate of the new grade, which does not exceed the employee's highest previous rate. However, if the highest previous rate falls between two steps of the new grade, pay will be set at the higher step.

* **EQUAL EMPLOYMENT OPPORTUNITY** (EEO)

The Equal Employment Opportunity Program is administered by each federal agency subject to review and oversight by the Equal Employment Opportunity Commission (EEOC). EEO programs are based on the following policies:

(a) It is the policy of the Government of the United States to provide equal opportunity for all persons; to prohibit discrimination in employment because of race, color, religion, sex, national origin, age, and/or handicap; and to promote the full realization of equal employment opportunity through continuing affirmative employment programs.

(b) No person shall be subject to retaliation for opposing any practice made unlawful by Title VII of the Civil Rights Act (Title VII)(42 USC 2000e et seq.), the Age Discrimination in Employment Act (ADEA) (29 USC 621 et seq.), the Equal Pay Act (29 USC 206(d)) or the Rehabilitation Act (29 USC 791 et seq.) or for participating in any stage of administrative or judicial proceedings under these statutes.

Statutory authority of the Equal Employment Opportunity Commission and the EEO administrative process operates under the Title 29, Code of Federal Regulations

(CFR), Part 1614, effective 1 October 1992. Army Regulation 690-600 (Processing Complaints of Discrimination) is under revision.

* **SPECIAL EMPHASIS PROGRAMS**

The Special Emphasis Programs, established pursuant to DoD Directives, Army Regulations, and DA memoranda, is designed to enhance successful recruitment, retention, and advancement opportunities for women and minorities in the workforce. It was established to raise the awareness of the diversity found in today's multicultural workplace. Some agencies establish Special Emphasis Program Committees with a manager overseeing the entire program. The committee and the manager work together to plan and execute special observances/celebrations with guest speakers, to identify institutional barriers to equal opportunity for women and minorities, and assist management to eliminate barriers. Included in the Special Emphasis Program are the following programs: American Indian/Alaska Native Program, Asian Pacific Islander Employment Program, Black Employment Program, Federal Women's Program, Hispanic Employment Program and the Individuals with Disabilities Program.

* **AFFIRMATIVE ACTION PROGRAM**

A tool to achieve equal employment opportunity. A program of self-analysis, problem identification, data collection, policy statements, reporting systems, and elimination of discriminatory policies and practices, past and present.

Agencies with more than 500 employees are required to submit an Affirmative Employment Program Plan and report annually, to the Equal Employment Opportunity Commission (EEOC), on various requirements/objectives.

* **CAREER PROGRAMS**

The Department of the Army's formal system of civilian career management was introduced in 1959. This system has expanded significantly since that date to include various occupational fields to meet manpower requirements throughout DA. Program policies and information are provided in AR 690-950. Career programs provide for the continuing intake, appraisal, training, development, and career assignment of employees in the established career program fields. The objectives of the career management program are to attain the highest quality in staffing of positions, and to provide career path opportunities and information to DA employees.

Positions in certain occupational series are included in the following established career programs:

- Civilian Personnel Administration
- Safety Management
- Contracting and Acquisition
- Material Maintenance Management
- Intelligence
- Public Affairs/Communications Media
- Housing Management
- Commissary Management

Training
Transportation Management
Information Mission Area (includes Librarian, Automatic
Data Processing and Records Management)
Engineers & Scientist (Resources & Construction)
Comptroller
Supply Management
Engineers & Scientist (Non-Construction)
Manpower & Force Management
Equal Employment Opportunity
Quality Assurance Specialist
Security Administration
Ammunition Management
Military Personnel Management

If your position is covered by one of the Army career programs, (MT positions are exempt from the Career Program because of the dual status requirement) the code for that program will be shown in the remarks section of the SF-50 Notification of Personnel Action which placed you in your current position. Career program coverage is determined by the CPOC classification staff when a position is developed; the determining factor is the percentage of time spent in functions specific to a particular career field, not the occupational series.

Each career program has a minimum grade level at which you would be eligible for registration in the career program. This minimum grade is driven by the level set by DA at which positions must be filled through the career program register only. For example, in the "Civilian Personnel Administration" career program, all GS-13 and above positions must be filled through the career program register, so a GS-12 in that career program must be registered and ranked in the DA central career program registration system in order to be eligible for consideration for any GS-13 positions in that career field that may open DA wide. Each career program has an established chapter or supplement to AR 690-950 that lists the occupational series covered and requirements of that particular career program.

Employees occupying positions specifically covered by a career program are obligated to comply with mandatory registration requirements. Registration is mandatory in most cases only if referral consideration is desired.

* **MILITARY TECHNICIAN CAREER GUIDE**

The Military Technician Career Guide was originally published in June 1996, and contains excellent career reference materials to assist military technicians in planning their careers.

* **EMPLOYEE TRAINING AND DEVELOPMENT**

Your supervisor is responsible for assisting in your development by determining the areas where training is needed, helping you develop a plan for improving your skills and abilities, and providing training opportunities that will meet the needs of your

organization and assist you in your personal development. Even though management must make the final determination of the need for training, stay involved and help your supervisor by letting him/her know when you have training and development needs.

While your supervisor is responsible for assisting you, your development is basically your own responsibility. The desire for development and the physical and mental effort necessary to increase your knowledge and skills in any sort of training, whether it be on-the-job training given by your supervisor, a conference with other employees in your unit, or formal classroom training, rests solely with you. Regardless of how effective and well prepared the instructor or supervisor may be, you must be receptive to the material presented if the training is to be successful.

Most of the training which you will receive will be on-the-job training given by your supervisor or an experienced co-worker. If you have a supervisory position, you will be given mandatory correspondence and classroom training in supervisory responsibilities and techniques to aid you in training employees under your supervision, in orienting new employees, and in developing an efficient, well motivated work group. Off-the-job training opportunities may be made available to you, such as training courses conducted by Army service schools, courses in office machine operation, courses on materials and equipment conducted by industrial organizations, etc.

In addition to the training provided by your supervisor, many opportunities are available to you for self-development. Self-development efforts are indicative of an employee's initiative, ability to learn, and desire to improve. DA employees are encouraged to seek self-development.

Some common resources for training and self-development are:

* US Army Reserve Readiness Training Center (ARRTC). The ARRTC courses are designed to provide military and civilian personnel who enter full-time support to the Army Reserve with the knowledge and skills necessary to perform their assigned duties in the pre-mobilization environment. Civilian employees will only be sent to ARRTC courses indicated by job description and will not be trained for upward mobility through these courses. The USARC DCS, G1, MT Branch controls all quotas for the Army Reserve Technician Entry Training (ARTET), Unit Administrator Basic (UAB), Unit Pay Administration Course (UPAC, and Unit Records Automation Administration Course (URAAC). However, to address specific needs Commands may request waivers. The ARRTC is located at Fort McCoy, Wisconsin. Courses are identified in USARC Regulation 351-1.

* Correspondence Courses. Such courses are offered through the Army, Navy and Air Force, by universities, and through other training organizations. You are eligible to enroll in Army correspondence courses (Army Pam 351-20) at no expense. Courses from other sources may involve a cost and must be job related. Your organization may be able to assist you in meeting these expenses. For correspondence course on line through Army Correspondence Course Program (ACCP) use the following internet address www.atsc.army.mil

* College/University/Technical School. Most institutions of higher learning offer courses in the evenings and on weekends for the convenience of individuals who work a regular job. Some also offer weekend seminars.

* City Libraries. These facilities can contain many excellent books and periodicals well suited for self- development. The library personnel will gladly assist you in identifying appropriate material, and desired publications may be obtained on a loan basis according to the library's procedures. The following library services may be of special interest:

- Books by Educators and Managers on the principles and practices of leadership and management.
- Microfiches of college catalogs.
- Preparation material for most major tests such as CLEP, SAT, ACT, GRE, LSAT, etc.
- Self-study books in areas such as language and basic math.
- Computer listing of careers and requirements needed.
- Computer training on the World Wide Web (WWW).
- Reference books on scholarships and grants.

* Army Formal Schools. DA Pam 351-4, Army Formal School Catalog (published each fiscal year) is a catalog listing courses of instruction available through Army schools and training centers. Nomination for attendance is made at the organizational level.

* Non-government training. These vendors can supplement in-service and self-development activities. Payment of certain costs of non-governmental training may be paid by the initiating organization, if funds are available and the training is job-related. Courses taken under this section require a signed training agreement, as part of the DD Form 1556 (Request, Authorization, Agreement, Certification of Training and Reimbursement) that acknowledges serving a specified amount of time (normally 3 times the length of the course) in the Department of Defense. Subsequent voluntary departure from DOD will require that DOD be reimbursed for the cost of the training on a pro rated basis for the remaining percentage of completion of the obligated service.

*** EEO TRAINING.**

EEO offices offer world wide related training to the workforce. Training is designed to give each of us an awareness and appreciation of diversity in our multicultural workforce. The focus of the training is helping us learn to work together comfortably. If we know all the rules, it is much easier to be successful in our employment.

*** EDUCATIONAL PROGRAMS**

Currently, DoD does not allow the approval of training solely to raise an employee's educational level or provide a degree. Some exceptions to this policy apply to

positions in designated shortage occupations. Also, there are competitive professional development programs available to career program employees, which provide for college tuition assistance.

***MILITARY RESTORATION RIGHTS**

The Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994 reinforces veterans' rights. USERRA outlines all veterans' rights, responsibilities, and limitations. If you are a permanent employee and you leave your position for active military duty in the Armed Forces or the Public Health Service, you are entitled to return to your former position.

In general, any person who is absent from a position of employment by reason of service in the uniformed services shall be entitled to the reemployment rights and benefits if:

(1) the person has given advance written or verbal notice of military service to employer;

(2) the cumulative length of the absence and all previous absences from a position of employment with that employer is normally three years but can be extended to five years maximum;

(3) the person reports to, or submits an application for reemployment to employer within the specified time limits. For a period less than 31 days, employee must report to employer not later than the beginning of the first full regularly scheduled work period on the first full calendar day following the completion of the service and the expiration of eight hours after a period, allowing for the safe transportation of the person from the place of the service to the person's residence. For periods of service more than 30 days but less than 181 days, application for reemployment must be submitted to employer not later than 14 days after the completion of the period of service. For service more than 180 days, application for reemployment must be submitted not later than 90 days after the completion of the period of service.

NOTE: A person who fails to report or apply for employment or reemployment within the appropriate period specified shall not automatically forfeit their entitlement to the rights and benefits, but shall be subject to the conduct rules, established policy, and general practices; and will be looked at on an individual basis. You should contact the CPAC for further information regarding your particular situation.

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SECTION IV

*** RETIREMENT, BENEFITS AND AWARDS ***

*** RETIREMENT SYSTEMS -- General Information**

Recognizing the importance of your future, the Federal Government offers retirement programs that help provide financial security for you and your family. You will automatically be placed under the proper retirement system, depending upon type of appointment and whether or not you have prior service.

The Civil Service Retirement System (CSRS) is a closed system and only those employees who have previous coverage under CSRS and five years of creditable service prior to 1 January 1987 may remain in CSRS. CSRS employees who meet the previous service criteria but have had a break in service of one or more years, and were rehired after 31 December 1983 will be placed in the CSRS offset system with a six-month opportunity to elect coverage under the Federal Employees Retirement System (FERS) coverage. This CSRS offset category was a result of the Social Security Amendment Act of 1983 (Public Law 98-21) which required Federal employees hired after 31 December 1983 to be covered by Social Security.

The Federal Employees Retirement System (FERS) is the "new" retirement system. It is more responsive to the changing times and federal workforce. Many of its features are "portable" so that if you leave federal employment you may still qualify for the benefits. Two of the portable features are Social Security and Thrift Savings Plan (TSP).

Note: Employees who are covered under CSRS or CSRS-Offset at the time of their appointment to a military technician (dual-status) position will remain covered under CSRS or CSRS-Offset (whichever applies), unless you chose to change your retirement system to FERS during an open season. Retirement coverage for employees under FERS at the time of their appointment to a military technician position will change to FERS - Reserve Technician. However, the benefits remain unchanged.

*** RETIREMENT COUNSELING**

Periodically, the CPAC will conduct Pre-Retirement Planning Seminars. These seminars are designed for those civilian employees who are within eight years of eligibility for retirement. Topics covered in these seminars include CSRS, FERS, Social Security System, Health care, legal and financial planning, and leisure activities. Retirement estimates are not provided at these seminars. As of 27 March 2000, employees can obtain their personal retirement data from the Army Benefits Center-Civilian (ABC-C) via the internet (<https://www.abc.army.mil>) or a toll free number (1-877-276-9287). You should contact your servicing CPAC if you have any questions concerning retirement, re-deposits, deposits, or benefits.

*** RE-DEPOSITS and DEPOSITS**

CSRS: If you withdraw your retirement fund deductions under CSRS and later return to the Federal Service, redeposit of the amount you received (plus interest) will ensure full credit for that service in your annuity. Likewise, service other than active military service, for which Federal retirement deductions were not made, may also be deposited to ensure credit towards

annuity. If you are under CSRS and employed on or after 1 October 1982, you must make a deposit for Post-1956 military service if you want to receive credit at time of retirement.

If you are under CSRS and employed before 1 October 1982, whether you make a deposit or not, you will continue to receive credit for Post-1956 military service at time of retirement. However, if a deposit is not made, and at age 62 you are going to be eligible for Social Security, your annuity will be recomputed, deducting those military years.

NOTE: All employees who have active duty military service after 1956 should request from their servicing CPAC a how-to-packet of information when considering whether or not to make a deposit for this time. It should be noted that the CPAC includes active military service time (whether or not it was bought back) when computing your unreduced annuity date.

FERS: If you withdraw your retirement fund deductions under FERS and later return to Federal Service, you may not redeposit the money for that time. In addition, refunded FERS service cannot be used to determine eligibility for retirement nor can it be used for the computation of your annuity. Temporary service (service for which Federal retirement deductions were not made) is creditable towards your retirement if a service deposit is made. However, temporary service that began on or after 1 January 1989 cannot be used to determine your eligibility for retirement or in the computation of your annuity. Deposits for active duty military service are necessary to have military service credited towards your retirement.

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

The benefits of this system are explained in the United States Office of Personnel Management Booklet (RI 90-1, September 1986), which is available through your servicing CPAC. This booklet describes in detail the several options available to the federal employee.

Basically, there are three categories of retirement benefits in the Basic Benefit Plan:

- * Immediate
- * Early
- * Deferred

Your age and number of years of creditable service determine eligibility. In some cases, you must have reached the Minimum Retirement Age (MRA) to receive retirement benefits. The following chart shows the MRA:

Minimum Retirement Age

<u>If you were born...</u>	<u>Your MRA is...</u>
Before 1948	55
In 1948	55 and 2 months

In 1949	55 and 4 months
In 1950	55 and 6 months
In 1951	55 and 8 months
In 1952	55 and 10 months

Minimum Retirement Age (Con't)

<u>If you were born...</u>	<u>Your MRA is...</u>
In 1953 through 1964	56
In 1965	56 and 2 months
In 1966	56 and 4 months
In 1967	56 and 6 months
In 1968	56 and 8 months
In 1969	56 and 10 months
In 1970 and after	57

* **IMMEDIATE RETIREMENT**: If you meet one of the following sets of age and service requirements, you are entitled to an immediate retirement benefit.

<u>AGE</u>	<u>YEARS OF SERVICE</u>
62	5
60	20
MRA	30
MRA	10 *

* Reduced benefit. This means if you retire at the MRA with at least 10, but less than 30 years of service, your benefit will be reduced at the rate of 5% a year for each year you are under age 62, unless you have 20 years of service and your annuity begins at age 60 or later.

* **EARLY RETIREMENT**:

(a) An employee who was hired as a military reserve technician on or before 10 Feb 96 and who is separated from technician service, after becoming 50 years of age and completing 25 years of service, by reason of being separated from the Selected Reserve is entitled to an annuity.

(b) An employee who is initially hired as a military technician (dual status) after 10 Feb 96 and who is separated from the Selected Reserve is entitled to an annuity provided they:

(1) have completed 25 years of service as a military technician (dual status) or

(2) have become 50 years of age and completed 20 years of service as a military technician (dual-status)

DISCONTINUED SERVICE RETIREMENT: If you are being involuntarily separated, you may be eligible for a discontinued service annuity if you are age 50 with at least 20 years, or have 25 years of service at any age. In addition, the following conditions must be met: (1) the involuntary separation must not be based on misconduct or delinquency; (2) you must receive a

specific letter identifying your position for abolishment or the intention to terminate your employment and not decline a reasonable offer.

* **DEFERRED RETIREMENT**: If you leave Federal Service, you may be eligible for deferred retirement benefits. To be eligible, you must have completed at least five years of creditable civilian service. You may receive benefits at one of the following ages:

<u>AGE</u>	<u>YEARS OF SERVICE</u>
62	5
60	20
MRA	30
MRA	10 *

* See explanation under Immediate Retirement.

Note: Military reserve technicians who lose their military status and are required to maintain their position, may retire and receive an unreduced annuity if they are at least age 50 with 25 years of service and were hired before 10 Feb 96.

SPECIAL RETIREMENT:

a. Special Rule for Early Retirement

(1) **Hired before 10 Feb 96.** If a military reserve technician is age 50 with at least 25 years of service and is involuntarily separated from technician service due to disability or other reason, he/she is eligible for an immediate annuity.

(2) **Hired on or after 10 Feb 96.** If a military reserve technician is age 50 with at least 20 years dual-status MT service or has 25 years of dual-status MT service regardless of age, and is involuntarily separated from technician service due to disability or other reason, he/she is eligible for an immediate annuity.

b. Special Rule for Disability Retirement: A military reserve technician who has at least 18 months of service may retire under FERS disability rules if he or she:

- is separated from employment as a technician due to a disability that disqualifies the individual from membership in a reserve component of the armed forces of the United States;
- is not considered disabled under FERS disability rules; and
- is not appointed to another position in Federal Service.

Technicians who are separated as a result of losing their active military status and who meet the eligibility requirements listed above are entitled to receive the retiree annuity supplement at time of retirement.

RETIREE ANNUITY SUPPLEMENT: If you meet certain requirements, you will receive a Special Retirement Supplement, which is paid as an annuity, until you reach age 62. This supplement approximates the Social Security benefit earned while you were employed by the

Federal government. You may be eligible for a Special Retirement Supplement if you retire with:

- MRA with 30 years of service;
- Age 60 with 20 years of service; or
- Upon involuntary retirement. You will receive the Special Retirement Supplement beginning at the applicable MRA until age 62.
- Upon early voluntary retirement. If you have completed at least one calendar year of FERS service, a Special Retirement Supplement is payable when you reach your MRA.

Note: Retirees in the following categories are not eligible for the retiree annuity supplement at any time:

- Disability retirees;
- Individuals retiring under the MRA + 10 provision;
- Individuals who are eligible only for a deferred annuity;
- Individuals retiring at age 62 or later.

If you have earnings from wages or self-employment that exceed the Social Security annual exempt amount, your Special Retirement Supplement will be reduced or stopped.

* SURVIVOR BENEFITS:

FERS provides financial protection for your survivors in the event of your death as follows:

* For surviving spouse of an employee, there is a basic death benefit and an annuity. The employee must have had 18 months of creditable service. To qualify for the survivor benefits, an employee's spouse must:

- (a) have been married to the employee for at least nine months preceding the employee's death; or
- (b) be the parent of a child born of the marriage with the employee.

Basic death benefit is:

- (a) \$15,000 (increased by all CSRS COLA's beginning 1 December 1987 (\$24,018.48 as of 1 January 2002) plus:
- (b) 50 percent of the employee's final salary or high-3 average salary, whichever is higher).

Monthly survivor annuity is payable to a spouse if the employee:

- (a) completed at least 10 years of total creditable service; and

(b) died while subject to FERS deductions.

The survivor will receive 50% of the employee's basic annuity, based on the deceased employee's type of service, age, length of service, and high-3 average salary at date of death.

* Dependent Children Survivor Benefits:

FERS monthly benefits that are payable to any child of a deceased employee are reduced by the total amount of any Social Security survivor benefits payable. FERS monthly benefits will continue to a child until age 22 if they are full time students, whereas Social Security normally stops at age 19.

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

Benefits under CSRS are explained in the Certificate of Membership in Retirement System (SF 105, December 1979).

Employees retiring under CSRS must have been covered by CSRS for one year out of the last two years before separation. In addition, five years of civilian service is a mandatory requirement. Non-civilian service cannot be credited towards meeting this requirement.

TYPE OF RETIREMENT MINIMUM AGE MINIMUM SERVICE

<u>Optional</u>	62	5
	60	20
	55	30

<u>Early Voluntary</u>	Any	25
	50	20

* Special requirement - employee's organization must be undergoing a major reorganization, transfer of function (TOF) or reduction-in-force (RIF). OPM approval must be obtained to conduct these "early-outs".

<u>Discontinued Service</u>	Any	25
	50	20

* Special requirement - employee's separation must be involuntary and not for misconduct or delinquency. Employee must receive a specific letter and not decline a reasonable offer. Upon receipt of the specific letter, employee can resign immediately -- not waiting for the results of a RIF.

<u>Deferred</u>	62	5
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* Special requirement - employee must not have withdrawn retirement contributions subsequent to separation from Federal Service. If an employee is age 61, 11 months on date of separation, the deferred retirement annuity would commence on the first day of the month following separation.

* **SURVIVOR BENEFITS**

Your spouse and children may qualify for a survivor annuity if your death occurs:

- (a) while you are employed and
- (b) are a CSRS member and have completed at least 18 months of civilian service.

* Your Spouse, to qualify for a survivor annuity must:

- (a) have been married to you continuously for at least nine months preceding your death;
or
- (b) be the parent of a child born of your marriage; or
- (c) the death of the employee was accidental.

Your qualifying spouse will be entitled to a survivor annuity equal to 55% of the basic annuity to which you would have been entitled if you had retired on your date of death. However, if you die before reaching age 60, your spouse will receive a guaranteed minimum annuity amounting to 55% of the lesser of --

- (a) 40% of your average pay; or
- (c) the sum obtained under the Basic Annuity Formula after increasing your length of service by the time between your date of death and the date you would have reached age 60.

* Dependent Children Survivor Benefits:

Your child, to qualify for a survivor annuity, must:

- (a) be under age 18 and unmarried; or
- (b) children under 22 may be eligible if they are pursuing a full-time course of study at a recognized educational institution; or
- (d) children over 18 may be eligible if incapable of self-support due to a disability incurred before age 18.

Survivor benefits are payable to your eligible children whether you are survived by a spouse or not. However, if you are survived by a spouse, your children will receive slightly smaller annuities than they would be eligible to receive if no spouse survived you.

Information on social security and the Federal Employee Government Life Insurance (FEGLI) can be obtained at the CPAC or:

www.ssa.gov
www.opm.gov/insure/life

* **THRIFT SAVINGS PLAN**

The Thrift Savings Plan (TSP) is a tax-deferred retirement savings and investment plan that offers you the same type of savings and tax benefits that many private corporations offer their employees under 401(K) plans. By participating in TSP, you have the opportunity to save part of your income for retirement and reduce your current taxes.

The Thrift Savings Plan loan program gives you access to the money in your TSP account while you are still employed by the Federal government. Under this program, you may borrow your own contributions and their earnings.

There are two types of loans:

- General Purpose
- Purchase of a primary residence.

You will be able to apply for a loan on the TSP Web Site or you can to complete TSP-20 and forward it directly to the TSP Service Office in New Orleans, LA. In addition to repaying your TSP loan through payroll deduction, you will also be able to repay all or part of it at any time and do so with a personal check.

The TSP In-service Withdrawal provision was enacted in October 1997. An In-service Withdrawal allows current employees to make a withdrawal of their vested TSP account balance under the following criteria:

- Age Based: If you are age 59 1/2, you can apply for an in-service withdrawal of all or a portion of your vested TSP account balance.

- Financial Hardship: You must document your financial need. If you are contributing to TSP, and receive an in-service withdrawal based on financial need, contributions to your TSP account will be suspended for a period of six months.

To apply for an age-based In-service Withdrawal, you need to complete TSP-75. To apply for a financial hardship In-service Withdrawal, you need to complete TSP-76. Completed forms should be forwarded directly to the TSP Service Office.

Employees under the Federal Employees Retirement System (FERS)

Newly hired employees can sign up to contribute to the TSP during an initial 60-day eligibility period. Your contributions will begin no later than the first full pay period after your agency accepts your election. If you do not make an election within this 60-day period, you must wait until an open season to do so.

If you are a rehired FERS employee, when you can begin to participate depends upon your previous TSP eligibility.

Once you become eligible to participate in the TSP, there are three types of contributions that may be made to your TSP account:

- (1) Agency automatic 1% contributions
- (2) Employee contributions

(3) Agency matching contributions

Your Agency Automatic (1%) Contributions will begin depending upon your previous TSP eligibility. These agency automatic contributions are not taken out of your salary, and your agency makes these contributions whether or not you contribute your own money.

You may make your own contributions by payroll deductions. The money you contribute is taken out of your pay before federal and, in most cases, state income taxes are calculated. You may contribute up to 12% of the basic pay you earn each pay period in 2002, up to a limitation set by the Internal Revenue Service. (The limit in 2002 is \$11,000.) Beginning in July 2001, the employee contribution limits will increase 1% each year for five years. In 2006 the percentage limit will be eliminated entirely, and you will be able to contribute as much as allowed by the Internal Revenue Service.

If you make employee contributions, your agency will make matching contributions to your TSP account according to the following schedule:

<u>Your Contribution:</u>	<u>Agency Match:</u>
First 3% of Basic Pay	\$1.00 for each \$1.00 you contribute
Next 2% of Basic Pay	\$.50 for each \$1.00 you contribute
Next 5% of Basic Pay	Zero (0)

Your agency's contributions are not taken out of your salary; they are an extra benefit to you. While your agency will only provide matching contributions on your withholdings up to 5% of your basic pay each pay period, you still benefit from before-tax savings and tax-deferred earnings on amounts you contribute in excess of 5% of your basic pay. When you separate from Federal service, you must meet the TSP vesting requirement to be entitled to, or vested in, your agency automatic (1%) contributions and associated earnings. For most employees, this TSP vesting requirement is three years of civilian service. At the time of separation you may elect to roll over the amount due you into an Individual Retirement Account (IRA).

Employees who die in service are automatically vested in their agency contributions.

You are immediately vested in your own contributions and in the earnings associated with these contributions.

For further information on investing in the Thrift Savings Plan, consult the Thrift Savings Plan Handbook for employees or visit the TSP website at <http://tsp.gov/>.

Employees under the Civilian Service Retirement Service (CSRS)

Employees under CSRS may have tax-deferred payroll deductions (7% of basic pay per pay period in 2002. Beginning in July 2001, the employee contribution limits will increase 1% each

year for five years. In 2006 the percentage limit will be eliminated entirely, and you will be able to contribute as much as allowed by the Internal Revenue Service.

The government does not match any of their contributions nor do they get the agency automatic 1% contribution.

For further information, consult the Thrift Savings Plan Handbook for employees.

TSP web site is: www.tsp.gov

Thrift Savings Plan for the Uniformed Services

Effective 30 Oct 2000, uniformed members of the Army, Navy, Air Force, Marine Corps, Coast Guard, Public Health Service, and the National Oceanic and Atmospheric Administration serving on active duty and members of the Ready Reserve or National Guard of those services (as applicable) in any pay status can contribute to the TSP. Uniformed service members were first able to enroll in the TSP during a special open season from 9 Oct 2001 to 31 Jan 2002.

You can contribute:

(1) up to 7% (2002) of your basic pay each pay period to your TSP account. This percentage will increase by 1% each year through 2005, after which they will be eliminated and you will be able to contribute up to the Internal Revenue Code limits.

(2) Up to 100% of any incentive pay or special pay (including bonus pay) you receive up to the limits established by the Internal Revenue Code. You must be contributing from your basic pay in order to be eligible for this benefit.

Except under special circumstances, there are no agency-matching funds.

If you have both a civilian **and** a uniformed services TSP account, you may combine your accounts after separating from either Federal civilian employment or from the uniformed services. Your separation must be complete.

If you contribute to TSP both as a civilian employee and uniformed servicemember, :

(1) The sum of your contributions to the two accounts during the same calendar year cannot exceed the applicable Internal Revenue Code contribution limits (\$11,000 in 2002).

(2) If you want to take a loan from either account, the TSP will calculate the Internal Revenue Code maximum loan amount using both account balances.

For more complete information on the TSP for the Uniformed Services you can view and/or download various informative documents from the TSP website at www.tsp.gov. Further information can be provided by your uniformed service pay office.

*** GENERAL INFORMATION ON BENEFITS**

A little effort on your part now can avoid a lot of trouble and confusion later. Your family should be aware of the help available through your supervisor if something should happen to you.

There are survivor benefits which may be payable as explained in the sections of this handbook. However, and most importantly -- a family must apply for these benefits. It is your responsibility to inform your family members on what they are entitled to and inform them so they understand where your important documents and papers are filed, particularly personal documents and certificates, military discharge certificates, guardianship evidence, and similar documents.

The CPAC provides the supervisor or designated activity representative of an employee who dies in service with information verified from the employee's Official Personnel Folder (OPF). They also provide the appropriate claim forms and instructions in order that the activity may assist survivors in completing claims. Upon completion of claims, they are forwarded to the CPAC, which in turn has the responsibility of forwarding them to the appropriate office having jurisdiction in the adjudication of each type of claim.

If you are the survivor of a Federal Service employee, you can secure information from his or her servicing CPAC about the benefits to which you are entitled. The CPAC will furnish forms or information or refer you to another office if that is necessary. In most cases, civilian personnel employees will get in touch with some member of the family, offering help in whatever way possible. This establishes a point of contact for you in securing assistance in applying for benefits. The checklist below may be used as a basis of inquiry or as a reminder of points that should be discussed.

- Retirement
- Federal Employees Group Life Insurance
- Group Health Insurance
- Social Security
- Unpaid Compensation
- Compensation for death due to work-related injury or disease
- Thrift Savings Plan
- Credit Union
- Possible assistance for members of unions
- Benefits related to travel or overseas status
- Personal belongings of employee
- Veteran's benefits

Important documents for you and your family, SAFEGUARD THEM.

Make notations below to show where these documents are filed and what you would like for your family to do in the event of your death. Not all of these documents are concerned with your employment, but it is a good idea to keep a record of them together.

- Civil Service "Certificate of Membership in Retirement System" (SF 105, Dec 1979) or Federal Employees Retirement System (RI 90-1, Jun 92)
- Federal Employees Group Life Insurance enrollment form
- Social Security Card or record of Social Security Number
- Designation of Beneficiary for Unpaid Salary, Lump Sum Leave Payments, etc.
- Designation of Beneficiary for Retirement
- Designation of Beneficiary for Federal Employees Group Life Insurance
- Thrift Savings Plan Participants Statement

- Thrift Savings Plan Designation of Beneficiary
- Health Insurance Identification Card
- Certificate of Honorable Discharge from military service
- GI insurance policy
- Record of VA Claim Number
- Birth Certificate of "minor" children
- Marriage Certificate
- Insurance policy of any Employee Union of which you may belong
- Your will

* **Designation of Beneficiary**

Upon death of an employee in the Federal Service, many benefits are payable including Unpaid Compensation (such as unpaid salary and unused annual leave), Life Insurance, Thrift Savings Plan, and retirement.

The order of precedence for receipt of such payment is as follows:

- . To the beneficiary or beneficiaries designated in writing by the employee to receive such payment.
- . If there is no such designated beneficiary, to the widow or widower.
- . If neither of the first two, to the children and descendants of deceased children.
- . If none of the above, to the parents or surviving parent.
- . If none of the above, to the duly appointed legal representative of the estate, or if none, to the person or persons determined to be entitled thereto under the laws of the domicile of the deceased employee.

It is recommended that you designate a beneficiary for each benefit even if you wish to name a person not included under the above or if the beneficiary(ies) are already in the correct order. You can obtain these forms from your servicing CPAC. It is your responsibility to keep your designations current.

* **The Federal Employees Health Benefits Program**

Group health benefits are available under a voluntary program to protect you and eligible family members against costs of illness and accident. Whether you enroll or not is your decision, however, you are encouraged to enroll for this protection.

All career-conditional, career, and those seasonal employees whose employment is expected to last six (6) months or more are eligible to participate in this program. Temporary employees are eligible for this program if their appointment continues for more than one year, however, they must pay both the employee and employer's share for coverage.

If you do enroll, you may cancel your enrollment at any time. If you do not enroll at your first opportunity, you may not have another opportunity to enroll except under certain circumstances or during an "open season" which is usually held from the second Monday in November through the second Monday in December.

What does the program offer?

- . A chance to join a group health benefits plan with reasonable rates and excellent protection.
- . Guaranteed protection for you and your family, which cannot be cancelled by the insurance carrier.
- . No medical examinations, no waiting periods, and no restrictions because of age or physical conditions.
- . A government contribution of up to one half of the cost (except for temporary employees).
- . A choice of plans so that you can get the kind and amount of protection you need and want.

Generally, premiums are pre-tax dollars thus reducing your income tax liability.

Additional information about FEBH can be found at the FEBH web site at <http://www.opm.gov/insure/health/index.htm>.

*** The Federal Employees Group Life Insurance Program**

The Federal Employees Group Life Insurance Program is voluntary. All career-conditional and career employees are automatically covered under this program at the time of appointment. However, you have the option of waiving coverage at any time. Temporary employees are ineligible for this program.

You are encouraged to participate, but whether you take any insurance or not is your decision. If you do take insurance, you may cancel at any time. If you waive the basic insurance or decline the optional insurance, you cannot apply for it unless you wait one year, and if you furnish satisfactory medical evidence of insurability. Your application is then sent to the Office of Federal Employees Group Life Insurance for approval.

For further information on this program, please refer to the booklet entitled, "The Federal Employees Group Life Insurance Program," RI76-21 (Apr 99). This booklet as well as additional information regarding the FEGLI program and benefits can be downloaded from the FEGLI web site at <http://www.opm.gov/insure/life/index.htm>.

Federal Long Term Care Insurance Program (FLTCIP)

Sponsored by the U.S. Office of Personnel Management, the new FLTCIP can help protect you from the potentially high cost of long term care. Covered services include:

(1) Home Care – Care provided at home by a nurse, home health aide, therapist or other authorized provider, as well as adult day care. Benefits are reimburse up to 75% of the daily benefit amount (DBA).

(2) Facility Care – All levels of nursing home care are covered, including skilled,

intermediate, and custodial care. Includes assisted living facility care, and hospice care (whether at home or in a hospice facility). Benefits are reimbursed up to 100% of the DBA.

Additional information and costs can be obtained at the FLTCIP web site at www.LTCFEDS.com.

* **Incentive Awards**

The Incentive Award Program is intended to recognize employees for commendable efforts and give managers a way to promote productivity and morale.

There are two categories of monetary awards: Superior Accomplishment Awards (SAA) and Performance Awards (PA).

* **Superior Accomplishment Awards** (SAA)

Superior Accomplishment Awards (SAA) are cash awards given to recognize one time outstanding accomplishments.

The Special Act or Service Award (SASA) is used to recognize one time meritorious personal effort, act or service, which contributes to the efficiency, economy or other improvement to government operations. It may range from \$25 - \$25,000 depending on benefits realized by the government. The SASA may be given at the end of a detail or special project and may involve more than one employee.

The On-the-Spot cash award (OTS) is a small SAA ranging from \$25 - \$500. It may be granted for day-to-day work accomplishments of a lesser degree than what would justify a SASA. For example, specific one-time assignments, accomplished in a way that exceed expectations, improvements to methods of operations which eliminate or consolidate processes, and rapid completion of short suspenses.

The Time Off Award (TOA) allows employees to receive up to 80 hours of time off during a leave year, with up to 40 hours for a single contribution without charge to leave or loss of pay. It may be used as an alternative to SAA or for performance. Time off is:

Expressed in hours, may be given in increments of no less than one (1) hour;

May not convert to cash payment under any circumstance, and

Must be scheduled and used within one year from the effective date on the SF 50 (Notification of Personnel Action).

* **Performance Awards** (PA)

A Performance Award (PA) is a monetary award given in recognition of high level performance for an entire rating period. It may be given in conjunction with an annual evaluation report, which covers at least 120 days, with an evaluation rating of either successful level 1, 2, or 3. Awards are computed as a percentage of basic pay -- with 10% being the maximum.

A Quality Step Increase (QSI) is another type of performance award. The QSI provides an additional within-grade-pay increase granted to GS employees in recognition of high quality performance. It is considered the highest level monetary award because the benefits stay with the employee throughout their career. This award must be in conjunction with an annual evaluation report, which covers at least 120 days, with an evaluation rating of successful level 1. An employee may not receive more than one QSI in a 52-week period. The QSI will not change the effective date of an employee's normal within-grade- increase (WGI) except when it places the employee in the 4th or 7th step.

Note: When an employee goes into the 4th or 7th step, this changes their waiting period.

* Honorary Awards

Honorary Awards consist of certificates, medals, and lapel pins, and are similar to military honorary awards. There are five primary honorary awards:

- Meritorious Civilian Service Award
- Superior Civilian Service Award
- Commander's Award for Civilian Service
- Achievement Medal for Civilian Service
- Certificate of Achievement

The Meritorious Civilian Service Award (MCSA), is the highest level award. Eligibility is determined by measuring contributions against the following example levels of achievement:

*Accomplished supervisory or non-supervisory duties in an exemplary manner.

*Setting a record of achievement, and inspiring others to improve the quantity and quality of their work.

*Demonstrated unusual initiative and skill in devising new and improved equipment, work methods, and procedures; inventions resulting in substantial savings in expense such as manpower, time, space and materials, or improved safety or health of the workforce.

*Achieved outstanding results in improving the morale and performance of employees.

*Exhibited unusual courage or competence in an emergency, while performing assigned duties, resulting in direct benefit to the Government or its personnel.

*Rendered professional or public relations service of a unique or distinctive character.

Nominations for the Superior Civilian Service Award reflect superior service, achievement, or heroism of a lesser degree than that recognized by the MCSA.

Eligibility for the Commander's Award for Civilian Service (CAFCS) is determined by measuring contributions against the following example levels of achievement:

*Accomplished supervisory or non-supervisory duties in an outstanding manner.

*Setting an example of achievement for others to follow.

*Demonstrated initiative and skill in devising new or improved equipment, work methods, and procedures; conceiving inventions that resulted in considerable savings in manpower, time, space, or other items of expense; or items that improved safety or health of the workforce.

*Demonstrated leadership in performing assigned duties that resulted in improved productivity of the unit.

*Rendered professional or public relations service that resulted in considerable favorable publicity in the local area.

*Demonstrated courage or competence in an emergency while performing assigned duties resulting in benefit to the Government or its personnel.

Nominations for the Achievement Medal for Civilian Service (AMFCS) reflect noteworthy achievements of a lesser degree than those recognized by the CAFCS.

Eligibility for the Certificate of Achievement (C/A), will be determined by measuring contributions against the following examples of levels of achievement:

*Accomplished assigned duties in a commendable manner, demonstrating skill and initiative in either devising or improving work methods and procedures or both, causing a saving of manpower, time, space, or materials.

*Significantly improved employee morale and performance.

*Demonstrated personal diligence or initiative which was directly responsible for meeting mission requirements or special workload projects involving unexpected difficulties and operational demands.

The C/A consists of a certificate only.

These awards are sometimes used instead of SAA or PA or to recognize an employee's career accomplishments, with lower level honorary awards normally preceding higher level awards.

Length of Service certificates are used to recognize all service in five (5) year increments provided that one year of total service has been served as a Department of the Army civilian employee. Employees with five years of service receive a certificate, while employees with 10 to 50 years receive a certificate and lapel pin.

Recommendations for all performance awards are made by the supervisor of the employee to be recognized on DA Form 1256, (Incentive Award Nomination and Approval) or DA Form 7222/DA Form 7223 (Civilian Evaluation Reports). All suggestions and inventions are submitted by the employee in writing on Employee Suggestion Form (DA Form 1045). These forms are available at your unit or ordered from your local publication source.

* **Suggestion Program**

This program is available for the use of all employees and you are encouraged to participate. It is a means through which you can express your ideas and feel sure that they will be heard. Every effort is made to assure that each employee suggestion receives complete and impartial evaluation, and that it is adopted whenever practicable. Your suggestions, which may result in cost reductions, are especially solicited. If your suggestion is adopted, you may be paid a cash award. To earn an award you must submit your suggestion on a DA Form 1045, Army Suggestion Form. You may present your suggestion to your supervisor if it concerns your immediate work area, or if you desire his or her assistance.

* **Safety**

The safety policy of the Army is to prevent accidental injury, loss of life, and damage to property thereby providing more efficient use of resources and contributing to the combat effectiveness of the Army. It is a condition of employment for Department of the Army civilian employees that they perform their duties in a safe manner, avoiding unnecessary exposure to danger for themselves and others.

Your safety and health are of major importance. Working conditions in offices and operations are inspected in order to reduce to the lowest possible level the number of accidents resulting in personal injury, lost manpower, and materials.

You are expected to avoid unsafe acts, to correct or report to your supervisor any known hazards or circumstance that may produce accidents or injuries, to use protective devices when required and, as appropriate, warn others of known hazards or of their failure to observe safety regulations. Whether you work in an office or in an industrial area be alert, follow correct work procedures, and closely follow safety rules and regulations.

Your supervisor will advise you in proper safe work habits and can furnish copies of safety regulations and literature.

* **Accident Reporting**

Accident prevention is the most important objective of any safety program. Prompt and effective reports of an accident or injury facilitate corrective action. You should notify your supervisor, as soon as possible (or have your supervisor notified) of any accident or injury which you have witnessed or sustained to insure prompt action and that required formal reporting procedures are met.

* **Injury on the Job**

The Federal Employees' Compensation Act provides compensation benefits to civilian employees for disability due to personal injury sustained while in the performance of duty or to employment-related disease. The Act also provides for medical, surgical, and hospital services (including, if necessary, transportation and travel), for job injuries or disease directly caused by employment. Provisions for certain payments for lost time due to partial or total permanent disability resulting from on-the-job injury are also contained in the Act.

It is of utmost importance to report immediately to your supervisor any injury sustained on the job. All injuries will be reported regardless of how trivial the injury may seem to you. Your supervisor will provide you with the necessary forms to obtain medical treatment (CA-16 or CA-20) and assist you in completing the accident report (CA-1) or occupational disease (CA-2). To protect your benefits, these forms should be completed within two (2) days. Medical evidence must substantiate any absence from duty.

Under the Federal Employees' Compensation Act, you are entitled to benefits for injuries sustained in the performance of your duty or for occupational diseases resulting from your employment. These benefits include the following:

a. MEDICAL CARE. Expenses for medical, surgical, and hospital care will be provided under the provision of the Compensation Act. You may elect treatment by a military hospital or a physician of your own choice. Chiropractors are limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist and subject to regulation by the Secretary of Labor. You may also be paid for travel and other expenses involved in obtaining medical care.

b. CONTINUATION OF PAY. If you are unable to work because of the injury, you may be paid regular salary up to and including 45 days. Note: Form CA-1 must be filed within 30 days of injury. The continuation of pay begins on the day following the injury and you are physically able to perform this duty, you must report to your supervisor for the work. Refusal to perform the light duty could jeopardize your entitlements under the Federal Compensation Act.

c. COMPENSATION DURING PERIODS OF DISABILITY. If you are unable to work after the expiration of the 45 days continuation of pay or the 45 day period of entitlement, or unable to work due to an occupational disease, you may apply for continued compensation. Your salary and dependents determine the amount payable. If you are unable to return to your usual job, but are able to perform other work, compensation will be made on the basis of your loss of wage-earning capacity.

d. SCHEDULED AWARDS. If you lose certain members or functions of your body (such as loss or use of an eye, hand or part of a hand, etc.) you may apply for compensation, which is computed for specified a period of time based on the type of loss.

**** CHECK WITH YOUR SUPERVISOR FOR INFORMATION AND ASSISTANCE ON HOW TO FILE A CLAIM IN THE EVENT OF AN ON-THE-JOB INJURY OR OCCUPATIONAL DISEASE.**

*** Compensation and Leave.**

When you are unable to return to work because of an on-the-job injury and the 45 days continuation of pay or your 45 day period of entitlement has expired, you may elect the following:

- (1) elect Leave Without Pay (LWOP) and apply for compensation benefits, or
- (2) elect to use sick and/or annual leave, or
- (3) apply for compensation after your sick and annual leave are exhausted. You may not receive compensation while you are being paid for leave. "Buy Back" is computed as 100% of

base salary and compensation is paid at either 75% or 66.67% depending upon dependent status.

* **Employment Status Under Compensation**

You receive full credit for retention and retirement while you are on Leave Without Pay and receiving workers compensation. This time is also counted toward the completion of waiting periods for step increases, conversion to career tenure, change in leave category, etc. Your health and life insurance will continue if you meet certain requirements.

* **Physical Fitness During Duty Hours**

Military Technicians may be permitted time during the duty day to participate in physical fitness programs. The requirements of technician jobs meet the spirit and intent of AR 600-63, paragraph 2-3 (b), which states "a physical fitness program may be part of their jobs and may be conducted during duty hours."

Commanders/FTS supervisors must have adequate procedures to ensure that training time is used for its intended purpose and that training activities are directly related to training required to pass the events contained in the Army Physical Fitness Test (APFT). In this regard, unrelated physical activities such as golf, tennis, football, baseball, softball, volleyball, or other team sporting activities are not intended for use under this authority. Local procedures will be written and posted.

Military Technicians may be allowed up to three hours per week during normal duty hours upon supervisory approval for physical fitness. The three hours includes travel, shower, and exercise time. The hours are non-cumulative and cannot be carried over into succeeding work weeks if not utilized. The activity should be on-site so that management may revoke or suspend the physical activity in case of mission requirements. Management retains the right to assign work and may make changes for training, exercises, inspections or other mission needs.

Organizations with bargaining unit employees are reminded of their responsibility to negotiate impact and implementation with their appropriate union officials.

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SECTION V

*** PERFORMANCE MANAGEMENT *** **(TAPES)**

*** INTRODUCTION**

This section is about the Total Army Performance Evaluation System (TAPES) which is set forth in AR 690-400, Chapter 4302.

TAPES was approved and implemented as the new civilian performance evaluation system beginning in FY94. The goal is to integrate civilian and military performance evaluation systems into a Total Army Performance Evaluation System. TAPES developed from several factors, including dissatisfaction with the existing system, resistance and criticism from military on the incompatibility with military systems, and Army studies, which recommended improvement to the existing system. TAPES received DA approval in November 1992.

Change 1 to AR 690400, Chapter 4302 was published on 16 October 1998, with an effective date of 16 November 1998. The main change was that in order to receive a Successful Level 1 rating, the excellence level is now 75 percent or more of their rated performance, objectives, and responsibilities. The DA Form 7222 has been updated and the latest version is dated Aug 98. On the appraisal forms Department of the Army has eliminated the senior rater profile, added clarification on the requirements for a quality step increase, and added some information to expedite assignment of ratings for data input.

*** THE SYSTEM**

There are two evaluation systems under TAPES:

(1) Senior System - This system evaluates GS-09 and above employees, WS-09 and above employees, and Career Interns. The senior system rating periods are from 1 July - 30 June for GS/WS13 and above, and 1 November - 31 October for GS/WS9 through GS/WS12. The evaluation forms are the Senior System Civilian Evaluation Report (DA Form 7222) and the Senior System Civilian Evaluation Support Form (DA Form 7222-1). Both forms are similar to the Officer Evaluation Reporting System.

(2) Base System - This system evaluates GS-01 thru GS-08 employees, WS-01 thru WS-08 employees, and all WG/WL employees. The CPAC established rating periods for ratees within the Base System. The forms are the Base System Civilian Evaluation Report (DA Form 7223) and the Base System Civilian Performance Counseling Checklist / Record (DA Form 7223-1). These forms are similar to the Noncommissioned Officer Evaluation Reporting System.

* **SENIOR SYSTEM OVERVIEW** *

* **DA Form 7222** - The Evaluation Report replaces DA Form 5398, Civilian Performance Rating. The report:

- summarizes major duties
- displays and provides space to assess adherence to DA values
- provides block checks to summarize Objectives ratings
- uses a reduced bullet narrative format
- provides all Raters space for comment
- allows Senior Rater to focus on potential
- documents performance-related award nomination/approval

* **DA Form 7222-1** - The Support Form replaces DA Form 5397, Civilian Performance Plan. The Support Form:

- is a working document on which the Ratee and Rater document performance objectives
- allows the Ratee to list accomplishments
- lists DA-wide standards (preprinted on the form) to assist Raters in rating objectives
- takes the Position Description, the DA-wide standards, and the documented objectives to make the Performance Plan after the Rater/ Ratee initial and date the form
- becomes effective (Performance Plan) on the date the Senior Rater signs the form
- allows for the discussion of performance and career goals, communicates mission and goals, and gets/provides feedback which facilitates organizational and individual success and develops the Ratee

* **Support Form Utilization** - The Support Form is prepared within 30 days from the beginning of each rating period. The intent of this initial period is for Ratees to take the initial responsibility for planning their own job expectations. However, some situations may dictate that the Ratee and Rater work together to establish objectives and goals. If they cannot agree on objectives and goals, the Rater makes the decision.

* **During the Rating Period** - The Support Form is a working document. Organizational priorities and missions may change during the rating cycle. The Rater

and Ratee should use the Support Form to use this opportunity to periodically review new or changed goals and objectives. At a minimum, at the midpoint of the rating cycle, the Rater and Ratee should review all objectives and accomplishments, training completed or scheduled, and should make notes of the counseling session discussions.

* **Near the End of the Rating Period** - The Ratee should list his/her accomplishments in Part IVc of the Support Form. Accomplishments may be continued on a separate sheet if more space is needed. The completed Support Form accompanies the performance evaluation to each Rater and the documented comments should be considered when preparing the performance evaluation. At the end of the rating period, the Support Form is attached to the Evaluation Report and submitted through command channels to the CPAC for processing and filing.

* **Completing the Evaluation Report** - The Evaluation Report is to be completed and a copy submitted to the CPAC for filing within 45 days from the end of the rating period.

* **BASE SYSTEM OVERVIEW** *

* **DA Form 7223** - The Base System Civilian Evaluation Report is similar in nature to the Senior System Evaluation Report, and with few exceptions, is prepared in the same manner. The final report is to be completed and a copy submitted to the CPO/CPAC for filing within 45 days from the end of the rating period.

Part Vb- Responsibilities- This section lists each of the standardized responsibilities that all Ratees are evaluated. The six areas are:

- Technical Competence
- Adaptability and Initiative
- Working Relationships and Communications
- Responsibility and Dependability
- Leadership and Supervision (only applies to supervisory positions)
- EEO and Affirmative Action (only applies to supervisory positions)

NOTE: Most Unit Administrator positions are NOT considered to be supervisory unless titled as such i.e. Unit Administrative Supervisor.

The Rater utilizes the following rating categories: Excellence, Success, Needs Improvement, and Fails. Bullet comments are required for ratings below success and for a rating of excellence. Bullet comments are encouraged for success ratings.

Part VI- Overall Performance (Senior Rater)- This section is utilized by the Senior Rater to review the responsibilities and comments of performance assigned by subordinate Raters. If the Senior Rater concurs with the overall comments and ratings

assigned by the Rater, he/she marks the appropriate block in section VIa and makes appropriate bullet comments on the Ratee's performance and/or potential. If the Senior Rater nonconcurs with the Rater's overall ratings, he/she tells the Rater why he/she believes the bullet examples do not justify the responsibilities rating or provides information that gives the Rater a different view of the value of the Ratee's achievements to mission accomplishment. If the disagreement is not resolved, the Senior Rater directs or makes necessary changes to the Responsibility ratings with appropriate comments or examples.

* **DA Form 7223-1** - The Counseling Checklist is the form on which the Rater writes what needs to be done--work and training--and how well the Ratee is doing. It can be typed or handwritten and should be changed as needed. Like the Senior Civilian Support Form, once completed by the Ratee, Rater, and Senior Rater, it becomes the Performance Plan and is effective on the date the Senior Rater initials the form.

The Counseling Checklist is utilized:

- to tell the Ratee what the work unit is doing
- what is expected of the Ratee
- what the Ratee would like to do now and in the future
- what help and/or training the Ratee thinks he/she needs
- to explain what the DA values mean

Counseling should be initially completed during the first 30 days of each rating period and at least once more near the midpoint of the rating period. Counseling, and the use of this checklist, is completed in order to accomplish the following:

- talk face-to-face with the Ratee
- be as clear as possible about stated goals, objectives, and missions
- listen carefully to what the Ratee has to say
- talk as often as needed to be sure that both the Ratee and Rater understand stated goals, objectives, and missions.

* **DEALING WITH INDIVIDUAL PERFORMANCE PROBLEMS**

TAPES is designed for the vast majority of Army civilians who are good performers and who have the skills and willingness to do their jobs. However, occasional exceptions make addressing performance deficiencies and taking performance based actions important aspects of sound performance management. Law (5 USC 4302) requires performance standards which "to the maximum extent feasible" permit accurate evaluation of job performance on the basis of objective criteria. Courts have said that a proper measure to judge if a standard is sufficient is whether most people would understand what it means and what it requires.

The Courts and MSPB have identified three deficiencies, which cause them to rule that performance standards fall short of statutory requirements:

(1) not reasonably attainable;

(2) improperly absolute (cannot be exceeded); and

(3) do not permit an accurate measurement of an employee's level of performance or tell the employee clearly what is required for success.

TAPES provides generic performance standards which should tell Ratees what you expect for success. However, if you supervise someone who is not meeting expectations, especially if you invoke a formal Performance Improvement Plan (PIP), you may need to supplement the TAPES documentation to more clearly state what is required to improve from "fails" to "needs improvement" to "success."

It is advisable to seek assistance from the CPAC in dealing with serious performance problems. Employees, as well as supervisors, may seek information from the CPAC.

c. LIST YOUR SIGNIFICANT CONTRIBUTIONS

SIGNATURE AND DATE

PART V - PERFORMANCE STANDARDS - SENIOR SYSTEM CIVILIAN POSITIONS

To derive Objectives ratings, apply the applicable performance standards below; the standards are written at the SUCCESS level, e.g., Ratee, in most cases:

TECHNICAL COMPETENCE. Exhibits technical knowledge, skills, and abilities to get desired results within established time frames and with the appropriate level of supervision. Sets and meets realistic milestones. Establishes priorities that reflect mission and organizational needs. Plans so that adequate resources are available. Makes prompt and sound decisions.

INNOVATION/INITIATIVE. Develops and implements or suggests better ways of doing business—methods, equipment, processes, resources. Seeks/accepts developmental opportunities. Serves on professional/technical committees, writes technical papers, joins professional societies to enhance personal knowledge and advance state-of-the-art of profession.

RESPONSIBILITY/ACCOUNTABILITY. Uses resources prudently and for intended purposes. Complies with DA emphasis programs, e.g., EEO/AA, safety/security, internal control, inventory management, quality assurance, personnel management, contract awards to small business concerns. Supports and encourages Total Army Quality (TAQ) approaches, e.g., team effort, continuous process/product improvement and customer satisfaction. Takes responsibility for personal errors, takes or proposes timely/adequate corrective measures. Establishes personal performance objectives that are challenging and reflect mission needs.

WORKING RELATIONSHIPS. Is an effective team player. Works well with group and others to get the job done. Exhibits a customer care attitude; e.g., shows respect to others; is courteous and seeks acceptable compromise in areas of difference.

COMMUNICATION. Provides or exchanges accurate/complete oral and written ideas and information in a timely manner. Listens effectively so that resultant actions show understanding of what was said. Coordinates so that all relevant individuals and functions are included in/informed of decisions and actions.

FOR SUPERVISORY POSITIONS ONLY:

ORGANIZATIONAL MANAGEMENT AND LEADERSHIP. Provides vision and communicates mission and organizational goals to all subordinates. Sets standard/leads by example. Implements/complies with appropriate DA emphasis programs. Secures/allocates/manages resources for effectiveness and efficiency. Takes timely and appropriate personnel actions. Develops subordinates through mentoring, counseling, providing challenging training and work assignments and timely performance evaluations. Recruits and retains high quality people by creating a positive environment that offers challenge and growth.

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION (EEO/AA). Applies EEO principles to all aspects of personnel management (e.g., hiring, training, work assignments/schedules, discipline, counseling and awards). As appropriate, takes immediate corrective action if sexual harassment or other discriminatory/unfair treatment is observed, reported or suspected. Provides leadership and emphasis to the execution of the Affirmative Employment Plan. Participates in EEO/AA activities and encourages subordinates to do so.

RATEE'S NAME (Last, First, Middle Initial)		SOCIAL SECURITY NUMBER	THRU DATE					
b. RESPONSIBILITIES		Specific bullet examples of other than "SUCCESS," are mandatory. Specific bullet examples of "SUCCESS" are optional but encouraged.						
1. TECHNICAL COMPETENCE Technical knowledges, skills, abilities Doing work right/on time Sound judgement EXCELLENCE (Exceeds std) SUCCESS (Meets std) NEEDS IMPROVEMENT FAILS <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>								
2. ADAPTABILITY AND INITIATIVE Adjusting to change - situations/people Trying new things Seeking self-development EXCELLENCE (Exceeds std) SUCCESS (Meets std) NEEDS IMPROVEMENT FAILS <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>								
3. WORKING RELATIONSHIPS & COMMUNICATIONS Supporting team Respecting others Expressing ideas clearly Listening/understanding EXCELLENCE (Exceeds std) SUCCESS (Meets std) NEEDS IMPROVEMENT FAILS <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>								
4. RESPONSIBILITY AND DEPENDABILITY Dependable/reliable Maintaining facilities/equipment Conserving supplies/time People/equipment safety EXCELLENCE (Exceeds std) SUCCESS (Meets std) NEEDS IMPROVEMENT FAILS <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>								
Numbers 5 and 6 apply to positions with some supervisory duties								
5. SUPERVISION AND LEADERSHIP Mission focused/performance oriented Sets standard/Leads by example Motivating/developing others Implementing DA emphasis programs/managing resources EXCELLENCE (Exceeds std) SUCCESS (Meets std) NEEDS IMPROVEMENT FAILS <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>								
6. EEO AND AFFIRMATIVE ACTION Respecting dignity Achieving planned actions Providing opportunity Solving problems EXCELLENCE (Exceeds std) SUCCESS (Meets std) NEEDS IMPROVEMENT FAILS <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>								
PART VI - SENIOR RATER (if used) or RATER (no senior rater used)		PART VII - SENIOR RATER (if used)						
OVERALL PERFORMANCE <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 20%;">1</td> <td style="width: 20%;">2</td> <td style="width: 20%;">3</td> <td style="width: 20%; background-color: black;">4</td> <td style="width: 20%;">5</td> </tr> </table> <p>SUCCESSFUL FAIR UNSUCCESSFUL (MUST Have Senior Rater Review)</p> <p>A completed DA Form 7223-1 was received with this report and considered in my evaluation and review: <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain)</p>		1	2	3	4	5	BULLET COMMENTS (Performance/Potential) 	
1	2	3	4	5				

BASE SYSTEM CIVILIAN PERFORMANCE COUNSELING CHECKLIST/RECORD

For use of this form, see AR 690-400; the proponent agency is ASA(M&RA)

RATEE		RATER	
ORGANIZATION/INSTALLATION		INTERMEDIATE RATER <i>(Optional)</i>	
PAY PLAN, SERIES/GRADE	RATING PERIOD	SENIOR RATER	
<p>PURPOSE. The primary purpose of counseling is to define organizational mission and values, discuss individual job expectations and performance, reinforce good performance/work related behavior, correct problem performance/work related behavior, and enhance the Ratee's ability to set and reach career goals. The best counseling is forward looking, concentrating on the future and what needs to be done better. Counseling should be timely. Counseling only at the end of the rating is too late since misunderstandings that impact performance and work related behavior cannot be resolved in time for improvement before the next annual rating.</p> <p>RULES FOR COUNSELING.</p> <ol style="list-style-type: none"> Face-to-face counseling is mandatory for all civilians in the Base System. Use this form along with a working copy of the Evaluation Form <i>(DA Form 7223)</i> and the Ratee's position description for conducting performance counseling and recording counseling content/dates. Conduct initial counseling within at least the first 30 days of each rating period and again at the midpoint of the rating period. 		<p>AFTER COUNSELING</p> <ol style="list-style-type: none"> Summarize key points of the counseling on the back of this form and initial in the block provided. You may attach additional pages. Give the Ratee the form to review/initial. If the Ratee gave written input, attach it. Forward the checklist through the rating chain to the Senior Rater <i>(if used)</i> who should review and, when satisfied that requirements are in line with mission needs, initial and date the checklist and return it to you. Give the Ratee a copy and keep the original to use for the next counseling session. 	
CHECKLIST - LATER COUNSELING SESSION(S)			
CHECKLIST - COUNSELING AT THE BEGINNING OF THE RATING PERIOD		PREPARATION	
<p>PREPARATION</p> <ol style="list-style-type: none"> Schedule the counseling session and notify the Ratee; suggest the Ratee write down or be ready to discuss ideas about expectations and requirements. Get a copy of the Ratee's position description, rating chain, the counseling checklist, and a blank evaluation form. Think how each Value and each Responsibility in Part V of the evaluation form applies. Decide what you consider necessary for success in each Value/Responsibility. Be specific. Make notes to help you with counseling. <p>COUNSELING</p> <ol style="list-style-type: none"> Explain the rating chain and the roles of each rater. Discuss the position description. If the Ratee has worked in the job before, ask if he/she believes the description is accurate. Discuss items that require top priority effort <i>(areas of special emphasis)</i>—realizing this may change later. Discuss each Value/Responsibility in Part V of the evaluation form. Ask the Ratee for ideas about what Values mean and how he/she might perform assigned duties. Review the Ratee's written input if he/she provides it. Discuss what tasks and level of performance you expect for Success. If you and the Ratee have different views, discuss them until you both are clear on requirements. Even if the Ratee disagrees, he/she must understand what you expect. Using the DA-established performance standards and the tasks to be accomplished give examples of Excellence to give the Ratee specifics to aim for. Ask the Ratee about career goals and training needs. 		<ol style="list-style-type: none"> Schedule the counseling session with the Ratee. Tell him/her to come prepared to discuss accomplishments and review requirements and effectiveness of any completed training. Review notes from the last session. Consider whether priorities or expectations have changed. For each Value/Responsibility, answer these questions: What has the Ratee done? What was done well? Why? What could have been done better? Why? Make notes to help focus when counseling. <p>COUNSELING</p> <ol style="list-style-type: none"> Discuss job requirements and areas of special emphasis and priorities that have changed or that are new. Ask the Ratee if he/she is having problems and needs your help. If the Ratee gives written input, review it. Tell how the Ratee is doing. Talk specific examples of observed actions/results. Discuss differences in your views. Offer assistance if needed. The goal is to help the Ratee succeed. Give examples of Excellence that occurred or could have occurred. At least during the midpoint counseling session, discuss the Ratee's career goals, the effectiveness of training, and the Ratee's potential to perform higher level or different tasks. <p>AFTER COUNSELING</p> <ol style="list-style-type: none"> Follow the same procedures for documenting, initialing, and dating as you did for the initial session. At the end of the rating period, use the checklist to prepare the Ratee's evaluation. Then attach the Counseling Checklist/Record to the performance evaluation for use by the rating chain. After the Senior Rater signs the performance evaluation, he/she returns it to the Rater to discuss with the Ratee, if a senior rater is used. After the Ratee signs, the Rater submits the evaluation with the checklist to the servicing personnel office for filing. 	

DA RESPONSIBILITIES AND PERFORMANCE STANDARDS

To derive Responsibilities ratings, think about the tasks that were performed under each Responsibility and apply the following performance standards which are written at the Success *(Meets)* level; e.g., the Ratee usually:

TECHNICAL COMPETENCE. Has knowledge, skills and abilities to do the work. Produces expected quality and volume. Meets deadlines. Works with right amount of supervision. Gets desired results.

ADAPTABILITY/INITIATIVE. Can work under pressure or during changing conditions. Is willing to try new ways. Suggests better ways to do business. Seeks/accepts developmental opportunities.

WORKING RELATIONSHIPS/COMMUNICATIONS. As a team member, works well with group and helps others get the job done. Expresses ideas clearly. Follows instructions or asks for clarification. Shows respect and is courteous. Shows concern for customer.

RESPONSIBILITY/DEPENDABILITY. Accepts responsibility for own actions. Keeps work area in order and equipment maintained. Uses supplies, equipment and time as intended. Complies with DA emphasis programs, e.g., Total Army Quality *(TAQ)*, safety/security, internal control, inventory management, quality assurance, EEO/AA. Schedules nonemergency leave in advance to avoid adverse impact to work unit effectiveness.

FOR POSITIONS WITH SUPERVISORY DUTIES:

SUPERVISION/LEADERSHIP. Sets and communicates unit goals that reflect organizational goals. Implements/complies with appropriate DA emphasis programs. Sets standard/leads by example. Takes timely/appropriate personnel actions. Recruits/retains quality force. Motivates, challenges and develops subordinates, through counseling on expectations, performance, and career goals; evaluates timely. Resolves conflict and maintains order.

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION (EEO/AA). Applies EEO principles to all aspects of personnel management *(e.g., hiring, training, work assignments/schedules, discipline, counseling and awards)*. As appropriate, takes immediate corrective action if sexual harassment or other discriminatory/unfair treatment is observed, reported or suspected. Provides leadership and emphasis to the execution of the Affirmative Employment Plan. Participates in EEO/AA activities and encourages subordinates to do so.

COUNSELING RECORD/INDIVIDUAL PERFORMANCE STANDARDS

DATE OF COUNSELING	RATEE/RATER/ INT. RATER/ SENIOR RATER INITIALS	KEY POINTS MADE
INITIAL		
LATER <i>(Optional)</i>		
MIDPOINT		
LATER <i>(Optional)</i>		

* APPENDIX B TO SECTION V *

SUMMARY RATING LEVELS

* **EXCELLENCE** Consistently exceeds level described by standards and documented expectations; frequently produces more and/or better than expected.

* **SUCCESS** Usually performs at level described by standards and documented expectations. Quality /quantity of accomplishments are generally at expected levels. Strengths clearly outweigh weaknesses.

* **NEEDS IMPROVEMENT** Sometimes performs at level described by standards and documented expectations. However, fails enough so weaknesses slightly outweigh strengths.

* **FAILS** Frequently fails to perform at level described by standards and documented expectations. Rarely achieves expected results. Weaknesses clearly outweigh strengths.

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SECTION VI

*** CONDUCT AS AN EMPLOYEE ***

An organization is judged largely by the official and personal conduct of its employees. A high standard of integrity is expected of Department of the Army personnel. You should avoid conduct that might cause embarrassment to, or criticism of, the Department of the Army or that, which might interfere with your work.

Certain rules and regulations have been established to guide employees in their conduct as public servants. Each employee is expected to become familiar with these regulations so that he or she may render the highest type of service possible.

Military Technicians (MTs) are subject to regulations from DOD for instructions governing employee responsibilities and conduct. MTs must discharge assigned duties conscientiously and conduct themselves, both on and off the job, in a manner that reflects credit on the US Army Reserve and themselves. Implied in the Code of Ethics is the conduct expected of Federal employees. Every Federal employee on the job is expected to:

- Report promptly for work in a condition which will permit you to perform your assigned duties; that is, to be ready, able and willing to work.
- Render full, efficient, and industrious service in the performance of assigned duties. If insufficient work is assigned to occupy your time fully at any given time,
 - you are expected to notify your supervisor so that additional work may be assigned.
- Give ready response and enthusiasm to directions and instructions received from your supervisor.
 - Exercise courtesy and tact in dealing with coworkers and the public.
 - Maintain a clean and neat personal appearance to the maximum practicable extent during working hours.
 - Safeguard official information, documents, and records at all times.
 - Safeguard Government property. Use this property, services, equipment, supplies, etc., for official purposes only.
 - Work safely. Avoid injury to yourself and/or coworkers. If injured, report to your supervisor immediately.
 - Observe the various laws, rules, regulations, and instructions, and consistently conduct yourself in a manner which is above reproach.
- You must meet financial obligations and maintain a reputation in the

community for honoring just debts.

* **INAPPROPRIATE CONDUCT INCLUDES:**

- You may not engage in private outside employment that would interfere with the performance of official duties, involve conflict of interests, or bring discredit on the Government or the Department of the Army.
- You may not use nonpublic information obtained under Government authority to further a private interest or to obtain a private gain for yourself.
- You may not accept anything of value in return for performing or refraining from performing an official act.
- You may not solicit a contribution from other employees or supervisors for a gift to an official superior, make a donation as a gift to an official superior, or accept a gift from an employee subordinate to yourself. This does not prohibit truly voluntary gifts or contributions of minimal value (or acceptance thereof) on special occasions such as marriage, transfer, illness, or retirement.
- You may not use Government property, facilities, and manpower of any kind for other than officially approved activities.
- Only contracting officers and their duly authorized representatives are authorized to commit the Government with respect to the award of contracts.
- You may not participate, while on Government property, in any gambling activity, including a lottery or pool, a game for money or property, or the sale or purchase of a numbers slip or ticket.
- You may not possess any narcotics paraphernalia including, but not limited to, any hypodermic syringe or needle or any smoking device, unless such possession is pursuant to a valid doctor's prescription or is for any other lawful purpose.
- You may not strike against the Government or knowingly be a member of any organization that asserts the right to strike against the Government.
- You must refrain from sexual harassment in any form. Department of the Army policy supports an anti-sexual harassment policy.

Technicians wearing the military uniform will observe normal military courtesy. Courtesies customarily extended to superiors by U.S. Government employees will be expected from MTs at all times when dealing with either civilian or military superiors.

Military technicians will not be required to wear military uniforms except when performing duty in a military capacity, at which time they will be expected to wear the uniform prescribed for the occasion.

* **SEXUAL HARASSMENT**

In legal terms, sexual harassment is any unwelcome sexual advance or contact on the job that creates an intimidating, hostile or offensive working environment.

That is a shortened version of the definition used by other agencies. Department of the Army has a definition, as does Equal Employment Opportunity Commission (EEOC), but the most definitive was written by the Department of Defense.

"Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- (1) submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career, or
- (2) submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person, or
- (3) such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.

Any person in a supervisory or command position who uses or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay, or job of a military member or civilian employee is engaging in sexual harassment. Similarly, any military member or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is also engaging in sexual harassment."

In determining whether the alleged conduct constitutes sexual harassment, the record as a whole and the circumstances, such as the nature of the sexual advances and the context in which the alleged incidents occurred, will be examined. Many factors with respect to this type of misconduct go to proving the allegations, but issues are examined on a case by case basis with regard to the totality of the circumstances.

It is mandatory for Department of the Army employees to be trained, annually, in the Prevention of Sexual Harassment.

* **CIVILIAN DISCIPLINARY ACTIONS**

Disciplinary actions within a command are administered in a manner that reinforces the authority and position of the supervisor and recognizes the obligations and rights of both the supervisor and the employee. Extenuating circumstances, as well as the employee's previous record, conduct and attitude will be considered in determining whether disciplinary action is appropriate and in selecting an appropriate penalty. Disciplinary actions fall into two categories: Informal disciplinary actions (oral admonishments and written warnings) and formal disciplinary actions (letters of reprimand, suspensions, and removal). When taking an informal disciplinary action, the supervisor advises the employee of the specific infraction or breach of conduct, exactly when and where it occurred, and advises the employee that continued

violations will result in formal disciplinary action. The employee will then be given time to explain his or her side of the incident.

* Informal disciplinary actions. The supervisor takes this action on his/her own initiative in situations of a minor nature involving unacceptable behavior:

1. Oral admonishment. This is a very simple and effective tool for correcting undesirable behavior. The problem is discussed with the employee to identify corrective action. The employee is informed of the necessity for change. This discussion is planned in advance, presented in private, and usually documented by a Memorandum for Record. Any supervisor in the chain of command can initiate and complete this action.

2. Letter of Warning. This is a written notification to the employee from the supervisor, describing the unacceptable behavior and establishing what is expected in the future. The notification will identify any changes required and state that the notification is for the employee's personal guidance and will not be included in the Official Personnel Folder (OPF). Any supervisor in the chain of command can initiate and complete this action. For maximum effectiveness, the supervisor will give the notification to the employee in person.

* Formal disciplinary actions. The supervisor initiates this action.

1. Official written reprimand. This is the mildest form of formal disciplinary action. A copy of the official written reprimand (OWR) is entered into the employee's Official Personnel Folder.

2. Suspension. An employee who is suspended for disciplinary reasons is placed in temporary non-duty, non-pay status. The more severe the unsatisfactory behavior or conduct, the longer the suspension.

3. Removal. This action separates an employee from the Federal service and is the severest penalty. Department of the Army has instructed that removal shall be considered in all instances of waste, fraud and abuse.

The supervisor investigates and establishes evidence, determines charges, and proposes an appropriate penalty. An employee has an opportunity to reply to such an action, with the exception of OWRs. Alternate discipline procedures including restitution, mediation and other settlements may also be used to resolve disciplinary situations.

* GRIEVANCES AND APPEALS

It is Department of the Army policy that all employees will receive fair and equitable treatment. If at any time, you feel that you have not been treated fairly, you have a right to present your grievance or appeal to appropriate management officials. This right may be exercised by you, or through a personal representative of your choice. This initiation of a grievance in good faith

should not cast any reflection on your standing with your supervisor or your loyalty and value to the organization. Reminder: Employees should refer to their local union contract when appropriate or the DOD Administrative Grievance System. Any grievance you have should be brought to the attention of your supervisor. Your supervisor is available for private conferences and will give prompt consideration to any grievance you present. However, you may initially present your grievance to your second-line supervisor (your supervisor's supervisor), if your grievance involves your first-line supervisor.

If neither supervisor is able to settle your grievance to your satisfaction, you will be informed what further steps you may take, and the time limits for further action. Where a grievance arises from a specific event or incident, it must be presented within a certain time after the event or incident, either the time period provided in a negotiated labor agreement, or 15 days for those not covered by a negotiated agreement. Where a grievance arises from cumulative or continuing conditions, there are no time limits for submitting a grievance. For further information regarding grievance procedures, see your immediate supervisor first, and then, if necessary, your second-line supervisor.

Employees also have the right to appeal certain adverse personnel actions to the Merit Systems Protection Board (MSPB). If an adverse action is proposed against you, you will be notified in writing of the proposed adverse action and given an opportunity to reply. You will be advised in writing of the final decision and of your appeal rights, together with the time limits for filing an appeal.

*** EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT PROCESS**

Any employee, former employee or applicant for employment who believes that he or she has been discriminated against in an employment matter because of race, color, religion, sex, national origin, age, physical or mental disability, and/or reprisal for Title VII activity may file an individual complaint of discrimination. Complaints involving employees of USARC and its subordinate units and installations or AR-PERSCOM are processed through the centralized Equal Employment Opportunity (EEO) office, toll free 1-888-838-4499. Military technicians not in these commands should contact their local headquarters for the name of the EEO office providing support.

If you choose to pursue a complaint under EEO, you must contact the EEO office within 45 days of the date of the most recent incident or personnel action. At that time, the EEO office will advise you of the EEO process and your options. If requested, an EEO counselor will be assigned to attempt to resolve the problem within 30 days. Depending upon the specifics of your complaint, you may be offered Alternate Dispute Resolution (ADR). If you are offered and accept ADR, the EEO counselor will terminate counseling. The ADR process may take up to 60 days. At the end of either process, if the problem remains unresolved, you may file a formal EEO complaint. The EEO office will provide information on procedures to be followed during the formal complaint process. These include fact finding and/or mediation by the Office of Complaints Investigation (OCI), a hearing by the Equal Employment Opportunity Commission (EEOC) if the matter is not already before the Merit Systems Protection Board (MSPB), and, if you so choose, a final decision by the Army. Additional information on the EEO complaints process may be found in AR 690-600.

You are encouraged to work with management to resolve matters at the lowest level possible. If you have concerns that you are being discriminated against, contact the EEO office.

*** UTILIZING YOUR CHAIN OF COMMAND**

Utilizing your chain of command is one of the most basic tenets of any military organization. The chain of command assists commanders at all levels to achieve their primary responsibility of accomplishing their unit's assigned missions while caring for personnel and property in their care.

The chain of command should be simple and direct in order to facilitate the transmittal of orders from the highest to lowest levels in a minimum of time and with the least chance of misinterpretation. All employees should know what individuals/units are in their chain of command and should realize who may be within that chain of command that can assist them should any problems or concerns arise.

All commanders are charged with the responsibility for everything their command does or fails to do. As such, delegation of authority does not relieve the commander from his or her responsibility. While it is difficult to do, commanders should continually be apprised of the status of their units under their command. To assist commanders with this difficult task, most commanders subdivide responsibility and authority and assign portions of both to various subordinates and staff members. In this way, a proper degree of responsibility becomes inherent in each level of authority.

All commanders and supervisors have the responsibility to ensure their higher chain of command is made aware of problems which affect the discipline, morale, and effectiveness of their units. Thus, the timing, conduct, and decisive actions taken within their units are vital to effective day-to-day management of units and their state of readiness. Supervisors should not, except in urgent cases, alter or annul the standing orders of the designated commander without proper authority.

Commanders and supervisors have the additional responsibility of setting the proper example for all employees they are responsible for and for making the commitment expected to a professional Army ethic which promotes a positive environment. As such, the responsibility of setting the tone for social and duty relationships also lies with the commander and supervisor. In fact, all leaders should consider the needs of their personnel assigned to them and should care for their well being.

To assist commanders and supervisors in their efforts to effectively manage their personnel, several basic guidelines should be followed:

(1) There should be an official designation of those individuals authorized to act in behalf of the commander (in his or her absence) which should be documented and posted.

(2) Chain of Command responsibilities and lines of authority should be clearly delineated and followed.

(3) Normally, the senior civilian is in charge of the day-to-day activities within a unit or facility.

(4) Rating schemes do not define who is in charge of a unit on a daily basis.

(5) Commanders should avoid placing FTS civilians or soldiers into a rating scheme scenario where grade inversion occurs between their civilian and military status.

(6) There is no DOD/DA policy, which outlines comparative or equivalent military rank to civilian grade structure for the purposes of day-to-day operational control of a unit.

* **Employee Responsibility to the Chain of Command**

As a Federal government worker, all employees are expected to support their chain of command. Dissension among workers or attempts by workers to detract from the unit's primary mission of combat readiness, should be discouraged. Effective commanders, supervisors and units handle problems and concerns of their employees/soldiers at the lowest possible level and with a fair degree of professionalism and show of concern for each individual.

However, if problems remain unresolved or if concerns are not treated with the proper degree of seriousness to effectively answer or provide relief from any individual's concern, steps should be taken immediately to address the concern. This may mean that someone else in the employee's chain of command may be better informed or have the proper authority to resolve, direct, or recommend relief for the employee. If the employee utilizes the chain of command properly, he or she should not be discouraged from seeking proper relief from their problem or concern. In many instances, an employee problem or concern goes unresolved because someone in a position of authority within the chain of command refuses the employee the opportunity to have his or her concern heard. Unresolved or lingering employee concerns detract from the unit's work atmosphere.

Generally, within each unit's chain of command exists written policy guidance as to how unresolved concerns are to be handled and addressed. Depending upon the circumstance, numerous offices or staff proponents may be able to resolve an employee problem or concern. Employees should be given proper counsel and directed to the most appropriate staff proponent within the chain of command that can resolve an employee concern fairly and quickly. Having an employee problem resolved by another office or staff proponent is not considered negatively; however, not allowing an employee to have his or her concern addressed by someone else within the chain of command when a resolution may be found, is.

* **INSPECTOR GENERAL ACTION REQUESTS** (IGARs)

Any expression of dissatisfaction which relates solely to matters and considerations of civilian employment of which personal relief can be granted to the grieving employee should be submitted for consideration under grievance procedures.

Matters which are appropriate for IG action normally include requests for IG review and interpretation of applicable regulations and policies, resolution of complicated matters

which the chain of command has been unable or unwilling to resolve, or investigation of allegations not personal to the employee. These relate to matters which do not directly affect the employment situation or the well being of the employee, such as complaints or allegations against third parties, reports of alleged misconduct or mismanagement, or other matters of this nature requiring command attention.

If an employee persists in pursuing the matter through IG channels despite the understanding that it qualifies as a grievance under regulation, an IG can accept and process the complaint. In such instances, the employee would not be precluded from filing a grievance on the same matter if he/she considered the results of the IG action as insufficient, provided that certain time limits have not been exceeded.

* **PERSONAL MAIL**

Advise your correspondents to address personal mail to your home address. Personal mail is not authorized to be received at Federal facilities.

SECTION VII

*** LABOR MANAGEMENT RELATIONS ***

The Federal Service Labor-Management Relations Statute (Title VII of the Civil Service Reform Act of 1978) prescribes labor-management relations, rights, and obligations. In 1993, Executive Order 12871 directed the creation of labor-management partnerships to achieve overall mission success on many employee-management related issues.

The labor-management relations policy of the Department of the Army recognizes the statutory protection of the right of employees to organize, bargain collectively, and participate through labor organizations of their own choosing in decisions which affect them. Employees have the right to form, join, or assist any labor organization, or to refrain from such activity, freely and without fear of penalty or reprisal, and each employee shall be protected in the exercise of such right. This right does not extend to members of the uniformed service, a supervisor or management official, a confidential employee, a professional employee or an employee engaged in personnel work in other than a purely clerical capacity.

Questions regarding labor-management policy should be directed to the Labor Relations Office of your servicing CPAC.

*** ARMY RESERVE COMMAND PARTNERSHIP COUNCIL**

The Headquarters, US Army Reserve Command has established a Command Partnership Council. The Council is composed of five Management and five Union officials.

The USARC Command Partnership Council meets quarterly with each Council member allowed to identify two agenda items to be discussed at Council meetings. All items must be identified 30 days in advance of the next regularly scheduled meeting. Agenda items addressed are of Command-wide scope and the council determines their order by consensus.

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SECTION VIII

*** LEAVING YOUR JOB ***

*** REDUCTION IN FORCE (RIF)**

Four retention factors are applied during a Reduction-In-Force (RIF), and along with competitive level, become a retention register, listing employees in the order of their retention standing: tenure, veterans preference, length of service, and performance.

1. Tenure. Employees are ranked on a retention register in three groups according to their types of appointments:

Group 1 - Career employees who are not serving on probation.

Group II - Career employees who are serving a probationary period and career-conditional employees.

Group III - Employees serving under term and similar non- status appointments.

Employees serving under a temporary appointment in the competitive service are not competing employees for RIF purposes and are not listed on the retention register. They are subject to release at any time.

2. Veterans Preference. Each tenure group is divided into three subgroups reflecting your entitlement to veteran's preference:

AD - Veterans with a compensable service-connected disability of 30% or more.

A - All other veteran preference eligible.

B - Non-veterans.

3. Length of Service. Employees are ranked by service dates within each subgroup. The service dates include creditable civilian and military service, and additional service credit for performance ratings.

4. Performance. Employees receive extra RIF service credit for performance ratings. Credit is given based upon the average of your last three annual performance ratings of record received during the four-year period prior to the date RIF notices are issued. Twenty years are given for Successful Level 1; 16 for Successful Level 2; and 12 for Successful Level 3.

Several placement programs are available to assist employees in locating acceptable jobs:

- a. Department of Defense Program for Stability of Civilian Employment, perhaps better known as the DoD Priority Placement Program (PPP).
- b. Defense Outplacement Referral System (DORS).
- c. Interagency Career Transition Assistance Program (ICTAP).
- d. Reemployment Priority List (RPL).

PROGRAM D - Army Military Technician Program.

Registration in Program D is accomplished through PPP and applies to Army Reserve Military Technicians who are subject to Public Law 98-212, and were initially employed after 8 December 1983 and who are scheduled to be separated from their civilian positions as a result of loss of Selected Reserve membership through no fault of their own.

*** RESIGNATION**

If you intend to resign, you should inform your supervisor in writing. Read the pertinent parts of the leave, reappointment, and retirement sections of this handbook if you are considering resignation. Please give your supervisor enough notice so that a recruitment action for your position may be initiated immediately.

When an employee leaves Government employ, all Government property and credentials associated with employment in the employee's personal possession must be surrendered, and any indebtedness to the Government must be liquidated before final salary payment may be made.

*** UNEMPLOYMENT COMPENSATION**

If you are on leave without pay or become unemployed you may be eligible for unemployment compensation. You will be paid unemployment benefits, if you are eligible, by the State Job Service Office in which you had your last official duty station under the unemployment insurance law of that State.

*** CONDITIONS OF ELIGIBILITY ***

All state laws contain the following provision regarding eligibility for unemployment benefits:

- You must be unemployed (or be employed less than full time and earn less than an amount specified in the state law);
- You must register for work at a local employment service office and file a claim at a local claim office of the respective State Job Service Office;
- You must have had a certain amount of employment or have earned a certain amount of wages, or both, within a base period (usually the most recent 1-year period) as specified in the State law;

- You must be both able and available for work, and you must continue to report to the local employment office as directed.

- Note: You may be disqualified for benefits, as provided in all State laws. The most common reasons include -

- You quit your job voluntarily without good cause.
- You were discharged for misconduct connected with your work.
- You refused a suitable job without good cause.

*** EFFECT OF TERMINAL LEAVE**

Some state laws require reduction of unemployment benefits if: (1) the claimant receives a lump sum payment for accrued unused Annual Leave paid at the time of, or related to, termination from Federal civilian employment; (2) the claimant receives a retirement annuity or severance pay.

You will need certain records when you make a claim. You must have with you, your Notice of Personnel Action (Standard Form 50) for your separation showing that you worked for the Government and that you were separated from such service. At the time of your separation you will also be given a Standard Form 8, Notice to Federal Employee about Unemployment Compensation, which contains the address of your payroll office. Be sure to take these forms as well as your Social Security Number to your local State Employment Service Office when you file your claim.

*** PERMANENT CHANGE OF STATION (PCS) ALLOWANCES**

Moving expenses for U.S. employees transferred from one official station to another:

* GENERAL: Travel, transportation and other PCS allowances are authorized for employees who are transferred from one official station to another for permanent duty provided that the transfer is in the interest of the Government and that the employees agree in writing to remain in the service of the Government for 12 months following the effective date of the transfer. However, the authorization for reimbursement of PSC moves hinges on the availability of funds.

* HOUSEHOLDGOODS: The maximum weight allowance is 18,000 pounds for all employees regardless of family status (with or without dependents). Shipments of household goods are authorized under a Government Bill of Lading (GBL) (most often used) or where the local transportation office handles all administrative paperwork, packing, shipment, and delivery of household goods or under a Commuted Rate Schedule (CRS)(not often used) wherein the employee handles all arrangements. When an employee handles their own move they may only be reimbursed for the actual incurred expense of allowable items not to exceed what the GBL cost would have been.

* STORAGE OF HOUSEHOLD GOODS: Temporary Storage of household goods

may be allowed for a period not exceeding 90 days. However, upon an employee's request, the 90 days may be extended an additional period not to exceed 90 days, under certain circumstances if approved by the command. An amendment to your travel orders is required. Non-temporary storage may be allowed up to three years when an employee is transferred to an isolated duty station within the 48 contiguous States where he is unable to use his household goods.

* MOBILE HOME: An employee who is entitled to transportation of his household goods may, in lieu of such transportation, be authorized transportation of a mobile home within the 48 States and Alaska for use as a residence. This may involve transporting by GBL, a privately owned vehicle or a commercial carrier. Excluded are costs for maintenance, repairs en route, insurance above carrier's maximum responsibility, and storage. Some preparation costs could also be excluded. If a mobile home is not relocated, certain expenses for the sale and/or purchase of a mobile home may be allowed under the real estate transaction allowance.

* PER DIEM EN ROUTE: Per diem allowance for lodging and meals are provided for the employee and the employee's immediate family while en route from the old to the new official station. In addition, allowances are provided for use of a privately owned automobile while en route. In certain cases, the use of more than one automobile may be authorized.

* TO SEEK RESIDENCE QUARTERS: One round trip where deemed necessary and appropriate for an employee and spouse to seek residence quarters may be authorized as well as transportation expenses and per diem allowances in connection therewith within prescribed allowances. Reasonable expenses for local transportation at the location of the new official station are allowable. However, use of taxis is limited to transportation between carrier terminals and place of lodging.

* TEMPORARY QUARTERS Where justification exists, subsistence expenses incident to occupying temporary quarters may be authorized for a period of not more than 60 consecutive days for transferred employees whose new official station is located within the United States. An additional period of time not to exceed 60 consecutive days may be authorized when the command determines on a case by case basis that there are compelling reasons for the continued occupancy of temporary quarters. Reimbursement for subsistence expenses while in temporary quarters may not exceed limitations that are based on the applicable per diem rate (within CONUS the maximum per diem rate is the standard CONUS rate). The days used for house hunting will be subtracted from the first 30-day period of authorized TQSE.

* REAL ESTATE AND LEASE TRANSACTIONS Certain expenses incurred in connection with selling a residence at the old permanent duty station and buying a residence at the new permanent duty station are allowed. These include real estate commissions (applicable to sale only) and certain legal and miscellaneous costs subject to an overall limitation of 10 percent of the actual selling price or 5 percent of the buying price. An allowance is also provided for expenses incurred in settling an unexpired lease involving the employee's residence or a lot on which a mobile home used as the residence was located at the old official station.

* DEPARTMENT OF DEFENSE NATIONAL RELOCATION PROGRAM (DNRP) (FORMERLY KNOWN AS DARSE).

DNRP is a program designed to assist eligible and authorized DOD civilian employees to relocate from one duty station to another (in non-foreign areas). DNRP can provide home sale programs, home finding assistance, home marketing assistance, spouse employment assistance, property management services, and mortgage finding assistance. The CPAC is responsible for identifying employees eligible for DNRP.

* MISCELLANEOUS EXPENSES: A miscellaneous allowance is provided to defray various costs associated with discontinuing and establishing a residence, such as cutting and fitting rugs, drapes and curtains; automobile registration; driver's license, etc. This allowance is paid without support of expenses based on:

\$350, or the equivalent of one week's basic pay, whichever is the lesser amount, for an employee without dependents.

\$700, or the equivalent of two weeks' basic pay, whichever is the lesser amount, for an employee with dependents.

Allowances in excess of these may be authorized if supported by evidence of the amounts claimed, provided that the aggregate amount does not exceed one week's basic pay for employee without dependents or two weeks' basic pay for employee with dependents. In no instance will the amount exceed the maximum rate of Grade GS-13.

* REEMPLOYMENT AFTER SEPARATION: Former employees separated by reason of reduction-in-force or transfer of function who, within one year of the separation date, are reemployed on a permanent basis at a different permanent duty station from that where the separation occurred, may be paid these expenses and other allowances if otherwise eligible.

SECTION IX

*** PERSONNEL RECORDS, INFORMATION AND ASSISTANCE ***

*** OFFICIAL PERSONNEL FOLDER (OPF)**

The OPF is the official repository of the records and reports of personnel actions effected during an employee's Federal service and the documents and papers required in connection with these actions. The personnel action reports and other documents filed as permanent records in the folder give legal force and effect to personnel transactions and establish employee rights and benefits under the pertinent laws and regulations governing Federal employment. The folder "travels" with the employee throughout his or her entire Federal career. When the employee is separated from the Federal service, the folder is transferred to the National Personnel Records Center and becomes a part of the central file of former Federal employees.

The folders are maintained by agencies for the period of the employee's service in the agency. They provide the basic source of factual data about a person's Federal employment while in the service and after his separation. Records in the folder are used primarily by agency personnel offices in screening qualifications of employees; determining status, eligibility, and employee rights and benefits under pertinent laws and regulations governing Federal employment; computing length of service; and for other information needed in providing personnel services.

Each employee is given a copy of every document placed in the permanent portion of his OPF. Usually, the employee is presented with the original of any document and a copy is placed in the file. Thus, **it is strongly recommended that employees maintain their own file of all official documents which are furnished by any government agency.**

The following list is a list of inappropriate material, which will not be accepted for inclusion in the OPF:

- Training-related documents such as training certificates, DD Forms 1556, etc. (However, evidence of attainment of degree requirements will continue to be accepted).
- Copies of Promotion Certificates
- Copies of Certificates relating to performance awards
- Letters of Recommendation
- Letters of Appreciation
- Correspondence designation, Delegation of Authority, or temporary changes in duty assignments

Any such documents received will be returned to the employee or destroyed.

OFFICIAL PERSONNEL FOLDER (OPF) REVIEW ON POST

Upon request, an employee may review his or her OPF. Such review is made in the presence of a designated representative of the CPAC who is official custodian of the record. Arrangements should be made in advance with the CPOC to assure that the record is readily available and in mutual consideration of workloads of both the employee and the representative.

OFFICIAL PERSONNEL FOLDER (OPF) REVIEW OFF POST

CPAC does conduct on-site visits for OPF review upon written request from the Commander. The Commander needs to submit a written request to the CPAC along with a listing of employees and three (3) different dates that would be convenient for them. The point of contact will then be notified and arrangements will be made for the on-site visit.

*** Changing Information in Your OPF**

Changes from the current information in your OPF (for example, change of name) can be submitted to CPOC on a memorandum. A change of address should be submitted on the appropriate form.

You should furnish copies of training completion certificates to the CPOC. Training completion certificates should contain your name, social security number, course title, date of course and the number of training hours received. The copies you submit will be destroyed after being entered in your training record. You should always keep your record of qualifications in your OPF up-to-date if you acquire new skills, experience or additional education (such as attainment of a degree). To update your file, use a SF 172, Personal Qualification Statement Supplement.

*** Employee Master Record (EMR) Review**

In keeping with Total Army Quality, an Employee Master Record (EMR) is mailed to each serviced employee on an annual basis. The printout is a collection of data derived from the Defense Civilian Personnel Data System (DCPDS). It provides employees with a mini-summary of their personnel record, and allows a review by the employee to ensure that data contained in DCPDS is accurate. Employees are requested to review their printout, note any discrepancies, and return one of the copies to the CPAC. The database is updated if changes/corrections are needed. Since the workforce being serviced is spread geographically over the continental United States, it is virtually impossible for all employees to review their OPF. The EMR mailing provides an opportunity for employees to personally screen their own record.

*** Visits to the CPAC**

Employees may visit their servicing CPAC. However, it is the employee's responsibility to make arrangements for an appointment in advance of the visit to ensure that both his unit and CPAC work schedules are not unduly disrupted, and that the appropriate CPAC representative will be available. When an employee wishes to make such a visit, he or she must ask their immediate supervisor to indicate a convenient time that would not unduly disrupt their activity or work schedule and arrange, in advance, for an

appointment through telephone contact by the supervisor or employee with the CPAC representative with whom the business is to be conducted. The responsibility to arrange for an appointment also applies when an employee plans to visit the CPAC on a day during which the employee is on Annual Leave.

Employees located at duty stations other than where their servicing CPAC is nearby who wish to review their records, must travel at their own expense. TDY orders cannot be issued for this purpose.

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SECTION X

*** THE ARMY RESERVE MILITARY TECHNICIAN (MT) PROGRAM AND CONDITIONS OF EMPLOYMENT ***

All Army Reserve Military Technicians (MTs) have certain membership requirements as a condition of employment, unless they are in a non-dual status situation or are under a particular exception granted for their position. **Prior to 17 Nov 97, the factor that determined a MT's Army Reserve membership requirement was the date the individual was appointed to a MT position. MTs who leave the MT program on or after 18 Nov 97 and later reenter a MT position must then meet all of the conditions of employment in effect on the later date of hire. Employees should refer to their copy of the SF50, Notification of Personnel Action or conditions of employment form to verify their conditions.**

The following are the four different categories of Army Reserve membership requirements and conditions of employment for MTs, based on the law that was in effect for each time period. The specific requirements for each category are explained, as well as the action taken when MTs lose the required Army Reserve membership.

1. **Initially appointed to a MT position before 1 September 1970:** These MTs are excepted from the Army Reserve membership requirement only if they chose not to sign a condition of employment (COE). Once these individuals signed a COE, they are no longer "grandfathered" and are required to maintain membership in a TPU. ***If they lose their membership for reasons outside their control***, they may remain in their civilian positions as a non-dual status MT. If they lose their membership for reasons within their control, they will be removed from their civilian position.

2. **Initially appointed to a MT position on or after 1 September 1970, but on or before 1 December 1995:** These MTs are required to maintain membership in the Selected Reserve (SELRES) as indicated by DoD Directive 1205.18 by being assigned to the unit in which they work as a MT or any unit they are employed to support as a MT. MTs employed in support activities need only be members of the SELRES. Loss of unit or SELRES status, as appropriate, for reasons outside their control will not be grounds for removal. Every effort should be made to achieve compatibility.

3. **Initially hired after 1 Dec 95 and before 10 Feb 96:** Required to maintain membership in an Army Reserve TPU unit by which employed or in a unit they are employed to support except that MTs employed in areas other than TPU units need only be members of the SELRES. Loss of same unit membership for those assigned to TPUs will result in loss of civil service MT position. Loss of SELRES membership for those assigned to a support activity will result in loss of civil service MT position. Same unit and SELRES membership will be required for all future personnel actions, except for those in support activities only SELRES membership is required. Loss of SELRES membership for any reason will result in loss of civil service MT position.

4. **Initially hired on or after 10 Feb 96:** Required to maintain membership in a TPU by which employed or in a unit they are employed to support except that MTs employed in areas other than TPUs need only be members of the SELRES. All MTs hired on or after 10 Feb 96 are also required to hold military and civilian positions with

compatible skills. Loss of same unit membership for those assigned to TPUs, compatibility or loss of SELRES membership for any reason will result in loss of civil service MT position. Loss of SELRES membership for those assigned to a support activity or loss of compatibility will result in loss of civil service MT position. Loss of SELRES membership and/or compatibility for any reason will result in loss of civil service MT position.

Note: For the purpose of defining same unit, refer to OCAR, Memorandum, DAAR-PE, subject: Military Technician (MT) Assignment and Promotion Policy Based on "Same Unit" and Compatibility Requirements, dated 6 Feb 2001. Regional Support Commands (RSC) and Regional Support Groups (RSG) are considered TPUs and MTs employed at the RSC or RSG Headquarters must maintain military membership somewhere within that RSC's or RSG's headquarters or peacetime command and control structure, respectively.

** The following guidance (extracted from AR 140-315) will be used in determining whether loss of membership is **WITHIN OR OUTSIDE THE TECHNICIAN'S CONTROL**.

Loss of Army Reserve Selected Reserve/unit membership resulting from actions initiated by the technician to cancel, discontinue, or otherwise terminate such membership, when not required to do so by the Department of the Army, is within the technician's control.

Such loss resulting from lack of action by the technician, or because of unsatisfactory military performance or conduct, is also within the technician's control. Actions which may result in the loss of Army Reserve Selected Reserve membership ***within the technician's control include, but are not limited to:***

- Failure to reenlist.
- Voluntary transfer to the Retired Reserve prior to Mandatory Removal Date (MRD).
- Voluntary transfer to the Individual Ready Reserve (IRR) or Standby Reserve, including transfer to a Control Group resulting from voluntary application for, selection for, and acceptance of an appointment as a warrant or commissioned officer.
- Resignation or withdrawal for compassionate or other reasons.
- Unsatisfactory military performance or conduct.
- Failure to maintain weight standards as prescribed in AR 600-9.
- Failure to complete mandatory military education requirements which lead to loss of military status.
- Officers discharged for failure to be selected for promotion. (These MTs should determine if they meet the requirements for an exception under ROPMA and Title 10).

Actions which result in loss of Army Reserve Selected Reserve membership **OUTSIDE THE TECHNICIAN'S CONTROL** are initiated or required by the Department of the Army. These include, **but are not limited to**:

- Removal by Qualitative Retention Board.
- Failure to meet physical requirements (other than height and weight standards).
- Officers who fail to be selected for promotion when considered on a *best-qualified basis*.
- Attainment of maximum age or MRD (except as provided below):
 - have reached their Mandatory Removal Date (MRD); been eliminated under Qualitative Retention Program action; or other selective retention procedures **may be retained in an active status provided the MT**:
 - requests an exception/extension;
 - is not eligible for an immediate civil service retirement annuity;
 - .. - will attain eligibility for an immediate civil service retirement annuity at age 60, and is fully qualified for retention on military service.
 - After having been extended, may not elect to terminate the extension before age 55 with a reduced annuity. Officers who have been extended and who subsequently leave their MT position through such voluntary reasons as transfer, reassignment, resignation, etc. will have their extended MRD adjusted to coincide with the date of such voluntary separation from the MT position. Enlisted personnel in this category will be removed from the Selected Reserve no later than the date they reached the maximum years of service for their military grade as prescribed in AR 140-10.

Request for retention must be submitted through channels thru CDR, USARC, Attn: AFRC-PRC-M, 1401 Deshler Street SW, Fort McPherson, GA 30330-2000, to Chief, Army Reserve for approval at least six (6) months but no earlier than nine (9) months before the date of MRD/MYOS.

Note: All current dual-status MTS hired before 8 December 1983 must request an exception to remain in an active military status in order to retain their SELRES membership and maintain their MT position. Those enlisted MTs retained in an active unit military status past MYOS or after not being selected for retention by a QRB board are in a non-promotable status IAW AR 140-158, paragraph 1-14q.

The following guidance applies to all current dual status MTs:

a. Maximum Years of Service (MYOS) - Enlisted MTs who have reached their MYOS but hold a valid military position must submit an exception requesting continued military membership IAW AR 140-10, paragraph 7-12n, if they wish to continue as a

MT. For MTs approaching MYOS for their pay grade, exception requests for continued military membership will be submitted to Headquarters, USARC, ATTN: AFRC-PRC-M, at least six months prior to the date the MT would otherwise be removed from the SELRES.

b. Mandatory Removal Date (MRD) - Officer MTs who have reached their MRD, but hold a valid military position, must submit an exception requesting continued military membership IAW AR 140-10, paragraph 7-12o, through command channels to Headquarters, USARC, ATTN: AFRC-PRC-M, if they wish to continue as a MT.

c. Enlisted Qualitative Retention Board - Enlisted MTs who have not been selected for retention by a QRB, but hold a valid military position, must submit a request for retention IAW 135-205, paragraph 4-18d, if they wish to continue as a MT. Exception requests for continued military membership will be submitted through command channels to Headquarters USARC, ATTN: AFRC-PRC-M, within six months of the final approved board results.

d. Selective Retention Board (SRB) - Officer MTs who have not been selected for retention by a SRB, but hold a valid military position in their unit, must submit a request for retention to Headquarters, USARC, ATTN: AFRC-PRC-M, through command channels, if they wish to continue as a MT.

e. Approval for retention will only be granted through age 60, except Warrant Officers then it's Age 62.

f. MTs whose unit position is lost due to inactivation, reorganization or relocation will retain unit membership for the full 12 months as authorized in AR 140-1, paragraph 2-5e. If a unit position is not available at the end of the 10th month, the Commander will submit an exception request to extend beyond 12 months through command channels to Headquarters, USARC, ATTN: AFRC-PRC-M, no later than 60 days before the end of the 12-month period. Commanders will ensure that MTs receive full support in finding another unit position. No MT will be separated for loss of unit membership due to unit inactivation, reorganization, or relocation without coordinating with Headquarters USARC, ATTN: AFRC-PRC-M.

* **Special Provisions**

The following special personnel provisions apply:

a. Enlisted MTs assigned to a TPU retained in an active unit military status past MYOS or after not being selected for retention by a QRB Board are in a ***non-promotable status*** IAW AR 140-158, paragraph 1-14q.

b. MTs serving in tenured/stabilized positions or any other duty position with special requirements must meet those time limitations and/or special provisions. At the end of tenure/stabilization or upon removal from a position for not meeting the special requirements, the MT will be reassigned to a new military duty position commensurate with his/her MOS/branch and conditions of employment. If no such position is available, the MT will be held overstrength/ overgrade (OS/OG) and the Commander will submit a

request to extend as OS or OG through command channels to Headquarters USARC, ATTN: AFRC-PRC-M, within 60 days.

c. No unit position suitable for reassignment of a qualified MT in an OS/OG status will be identified to a promotion board in lieu of reassignment of that MT. **No MT will be reassigned to the IRR for completion of tenure/ stabilization without USARC, DCS,G1, MT Branch coordination.**

* **Exception Requests**

Each MT, who needs an exception as mentioned in paragraphs a-f on page X-4 and X-5, regardless of date of hire, must submit a request for exception for retention using a DA Form 4187 and forward it, through chain of command, to Headquarters, USARC, ATTN: AFRC-PRC-M. Copies of the approved request, with supporting information, will be provided to the RSC/DRC and will be filed in the MT's MPF. MTs covered by FERS are reminded that they are eligible for a FERS retirement annuity and a supplement, if involuntarily separated from their MT position for loss of reserve status at age 50 with 25 years of service.

Note: These procedures are in effect as of May 1999. Modifications may be made due to new policy or legislative initiatives.

MILITARY TECHNICIAN EXCEPTION CHECKLIST

NAME: _____ DATE: _____

RANK: _____

UNIT: _____ MSC: _____

	YES	NO
DA Form 4187 endorsed by each commander in the chain of Command recommending approval	___	___
Personnel Qualification Record (PQR), DA Form 2A/B/C enclosed	___	___
Height/Weight within AR 600-9 on PQR, Section III (If no, a copy of DA Form 5500 or DA Form 5501 is needed)	___	___
Height/Weight standards "M" on PQR, Section III	___	___
Height/Weight date within the past 12 Months on PQR, Section III (If no, a copy of DA Form 705 is enclosed)	___	___
APFT "P" or "W" on PQR, Section III	___	___
APFT date within the past 12 months on PQR, Section III (If no, a copy of DA Form 705 is enclosed)	___	___
Military Technician is in a valid position (not 9992 or 9993), on PQR, Section V	___	___
Permanent or Temporary physical profile has been issued (If yes, a copy of DA Form 3349 is enclosed)	___	___

REMARKS

ALL MILITARY TECHNICIAN EXCEPTION CHECKLISTS WITH ANY ITEM CHECKED "NO" MUST HAVE DOCUMENTATION ATTACHED TO INDICATE STATUS OF PROBLEM AREA.

SECTION XI

*** THE ROLE OF THE MILITARY TECHNICIAN PROGRAM BRANCH***

*** The Military Technician Program Branch ***

The Military Technician Program BRANCH (MTPB) is located in Fort McPherson, GA, and is under the operational control of the Commander, US Army Reserve Command. In the past, FTSMD has been known solely as the management directorate for all Army Reserve Active Guard and Reserve (AGR) soldiers. However, in May 1993, a cell of three military technicians was started as a Customer Service office to address questions and concerns from MTs in the field.

Known as the Mil Tech Support Office (MTSO), the MTSO evolved into a primary staff office at FTSMD working in direct support of the OCAR MT program manager. The MTSO served various customers including all MACOMs that employ MTs, Ft. McCoy CPAC, the ARRTC, all ARCOMs, RSCs, Direct Reporting Commands (training divisions and functional commands) that hire and assign MTs, and of course, all technicians employed in support of the Army Reserve.

The MTSO office in St. Louis was phased out in October 1999. All Military Technician Management transferred to the USARC Military Technician Branch.

The Military Technician Program Branch is responsible for managing all MTs within the Army Reserve in coordination with OCAR, Commanders, CPAC, and CPOC. Assists the USARC DCS, G1 by managing all the civilian personnel management programs as directed by the G1. Reviews legislative and regulatory change and develop policy and guidance. Serves as the subject matter expert on MTs for Army, ASA (M&RA), OCAR, and Army Reserve. Responds to requests for additional information from Congress, OSD, and other agencies to include briefings and presentations as well as written correspondence. Represents the Army Reserve on OSD's Full-Time Support Work Group for MT issues. Submits legislative changes through OCAR and acts as the MT expert on all legislative changes coordinated with DA. Responsible for Army Reserve regulations which impact MTs, as well as the MOU with OPM. Performs research on program related issues and drafts proposal on program initiatives for presentation to decision making officials. Plans both the short and long term operations of the MT and civilian personnel division. Serves as the Chair of the Army Reserve MT Executive Council.

Military Technician Branch manages the military and civilian careers of MTs. Responsible for administering the MT Intern and Career Program. Assists CPAC and CPOC in civilian recruitment to include attending job fairs and visits to the field. Develops recruiting material as needed and ensures coordination with other departments. Monitors FTS force structure and identify changes in requirements and authorization, which impact MTs. Coordinates with commands to determine impact and assists as required. Recommends a MT dual status floor to OCAR each year for the National Defense Authorization Act. Monitors dual and non-dual status strength monthly and develops Army Reserve guidance as needed. Develops reports for DA, OSD, and Congress as requested. Evaluates the plan to achieve 100% dual status

periodically. Implements recommendations and makes changes to reduce the number of non-dual status MTs. Identifies leadership development opportunities for the Career Program and Intern Program as well as monitoring military and civilian training requirements for all MTs. Evaluates ARRTC training and coordinates new requirements when it is determined that ARRTC best meets that need. Identifies appropriate sources for all types of training requirements and provides centralized training occasionally. Advises MTs of the career paths within the MT Program and assist in career move issues. Manages training quotas for the career program's leadership development.

Monitors military assignments, promotions, personnel actions, MYOS, MRD, SRB results, and EQRB results. Reminds commands of MTs who need to request exceptions or waivers and process such requests through OCAR. Reviews all legislative and regulatory changes, which impact the military career and makes recommendations as appropriate for MTs. Performs Headquarters USARC military personnel actions for all MTs. Ensures that conditions of employment are maintained or action is initiated to remove personnel from the MT Program. Manages the transition for those who lose their dual status through no fault of their own and assists in ensuring all avenues are perused for placement before separation is initiated. Responsible for ensuring that standardized MT job descriptions/classification issues are accurate and reviewed periodically for improvements. Coordinates with commands and CPAC/CPOC when changes are required. Assesses military and civilian data systems to monitor strength, assignments, losses, personnel changes such as rank, MYOS, MRD, reserve category code, MOS, etc., and other data fields which impact the MTs military and civilian careers. Maintains own database to track military and civilian data. Prepares reports as required and initiates action as appropriate. Periodically visits commands, CPAC, and CPOC to review and assure regulatory and policy compliance.

* **MT Quarterly Bulletin**

The MT Branch is publishing a quarterly bulletin that will keep the MTs in the field informed and updated with current information and policy. There is also a question and answer section that addresses specific issues from the field. Questions may be forwarded to individual team members for response. The bulletin is available on the USARC Intranet page under Hot Links on the USARC Home page by linking to the URL: <https://usarcintra>, Hot Link Military Technician Bulletin or the DCS, G1 Home page through the What's Hot page, under Must Read Stuff.

* **MT Handbook and Career Guide**

Copies of this handbook and the MT Career Guide (when available) are available for distribution or upon request. Contact the MTPB for your copy.

SECTION XII

* COMMONLY USED ABBREVIATIONS/ACRONYM

<u>ABBREVIATION/ACRONYM</u>	<u>DEFINITION</u>
AC	Active Component
ADJ	Adjutant
ADP	Automatic Data Processing
ADT	Active Duty for Training
AGR	Active Guard Reserve
AMSA	Area Maintenance Support Activity
AR	Army Regulation
ARCOM	Army Reserve Command
ARNG	Army National Guard
AR-PERSCOM	US Army Reserve Personnel Command
ARRTC	Army Reserve Readiness Training Center
ARTET	Army Reserve Technician Entry Training
ASA	Assistant Secretary of the Army
ASAP	As soon as possible
ASF	Aviation Support Facility
AT	Annual Training
ATTN	Attention
AWOL	Absent Without Leave
AWS	Alternate Work Schedule
BASOPS	Base Operating Information System
bbs	Bulletin board service
bldg	Building

Bn	Battalion
CAR	Chief, Army Reserve
CDR	Commander
CEL	Civilian Employment Levels
CF	copies furnished
CG	Commanding General
CIO	Chief Information Office
civ	civilian
Cmdt	Commandant
CO	Commanding Officer
Co	Company
COB	Close of business; Command Operating Budget
CofS	Chief of Staff
COLA	Cost of Living Allowance
CONUS	Continental United States
CONUSA	The numbered armies in the Continental United States
COSCOM	Corps Support Command
CPAC	Civilian Personnel Advisory Center
CPOC	Civilian Personnel Operations Center
CSRS	Civil Service Retirement System
CXO	Command Executive Officer
CWS	Compressed Work Schedule
CY	Calendar Year
DA	Department of the Army
DAC	Dept of the Army Civilian

DCG	Deputy Commanding General
DCPDS	Defense Civilian Personnel Data System (formerly ACPERS, civilian personnel data)
DCS, G1	Deputy Chief of Staff, Personnel
DCS, G2	Deputy Chief of Staff, Intelligence
DCS, G3	Deputy Chief of Staff, Operations and Training
DCS, G4	Deputy Chief of Staff, Logistics
DCS, G6	Chief Information Officer
DCS, G8	Comptroller
DFAS	Defense Finance & Accounting Service
DNRP	Dept of Defense National Relocation Program
DOD	Department of Defense
DOIM	Director of Information Management
DORS	Defense Outplacement Referral Service
DRU	Direct Reporting Unit
DRC	Direct Reporting Command
DSN	Defense Service Number
dtd	Dated
ECS	Equipment Concentration Site
EEO	Equal Employment Opportunity
EEOC	Equal Employment Opportunity Commission
EQRB	Enlisted Qualitative Retention Board
FECA	Federal Employees Compensation Act
FEGLI	Federal Employees Group Life Insurance
FERS	Federal Employee Retirement System

FLSA	Fair Labor Standards Act
FONECON	Telephone conversation
FORSCOM	Forces Command
FPM	Federal Personnel Manual
FTS	Full Time Support
FTSMD	Full Time Support Management Directorate
FWS	Federal Wage System
FY	Fiscal Year
FYI	For Your Information
GETA	Government Employees Training Act
GOCOM	General Officer Command
Govt	Government
GS	General Schedule - civilian employee
HHC	Headquarters and Headquarters Company
HHD	Headquarters and Headquarters Detachment
HQ	Headquarters
HQDA	Headquarters, Department of the Army
IAW	In accordance with
IDP	Individual Development Plan
IDT	Inactive Duty Training
IG	Inspector General
IMA	Individual Mobilization Augmentee
IRR	Individual Ready Reserve
LOI	Letter of Instruction
ltr	letter

lv	leave
LWOP	Leave Without Pay
MACOM	Major Army Command
max	maximum
MEDDAC	Medical Department Activity
MFR	Memorandum for Record
mgmt	management
mgr	manager
MILPO	Military Personnel Officer
misc	miscellaneous
MOU	Memorandum of Understanding
MRA	minimum retirement age
MRD	mandatory removal date
MSC	Major Subordinate Command
msg	message
MSPB	Merit Systems Protection Board
MTPB	Military Technician Program Division
MT	Military Technician
MTOE	Modified Table of Organization and Equipment
MTSO	Military Technician Support Office
MUSARC	Major US Army Reserve Command
MUTA	Multiple Unit Training Assembly
MYOS	Maximum Years of Service
NA	Not Applicable
NAF	nonappropriated fund

NCO	Non-Commissioned Officer
NDAA	National Defense Authorization Act
NTE	Not to exceed
NLT	not later than
OCAR	Office of the Chief, Army Reserve
ofc	office
ofcr	officer
OIC	Officer-In-Charge
OPF	Official Personnel Folder civilian
OPM	Office of Personnel Management
pam	pamphlet
para	paragraph
PCS	Permanent Change of Station
pers	personnel
PERSCOM	U.S. Army Personnel Command
PERSINSCOM	Personnel Information Systems Command
PL	public law
PMS	Performance Management System/Personnel Management Specialist
POC	Point of Contact
POV	privately owned vehicle
PPP	Priority Placement Program
QSI	Quality Step Increase
qtr	quarter
RA	Regular Army
RDO	Regular Day Off

ref	reference
RIF	Reduction-in-Force
RSC	Regional Support Command
RSG	Regional Support Group
SAA	Staff Administrative Assistant
SAB	subject as above
SELRES	Selected Reserve
SSA	Supervisory Staff Administrator
SOP	Standard Operating Procedure
SOTS	Staff Operations and Training Specialist
SRB	Selective Retention Board
supv	supervise; supervisor
svc	service
TAPDB-R	Total Army Personnel DataBase Reserve (military database)
TAPES	Total Army Performance Evaluation System
TAQ	Total Army Quality
TDA	Table of Distribution and Allowances
TDY	Temporary Duty
TPU	Troop Program Unit
TQM	Total Quality Management
TRADOC	Training and Doctrine Command
TSD	Training Support Division
TSP	Thrift Savings Plan
trl	travel

UA	Unit Administrator
UAT	Unit Administrative Technician
UCMJ	Uniform Code of Military Justice
UIC	Unit Identification Code
USA	United States Army
USAR	United States Army Reserve
USARC	United States Army Reserve Command
USAREC	U.S. Army Recruiting Command
USAREUR	U.S. Army, Europe
USARPAC	U.S. Army, Pacific
USASOC	U.S. Army Special Operations Command
UP	Under the provisions of
USC	United States Code
VRA	Veterans Readjustment Appointment
WG	Wage Grade - civilian employee
WGI	Within-Grade Increase
www	world wide web
XO	Executive Officer

SECTION XIII

* DEFINITIONS *

CIVILIAN PERSONNEL ADVISORY CENTER (CPAC) - a sub-element of a regional Civilian Personnel Operations Center (CPOC) that fulfills specific advisory functions and services for selected agencies and commands as determined by the CPOC.

CIVILIAN PERSONNEL OPERATIONS CENTER (CPOC) - one of the ten Army regional civilian personnel service centers that provides personnel services to selected agencies and commands.

DUAL STATUS - a Federal civilian employee who is:

- (1) employed under section 3101 of title 5;
- (2) is required to maintain membership in the Selected Reserve; and
- (3) is assigned to a position as a technician in the administration and training of the Selected Reserve or in the maintenance and repair of supplies or equipment issued to the Selected Reserve or armed forces.

GENERAL OFFICER COMMAND (GOCOM)- a Army Reserve organization other than an RSC commanded by a general officer.

INDIVIDUAL MOBILIZATION AUGMENTEE (IMA) - pre-trained Reserve soldiers who are assigned to a mobilization position and train in these jobs during peacetime.

INDIVIDUAL READY RESERVE (IRR) - pre-trained soldiers who are assigned to U.S. Army Control Group (Reinforcement).

MILITARY TECHNICIAN (MT) - A federal civil service employee of the ARMY RESERVE who is required to maintain membership in the Army Reserve Selected Reserve as a condition of employment.

MILITARY TECHNICIAN POSITION - A Full Time Support (FTS) civilian position, which requires membership in the Army Reserve Selected Reserve as a condition of employment.

MILITARY TECHNICIAN TPU UNIT - For post 1983 MT's required to have same unit membership, the unit is defined as those organizations with the same AA UIC or mobilization entity. Regional Support Commands are considered a TPU and MTs employed in the RSC HQS, must maintain membership within the organizational entity.

MAJOR SUBORDINATE COMMAND (MSC) - A major command, usually a Regional Support Command, subordinate to the US Army Reserve Command. Below the RSC level, MSCs are the equivalent of Group Headquarters.

NON-DUAL STATUS MILITARY TECHNICIAN - a civilian employee of the Department of Defense who:

- (1) was hired as a military technician before the date of enactment of the

National Defense Authorization Act for Fiscal Year 1998 under Title 5; and

(2) as of the date of the enactment of that Act is not a member of the Selected Reserve or after such date ceases to be a member of the Selected Reserve.

REGIONAL SUPPORT COMMAND (RSC) - A command that provides support to all Reserve units with their designated region including resource and logistics management, personnel functions, real property management, and regional planning related to Military Support to Civilian Authorities (MSCA) and Federal Emergency Management Authority (FEMA) activities. An RSC exercises command and control for all regional units not assigned to a functional "go-to-war" command, a Reserve Division or a Special Operations Force.

REGIONAL SUPPORT GROUP (RSG) - An entity of a Regional Support Command that provides administrative, logistics and general support services where unit density is high with a direct responsibility focusing on supporting Army Reserve units within their respective areas.

RETIRED RESERVE - A category of the US Army Reserve consisting of Reserve commissioned officers who have been retired with twenty or more years of active federal service. The Retired Reserve also consists of Reserve officers, warrant officers, and enlisted soldiers, who have been transferred to the Retired Reserve upon their request, who retain their status as Reserves, and are otherwise qualified. Members of the Retired Reserve serve in a retired status and may be ordered to active duty without their consent only under a full mobilization. This is only if the Secretary of the Army, with the approval of the Secretary of Defense, determines that there are not enough qualified Reserves in an active status or in the inactive National Guard in the required category who are readily available.

SELECTED RESERVE - part of the Ready Reserves of each Reserve Component consisting of units and individuals who participate actively in paid training periods and serve on paid active duty for training each year in troop program units or assigned to Individual Mobilization Augmentation positions.

STANDBY RESERVE - Organizations or members of the Reserve components, other than those in the Ready Reserve or Retired Reserve, who are liable for active duty as provided in 10 USC 672 and 10 USC 674.

SUPPORT ACTIVITIES - Organizations that do not mobilize and deploy as unit entities and provide maintenance, logistical, training, or administrative support to Army Reserve units on an area support basis, (e.g., AMSAs, ECSs, AR-PERSCOM, FTSMO, OCAR, USARC, ASFs, MTSO, RSC/RSG Headquarters, US Army Reserve Forces & DIVIT Brigades).

TROOP PROGRAM UNIT (TPU) - A drilling detachment, company, or organization larger than company that, as an organizational entity of the Army Reserve Selected Reserve, mobilizes together as a single element.

USARC DIRECT REPORTING COMMAND (DRC) - Training Support Divisions and Go-to-War Commands (Two Star Commands only). Under the Regional Support Command concept, USARC DRCs retain only those support functions they are required to perform during

post-mobilization while most administrative and "housekeeping" functions are provided by the Regional Support Command to the USARC DRCs.

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SECTION XIV

*** Cross-Reference Guide to Army Regulations Relating to ARMY RESERVE Military Technicians ***

The following is a consolidated list of Army Regulations which contains policy guidance that applies to the management and career development of Army Reserve Military Technicians. While the list is not meant to be all-inclusive, it does contain important references that should be researched when applying the Army's regulatory guidance to those individuals who are also dual-status civilian employees of the Federal Government.

AR 135-2	Full-Time Support Program
AR 135-7	Incentive Programs
AR 135-133	Ready Reserve Screening, Qualification Records System, and Change of Address Reports
AR 135-155	Promotion of Commissioned Officers and Warrant Officers Other Than General Officers
AR 135-178	Separation of Enlisted Personnel
AR 135-205	Enlisted Personnel Management
AR 135-381	Incapacitation of Reserve Component Soldiers
AR 140-1	Mission, Organization, and Training
AR 140-10	Assignments, Attachments, Details, and Transfers
AR 140-30	Active Duty in Support of the United States Reserve (USAR) and Active Guard Reserve (AGR) Management Program
AR 140-158	Enlisted Personnel Classification, Promotion, and Reduction
AR 140-315	Employment and Utilization of US Army Reserve Military Technicians