

HUMAN RESOURCES



Orientation Handbook for Employees

of the

Department of Justice

Justice Management Division, Offices, Boards, and Divisions

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Disclaimer: *This Handbook is our attempt to provide useful information to our employees. It does not create any right or benefit, substantive or procedural, enforceable at law by a party against the United States. Consult your Human Resources Specialist for more specific information if you have questions.*

Welcome to the Department of Justice where you will experience a rewarding and challenging career with one of the premier Federal agencies! You are joining a winning team ranked in the Top 5 Best Places to Work in Federal Government for 2007. With a diverse and talented workforce of over 100,000 men and women, Justice leads the Nation in protecting all Americans while preserving their constitutional freedoms.

As you go through the orientation process, you will receive information introducing you to the Department's programs and benefits. Additionally, please pay particular note to resources that will help you make informed decisions.

We have a great team here to support you, so please let us know if we can help.

On behalf of the Department, we are happy to have you here!

/Signed/

Rod Markham

Director, Human Resources

Orientation

Your orientation begins immediately following your appointment. It is planned to supplement this handbook and information contained on the Department of Justice or Human Resources web sites as a means of informing you of your new environment and work. The Human Resources Office, administrative officials within your assigned organization, and your supervisor all participate in this process. Generally, the initial induction process is conducted by the Human Resources Office and the introduction to your job by your supervisor. You will be informed of important matters concerning DOJ, conditions of your employment, your rights, job and work environment, and the services available to you. We welcome your questions or suggestions and consider them an excellent opportunity for mutual exchange of information and ideas. If you should have questions after you start on your job concerning any phase or condition of your employment, do not hesitate to ask your supervisor. We consider the well-informed employee one of the best assets of our Department.

Your Supervisor and You

Your immediate supervisor will be a very important person during the course of your employment with the Department. For example, your supervisor is the person who will normally assign your work, advise you of the Department's performance and conduct expectations, evaluate your performance, and determine and provide for your training needs.

Most day-to-day questions can be best dealt with by your immediate supervisor. Always consult your supervisor first for help or advice since he or she is the person closest to your work situation, and thus best qualified to help you.

It is also essential that you become and remain informed about policies, rules and regulations pertaining to the organization to which you are assigned and those which are of a more general nature which pertain to you as a Federal employee.

There are many things, of course, that cannot adequately be put into rules and regulations, such as a cooperative attitude toward your supervisor and fellow workers. Cooperation is essential to effective teamwork your part is critical.

Role of Executive and Administrative Offices

Several of our organizations have Executive or Administrative Offices whereas others do not. These offices provide a variety of administrative services in such areas as budgeting, procurement of equipment and supplies, and human resources liaison. Administrative officials within these offices will assist you in obtaining information about policies and procedures unique to your assigned organization.

Appointments

Appointments in the Department generally fall into three categories:

1. Competitive Service - entry into which requires competition through open examination;
2. Excepted Service - entry into which is controlled by agencies or governed by statute or Executive Order; and
3. Senior Executive Service (SES) - which includes most managerial, supervisory, and policy positions classified above grade GS-15.

The competitive service includes senior-level positions (i.e., positions classified above grade GS-15 that are not covered by other pay systems) unless the position is excepted by statute, Executive Order, or the Office of Personnel Management (OPM). Scientific and professional positions are also in the competitive service. Presidential appointments which require confirmation by the Senate are in the excepted service.

Appointments in the competitive or excepted service may be permanent or temporary. Temporary appointments are generally made for periods of less than one year and do not provide all of the benefits that accompany permanent appointments. Appointments in the SES may be career, limited term, limited emergency, or noncareer. Limited term SES appointments are generally made for up to 3 years and limited emergency SES appointments are generally made for up to 18 months.

The competitive appointment process is the best known and most frequently used appointment procedure in the Federal service. It is used to fill most clerical, technical, administrative and certain professional positions. Under this process, applicants compete through civil service examining procedures administered by or on behalf of OPM. Positions in the competitive service may also be filled by the transfer of an employee from another Federal agency or by reemploying a former Federal employee.

All new competitive service employees, other than those whose appointments are temporary, serve under "career- conditional" appointments for three years and then become career employees.

Appointments in the excepted service do not require the civil service examining procedures. However, in the Department there are specific requirements which generally must be met, such as experience and training requirements, bar membership (for attorney employment), and age and physical requirements, particularly for law enforcement officer positions. Positions in the excepted service may be excepted by: (1) statute, (2) Executive Order, or (3) action of OPM (positions under Schedules A, B, or C).

Most positions in the Federal service are in the competitive service. However, approximately half of the positions in this Department are in the excepted service, e.g., all positions in the

Federal Bureau of Investigation, various positions in the Offices of the U.S. Trustees and all attorney positions, etc.

New employees appointed to permanent positions in the competitive service are considered to be in a probationary status throughout the first year of their employment. During this period, those employees who do not meet adequate performance and conduct standards may be separated without benefit of the job protections that accrue upon completion of the first year of employment. Excepted service employees may be required to serve a trial period.

The SES consists of general and career-reserved positions. Career-reserved positions are those which, as defined in law, are "to ensure impartiality, or public's confidence of impartiality of government." These positions can only be filled by career appointees. General positions may be filled by any type of SES appointee – career, noncareer, or limited. SES officials are appointed under noncareer or career appointments. Noncareer appointments include individuals who make or advocate administration policy or support those who do. Noncareer, limited term and limited emergency SES appointments do not require competition, but do require Department and/or OPM approval. Career SES appointments require competition, approval by OPM's Qualifications Review Board of the selectee's Executive Core Qualifications, and a one-year probationary period. Such appointments may be to a general or career reserved position.

Background Investigations

All new government employees are investigated to determine basic suitability for government employment. Additional, more intensive background investigations may be required depending on the sensitivity level of the position occupied and the requirement to access sensitive information. The level of background security investigation required is announced in the vacancy announcement and may be discussed by your supervisor, prior to coming on board. The Human Resource Specialist, with the hiring component and supervisor, dictates the required level of sensitivity for the position. The level of investigation will be confirmed when you submit your background security questionnaire paperwork. The Department has several levels of position sensitivity, each of which requires a different background investigation.

Position Classification and Pay Systems

The pay of an employee in a non-executive position at the Department of Justice is based on the grade level assigned to the position and the pay plan which covers it. For positions in the Federal service, position classification is the process prescribed by law (Title 5, United States Code, Chapter 51) for assigning grade levels to positions. It is based on the principle of equal pay for substantially equal work. Position classification is concerned only with the position, not the person assigned to it. The duties and responsibilities assigned to a position, the organization it is in, the function or mission of the organization, and the purpose the position has in the organization are factors considered in comparing the position to grading criteria published by OPM in position classification standards. Position classification standards may contain criteria which apply to one occupation or to a family of occupations. The standards define the various

classes of positions in terms of duties, responsibilities, and qualification requirements; establish official position titles; and set forth the grades in which the classes of positions have been placed.

Positions are documented by a position description (PD), which describes major duties and responsibilities, but not actual work assignments or individual tasks. The PD also identifies knowledge and skills needed to perform the work, supervision received, decision-making responsibility, and other important factors about the position. Each employee is entitled to receive a copy of the PD to which he or she is assigned. It is the supervisor's responsibility to ensure that PDs are current and accurate, and to initiate any changes which must be made.

Once a position is classified, and the proper grade level is determined, the pay plan to which it is assigned will determine the actual pay an employee receives. Employees assigned to positions which perform professional, administrative, technical, or clerical work (white collar) are under the General Schedule or a similar pay plan. The General Schedule covers 15 grade levels with a range of 10 steps to each grade. Employees assigned to jobs which perform trades, crafts, and labor work (blue collar) are assigned to the Federal Wage System. Federal Wage System employees are paid an hourly pay rate based on local wage surveys, which take into consideration the rates paid for such work in the private sector at a particular location. Separate Federal Wage System pay scales apply to non-supervisory employees, work leaders, and supervisors.

Positions designated for the Senior Executive Service (SES) are managerial positions with program responsibilities which exceed the GS-15 level. The SES consists of several distinct pay levels. In addition, technical and scientific positions which exceed the GS-15 level can be assigned to the Senior Level (SL) pay schedule. How many and which positions are designated as SES or SL in an agency are controlled by the agency with the approval of OPM.

Performance Evaluation

As an employee of the Department, your performance will be officially evaluated on an annual basis, unless the rating is deferred for authorized reasons. Performance appraisal results serve as a basis for pay increases, awards, training, reassignments, promotions, retention, reduction in grade, and removal.

All employees must have communicated to them, by means of a written Performance Work Plan (PWP), the critical elements of their jobs. This will include the standards against which each element of their job will be measured and appraised. PWPs should be developed by the supervisor with input from the employee to assure a common understanding of key elements to be performed and performance expectations. This should take place within 30 days of appointment, position change, or the beginning of a new appraisal period.

The appraisal year and performance rating levels are set by each unit. For instance Justice Management Division employees are on a July 1 through June 30 cycle with a three-level rating. Your supervisor will inform you of your office's rating period and rating level format.

You should be getting performance feedback regularly. At a minimum two formal discussions are required each year: one formal progress review (usually mid-way during the rating period), and an end-of-cycle appraisal and rating discussion.

Civil Service laws require that all employees have identified, recorded, and communicated to them, by means of a Performance Work Plan (PWP) the critical elements of their jobs, and the standards against which each element of their job, will be measured and appraised. PWPs should be developed by the supervisor with input from the employee to assure a common understanding of key elements to be performed and performance expectations. This should take place within 30 days of appointment, position change, change in supervisors, or the beginning of a new appraisal period.

Pay Increases

There are three main pay systems in the Department:

- General Schedule (GS) – for the bulk of administrative and professional employees.
- Federal Wage System (FWS) for trade, crafts such as construction
- Senior Executive Service (SES)- Higher-level appointments

In each system there are a number of grade levels. Within each pay grade there are steps. (GS has ten steps and FWS has five steps.) GS (permanent employees only) and FWS (permanent and temporary employees) are eligible for within-grade increases. Within-grade increases, and Senior Executive pay rate increases, are not automatic. An employee becomes eligible for an increase to the next higher pay step within the grade and pay plan only if work is of an acceptable level and after a prescribed waiting period has been met.

If an employee's work is not of acceptable level, the within-grade increase is withheld until the employee's performance has improved to the Successful level.

A Senior Executive's pay is initially set at one of six basic pay rates. A change in rate may be made annually and may be based on performance or a change in duties.

Annual "comparability" reviews, also referred to as cost of living increases, are made of General Schedule and Federal Wage System pay rates. These reviews often result in increases to basic pay. An increase is normally automatic for all eligible GS and FWS employees. Such comparability increases are normally effective the first full pay period in January for GS employees and in early October for FWS (in the DC area). The President may extend the increase to basic GS pay to the Senior Executive Service and Executive Salaries. Sometimes an additional "January" increase is authorized for FWS employees.

Promotions

Opportunities for promotion to a higher-graded position arise frequently. It is the policy of the Department to fill all vacant positions on the basis of merit with the best qualified persons available. Detailed information on promotion and internal placement for competitive service employees is contained in the Merit Promotion Plan for the Offices, Boards and Divisions (OBD 1335.1 available on the DOJ Intranet). Merit promotion information for the Senior Executive Service is contained in DOJ Order 1920.1 (Available on the DOJ Intranet).

Generally, employees at grade GS-5 and above must wait at least one year before they are eligible for promotion. Of course, being eligible for promotion does not guarantee a promotion. An employee must compete and be selected for an existing vacancy, unless the promotion is an exception to Merit Promotion Plan procedures, such as the upgrading of an occupied position or a career ladder promotion. The Merit Promotion Plan for competitive service employees provides for the posting and circulating of vacancy announcements. This helps ensure that all qualified candidates within the area of consideration have an opportunity to apply and be considered equally. DOJ vacancies are posted on the intranet and are available through USAJobs.

Attorneys in the Department are promoted under eligibility guidelines prescribed by the Office of Attorney Recruitment and Management.

Hours of Duty

Hours of Work

The regular tour of duty for most Department organizations is eight hours a day, five days a week, Monday through Friday. Work operations vary throughout the Department; generally the core hours for JMD are from 10:00 a.m. to 2:30 p.m. Field offices may observe different hours depending upon the normal office hours of Federal Courts or other agencies.

Alternate/Flexible Work Schedules

Most units have implemented flexible and alternate work schedules. These may allow varying start and stop times each 8-hour day or even working more than 8 hours to allow one or two additional nonworking days each pay period. Your supervisor will advise you of the work schedule (and any alternatives) for your organization.

Holidays

The Department of Justice observes all legal Federal holidays as follows:

- New Year's Day - January 1
- Martin Luther King's Birthday - Third Monday in January
- Washington's Day - Third Monday in February
- Memorial Day - Last Monday in May
- Independence Day - July 4
- Labor Day - First Monday in September
- Columbus Day - Second Monday in October
- Veterans Day - November 11
- Thanksgiving Day - Fourth Thursday in November
- Christmas Day - December 25
- Inauguration Day - January 20 (Every 4th year in Washington D.C. only)

Lunch Period

Most employees have 30 minutes for a mandatory non-paid lunch scheduled between the hours of 11:00 a.m. and 2:00 p.m. Because work operations vary throughout the Department, other options may be available depending on your specific work environment. Your supervisor will discuss with you when you may take your lunch period.

Pay

Timekeeping

Each office has a procedure for recording the numbers of hours worked each day. You will also be required to track leave used, time spent teleworking, and use of special entitlements. Your supervisor will notify you of the timekeeper for your group and the forms, programs and procedures used to track your time.

Credit Hours

Most offices with alternate work schedule options allow employees to earn and use credit hours. These are hours worked above and beyond your scheduled workday. You may earn and carry over no more than 24 credit hours. Your supervisor will explain procedures for requesting, tracking, and using credit hours.

Salary Payments

Department employees are paid through a centralized payroll system. Each salary payment covers a two-week period called a "pay period". Pay is given to the employee on Thursday of a week that ends the succeeding pay period. There is a 12-day lag between the end of the pay period and the date when you will receive your salary payment. (Direct deposit and pay statements **may** be available a day or two before that Thursday.) There are normally 26 pay

periods per year. A Statement of Earnings and Leave is furnished each payday to explain earnings and deductions. The usual deductions are for Federal and state income (withholding) taxes, retirement, Social Security tax (where applicable), Medicare, Thrift Savings Plan, health and life insurance, savings bonds, charity donations, and other allotments authorized by the employee. Annual and sick leave balances are shown on the earnings statement. All employees are encouraged to carefully review each statement, especially if there has been any change in position or status.

Electronic Funds Transfer (EFT) or Direct Deposit is available to Department employees and is strongly encouraged. Although salary payments can be sent to your home or office, EFT has proven to be the most reliable method of receiving a timely payment. With your authorization, your salary payments will be electronically transferred to your financial institution and credited to your account, with the funds available to you on every regular payday.

You should address questions about pay or the receipt of your paycheck to your immediate supervisor or your servicing payroll or human resources office.

Awards and Recognition

The Department's awards program is designed to improve government operations and services through motivation and reward of the workforce. Recognizing outstanding performance and achievement is an essential management responsibility critical to stimulating and sustaining high levels of proficiency and productivity.

Attorney General's Annual Awards

The Attorney General's Awards are intended to honor Department of Justice employees and others who assist the Department in meeting its law enforcement mission. These awards afford the opportunity to honor Department employees who have distinguished themselves in the pursuit of excellence and private citizens who have assisted in a substantial way in furthering the mission of the Department. Nominations for these awards must have the personal endorsements of the Heads of Department components. Components should seek to recognize employees who have not been previously honored. Nominations must be submitted to the Assistant Executive Secretary of the Incentive Awards Board/John Marshall Awards Panel, who will forward the nominations to the Board for review and recommendations to the Attorney General for final approval in April of each year.

Attorney General's Volunteer Awards

The Attorney General's Volunteer Awards are intended to recognize those employees who are pro bono legal volunteers, employees who volunteer with community service and faith-based organizations, and employees involved with component-sponsored activities such as the DOJ Partners in Education Program, community service projects, blood drives, and other activities.

Information on External Awards and Fellowships

Various external awards provide recognition and tribute to especially meritorious accomplishments or contributions which advance the mission of the Government or the interests of the country. Numerous government and independent organizations annually sponsor certain awards to recognize outstanding public service achievements. Professional organizations and Federal agencies also sponsor certain awards as a means to recognize and honor demonstrations of excellence in specific professional fields.

Fellowships provide employees the opportunity to study, travel and gain experience in public policy areas of various nationalities, cultures and outside organizations. It also serves to strengthen the relationship between the Department and these interests.

Presidential Rank Awards

The President confers the rank of Distinguished Executive and Meritorious Executive on a select group of career members of the Senior Executive Service (SES) who have provided exceptional service to the American people over an extended period of time. They consistently demonstrate strength, integrity, industry, and a relentless commitment to public service. Executives from across Government are nominated by their agency heads, evaluated by citizen panels, and, finally, designated by the President.

Energy and Environmental Management Awards

The Energy and Environmental Management Awards Program (EEMAP) is designed to recognize employees and/or teams that have shown outstanding progress in the areas of:

- Waste/Pollution Prevention
- Recycling
- Green Purchasing
- Environmental Management Systems
- High Performance/Sustainable Buildings
- Electronics Stewardship
- Alternative Fuel and Fuel Conservation in Transportation

The Department seeks to recognize employees who perform in an outstanding manner. This includes those who make significant contributions to the efficiency and effectiveness of operations and honoring those who have served the Government well. The Department has a formal awards and recognition program that includes cash, time-off, and honorary awards.

Quality Step Increase (QSI)

General Schedule employees whose work performance and rating of record are at the highest summary level used by the covered performance management program may receive faster than normal step increases. A QSI provides a permanent increase to the rate of basic pay and therefore may be awarded when high level performance is expected to continue in the future.

Performance and Special Act Awards

Employees are eligible to receive lump-sum cash awards granted in recognition of either sustained superior performance of assigned duties, or for a special act or service.

An award based on sustained superior performance may be given to a General Schedule or prevailing rate employee who attains a high level of performance for a period of at least six months. Senior Executives are eligible for agency performance bonuses and Presidential Distinguished and Meritorious Rank Awards. All career employees are eligible for awards based on specific acts or services for contributions of a one-time, nonrecurring nature connected with or related to official employment.

Time-off

Superior long-term performance or a one time accomplishment may be recognized by a grant of time-off without charge to leave.

Leave and Absence

Annual Leave

Annual leave is a period of absence with pay from official duty. It requires approval by your supervisor and can be used for vacation or other personal reasons.

Full-time employees, regardless of whether employed on a temporary or permanent appointment, earn annual leave as follows:

Creditable Service	Accrual per Pay Period	Rate per Year
Less than three years	4 hrs.	13 days
Three, but less than fifteen years	6 hrs.	20 days
Fifteen years or more	8 hrs.	26 days

Part-time employees, for whom there has been established in advance a regular tour of duty one or more days of each administrative work week of the biweekly pay period, also earn annual leave as follows:

- a. One hour of annual leave for each twenty hours in a pay status, for employees with less than three years of service.

- b. One hour of annual leave for each thirteen hours in a pay status for employees with three, but less than fifteen years of service.
- c. One hour of annual leave for each ten hours in a pay status for employees with fifteen years or more of service.

Hours in a pay status in excess of 80 hours in a pay period are disregarded in computing leave earned (applies to both part-time and full-time employees).

Accrual and Use of Leave

Appointment Not Limited - An employee whose current appointment is not limited to less than 90 days earns and accrues annual leave beginning with his or her first full biweekly pay period and may use annual leave as it is earned.

Appointment Limited - An employee whose current appointment is limited to less than 90 days earns and accrues annual leave beginning with his or her first full biweekly pay period, but is not entitled to use annual leave until he or she:

- a. Has been employed under successive appointments for a continuous period of 90 days or more without a break in service; or
- b. Is converted to an appointment not limited to less than 90 days.

Carry-over - The leave year starts with the first full pay period in a calendar year and goes until the next leave year. Most employees may carry over a maximum of 30 days of annual leave from one leave year to the next. (Generally, Senior Executive Service employees may carry over up to 90 days of annual leave to the next leave year.) Any amounts above the approved limits will be lost. Your annual leave should be scheduled so that leave that cannot be carried forward to the next leave year because of the 30 or 90 day ceiling is not forfeited. In rare instances, management may restore forfeited leave. These include administrative errors, sickness, or work requirements which resulted in the cancellation (or prevented the use) of annual leave that had been scheduled in advance. (Annual leave scheduled in advance is defined as annual leave that has been requested in writing and approved in writing prior to the beginning of the third pay period before the end of the leave year.)

Requesting leave - Except in emergencies, annual leave requests should be submitted on an OPM-71 and approved in advance by your supervisor. If you have a permanent appointment, you may be advanced annual leave up to the amount that you will earn during the current leave year. If you have a temporary appointment, you may be advanced annual leave up to the amount that you will earn prior to the expiration of your appointment. Advancing leave is at the discretion of management. There is no entitlement to advanced annual leave.

If you separate from Federal service, you will be paid a lump sum for all unused annual leave to your credit. If you transfer to another Federal agency, your unused annual leave will be transferred.

Sick Leave

Sick leave is a paid absence from duty that is granted to an employee for personal needs and for certain family friendly purposes.

Accrual - A full-time employee earns sick leave at a rate of 4 hours per pay period, for a total of 13 days of sick leave in a leave year. Sick leave for part-time employees is pro-rated. For all employees, sick leave accumulates without limit. Up to 240 hours of sick leave may be advanced to employees who need more than they have accumulated. Advancing leave is at the discretion of management. There is no entitlement to advanced sick leave.

Use - An employee is entitled to use sick leave for the following purposes:

1. incapacitation due to or treatment for illness and injury, as well as for medical, dental or optical examinations and treatments;
2. to provide care to a family member who is incapacitated by illness, injury, pregnancy, childbirth, or medical, dental, or optical examination or treatment;
3. to make arrangements necessitated by the death of a family member or to attend the funeral of a family member; or
4. for purposes related to the adoption of a child.
5. infrequently, absence due to risk because of exposure to disease.

Requesting Leave - Employees are responsible for notifying their immediate supervisors of the need for sick leave as soon as possible. If sick leave is required on a particular day, the employee should contact the supervisor within 2 hours of the employee's regular start time to make the request for sick leave. At any time, employing components may require their employees to submit acceptable documentation to support requests for sick leave, such as a physician's certificate. In most instances of sick leave for personal use, such documentation would be required only when absences are for longer than three consecutive days. In cases of sick leave use for family members with a serious health condition, the employee must provide medical certification as soon as possible.

Leave for Family Care - Full-time employees may use 40 hours of their sick leave during each leave year to care for family members. In addition, a full-time employee who maintains a sick leave balance of at least 80 hours may use another 64 hours of sick leave each leave year for family members. As long as an employee maintains a sick leave balance of 80 hours, he or she is entitled to extended use of sick leave for up to 12 weeks in a leave year for family members who have a serious health condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves inpatient care or involves continuing treatment by a health care provider. For sick leave purposes, a family member of an employee is:

1. the employee's spouse, and the spouse's parents;
2. children, including adopted children, and their spouses;
3. parents;
4. brothers and sisters, and their spouses; and
5. any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

When an employee transfers to another agency without a break in service, the sick leave balance to the employee's credit at that time will transfer with him or her, just as the annual leave balance does. If an employee leaves employment with the federal government, the sick leave balance to his or her credit at the time of the separation can be restored upon return to federal service. However, there is no provision for an employee to receive a lump sum payment for unused sick leave when he or she leaves federal service.

Family and Medical Leave

Title II of the Family and Medical Leave Act (FMLA) of 1993 covers Federal employees. Under FMLA, covered Federal employees are entitled to take up to 12 administrative work weeks of leave without pay during any 12 month period for:

1. the birth of a son or daughter and care of the newborn;
2. the placement of a child with the employee for adoption or foster care;
3. the care of the employee's spouse, son, daughter, or parent with a serious health condition; or
4. a serious health condition of the employee that makes the employee unable to perform the essential functions of his or her position.

Employees covered for FMLA purposes must have completed 12 months of service. Temporary and intermittent employees are excluded from coverage under Title II of FMLA, but may be covered under other provisions.

An employee on FMLA leave is entitled to maintain health benefits coverage and must make arrangements to pay the employee's share of the premium either while on FMLA leave or when he or she returns to work. Upon return from FMLA leave, an employee must be returned to the same position or to an equivalent position with equivalent benefits, pay, status, and other terms and conditions of employment.

An employee who requests FMLA leave is entitled to leave without pay. However, he or she may elect to substitute annual leave or sick leave, consistent with the requirements of current laws and regulations for using annual and sick leave, for any leave taken under FMLA. Under

certain conditions, FMLA leave may be taken intermittently. When possible, employees must notify their supervisors of their intent to take FMLA leave 30 days before the leave is to begin. In the case of medical emergencies, employees must provide notice as soon as practicable. Employing components usually will request medical certification for FMLA leave taken for a serious health condition of the employee or of the employee's spouse, son, daughter, or parent.

Absence for Maternity/Paternity Reasons

There is no separate category of leave provided to Federal employees for maternity/paternity purposes. Employees use a combination of leave without pay, sick leave, and annual leave to cover absences, within the current laws and regulations governing use of each type of leave. Employees also may invoke their entitlement to FMLA leave for maternity purposes. Sick leave is appropriate for medical appointments related to pregnancy and childbirth, incapacitation due to childbirth, and recuperation from childbirth, and to care for a sick child or spouse. Sick leave is not appropriate to bond with or to care for a healthy newborn. Employees should discuss their needs for absences due to the birth of a child with their supervisors as soon as possible. As with any sick leave use, employing components may require employees who wish to use sick leave in conjunction with pregnancy and childbirth to provide appropriate medical certification.

Leave Without Pay and Absence Without Official Leave

Leave without pay (LWOP) covers an approved absence from duty in a non-pay status. Employees are entitled to use LWOP under FMLA, unless the employee requests substitution of their accrued paid leave. It is also used when an employee has no leave credits or an insufficient amount of leave to cover an absence. In granting LWOP, supervisors are required to examine each request carefully to assure that the interests of the Department and the needs of the employee are sufficient to offset the costs and administrative inconvenience. Except in unusual circumstances or in the furtherance of a program of interest for the Department, initial LWOP in excess of six months will not be authorized.

Absence without official leave (AWOL) is charged if an employee is absent from duty without authorization. AWOL may also result in disciplinary action.

Excused Absence (commonly known as Administrative Leave)

An excused absence is an absence from duty administratively authorized without loss of pay and without charge to leave. Excused absences are ordinarily authorized on an individual basis, except when an activity or a group of employees is excused from duty for special purposes, e.g. snow days etc., government offices closed due to inclement weather.

Adjustment of Work Schedules for Religious Observances

To the extent practicable, employees will be granted time off from their regular work schedules for religious observances. This will normally be accrued annual leave or credit hours. With advanced approval, employees may be permitted to work extra hours to specifically offset the lost work time due to a religious observance.

Military Leave

Military leave is a separate category of paid absence for use by permanent, part-time career, or temporary indefinite employees who are members of the National Guard or reserve components of the Armed Forces. It is for use during times when the employees would ordinarily be in a duty status on their jobs, but must instead perform military drills or report for active duty. Eligible full-time employees are entitled to 15 days (120 hours) of military leave each fiscal year. The amount is prorated for employees who are not full-time. Employees may carry over up to 15 days of unused military leave from one fiscal year (October 1 to September 30) to the next. Thus, an employee could have a maximum of 30 days of military leave available for use during a fiscal year.

Employees are entitled to use their military leave for inactive duty drills, which usually occur on weekends. Military leave is charged in hourly increments, with 1 hour being the minimum charge. It is charged only for the time the employee would have otherwise been on duty as a Federal employee. Off days (e.g., weekends and holidays) are no longer included in military leave charges.

Court Leave

Jury Duty - An employee is granted authorized leave with pay when absent for jury duty, if serving on a non-intermittent permanent appointment, indefinite appointment, or temporary appointment.

Witness Summons - An employee summoned to appear as a witness in an unofficial capacity on behalf of the Federal Government, or a state or local government, or on behalf of a private party in connection with a judicial proceeding to which the Federal Government, or a state or local government is a party, will be granted court leave unless the employee is serving on an appointment without a regular tour of duty (intermittent). An employee appearing as a witness in his or her official capacity is considered to be in an official duty status.

Because court leave is a complicated part of leave regulations, please contact the servicing Human Resources Office if you have any questions on your entitlement to this type of leave.

Voluntary Leave Transfer Program

Under the [Voluntary Leave Transfer Program](http://www.usdoj.gov/jmd/ps/guiobdlvtransfer.htm) (VLTP), annual leave may be voluntarily donated by one employee for use by another employee who has exhausted his or her annual and sick leave and is facing non-pay due to a personal or family medical emergency. An employee who wishes to participate as either a leave donor or recipient should contact his/her servicing personnel office. For more information and forms, go to the Department's website at <http://www.usdoj.gov/jmd/ps/guiobdlvtransfer.htm>.

Voluntary Leave Bank Program

The Leave Bank provides limited income protection for "member" employees who experience a personal or family medical emergency which causes them to exhaust their available paid leave. To become a Leave Bank member, you must contribute a specified amount of annual leave to the Leave Bank during an open or individual enrollment period. Employees may also contribute leave to the general fund or specific recipients without becoming a member.

Under the Voluntary Leave Bank Program, leave bank members faced with a medical emergency can request leave from a central bank of leave. Membership in the Leave Bank does not automatically entitle an employee to leave from the Bank. However, if approved by the Leave Bank Board as a leave recipient, employees may draw upon any leave authorized for their use in connection with the medical emergency.

For more information, you can now access Leave Bank Questions and Answers on the Department's website at: www.usdoj.gov/jmd/ps/guibank.htm.

Learning and Development

The Government-wide objective of learning and development is to develop government employees through the establishment and operation of progressive and efficient learning and development programs, thereby improving public service, increasing efficiency and economy, building and retaining a workforce of skilled and efficient employees, and installing and using the best modern practices and techniques in the conduct of Government business.

The Department recognizes that to accomplish its mission depends on our ability to attract, train, and retain a skilled and capable workforce. Therefore, we participate in and conduct training programs designed to enhance and improve the skills of our current and newly hired employees. The Department's Learning Management Systems (LMS) are operated by the Bureau of Alcohol, Tobacco, Firearms and Explosives (learnATF) Bureau of Prisons, the Federal Bureau of Investigation's Virtual Academy, the Executive Office of U.S. Attorney (JUSTLearn), and Justice Management Division (learnDOJ).

You and your supervisor share responsibility for your training and development. Your supervisor can propose and management can consent to provide training. Your supervisor will assist you in identifying the best way to perform your job and obtaining the training that you need to perform your work well. It is important that you follow instructions, communicate with your supervisor to gain clarity and identify qualification, training and development needs to improve your job skills.

Ultimately, you control your own destiny. It is important that you assume the basic responsibility for your own development by planning and participating in education and training that will assist you in meeting your career and professional objectives. You can accomplish this by evaluating where you want your career to go and what you need to do to get there.

Training is available within the Department, as well as from other Federal agencies. We encourage you to work with your supervisor, human resources staff, or other senior staff to identify specific training or education required to reach your career goals. Many Components offer training and education such as leadership development, mentoring, conferences, forums and workshops to employees who wish to increase professional and technical knowledge and to enhance skills. In addition, a variety of resources can be found at local colleges and universities or professional organizations for certificate and degree programs via the Internet.

To find more information on training and development opportunities offered within the DOJ's training organizations and Component training offices please visit us at: <http://www.usdoj.gov/jmd/ps/newto.html>. The Office of Personnel Management's *Training Policy Handbook: Authorities and Guidelines* is a valuable handbook which contains all pertinent legal and regulatory authorities governing the training and development of employees, and guidelines relating to training by specific subject area. The *Training Policy Handbook* is available through the [Office of Personnel Management website](#).

Federal Employees' Health Benefits Program

The Federal Employees' Health Benefits Program (FEHB) provides health insurance protection against cost of illness or accident, without medical examination, and normally with better rates and better protection than employees can obtain as individuals. The Government also contributes toward the cost. Your share of the cost is paid through withholdings from your salary.

By default, an employee's health benefit premium withholdings are treated as a [pre-tax salary deduction](#). This is known as premium conversion. FEHB premiums deducted from the pay of a participating employee are made before FICA and Federal income taxes. Because premium conversion lowers an employee's taxable income, it reduces an employee's tax burden. Any individual enrolled in the FEHB Program who does not want to participate in the automatic premium conversion must waive participation.

Generally, all employees, except those serving under time-limited appointments of one year or less or those who work intermittently, are eligible to enroll in this program not later than 60 days after entering on duty. Whether or not you choose to enroll, you must enroll/opt-out using Employee Personal Page on-line at <https://www.nfc.usda.gov> (or complete an [SF-2809](#), Health Benefits Registration Form). The SF-2809 is available from your servicing personnel office. A fillable form is available at www.opm.gov/forms/html/sf.asp.

If your employment is part-time, less than 40 hours per week, you will pay an additional employee contribution which is a percentage of the regular Government contribution. This percentage is prorated based on the number of hours that you work a pay period.

You may freely choose your plan from participating carriers. A brochure for each plan explains specific benefits, limitations and exclusions and is available from your servicing personnel office and at OPM website www.opm.gov/insure/health/index.asp.

If you do not enroll at the time of your appointment, you may do so during an **"Open Season"** which occurs in November and December of each year. During this time, you can also change your enrollment from one plan to another or from one option to another. Enrollment changes elected during an "Open Season" become effective as of the beginning of the first pay period in January of the following year. Certain changes are permissible at any time in conjunction with a qualifying life event. You are responsible for filing a SF-2809 when these changes occur.

A self and family enrollment includes your spouse and unmarried children under age 22. Children 22 years of age or older may be covered if they are incapable of self-support. A self-only enrollment covers you only.

When an employee enters leave without pay status and/or the employee's pay is insufficient to cover the FEHB premium, the employee must either terminate the FEHB enrollment, continue the enrollment and agree to pay the premium directly, incur a debt in the amount of the unpaid premiums (which must be settled upon return to a pay status, or prepay the FEHB premiums.

If you retire on an immediate annuity after completing at least 5 years of service or because of disability, you may continue your coverage after retirement. However, you must have been enrolled in the program since your first opportunity to enroll or for the five years of service immediately preceding your retirement. An employee who terminates his/her employment may enter into a non-group contract at standard rates without medical examination. This provision is particularly important to personnel who may not be able to qualify for a regular policy because of physical conditions.

If you lose your health coverage because you leave your Federal job, you can elect temporary continuation of health insurance for up to 18 months, unless you are involuntarily separated because of misconduct. If your children lose coverage under your family plan or if you divorce or your marriage is annulled, your spouse and children are eligible to continue coverage for up to 36 months after the event which caused them to lose coverage.

Dental and Vision Insurance

This is supplemental dental and vision insurance provided on an enrollee-pays-all premiums basis. Premiums for enrolled employees are withheld from salary on a pre-tax basis. More information is at <http://www.opm.gov/insure/DentalVision/index.asp>

Health Care and Dependent Care Flexible Spending Accounts

A Flexible Spending Account (FSA) is a tax-favored program that allows employees to pay for eligible out-of-pocket health care and dependent care expenses with pre-tax dollars. Participation in any FSA is completely voluntary. Unlike other Federal benefits, your FSA election is only effective for one Benefit Period. In other words, you must enroll each year that you choose to participate. Normally enrollment is during an Open Season. You may also enroll as new government employee or if you experience a Qualifying Life Event (QLE). Information is at <https://www.fsafeds.com/fsafeds/index.asp>.

Information about FEHBP, Dental and Vision Insurance, and Flexible Spending Accounts is available in RI 70-1, Guide to Federal Benefits for Federal Civilian Employees, which is in your new employee information kit or at <http://www.opm.gov/insure/08/guides/70-01/>. PLEASE READ IT CAREFULLY.

Federal Employees' Group Life Insurance

In general, all employees, except those serving under time - limited appointments of one year or less and those who work intermittently, are eligible for life insurance available under the Federal Employees' Group Life Insurance Program (FEGLI). As term insurance, FEGLI does not build cash, loan or paid-up value, or extended insurance equities.

Under the FEGLI program, an employee has basic life insurance and accidental death and dismemberment insurance, as follows: (1) if annual salary is \$8,000 or less, an employee is insured for \$10,000; (2) if annual salary is more than \$8,000 an employee is insured for an amount equal to the sum of his or her annual salary rounded to the next higher thousand plus \$2,000. The Government contributes toward the cost of the basic insurance. Your share of the cost is paid through withholdings from your salary. Employees under age 45 also receive additional basic insurance free of cost. FEGLI is explained in RI 76-21, Federal Employees' Group Life Insurance Program, FEGLI Program Booklet, which is enclosed in your information kit. **PLEASE READ IT CAREFULLY.**

An employee may also enroll for any or all three different optional insurances: (1) Option A - Standard Optional Insurance – \$10,000 with accidental death and dismemberment protection; (2) Option B - Additional Optional Insurance – available in increments of one to five times an employee's salary; and (3) Option C - Family Optional Insurance -- provides coverage for an employee's spouse and eligible dependent children. When an employee elects the Option C, all of the employee's eligible family members are automatically covered. The employee may elect one, two, three, four, or five multiples of coverage. Each multiple is equal to \$5,000 for the employee's spouse and \$2,500 for each of the employee's eligible dependent children. The rates for all optional insurances are based on a sliding scale according to the employee's age. The full cost of all optional insurance is paid by the employee and withheld from the employee's salary.

An employee who is eligible for FEGLI automatically acquires basic insurance coverage at the time he or she enters on duty unless he or she has previously waived such coverage in prior Federal employment. Life insurance coverage will automatically continue until an employee files a completed [SF-2817](#), Life Insurance Election Form, waiving insurance coverage.

Generally, employees who decline either the regular or optional insurance, must wait one year from the date of the waiver and then pass a physical examination obtained at their own cost in order to enroll for the insurance. Certain Qualifying Life Events will allow an employee to change coverage without a physical examination.

If you retire on an immediate annuity after completing at least 5 years of service or leave Federal service because of a disability you may continue your coverage after retirement. However, you must have been enrolled in the program since your first opportunity to enroll or for the five years

of service immediately preceding your retirement. Upon termination of employment an employee may convert his or her life insurance to a private non-term policy at standard rates without medical examination.

Federal Long-term Care Insurance

This optional Federal program is designed to help protect enrollees against the high costs of long term care. More information is at <http://www.opm.gov/insure/ltc/>. There is no government contribution towards premiums.

Retirement

While thoughts of retirement may now seem quite distant, you will be glad to know that you will be provided for when retirement comes around.

Your retirement coverage is determined by several factors including:

1. the type of appointment under which you are hired;
2. whether or not you have previous Federal civilian service;
3. whether you are transferring directly from another Federal agency; or
4. whether you have (and if so, the length of) a break in service.

The retirement systems are explained briefly below:

Social Security

Federal employees hired on temporary and intermittent appointments who are not covered by a Federal retirement system are covered by Social Security.

Civil Service Retirement System

Most Federal employees hired prior to January 1, 1984, are covered by the Civil Service Retirement System (CSRS). The CSRS is a defined benefit retirement plan which is financed by contributions from you and a matching contribution from the Government. Contributions are automatically deducted from your paycheck at the rate of 7% of the basic pay you earn in a pay period (7.5% for law enforcement officers). Note, CSRS coverage is available only to people who:

1. previously had CSRS coverage, and
2. return to CSRS covered employment after a break in service of less than 1 year; and
3. are not required by law to have Social Security coverage in the new position.

Civil Service Retirement Offset System

The Social Security Amendments of 1983, effective January 1, 1984, provide for Social Security coverage for all new and rehired Federal employees with a break in service of more than 1 year. To protect employees who re-enter the Federal Government with a vested interest in the CSRS (at least 5 years of creditable civilian service) the CSRS Offset System was created.

Under the CSRS Offset System, employees contribute 7% of their salary to the retirement system (7.5% for law enforcement officers). Of the 7%, the current Social Security tax (excluding the Medicare portion) is deducted and transferred to Social Security. This continues until employee's earnings reach the Social Security earnings limitation at which time the Social Security deductions cease and the full 7% deduction is paid to the CSRS.

CSRS Offset employees are subject to the same eligibility requirements and computational formulas as CSRS employees except that, when these employees become eligible for Social Security (normally at age 62), their annuities will be reduced (offset) by the amount of their Social Security benefits which is attributable to post-1983 Federal service.

Federal Employees Retirement System

If you were first hired on an appointment subject to a Federal retirement system on or after January 1, 1984, you are covered by the Federal Employees Retirement System (FERS).

FERS is a three-tiered retirement system which provides benefits from 3 different sources: a Basic Benefit Plan (similar to, but less generous than, CSRS benefits), Social Security Benefits, and the Thrift Savings Plan (similar to 401k plans in the private sector).

FERS Basic Benefits are financed by a very small contribution from you (0.8% in 1990 and later). Much larger contributions are made by the Government. Your contributions to Social Security are actually a tax taken as a percentage of your salary. The Social Security tax is limited to a maximum wage base which generally increases annually as earning levels increase. Your contributions to your Thrift Savings Plan (TSP) account are strictly voluntary under FERS. Regardless of whether or not you elect to participate in the TSP, the Government will automatically contribute an amount equivalent to 1% of your salary per pay period to an account established in your name when you become eligible to receive agency contributions.

Thrift Savings Plan

Employees subject to the CSRS, the CSRS Offset System and FERS retirement systems may participate in the [Thrift Savings Plan](#) (TSP). The TSP is a tax-deferred savings plan that allows employees to contribute portions of their salaries on a pre-tax basis.

Employees may contribute to the TSP on a pay period basis in whole percentage amounts or whole dollar amounts. The total amount that an employee may contribute to the TSP each year will be capped by the Internal Revenue Service's elective deferral limit.

Employees may begin contributing to the TSP immediately upon appointment to a position covered by FERS or CSRS (or equivalent Federal retirement systems). However, employees covered by FERS must serve a waiting period before they can receive agency contributions to their TSP accounts. An employee appointed or reappointed to a position covered by FERS who had not been previously eligible to receive agency contributions becomes eligible to receive agency contributions the second election period following the effective date of the appointment.

Employees appointed to positions that are not covered by FERS or CSRS (e.g., a position covered by Social Security (FICA) only) are not eligible to participate in the TSP.

Medicare

As a Federal employee, you will pay a tax of 1.45% of your annual salary (up to the amount that the Social Security Administration determines to be the annual wage base) for coverage under Medicare's hospital insurance.

The 1.45% tax makes you eligible for the hospital portion of Medicare insurance at age 65 (which is free of charge) if you have enough service (Government, private sector, or a combination thereof) to equal the amount needed to collect Social Security benefits. (Please note: you need not be eligible for Social Security, but rather need only have enough years of service). In no case will you need more than a total of 10 years of work to be eligible for Medicare's hospital insurance.

Designations of Beneficiary

Employees are given an opportunity at the time they enter on duty to designate beneficiaries for Federal Employees' Group Life Insurance, unpaid compensation, Thrift Savings Plan and lump sum payment of their retirement monies. Such designations may be made or changed at any time by completing the appropriate forms. The designation forms for life insurance ([SF-2823](#)), unpaid compensation ([SF-1152](#)), and Federal Employees Retirement System ([SF-3102](#)) are received and date stamped by the employing agency and placed in the employee's official personnel file. The Thrift Savings Plan Designation of Beneficiary Form (TSP-3) is sent directly to the Thrift Savings Plan Service Office whose address is listed on the form. The designation form for the Civil Service Retirement System ([SF-2808](#)) is maintained in Washington, D.C. by OPM. Transfers between Federal agencies will not cancel these designation forms.

Compensation for Line-of-Duty Injury

The Department is vitally concerned with your safety on the job and attempts to provide safe working conditions for you. Every employee must share in this responsibility. However, our experience shows that most accidents and resulting injuries are caused by unsafe acts on the part of individual employees.

If you are injured on the job you should immediately notify your supervisor or other responsible official so that necessary medical attention can be obtained through the services of a health unit

or other available treatment facility. This is most important, no matter how minor the injury may seem to you.

The Office of Workers Compensation Programs of the Department of Labor administers the Federal Employees Compensation Act which authorizes payment of medical expenses and compensates employees for wages lost because of on-the-job injuries. An important aspect of the program is that you or someone acting on your behalf verbally or in writing notifies your supervisor of the injury immediately to protect your benefit eligibility.

Written notice, CA-1 (Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation) must be filed with your supervisor, your administrative officer, or the Personnel Office within 30 days of the date of injury. Failure to complete the form within the time limit may result in your forfeiting benefits for which you otherwise would be entitled.

For more information, see [An Employee's Guide on Reporting A Work-Related Injury Or Disease](#)

Conduct

As a Government employee, your employment differs from private employment in that your job is to provide service to the public. This means that you must serve the interests of all people rather than any certain segment. For this reason, your conduct is subject to more restrictions and higher standards than may be expected in private industry.

The following are the principles of ethical conduct for Government officers and employees:

- a. Public service is a public trust, requiring employees to place loyalty to the Constitution, the laws, and ethical principles above private gain.
- b. Employees shall not hold financial interests that conflict with the conscientious performance of duty.
- c. Employees shall not engage in financial transactions using nonpublic Government information or allow the improper use of such information to further any private interest.
- d. An employee shall not, except pursuant to such reasonable exceptions as are provided by regulation, solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the employee's agency, or whose interests may be substantially affected by the performance or nonperformance of the employee's duties.
- e. Employees shall put forth honest effort in the performance of their duties.
- f. Employees shall make no unauthorized commitments or promises of any kind purporting to bind the Government.

- g. Employees shall not use public office for private gain.
- h. Employees shall act impartially and not give preferential treatment to any private organization or individual.
- i. Employees shall protect and conserve Federal property and shall not use it for other than authorized activities.
- j. Employees shall not engage in outside employment or activities, including seeking or negotiating for employment, that conflict with official Government duties and responsibilities.
- k. Employees shall disclose waste, fraud, abuse, and corruption to appropriate authorities.
- l. Employees shall satisfy in good faith their obligations as citizens, including all just financial obligations, especially those – such as Federal, State, or local taxes – that are imposed by law.
- m. Employees shall adhere to all laws and regulations that provide equal opportunity for all Americans regardless of race, color, religion, sex, national origin, age, or handicap.
- n. Employees shall endeavor to avoid any actions creating the appearance that they are violating the law or the ethical standards promulgated pursuant to this order.

The "Standards of Conduct" for employees of the Department of Justice are presented in 5 CFR Parts 2635 and 3801.

Misconduct may subject you to disciplinary action up to and including removal from the Federal Government.

Privacy Act Requirements

The Privacy Act of 1974 established the right to privacy as a personal and fundamental right under the laws of the U.S. and provides for the safeguarding of individual privacy in the collection of personal information, the maintenance of automated and manual personal data files, and the release of information from such records.

The Privacy Act provides civil and criminal sanctions against agencies and officials for willful and intentional noncompliance. Under these provisions, individuals may bring a civil action against any agency for such violations as:

1. Refusing to give an individual access to his or her records.
2. Refusing to amend the individual's records as requested and when appropriate to do so or to review such a refusal when requested, or
3. Failing to maintain records in an accurate, timely, and complete manner and thereby causing an adverse effect upon the individual.

Any officer or employee of an agency who is found to have willfully disclosed personal information to an unauthorized individual or to have willfully maintained a system of personal data records which was not made public in the Federal Register may be subject to civil or criminal penalties.

For specific information concerning your rights, responsibilities and liabilities under the Privacy Act, contact your immediate supervisor.

Computer Security Act Requirements

The Computer Security Act of 1987 ([40 U.S.C. 1441](#)) requires Federal agencies to provide mandatory periodic training in computer security awareness and accepted computer security practice for all employees who are involved with the management, use, or operation of Federal computer systems that process sensitive information within or under the supervision of the agency.

Initial training is required for all new employees. You will be notified to complete the on-line training via e-mail. Contact your supervisor for more information.

Equal Employment Opportunity

The Department of Justice does not discriminate on the basis of race, color, sex (including sexual harassment), religion, national origin, age, disability (physical or mental), sexual orientation, marital status, parental status, reprisal, or any other non-merit factor. We are committed to equal employment opportunity (EEO) principles and practices in all of our management decisions and personnel practices.

The Department is committed to providing equal employment opportunity; eliminating discrimination in employment; and maintaining an environment that is free from any form of prohibited discrimination. The Department will provide a prompt, fair and impartial review, and adjudication of any allegations of discrimination.

The Attorney General and the Assistant Attorney General for Administration have authorized the Justice Management Division's Equal Employment Opportunity Staff (EEOS) to develop, implement, and monitor the Department's EEO policy and programs. The EEOS provides leadership and guidance to managers, supervisors, and employees in the conduct of EEO programs to ensure compliance with Departmental EEO policy. Key elements of the Justice EEO Program are: (1) policy development and program guidance; (2) affirmative employment programs; and (3) discrimination complaints processing.

Policy Development and Program Guidance

The EEOS develops EEO policy, methods, procedures, and guidance for EEO and management officials throughout the Department. EEOS also maintains the integrity of EEO programs by monitoring and evaluating the effectiveness of EEO officials and their programs.

Affirmative Employment Programs

Affirmative employment programs are developed and implemented by EEOS to ensure the effective application of the Department's nondiscrimination and EEO policy. The EEOS includes special emphasis program managers for women, minorities, disabled persons, and disabled veterans. These managers are responsible for the development and implementation of affirmative employment initiatives that facilitate the employment and advancement of minorities, women, and disabled persons at the Department. These outreach initiatives result in expanded applicant pools of the targeted group. In addition, the Special Emphasis Program for persons with disabilities addresses the concerns of reasonable accommodations and accessibility to and within the worksite.

Informal Complaint Process

If you believe that you have been the victim of discrimination in your work or through the employment process, you must initiate contact with an EEO Counselor within 45 days of the occurrence of the alleged discrimination. The EEO Counselor will work with the parties involved to facilitate a resolution to the dispute.

Formal Complaint Process

After completing the informal process, you may decide to file a formal complaint. To do this, you must send to the EEO Officer a DOJ Form 201A, Complaint of Discrimination that was included in your Notice of Final Interview. You must file your complaint within 15 days of your receipt of the Notice of Final Interview.

The EEOS is located at 1425 New York Avenue, Suite 10001. All employees, managers, supervisors, and support personnel are invited to contact the staff for more specific information and/or assistance. The telephone number is 202-616-4800, or visit the EEOS website at: www.usdoj.gov/jmd/eeos.

*Complaints filed on the basis of sexual orientation or parental status will be processed in accordance with internal DOJ regulations and do not include the right to an EEOC hearing or to file a civil action.

Labor Organizations

Several components have organized labor bargaining units covering some employees; other offices do not. Your supervisor should inform you of the situation in your office and if you are covered by a labor organization. In general, all supervisors and managers are excluded. Also excluded are: some non-supervisors who are involved in non-clerical personnel work; those involved with confidential labor issues; management officials creating policy; and certain specified occupations.

Each employee has the right to join or not to join any labor organization which does not strike against or advocate the overthrow of the Government of the United States. Employees may

exercise this right freely, without fear of penalty or reprisal. An employee has the right to participate in the activities of a labor organization, except when such participation or activity would result in a conflict of interest or is otherwise incompatible with law or with the official duties of the employee. An employee in a unit represented by an exclusive labor organization has the right to request union representation at an examination by a representative of the agency in connection with an investigation if the employee reasonably believes the examination may result in disciplinary action.

Complaints and Grievances

It is the policy of the Department that all employees be treated fairly in every respect, and have the opportunity to express themselves with regard to their working conditions without fear of reprisal. As a Department employee, you have the right and obligation to consult freely with your supervisor concerning any problem or grievance related to your duties, working conditions, employment status, or other matters involved in daily work performance.

An agency grievance procedure has been established (DOJ Order 1200.1, Chapter 3-2), to ensure that these policies are not violated. This procedure provides that if you have a complaint or grievance, it may be presented in writing to your immediate supervisor or to a grievance official otherwise identified by your organization. You (or your representative) and the grievance official may jointly agree to engage in mediation in an attempt to resolve the grievance. The grievance official will issue a final decision, in writing, normally within 30 days after the date on which the grievance was filed, or the date of any mediation session, whichever is later. Once a final decision is issued, you have no further right to administrative review.

In an organization for which a labor union has been recognized as the exclusive representative, employee grievances are covered by a negotiated grievance procedure.

If you become dissatisfied with circumstances or conditions surrounding your employment, your first responsibility is to discuss the cause of your dissatisfaction with your supervisor. Your supervisor is charged with the responsibility for the operation of the office, and will want to correct conditions which hamper efficient operations. However, before you express a grievance or submit a complaint, consider the cause of your complaint; ask yourself whether you have fulfilled your part of the bargain to cooperate with your supervisor and your fellow employees. A spirit of cooperation and observance of common rules of courtesy will go far toward resolving potential conflicts.

Separation

If you desire to voluntarily terminate your employment, you are required to notify your supervisor. If you are absent and it becomes necessary that you resign without returning to work, your resignation may be submitted by letter. Although your resignation would never be refused, you are asked to give at least two weeks advance notice before your last day of work. Upon separation, you must turn in your identification badge, other Government property, and make reimbursement for any outstanding debts. Failure to do so may result in a delay in obtaining final payment of money due you.

Your Official Personnel Folder

Most official documents, papers and forms pertaining to you as a Federal employee are maintained by the Department in what is referred to as an Official Personnel Folder (OPF). These folders are maintained by the Office of Attorney Recruitment and Management for attorneys and the servicing Human Resources Office maintains the folders of all other employees. You may review your own personnel file by calling the appropriate office to arrange for a convenient time for you to review your file.

During the course of your employment with the Department you will receive copies of all personnel documents affecting you. Keep these documents, your appointment papers, SF-50's (Notification of Personnel Action), position descriptions, certificates of training, etc., in a file of your own for you will have occasion to refer to them many times in the months and years to come. Although not maintained in your official personnel folder, you should also retain your statements of leave and payroll earnings. Preserve these records. They are important to you.

Other Facilities and Services of the Department of Justice

Library

Department of Justice employees are welcome to visit and patronize any USDOJ Justice Library. Geared to meeting the information needs of the Department's Offices, Boards, and Divisions, eight downtown libraries provide access to current and comprehensive legal and general research materials. Library collections support all Department employees, and each collection is tailored to support the building in which it's located and DOJ buildings nearby without libraries. Libraries also subscribe to topical newspapers, journals, law reviews, and specific legal titles, such as Legal Times. In addition to print titles and microforms, Justice Libraries license a wide variety of electronic resources for DOJ staff, both online and web-based databases. Contact any Library for research assistance, interlibrary loan, bill tracking, legislative histories, and training opportunities. Visit the library from your desktop by going to the Virtual Library on DOJNet (<http://10.173.2.12/jmd/lib/>). Find out what titles--some 95,000 print, microform, and electronic titles are in the collection searching the Justice Libraries' Catalog, from the Virtual Library. Contact each Library for tour and orientation information. You can also reach a librarian by sending e-mail through the Virtual Library, or to the following e-mail addresses and phone numbers:

Library – Ask ATR	514-5870	(600 E St., Rm. 1070, Bicentennial Bldg.)
Library – Ask CIV	616-8942	(1425 NY Ave. Library)
Library – Ask CRM	616-8942	(1425 NY Ave. Library)
Library – Ask CRT	616-8942	(1425 NY Ave. Library)
Library – Ask Main	514-3775	(RFK Main, Rm. 5400)
Library – Ask PHL	616-5564	(PH, 601 D St., Rm. 10200)

Finally, if you're not sure who to contact, please send questions to "Ask a Librarian". Fill in your name and contact information—a librarian will respond promptly. The "Ask a Librarian" link is

the second item on the left-hand side navigation bar on the Virtual Library. Inquiries will be directed to the appropriate Library specialist for a prompt and thorough response.

Justice Federal Credit Union

The Justice Federal Credit Union (JFCU) is a full service credit union offering service to employees of the Department of Justice. JFCU has a variety of competitively priced deposit and loan products designed to meet your needs. You can access your account 24 hours a day, seven days a week, by visiting one of JFCU's 11 branches, their Global website, at: www.jfcu.org or by calling JFCU's telephone banking system. All funds are federally insured by the NCUA. For more information on membership with JFCU, please call JFCU at 1-800-550-JFCU (5328).

Bulletin Boards

Bulletin boards are located at convenient points throughout most buildings occupied by Department employees. Contact the Facilities and Administrative Services Staff, Justice Management Division on 514-2186 for information concerning the use of these boards.

Commuting Options

Mass Transit and Vanpools. Employees who work in the Washington National Capital Region are eligible to receive a transit subsidy for all or part of their cost to ride to and from work using mass transit or certain vanpools. Employees who work outside the region may also be entitled to transit subsidy benefits. Contact your administrative office for additional information.

Ride Sharing and Parking Spaces. If you work in the Washington metropolitan area and drive to work, you will soon learn that parking spaces are at a premium. You may, however, be able to form or join a car or van pool by contacting Commuter Connections through its website at www.commuterconnections.com. For information on ride sharing or parking at a Department of Justice facility, please contact the Facilities and Administrative Services Staff, Justice Management Division, on 514-6757.

Shuttle Bus Service. For your convenience, shuttle buses are available to transport you to and from the satellite locations. Shuttle buses depart on a regular schedule from the Main Justice Building. The shuttle bus maps and schedules are available on the DOJ intranet site

Care of Government-Issued Property

Please remember that the people of the United States own Federal Government property, it is not the property of the individual using the equipment. Government-owned personal property issued to you for official use must not be thrown away, given away, sold or retained for personal use. When property is no longer required for official use, the property must be reported as excess through the component's disposal office. For additional information, please contact your component's property custodian or the Facilities and Administrative Services Staff, Justice Management Division.

Savings Bonds

You are urged to save a portion of your earnings each pay period by investing in U.S. Savings Bonds. Through your purchase of Savings Bonds, you participate in the financing of your Federal Government, while at the same time you make a safe investment. The U. S. Savings Bond Program is operated on a payroll deduction basis. You may sign up for saving bonds through National Finance Center Employee Personal Page, or by filling out a Bond Authorization card. Contact your Human Resources Office for more information or visit: www.savingsbonds.gov., or the DOJ intranet site www.usdoj.gov/jmd/ps/empsbonds.htm .

Combined Federal Campaign

You are encouraged to make your donation to charities in the annual Combined Federal Campaign. When the annual drive is underway, someone in your component will contact you. Contributions are voluntary. For more information, contact your Human Resources Office or visit www.cfcnca.org., or the DOJ intranet site. <http://www.usdoj.gov/jmd/ps/empcfca.htm>

Lost and Found

If you find property, personal or official, in the Department or surrounding area, please turn it in to the Justice Protective Officer's station or the Concierge's desk for your particular building. Inquire there, also, if you lose anything.

Health Facilities

If you become ill at work, need medical care, or need information about medical facilities, check with your administrative office to see which of the health units listed below services the employees in your building.

Locations:

Judiciary Center Building
Room 1B-816
555 4th Street, NW
307-0014

Main Building
Room 2517
950 Pennsylvania Avenue, NW
514-3107

Patrick Henry Building
Room LL 102
601 D Street, NW
353-9738

1301 New York Avenue, NW
Room LL 12
616-3296

All Health Units provide the following services:

1. On the job treatment of injury and illness.
2. Referral to private physicians and health resources.
3. Some services requested by a doctor or private physician, such as, allergy injections, etc.
4. Preventive health programs including such as Immunizations (Flu Shots).

Justice Fitness Center

The Justice Occupational Health Organization (JOHO) is open to all Federal employees who become members for a fee. The current fee may be paid through payroll deduction per pay period, plus an initiation fee. Facility locations and hours of operation are:

Facility	Room #	Hours of Operation
Patrick Henry Building	Room LL302	6:30 a.m. to 8:30 p.m.
Judiciary Center Building	Penthouse	6:30 a.m. to 8:00 p.m.
Robert F. Kennedy (RFK) Building	Room B-145	6:30 a.m. to 7:30 p.m.

Visit one of the Centers or call 514-3930 for the Patrick Henry Building, 514-9421 for the Judiciary Center Building or 514-4000 for the RFK Building for additional information.

Worklife Issues

The pressure to perform more efficiently in the workplace in a rapidly changing world has resulted in greater challenges to responsibly managing our work and personal needs.

Why Worklife? Because the only way we will continue to achieve our goal of strengthening the nation's law enforcement efforts is through improved performance, creativity, and dedication, while being sensitive to personal and family needs. Although flexibility is not an entitlement, it is a tool that can help us to be more effective in all aspects of our lives.

Options Available Through the DOJ Worklife Program...

Alternative Work Schedules allow employees to vary the starting and ending times of an 8.5 hour workday. **Flexible Work Schedules** may encompass the more traditional 8-hour day and the 5/4/9 maxi-flex schedule. The 5/4/9 maxi-flex schedule and the **Compressed Work Schedules** provide full-time employees the option to complete their 80-hour biweekly work requirements in fewer than 10 workdays. The incentive is to work longer hours each day to obtain one "off day" once a week or once a pay period.

Part-Time or Job Sharing opportunities assist individuals who want to work fewer hours. Employees work between 16 and 32 hours per week within the scope of OPM and DOJ guidelines, and consistent with office workload requirements. Job Sharing is a form of part-time employment in which two employees cover a single full-time position.

Telework allows an employee to work from a satellite office -- a GSA Telework Center, a home office, or a satellite DOJ office -- for an agreed upon portion of the work week. It affords a quiet, uninterrupted work environment and freedom from the time constraints and costs associated with commuting to a primary office site.

Credit Hours are similar to compensatory time; however, credit hours provide greater flexibility in managing overtime work. Through credit hours, the employee can work occasional overtime without the burdens associated with approval and scheduling of overtime.

Dependent Care support and information are provided to employees and their families nationwide by LifeCare.com. The areas covered include pre-natal care, child care, helping special needs children, financing a college education, retirement planning, health care, elder care, and lactation support for nursing mothers. Employees can receive, at no cost to them, comprehensive referrals for providers and educational materials: videotapes, books, fact sheets, checklists, and kits, call LifeCare.com at 1-800-873-4636.

Leave for Family Responsibilities allows employees extended time off with or without pay to meet family obligations. This policy incorporates the Family and Medical Leave Act and other family friendly leave programs including Annual Leave, Sick Leave, Sick Leave for Adoption, Bone-Marrow/Organ Donation Leave, Funeral Leave, and Leave without Pay.

For details visit the DOJ Worklife Website: www.usdoj.gov/jmd/ps/worklife.html.

Employee Assistance Program

The Department's [Employee Assistance Program](#) (EAP) is a voluntary, confidential, personal resource available at no cost to employees and their family members. The EAP is staffed by experienced, licensed mental health professionals. The EAP provides free assessment, short term counseling and referrals for personal or work-related difficulties, such as marital/family, emotional, alcohol/drug, financial, childcare, eldercare, and stress management concerns. The EAP also offer budget/debt counseling, as well as career counseling services. Family members are also eligible for services, including your spouse or significant other, your parents, your spouse's or significant other's parents, and your dependents. Contract counselors are available to accommodate day, evening and weekend hours and are located in private offices near work and home locations.

With permission from your supervisor, you may meet with an EAP counselor during normal duty hours and without incurring a charge to leave.

Periodically, the EAP also offers employees various educational and support groups. These groups are typically held during lunch time to facilitate your attendance. Examples of these groups include: diet, nutrition and weight regulation; finances and debt reduction; adult caregiving; and, coping with the death of a child.

The EAP maintains a web site in which there are numerous educational, social services, health, financial and other resource references for your consideration. The site address is: <http://www.usdoj.gov/jmd/ps/eapbrochure.htm>

You may contact an EAP counselor at any time by calling 800-626-0385.

'WELCOME TO THE DEPARTMENT OF JUSTICE'

MERIT SYSTEM PRINCIPLES

- 1. Recruit, select, and advance on merit after fair and open competition**
- 2. Treat employees and applicants fairly and equitably**
- 3. Provide equal pay for equal work and reward excellent performance**
- 4. Maintain high standards of integrity, conduct and concern for the public interest**
- 5. Manage employees efficiently and effectively**
- 6. Retain or separate employees on the basis of their performance**
- 7. Educate and train employees if it will result in better organizational or individual performance**
- 8. Protect employees from improper political influence**
- 9. Protect employees against reprisal for the lawful disclosure of information in “whistleblower” situations**

PROHIBITED PERSONNEL PRACTICES

- **Illegally discriminate for or against any employee/applicant**
- **Solicit or consider improper employment recommendations**
- **Coerce an employee's political activity**
- **Obstruct a person's right to compete for employment**
- **Influence any person to withdraw from competition for a position**
- **Give unauthorized preference or improper advantage**
- **Employ or promote a relative**
- **Retaliate against a whistleblower, whether an employee or applicant**
- **Retaliate against employees or applicants for filing an appeal**
- **Unlawfully discriminate for off duty conduct**
- **Knowingly violate veterans' preference requirements**
- **Violate any law, rule, or regulation which implements or directly concerns the merit principles**