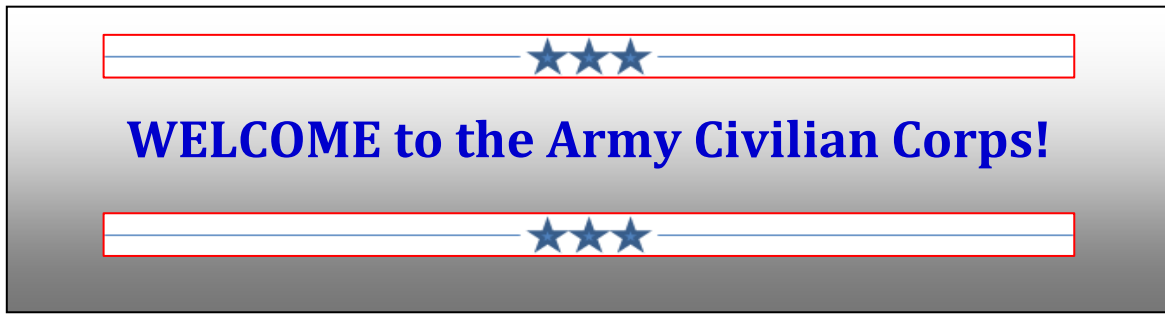




ARMY CIVILIAN CORPS
NEW EMPLOYEE HANDBOOK



It is an exciting time to be a part of the Army and supporting its worldwide mission. The duties you perform are important and may affect Soldiers in the field or at home in one way or another.

This handbook contains important information that will help make your transition to the US Army Civilian Corps a success. For your convenience, it is divided into sections by topic. As time permits, you may view the handbook in its entirety or select topics of interest to you.

The Army exists for one reason: to serve the Nation. The Army Civilian Corps exists to support the Constitution of the United States, the Nation, the Army, and its Soldiers in war and at peace.

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SECTION 1

History of the Civil Service and its Employees

Soldiers and civilians have been working alongside each other since the Revolutionary War. In 1775, the first Army civilians were employed as clerks, skilled tradesmen or craftsmen, physicians, teamsters and unskilled laborers. Just as the Army's missions and demands upon it have grown more complex, so too have the positions that civilians occupy. Whether they are human resources specialists, historians, supply clerks, lawyers, physicians, contractors or food service workers, civilians perform vital military support functions. Without them, the ability to accomplish the mission would be seriously impaired, and by extension, national interests would not be served.

During the Civil War, 25,000 civilian trainmen, dispatchers and superintendents ran the military railroads that transported supplies to troops in the field. Union hospitals were staffed by more than 12,000 military and civilian employees, and more than half of the surgeons in the Army were civilians. Military telegraph and several engineer construction corps that was exclusively or predominantly civilians contributed significantly to the war effort.



Prior to 1883, using the patronage system, the Federal bureaucracy was staffed with "cronies" of the incoming administration. The assassination of President James Garfield in 1881 by Charles Guiteau, a disappointed office-seeker, caused such a clamor that the old patronage system had to be reformed. The history of public Civil Service has its origins in the Pendleton Act of 1883, or commonly known as the Civil Service Act of 1883. This act regulated and improved the Civil Service and its civilian employees.



In the late 1930's, Franklin D. Roosevelt's Administration strengthened the merit principle, giving support to positive personnel programs and enhancing the positive leadership of the Civil Service Commission. Roosevelt signed two Executive orders that marked the beginning of modern personnel administration in the Federal Government. On November 26, 1940, Roosevelt also signed the Ramspeck Act that paved the way for an unprecedented extension of the merit system that included competitive service, to more than 182,000 permanent positions, almost all the non-policy determining positions in the executive civilian service.

Civilians served with distinction in research and development, intelligence, logistics, communication and medicines during World War I and World War II. Harry S. Truman became President after the death of Roosevelt in 1945. That same year brought the end of World War II hostilities, and the Civil Service Commission faced the task of drastically reducing the huge wartime civilian workforce. An employment and advisory service was established to assist returning veterans. Applicants for Civil Service positions were accepted only from persons with veteran preference entitled to have examinations reopened and from certain persons separated as a result of a reduction in force.



By 1948, Public Law 617 was enacted and affirmed the Commission's war-developed policy of hiring the physically handicapped. It banned discrimination against physically handicapped persons in filling any positions whose duties they could perform efficiently without endangering themselves or others. The Commission, with its World War II experience still fresh, entered into agreement with the Army and other Federal agencies, giving them authority to make "emergency-indefinite" appointments not leading to permanent status at the start of the Korean War in 1950. The Federal service experienced urgent recruiting needs due to the war.



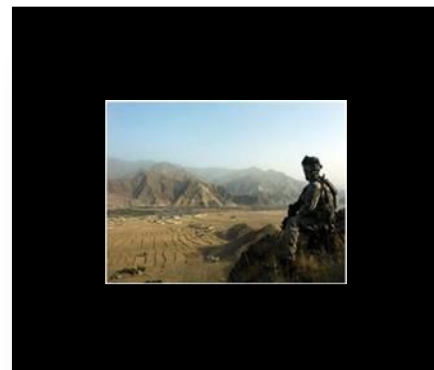
The John F. Kennedy administration had the responsibility for ensuring nondiscrimination and equal opportunity in the largest employment system in the nation; policies and practices were reviewed to ensure that they did not place barriers in employing women. The Federal Salary Reform Act of 1962 was passed to address: 1) how much to pay Federal Civil Service employees and 2) on what basis this decision should be made.



President Lyndon B. Johnson, by Executive Order 11246, assigned responsibility for Equal Employment Opportunity (EEO) in the Federal service to the Civil Service Commission. He declared that the Federal Government would provide equal opportunity for all qualified persons. Discrimination was prohibited in employment due to race, creed, color, or national origin. EEO would be a positive, continuing program in each executive department and agency (This led the way for the EEO Act of 1972 to take affirmative action to open employment opportunities within the framework of a long-established merit system of employment). Johnson was also credited with creation of the Coordinated Federal Wage System in 1965.

By the 1970's the Army made a positive shift in giving increased attention to Army Civilians. It focused on administrative and personnel management, new policies and programs, and civilianization of military positions. Into the 1980's, the Army maintained that a strong peacetime civilian workforce was necessary not only to fulfill Army mission needs, but also to ensure that the Army was prepared for the first stages of war. It identified the need for civilian training and development programs such as the Army Civilian Training, Education and Development System. The Army recognized the need for leadership training and developed many Civilian Leadership courses to develop core leadership skills.

Since the early 1990's, Army civilians have deployed to the Balkans, Bosnia, Hungary, Macedonia, Kosovo, Kuwait, Iraq and Afghanistan in support of the national's defense commitments. Some are required to deploy during times of national emergency with the military units they support during peacetime. They perform equipment maintenance, real estate function, engineering, auditing, morale, welfare and recreation activities, safety, personnel



management, and other sustainment-related functions. Just as they always have, they will continue to write a proud and lasting legacy in our nation's defense. Theirs is a storied and sterling history of loyal and patriotic support not altogether unlike their military counterparts. In addition, they swear, upon entering office, "... to defend against all enemies, foreign and domestic." They too have their heroes and they too proudly serve.

Some of this information was taken from Office of Personnel Management's *Biography of an Ideal* webpage. For more information on the history of our Government's workforce, their webpage can be visited at <http://www.opm.gov/BiographyofAnIdeal/index.asp>.

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SECTION 2

Oath of Office

Becoming an employee of the Federal Government or nonappropriated fund instrumentality within any of the civilian employment systems brings with it special responsibilities. You now work for the American people and their government – loyalty to the government is a fundamental requirement of Federal employment. As a Federal employee, you have an obligation to the public because you are entrusted with work that is financed by taxpayers' dollars. Confirmation of that loyalty and acceptance of that public trust is demonstrated by swearing or affirming the Oath of Office.

The oath you are required to take is almost identical to the oath US Army officers and enlisted personnel take. Accepting the oath is a serious matter; it demands that all appointees fully recognize they are undertaking solemn obligations and are pledging utmost loyalty to the United States. The oath is legally binding – violation can serve as a basis for criminal prosecution. As you read the oath you are administered, you become an official of our government. Conduct yourself commensurate with this noble assignment and serve proudly.



“I [state your name], will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God.”

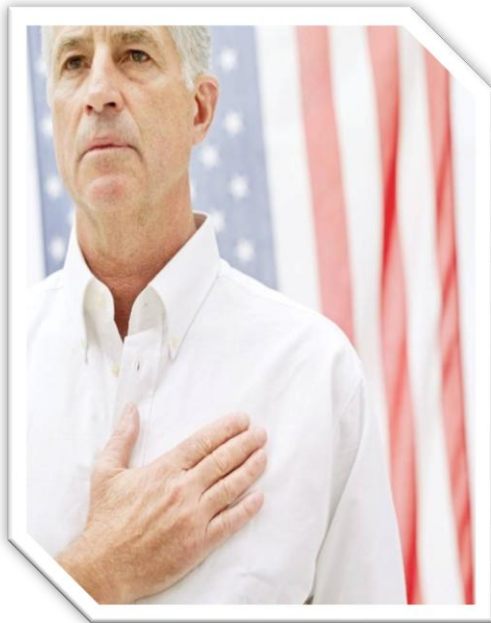


SECTION 3

Army Civilian Creed

A creed by its very definition is a system of belief. From an ideological perspective, a creed helps its members focus on its reason for existing. The Army Civilian Corps Creed formulates your value as a member of the Army team. Practice this creed every day of your working life, for yours is an extremely proud profession and your contributions are inestimable. Practice the Army values of honor, selfless service, loyalty, duty, respect, integrity and personal courage, and you will be admired for your service to a grateful nation.

ARMY CIVILIAN CREED



I am an Army Civilian – a member of the Army Team.

I am dedicated to our Army, our Soldiers and Civilians.

I will always support the mission.

I provide stability and continuity during war and peace.

I support and defend the Constitution of the United States and consider it an honor to serve our Nation and our Army.

I live the Army values of Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage.

I am an Army Civilian.



SECTION 4

The Army Structure

Now that you are officially an Army employee, it is important to understand how the Army is organized and where you fit into the command structure.



The Department of the Army (DA) is separately organized under the Secretary of the Army. It operates under the authority, direction, and control of the Secretary of Defense.

“The Secretary of Defense is the principal assistant to the President in all matters relating to the Department of Defense (DOD) and subject to the direction of the President and the provisions of the statute...have direction, authority, and control over the DOD.” (Section 113 Title 10 U.S.C.).

The Secretary of the Army (SA) is the head of the DA. The SA represents the Army at the Congressional level and operations under the authority, direction, and control of the Secretary of Defense; and is responsible for and has the authority to conduct all affairs of DA, including recruiting, organizing, supplying, equipping, training, and mobilizing.

The Chief of Staff of the Army has the authority to: (1) transmit and provide advice on the plans and recommendations of the Army Staff to the Secretary; (2) act as the agent of the Secretary in the execution of approved plans and recommendations; (3) exercise supervision over members and organizations of the Army as directed by the Secretary; and (4) perform the duties prescribed as a member of the Joint Chief of Staff.

The Army is generally organized into combat arms, combat support and combat service support units. In addition to combat, support and service units, there is a supporting structure that performs a wide range of Army activities. It is manned by both military and civilian personnel responsible for command and control; training and military education; medical, transportation, supply and maintenance; recruiting; research and development; and engineering and base support.

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SECTION 5

Army Customs and Traditions

For generations, Army customs and traditions have been passed down through its Soldiers. A custom is an established usage; a practice so long established that it has the force of law. Customs include positive actions as well as taboos, handed down from generation to generation. They may change as the need and/or circumstances change, for example, during war. Traditions, too, are handed down but are considered much less formal than recognized customs. Traditions are more far reaching than customs and in the military environment can be very specific to a branch of the service, a particular organization within the branch, an out of the way post, station, or unit.

One particular custom, respect and courtesy to our national flag and national anthem, is observed by both military and civilian personnel.

Our National Anthem

Fort McHenry guarded the entrance to the Baltimore harbor during the War of 1812 with Britain. After capturing Washington, D.C., the British set their ships towards Fort McHenry, attacking with bomb ships on the morning of September 13, 1814. Francis Scott Key was a Washington, D. C. lawyer who had spent the night on a sloop 8 miles from Fort McHenry. The fighting lasted all night, by dawn the British attack had subsided. Having only heard the action during the night, Key wondered if the fort had fallen to the British. At dawn, Key looked through a telescope and saw the American flag at the fort, blowing in the morning breeze. The US had prevailed!



On September 14, 1814, as Key peered through clearing smoke he saw an enormous flag flying proudly. It was not the same flag that had flown the day before. The Americans had replaced it with a larger flag sewn by a Baltimore widow. The flag was requested by Fort McHenry's commander, George Armistead, so he could fly the large flag proudly, to show defiance to the British. Seeing the flag, Key was inspired to write a poem, called *Defence of Fort McHenry*. Key's poem was set to music and renamed *The Star-Spangled Banner*; it was adopted in 1931 and would soon become a well-known American patriotic song.

During any rendition of the national anthem when the flag is displayed, you should stand at attention facing the flag with the right hand over your heart. Men are to remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart until the last note is played. When the flag is not displayed, those present should face toward the music and act in the same manner they would if the flag were displayed there.



Hail and Farewell

Hail and Farewell ceremonies are another custom in which both military and civilian personnel participate. It is custom that newly joined employees be cordially welcomed to the Army team. The "Hail" is a "welcome aboard" party. The "Farewell" is a fond goodbye to those leaving for other positions, retirement, etc. The Hail and Farewell ceremonies are usually held at the same time and vary in length and intensity from organization to organization. These harmonious activities provide the foundation for personal relationships and builds camaraderie within the organization. Hail and Farewell activities are conducted throughout the Army, but are more common to overseas areas. A more formal welcome is in the designation of a sponsor to provide the newcomer with advice and assistance to help with being acclimated to the new organization, post, station, etc.



Our Flag



When the flag is passing in a parade or in review on a military reservation, all persons present except those in uniform should face the flag and stand at attention with the right hand over the heart. Those present in uniform should render the military salute. Men not in uniform should remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Women not in uniform should place the right hand over the heart.



Standards of Conduct:

All Army civilian employees are expected to:

- a. Report promptly to work in a condition that will permit them to perform assigned duties (i.e., in appropriate clothing, ready for work).
- b. Provide efficient and industrious service in the performance of assigned duties.
- c. Notify their supervisor if insufficient work is assigned at any given time.
- d. Give ready response to directions and instructions received from their immediate supervisor, or higher-level supervisors in their supervisory channel.
- e. Exercise courtesy and tact in dealings with fellow workers and the public.
- f. Maintain a clean and neat personal appearance, appropriate to the climate and nature of work, to the maximum extent practicable during working hours.
- g. Conserve and protect Federal funds, property, equipment and materials.
- h. Consistently conduct themselves in a manner that is above reproach.
- i. Uphold with integrity the public trust involved in the position to which assigned.
- j. Be responsible for performing their work to the best of their ability in accordance with instructions furnished by the supervisor.
- k. Refrain from ridiculing or abusing supervisors.













SECTION 6

Military Rank and Insignia

In understanding the Army, it is helpful to recognize military rank structure. The chart below will help you to learn the military insignia and rank structure for Enlisted, Warrant Officers, and Officers:

| Enlisted Rank | | | | |
|------------------|------------------------|----------------------------|-----------------|----------------|
| E-1 | E-2 | E-3 | E-4 | E-4 |
| No Insignia | | | | |
| Private | Private | Private First Class | Specialist | Corporal |
| E-5 | E-6 | E-7 | E-8 | E-8 |
| | | | | |
| Sergeant | Staff Sergeant | Sergeant First Class | Master Sergeant | First Sergeant |
| E-9 | E-9 | E-9 | | |
| | | | | |
| Sergeant Major | Command Sergeant Major | Sergeant Major of the Army | | |
| Warrant Officers | | | | |
| W-1 | W-2 | W-3 | W-4 | W-5 |
| | | | | |
| Warrant Officer | Chief Warrant | Chief Warrant | Chief Warrant | Master Warrant |

| | | | | |
|---|---|---|---|---|
| 1 | Officer 2 | Officer 3 | Officer 4 | Officer 5 |
| <u>Officers</u> | | | | |
| O-1 | O-2 | O-3 | O-4 | O-5 |
|  |  |  |  |  |
| Second Lieutenant | First Lieutenant | Captain | Major | Lieutenant Colonel |
| O-6 | O-7 | O-8 | O-9 | O-10 |
|  |  |  |  |  |
| Colonel | Brigadier General | Major General | Lieutenant General | General |

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SECTION 7

Army Knowledge Online:

The Army's Enterprise Portal, Army Knowledge Online (AKO), is a primary component of the Army Knowledge Management (AKM) strategy and The Army Transformation. As the single point of entry into a robust and scalable knowledge management system, AKO is strategically changing the way the Army does business. By enabling greater knowledge sharing among Army communities, AKM fosters improved decision dominance by commanders and business stewards in the battle space, organizations and Army's mission process. Army accounts are available to users who have a current entry in the Army Personnel system.



Establishing Your AKO User Account:

Your new supervisor will assist you in establishing an AKO account by providing your sponsor's username, organization's name, address, city, state and zip code, contact phone number, DSN number, and fax number.

How to Register:

Go to <https://www.us.army.mil>

Click on the 'I Accept' button after reading the agreement

If you have a CAC card, click on the link "Register with CAC", if not, click on the link "Register without CAC".

Enter your Social Security Number and click the 'Next' button (see notes below for Foreign Nationals)

If registering with a CAC, when prompted, enter your PIN or select your certificate.

Enter your Social Security Number, or Foreign Identification Number.

Enter your Date of Birth or Service Computation Date (SCD). DA Civilians will typically use the date they started working for the Federal Government.

Enter your complete contact details and click 'Next.' (Double-check your entries; this must match your exact legal name.)

Enter an external email address (Gmail, Hotmail, Yahoo, etc.) and click 'Next' (If the portal locates your information in a military/personnel database, different fields will auto fill and this may change the order of the following steps).

Enter the contact details for your organization and click 'Next.'

Enter a password of your choosing into both password fields (Your password must adhere to the guidelines listed at the top of the registration page).

Choose three security questions, provide answers and click 'Complete Registration' (Your security questions are very important. You will need to remember these answers and when performing a password reset, you will need to enter them exactly as you do when setting them up, including capitalization and punctuation).

Print the confirmation screen for your records. Your registration is now complete and your account will be active once it is approved by your sponsor. For further assistance with activating your account, contact your sponsor.

Validate Identity

To validate their identity, new users creating Army accounts must present three pieces of information: Social Security number, date of birth, and pay entry base date (PEBD). A new user then enters a password, answers three security questions, and provides an external email address. Once the registration process is complete, a user may access the system within 15 minutes.

Dual Accounts: If a user corresponds to two categories – for instance, Army Retired and DA Civilian – this user will receive dual-account status as long as both records appear in the Army Personnel database.

To learn more about AKO, visit their Frequently Asked Questions (FAQs) online on the front page of the AKO webpage. For more information, visit AKO online at <https://www.us.army.mil>.

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SECTION 8

Common Access Card

DoD in accordance with Homeland Security Presidential Directive 12 (HSPD-12) has standardized the issuance of DoD identification material for all services. As a new Government employee currently on an active service status, you will be issued a Common Access Card (CAC) for identification and DoD computer access purposes. The CAC supports encrypted email and electronic signature capabilities and will support control access to federal buildings and government controlled spaces when implemented by DoD organizations.

The CAC is designed with advanced “smart card” technology and can support the storing of key personnel data that includes – Cardholder’s Name, Organizational Affiliation, Social Security Number, Pay Grade, Date of Birth, Digital Fingerprints, Personnel Category, Digital Photo and Benefits Information. This personnel data is protected from exploitation and identity theft by utilizing Personnel Identification Number (PIN) technology and the supported database “Defense Enrollment Eligibility Report System/Real-time Automated Personnel Identification System (DEERS/RAPIDS) can only be accessed by trained certified Verifying Officials (VOs).

For issuance of the CAC, you must have been placed on an active service status through your servicing Civilian Personnel Advisory Center (CPAC), the data feed from the Civilian Personnel database will be transmitted, received, processed and updated in the DEERS/RAPIDS database. This process takes between three to five workdays after your appointment. You are then eligible to receive an initial CAC and will be required to present two forms of identification of which at least one must be a primary source document with photo. Primary source documents include - Driver’s license, Passport, State ID and Secondary documents include - Social Security Card, Birth Certificate, Voter Registration Card or Current School ID. If you require a reissuance of the CAC, you must comply with your installation/organization reissuance policy, processes and procedures.

The CAC is a DoD controlled document, as such, you are required to maintain personal control of your CAC and PIN at all times. Do not leave your CAC in an unattended CAC reader; do not allow co-workers to utilize and access government networks, computer systems or facilities, if applicable, utilizing your CAC; do not release your PIN number. Immediately report a lost CAC in accordance with installation/organization processes and procedures. If you depart the government workforce, you are required to surrender the CAC in accordance with installation/organization processes and procedures.



SECTION 9

Federal Employees Compensation Act (FECA)

If you sustain a traumatic injury or occupational disease in the performance of duties, report the injury or illness to your supervisor immediately. The Supervisor and you will complete the electronic CA-1 or CA-2 through the Electronic Data Interchange. The link to the electronic form is https://diucs.cpms.osd.mil/forms/frmservlet?config=SAFER_ALONE_S.

If you are incapacitated, someone may take this action on your behalf, including a family member, union official, representative, or organization official. The supervisor must print and maintain a hard copy of the forms with original signature of the person reporting the injury. Benefits include, but are not limited to, monetary compensation, medical care and assistance, vocational rehabilitation and re-employment rights as needed.

For more information concerning the FECA, contact your Injury Compensation Program Administer in the Civilian Personnel Advisory Center.



SECTION 10

Benefits and Entitlements

New Employee Enrollment Overview

- Health Insurance – enroll within **60** days of entry on duty date (enroll with ABC-C)
- Life Insurance – automatically covered under Basic, **60** days from entry on duty date to enroll in optional coverage (enroll with ABC-C, <https://www.abc.army.mil>)
- Retirement – automatically covered if in an approved position
- Federal Dental and Vision Insurance Program (FEDVIP) – enroll within **60** days of entry on duty date (enroll with [BENEFEDS](https://www.benefeds.com), <https://www.benefeds.com>). You have ONE opportunity to enroll in dental insurance and ONE opportunity to enroll in vision insurance. You can't make multiple changes within the 60-day window.
- Flexible Spending Account – enroll within **60** days of entry on duty date (enroll with [FSAFEDS](http://www.fsafeds.com), <http://www.fsafeds.com>)
- Long Term Care Insurance – enroll within **60** days of entry on duty date, if after 60 days employee must complete an underwriting application for enrollment (enroll with Long Term Care Partners, [LTCFEDS](http://www.ltcfeds.com), <http://www.ltcfeds.com>)
- Thrift Savings Plan (TSP) – TSP enrollment is automatic (with a withholding rate of 3%) for new hires or rehires subject to CSRS/FERS retirement deductions. You may change this amount at any time online at <https://www.abc.army.mil>.



Medicare: Whether subject to Social Security FICA or not, all Federal employees are subject to health insurance taxes, that is Medicare. To answer questions about how Federal Employees Health Benefits (FEHB) Program & Medicare work together to provide you with your health benefits coverage at age 65. Visit the OPM web site at <http://www.opm.gov> and perform a search on the word “Medicare.”



Army Benefits Center-Civilian (ABC-C) - Benefits counseling and processing services for health and life insurance and retirement and Thrift Savings Plan are provided centrally by the ABC-C, located at Fort Riley, KS. The ABC-C web site at <https://www.abc.army.mil> offers extensive benefits information and the Employee Benefit Information System (EBIS) feature allows employees to make electronic enrollments/changes and view personal information.

Professional benefits counselors are only a phone call away. The ABC-C benefits counselors are available to provide counseling and answer benefits questions. Counselors are available Monday through Friday during the hours of 0600-1800 (6:00 a.m. to 6:00 p.m. Central Time). The ABC-C’s toll-free number is -1-877-276-9287 and TDD at 1-877-276-9833 (OCONUS numbers can be found on the ABC-C web site). Employees may speak with a counselor or obtain information and make changes via the Interactive Voice Response System (IVRS).

Questions or concerns? As a new employee, you are welcome to visit the various websites to learn more about your benefits; however, please direct your benefits questions and concerns to your servicing CPAC or the ABC-C.



Federal Employees Health Benefits (FEHB) Program: Health insurance is a valuable benefit immediately available to eligible employees. However, you are without coverage for at least the first two weeks of your employment. The FEHB program is the largest employer-sponsored group health insurance program in the world, covering over 8 million Federal employees, retirees, and family members. FEHB provides major medical coverage for hospitalization, doctor visits, prescriptions and other medical services. There are no pre-existing coverage stipulations and a physical examination is not required. Over 250 health plans participate in the FEHB program, to include fee-for-service, health maintenance organizations, consumer-driven and high deductible health plans.

Eligible new employees may elect FEHB within 60 days of hire. You can use your FEHB benefits as soon as coverage is effective, usually the next pay period after your election. The Department of Army makes a substantial contribution for the cost of the insurance, while you pay the rest through payroll withholding on a pre-tax basis (see Premium Conversion for more details).

There is an annual open enrollment opportunity and certain qualifying life events (QLE) may permit enrollment or a change to your enrollment within a specified timeframe. If you participate in the pre-tax treatment of your FEHB premiums (see “Premium Conversion” below), you cannot cancel your coverage outside of the open enrollment period without a QLE. Employees may continue FEHB into retirement if you are enrolled in the FEHB program for five years immediately preceding the retirement, or from the first opportunity to enroll.

Additionally, employees can elect supplemental dental and or vision insurance through the Federal Employees Dental and Vision Insurance Program (FEDVIP) – see FEDVIP below for more information.

FEHB Temporary Continuation of Coverage (TCC): Temporary Continuation of Coverage (TCC) enrollment is available to continue FEHB benefits if you separate from service, or are not eligible to carry FEHB into retirement. Family members whose eligibility ceases may also enroll in TCC to continue benefits. Generally, TCC premiums consist of the full premium cost (Government and employee share) and a 2% administrative fee. If eligible, certain involuntarily separated employees or former spouses may pay a lesser amount. To learn more, visit www.opm.gov and search on “TCC.”

FEHB Premium Conversion (PC) means that your FEHB premiums are pre-taxed earnings, thereby reducing the amount of taxes withheld from your pay. PC is automatic for your FEHB enrollment unless you choose to waive it. To learn more about PC, visit www.opm.gov and search on “Premium Conversion.”

Children’s Equity in FEHB: If you have a court order that requires you to provide health benefits to your children, you can either voluntarily enroll them in FEHB or obtain insurance through a private insurance plan.

If you do not comply with the court order, the Department of Army is required by law to enroll you in Blue Cross and Blue Shield Benefit Plan (enrollment code 105), self and family coverage if the court order is presented by any interested party.

NOTE: On March 23, 2010, President Obama signed into law the “Patient Protection and Affordable Care Act (PPACA),” Public Law 111-148. While some aspects of this law will not take effect until 2014, there are several major provisions that become effective before that time. Among those is the coverage of a dependent until age 26. The effective date of this provision is the first day of the plan year that is six months following enactment of the law. For the Federal Employees Health Benefits (FEHB) Program, that means January 1, 2011. The Office of Personnel Management (OPM) will take the necessary actions to comply with the new law by this effective date. OPM will provide additional information on its website in the near future about the changes to FEHB plans for the 2011 plan year occurring as a result of passage of the PPACA so that employees and retirees have the information in time for the Open Season, which begins in November.

For more detailed information on FEHB, including plan guides and brochures, see www.opm.gov/insure. To obtain services pertaining to FEHB enrollment (elections, changes, counseling, TCC, PC, etc.), call or visit the ABC-C web site provided above.



Federal Employees Dental and Vision Insurance Program (FEDVIP): Employees eligible for FEHB, even if not enrolled, are also eligible for FEDVIP, a supplemental dental and/or vision benefit. Any dental/vision coverage offered through your FEHB plan is primary coverage; however, FEDVIP provides comprehensive secondary coverage. Depending on the plan, some major services require enrollment for a certain time duration before benefits can be received. Employees pay the full premium for FEDVIP enrollment and deductions are withheld on a pre-tax basis. Eligible new employees have 60 days to enroll in FEDVIP.

There is an annual open enrollment opportunity and certain qualifying life events may permit enrollment or a change to your enrollment within a specified timeframe. Generally, you cannot cancel your coverage outside of the open enrollment period. FEDVIP can also be carried into retirement.

FEDVIP is administered by BENEFEDS. Information is also available on the OPM web site. For enrollment or premium questions regarding FEDVIP, contact BENEFEDS at 1-877-888-3337. To enroll in FEDVIP, please visit: www.BENEFEDS.com.



Flexible Spending Accounts (FSAs): FSAFEDS allows you to set aside pre-tax dollars from your pay for reimbursement for your eligible out-of-pocket health care and/or child/elder dependent care expenses. FSAFEDS enrollment offers savings by lowering the amount of your income tax deduction for use towards eligible expenses.

Generally, eligible new hires have 60 days to enroll, except for those hired late in a calendar year that may enroll during the annual open enrollment period. Benefits must be elected each year if you wish to continue to participate in the program.

There are many eligible expenses and accounts are conveniently managed by the program administrator, FSAFEDS. To learn more, visit the OPM web site and search on “FSAFEDS,” or at www.fsafeds.com, or call FSAFEDS toll-free at 1-877-FSAFEDS (372-3337), TTY: 1-800-952-0450.



Federal Employees’ Group Life Insurance (FEGLI): FEGLI is the largest group life insurance program in the world, covering over 4 million eligible individuals. It consists of Basic life insurance coverage and three options, including a Family Option, so you can choose a desired level of insurance coverage. You must have Basic insurance in order to elect any of the options. Unlike Basic, enrollment in Optional insurance is not automatic -- you must take action to elect the options. FEGLI is group term life insurance and does not build up any cash value.

Eligible new Federal employees are automatically covered by Basic life insurance and the affordable premiums are deducted from your pay unless you waive the coverage. You may elect to cancel basic coverage at any time, but options must be elected within 31 days of your

appointment. For new hires, a physical examination is not required. There is not an annual open season for FEGLI; opportunities to elect or increase coverage are infrequent and may require a physical examination. If you are enrolled in Basic life, certain life events may allow you to increase your level of coverage.

Basic life features accidental death and dismemberment (AD&D) coverage, living benefits payable to those diagnosed with a life expectancy of nine months or less, and a free extra benefit payment when the decedent is under age 45. Option A – Standard also features AD&D benefits.

FEGLI elections are made via the ABC-C systems. For more information and an interactive calculator to help you determine coverage and cost, visit the OPM web site at <http://www.opm.gov/insure/>, view topics under the heading “Life.”



Federal Long Term Care Insurance Program (FLTCIP): FLTCIP provides long-term care insurance to help pay for care associated with the need for help with everyday activities. This insurance helps pay for long term care services in many settings, such as at home, a nursing home, assisted living facility, and adult dependent care facility.

FLTCIP is medically underwritten; you will need to answer questions about your medical history. Certain medical conditions, or combinations of conditions, will prevent some people from being approved for coverage. You need to apply to find out if you qualify for coverage under the FLTCIP.

Eligible new employees can apply within 60 days with abbreviated underwriting (fewer questions on health). Even if you do not enroll, extended family members may be eligible to apply. In addition, FLTCIP benefits can be continued into retirement. To learn more or to enroll, contact the program administrator, Long Term Care Partners at 1-800-582-3337 or visit www.ltcfeds.com.



Retirement Systems: Retirement system benefits offer deferred and immediate retirement annuity benefits to eligible individuals. Retirement benefits also include benefits for long-term disability (subject to OPM approval) and benefits payable to survivors in the event of death.

Retirement planning is a career-long endeavor. Educated financial plans and decisions made throughout one’s career will help to secure a more financially comfortable retirement posture. Employees can query retirement eligibility and benefits by logging into the ABC-C’s Employee Benefits Information System (EBIS). ABC-C counselors provide retirement counseling and are available to assist with your questions.



The ABC-C prepares retirement estimates for employees within five years of retirement eligibility. As you reach retirement eligibility, retirement application packages are submitted to the ABC-C within 120 days of the intended date of retirement. All forms needed for retirement are available on the ABC-C web site.

Below is some additional information about the Federal retirement systems:

Federal Employees Retirement System (FERS) - covers most employees hired in a position that provides retirement coverage after January 1, 1984. It is a three-part retirement system consisting of Social Security benefits, a FERS basic benefit plan, and the Thrift Savings Plan which is an integral part of FERS.

The Civil Service Retirement System (CSRS) is a closed system to employees hired after January 1, 1984, but still covers a portion of the Department of Army civilian workforce.

FICA and CSRS Partial, which is called CSRS-Offset, cover certain employees who are vested in the CSRS, but are subject to Social Security by law. If you are placed in CSRS-Offset you have a six-month opportunity to elect coverage under FERS.

Retirement system coverage depends on various factors such as your service history and type of appointment. To learn more about your retirement system coverage, visit <http://www.opm.gov/retire/pubs/pamphlets/index.asp>.

Note: The National Defense Authorization Act (NDAA) for Fiscal Year 2010, Public Law 111-84, was signed on October 28, 2009. Changes will apply to the following areas of the retirement laws:

- Part-Time Reemployment
- Credit for unused sick leave under FERS
- Limited expansion of the class of individuals eligible to receive an actuarially reduced annuity under the CSRS
- Computation of CSRS annuities based on part-time service
- Authority to deposit refunds under FERS
- Retirement credit for service of certain employees transferred from District of Columbia service to federal service
- Non-foreign area retirement equity assurance

Retirees under the Civil Service Retirement System (CSRS) are entitled to time credit in the calculation of retirement annuity for all unused sick leave to their credit at the time of retirement. Prior to October 28, 2009, retirees under the Federal Employees Retirement System (FERS) did not receive any credit for sick leave in the retirement annuity calculation. Section 1901 of Public Law 111-84 allows 50% sick leave credit for those who retire between October 28, 2009 and December 31, 2013. Retirees who retire on or after January 1, 2014 will receive 100% credit for sick leave in the retirement annuity calculation.

As of the date of this update, the Office of Personnel Management (OPM) is in the process of updating guidance, booklets, forms, etc. Find more information at <http://www.opm.gov/retire/pubs/bals/2010/10-101.pdf>



Military Service: If you have served on active duty, regardless of which retirement system you are under, you may make a deposit to the civilian retirement system for that service and receive credit towards the civilian retirement for that service. For FERS and certain CSRS employees, a deposit is required in order to receive credit for both retirement eligibility and annuity computation.

You have a two-year, interest free period to make the deposit. After that, the deposit will include compounded interest (restrictions apply to those who are retired military). For more information visit the ABC-C web site at <https://www.abc.army.mil>, and select “Retirement.” There is a separate heading for each retirement system as rules vary. View “Military Buyback/Post-56-Deposit” information for your specific retirement coverage.



Service Credit Payments: You may make service credit deposits for periods of service where retirement deductions were not withheld, such as in the case of temporary service before 01 January 1989. Additionally, you may make a redeposit to cover periods where you separated from civilian service, applied for, and received a refund of retirement deductions.

Some service performed on or after 01 January 1989, generally is not creditable under FERS. Various rules apply, to learn more visit the ABC-C web site at <https://www.abc.army.mil> and select “Retirement.” There is a separate heading for each retirement system. View “Deposit/Redeposit Service” information for your specific retirement coverage.



CSRS Voluntary Contributions: If you are under CSRS or CSRS Offset, you may elect to make voluntary contributions into CSRS beyond the required level to obtain additional retirement savings. To learn more, visit <http://www.opm.gov/forms/pdfimage/RI83-10.pdf>.

NOTE: The ABC-C is the appropriate contact for retirement issues and questions.



Thrift Savings Plan (TSP): All employees in CSRS, CSRS Offset and FERS are eligible to participate in the TSP.

TSP participation is critical for you while planning for a retirement income that will meet continued financial needs during non-working years. As a FERS employee, it is especially important as less money is contributed to FERS during working years than CSRS. The FERS annuity is computed at 1% a year for each year of service versus 1.5% to 2% per year for CSRS annuities.

The TSP offers the same type of savings and tax benefits that many private corporations offer their employees under 401k plans. Contributions are made by payroll deduction and are tax-deferred. The contributions that you make to your TSP account are separate from your

contributions to FERS or CSRS. FERS employees receive an employer 1% and matching contributions, while CSRS and CSRS-Offset employees do not.



TSP features a variety of investment options and transfers and rollovers from other qualifying retirement plans may be eligible for acceptance into your TSP account. TSP also offers various withdrawal options.

TSP Catch-Up Contributions (Age 50+): If you are already age 50 or better, or will turn 50 this year, you may be eligible to make TSP Catch-Up Contributions, additional tax-deferred contributions to your TSP account. For information, see: <http://www.tsp.gov/forms/oc03-03.pdf>.

NOTE: The TSP web site at: www.tsp.gov offers extensive program information. Elections and changes for employee and catch-up contributions are made via the ABC-C. Changes to your investments, inquiries concerning account balance, etc., are made via the TSP system. TSP will contact new employees with account access information.

The Thrift Savings Plan Enhancement Act of 2009, Public Law 111-31, signed into law on June 22, 2009, authorizes a number of changes to the Thrift Savings Plan (TSP). One change is "automatic enrollment;" it applies to FERS and CSRS employees hired or rehired after July 31, 2010. Agencies must enroll their newly hired or rehired FERS and CSRS employees in the TSP. Your pay will have an automatic contributions deducted from your pay at a rate of 3% of basic pay per pay period and deposited into your TSP account. You may elect to change or stop a TSP contribution at any time. Find more information at: <http://www.tsp.gov/bulletins/10-3.pdf>.

Beneficiary Designations: You may make beneficiary designations to dictate whom benefits should be payable to in the event of your death. Beneficiary designations are also encouraged for CSRS and FERS retirement benefits; however, designation does not disentitle anyone eligible to a survivor annuity by law.

It is critical for you to keep any beneficiary designations current with regard to intentions for payment. Some employees forget to consider designations in connection with a life event such as marriage, divorce, death of spouse, etc.

To obtain designation forms and instructions, visit <https://www.abc.army.mil/Forms/BeneficiaryForms.htm>.



Active Duty Military Service (LWOP US): If you will enter active duty military service, please contact your local Civilian Personnel Advisory Center (CPAC) for special information pertaining to your status. Additionally, please see the Uniformed Services section of the ABC-C web site at <https://www.abc.army.mil> before, during and upon return from deployment.

Civilian Deployment: If you will be deployed in connection with your civilian service, contact your CPAC for information pertaining to FEGLI and other benefits.



Leave Without Pay (LWOP): LWOP may affect your benefits and entitlements. Please contact your servicing CPAC or an ABC-C counselor to obtain additional information.



Change of Address: It is very important for you to remember to update your address of record in the DFAS myPay system at www.dfas.mil. DFAS will flow the change to the human resources and TSP databases as well. An accurate address is needed to ensure that tax and certain other withholdings are correct and will allow your servicing offices the ability to reach you if needed, for example, if you should apply for a TSP loan, TSP may need to send forms to you.

Additionally, if you are enrolled in FEHB, you must contact your health plan to report your change of address. If you are enrolled in FEDVIP, FSAs, and/or FLTCIP, you will need to update your account profile contact information.

Relocation may also necessitate a change in health plan, FEDVIP enrollment, etc. Please review your benefits information and promptly make any necessary changes.



Life Events: Certain life events may permit enrollment or changes to benefits such as FEHB, FEGLI, FEDVIP, FSAs, FLTCIP, etc., in addition to creating the need to review or update your beneficiary designations.

These events may include, but are not limited to marriage, divorce, gaining a new family member(s), death of family member, change in spouse's employment/benefits, relocation, terminal illness or disability.

For more information on life events, visit the OPM web site at <http://www.opm.gov/insure/lifeevents/index.asp>, or the ABC-C web site at <https://www.abc.army.mil>. Additionally, ABC-C benefits counselors are able to assist you from Monday through Friday during the hours of 6:00 a.m. – 6:00 p.m. (Central Time). The ABC-C's toll-free number is 1-877-276-9287 and TDD at 1-877-276-9833 (OCONUS numbers can be found on the ABC-C web site).

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SECTION 11

Appropriated Fund Appointment Types

Appropriated Funds Positions - Permanent Appointments in the Competitive Service: Most permanent appointments to the Federal Wage System (FWS) or General Schedule (GS) system begin as career-conditional. Career-conditional employees attain career tenure after

completing three years of substantially continuous creditable service. The first year of a career-conditional appointment is a probationary period used to determine the new employee's suitability as a Federal government employee.



Permanent Appointments in the Excepted Service: Some Federal employees begin their Federal careers in the excepted service. Appointments in the excepted service are acquired either by virtue of the position held or by virtue of the legal authority used for appointment. For example, if you were hired using the Veterans Recruitment Appointment or Schedule A authorities for employment of physically handicapped individuals, you are appointed to the excepted service for two years. After serving in the excepted service for the required two years, and with your supervisor's recommendation, you will be converted to the competitive service. An additional year of service is then required before you obtain career tenure. Within the Department of the Army, certain positions, such as Attorney-Advisors and Defense Civilian Intelligence Personnel Systems (DCIPS) positions, are classified as excepted service. Persons employed in one of these positions are considered to be in the excepted service for the duration of their service. The first year of an excepted service appointment is a probationary period that is used to determine the new employee's suitability as a Federal government employee.



Time-Limited Appointments: Temporary and Term appointments are time-limited appointments and confer no status or competitive appointment eligibility. Under the GS or FWS system, a temporary appointment is limited to one year or less with the possibility of an extension of up to one additional year. A Term appointment is limited to 13 months or more, but may not exceed 4 years.



Temporary Appointments: Temporary employees may be terminated at any time with 7 days written notice with the exception of a termination based on misconduct. As a temporary employee, you are not eligible for promotion. You earn annual leave if your appointment is over 90 days and you earn sick leave regardless of the length of the appointment. However, if you are on an intermittent work schedule, you do not earn either annual leave or sick leave. Temporary employees are not eligible for life insurance. Should your appointment be extended past one year, you will become eligible for health benefits.



Term Appointments: Term employees are required to serve a one-year probationary period and may be terminated at any time during the probationary period for performance or conduct deficiencies. As a Term employee, you may be eligible for promotion if hired into a career-ladder position. Otherwise, you must re-apply as an external applicant. You will earn annual and sick leave and are eligible for both health and life insurance.

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SECTION 12

Payroll Information

APF-Salary and Wage Information: Payday is every other Thursday. You will be paid every other week based on hours worked during the preceding pay period, resulting in 26 pay periods per year. As a condition of employment, you are required to enroll and participate in Direct Deposit/Electronic Funds. Any discrepancies in pay, deductions, or leave should be reported to your organization’s timekeeper. A pay period is two weeks from Sunday through Saturday. An employee is paid the first full pay period after start date.

Law requires certain deductions from your salary. These include Federal and State income taxes, Social Security/Medicare and/or retirement deductions. Optional deductions, for employees who qualify and elect, include Federal Employees Health Benefits (FEHB) premiums, Federal Employees Group Life Insurance (FEGLI) premiums, Thrift Savings Plan contributions, Union dues, and allotments to a Credit union or other savings institution.



The Defense Finance and Accounting Service (DFAS) *strongly encourages* use of the “myPay” web site

(<https://mypay.dfas.mil/mypay.aspx>) to print your Leave and Earnings Statements (LES). Your LES provides detailed information concerning your pay, deductions and leave. In addition, you can use the myPay web site to change the address where your LES is mailed; make state tax changes; start, stop, or change allotments; and download and print your W-2 forms.

To access myPay, you will request a Personal Identification Number (PIN) by following the instructions on the myPay web site. If you encounter problems, you can obtain assistance online or you can call customer support at 1-800-390-2348, Monday through Friday, between 7 a.m. and 7:30 p.m. (Eastern Time).

To access Defense Finance and Accounting online go to: <http://www.dfas.mil/>. If you are unable to find what you are looking for on the website you may contact DFAS by phone at 1-888-DFAS411. This number accesses Call Centers for inquiries about Military Retired and Annuitant Pay, Military Pay, Travel Pay computed by DFAS, Military Debt, myPay, Garnishment and additional options.



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SECTION 13

Salary increases

Within-Grade Increases (for GS and FWS employees only): Rate of pay is determined by your pay grade and step. The General Schedule (GS) salary system is divided into 15 grades,

each of which has 10 steps. The Federal Wage System (FWS) – sometimes called the Wage-Grade (WG) or prevailing rate system, has 5 steps in each grade. When first appointed in the Federal service, your pay is normally set at the first step of the grade. You will be advanced to the next higher step when you meet requirements for length of service and satisfactory performance as follows.

A GS employee must wait:

- 52 weeks for each increase from step 1 through step 4
- 104 weeks for each increase from step 4 through step 7
- 156 weeks for each increase from step 7 through step 10

A copy of the most current GS pay tables can be found at <http://www.opm.gov/oca/10tables/index.asp>



An FWS employee must wait:

- 26 weeks for advancement from step 1 to step 2
- 78 weeks for advancement from step 2 to step 3
- 104 weeks for advancement to steps 4 and 5

A copy of the most current FWS pay tables can be found at <http://www.cpms.osd.mil/wage/>.

For those of you who are in pay for performance systems, such as Laboratory and Acquisition Workforce Demonstration Projects, you will receive salary increases through pay for performance once per year.

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SECTION 14

National Security Personnel System (NSPS)



The National Defense Authorization Act for FY 2010 required all employees to transition from NSPS to another statutory personnel system by 1 January 2012 without loss of or decrease in pay. DOD guidance directed transition of the majority of employees out of NSPS during Fiscal Year 2010. Most Army employees have transitioned or will transition into the General Schedule (GS) personnel system; others will transition to a Science and Technology Reinvention Laboratory Demonstration Project, the Acquisition Demonstration Project, or Title 38 United States Code authorities or other healthcare specific systems.

For current information about NSPS transition, please visit the Army NSPS website at <http://cpol.army.mil/library/general/nsps/>.

**SECTION 15****Holidays**

Government employees are entitled to the following holidays each year:

| | |
|-------------------------------------|--------------------------------------|
| New Year's Day | January 1 st |
| Birthday of Martin Luther King, Jr. | 3 rd Monday in January |
| Presidents' Day | 3 rd Monday in February |
| Memorial Day | Last Monday in May |
| Independence Day | July 4 th |
| Labor Day | 1 st Monday in September |
| Columbus Day | 2 nd Monday in October |
| Veterans Day | November 11 th |
| Thanksgiving Day | 4 th Thursday in November |
| Christmas Day | December 25 th |

**SECTION 16****Work Schedules and Working Conditions**

Work Schedules: Supervisors have the responsibility for establishing work schedules consistent with mission and workload requirements. Most work schedules are either full-time (40 hours per week), part-time (16 to 32 hours per week), or intermittent (irregular with no prearranged tour of duty). Changes to individual workdays and shifts may be made by the supervisor to meet mission workload and other operational requirements. Be sure to check your local Collective Bargaining Agreements for details regarding your site. Below are different work schedule options that may (or may not) involve you:

- a. A **full-time** work schedule requires most employees to work 40 hours during the workweek.
- b. A **part-time** work schedule requires an employee to work less than full-time, but for a specific number of hours (usually 16-32 hours per administrative workweek) on a prearranged scheduled tour of duty.
- c. **Job sharing** is when two employees voluntarily share the duties and responsibilities of a full-time position. Job sharers are part-time employees and are subject to the same personnel

policies on that basis. It is a way for management to offer part-time work schedules in positions where full-time coverage is needed.

d. An **intermittent** work schedule requires an employee to work on an irregular basis for which there is no prearranged scheduled tour of duty.

e. An employee **on-call** works as needed during periods of heavy workload with expected cumulative service of at least 6 months in pay status each year.

f. A **seasonal** employee works on an annually recurring basis for periods of less than 12 months (2080 hours) each year. Snow removal workers and grounds maintenance crews are examples of seasonal employees.

Firefighter Work Schedules: The basic tour of duty for firefighters whose positions require a substantial amount of standby time shall be a 72-hour week of three (3) alternate 24-hour shifts. Each 24-hour shift shall include eating and sleeping time, standby time and actual hours of work.

Alternative Work Schedules (AWS): A flexible schedule splits the workday into two types of time: core time and flexible time. During core time all employees must be at work. Additional periods of flexible time are established during which employees have the option of selecting and varying their starting and quitting time within limits set by management for the organization or installation. Employees interested in working an alternative work schedule (AWS) may request consideration through their supervisors. Employees must have supervisory approval prior to working an AWS. The following are the two categories of AWS:

a. **Compressed Work Schedules (CWS)** are fixed work schedules, but they enable full-time employees to complete the basic 80-hour biweekly work requirement in less than 10 workdays.

b. **Flexible Work Schedules** consist of workdays with both core hours and flexible hours. Core hours are the designated period of the day when all employees must be at work. Flexible hours are the part of the workday when employees (within limits or “bands”) choose their time of arrival and departure. Within limits set by their agencies, flexible work schedules can enable employees to select and alter their work schedules to better fit personal needs and help balance work, personal, and family responsibilities. For additional information use the following link: <http://www.opm.gov/oca/aws/index.asp>.



Tardiness: You may be charged as Absent Without Leave (AWOL) for excessive tardiness or unapproved absences that could result in disciplinary action. Adjusting work schedules, if feasible, can often eliminate excessive tardiness.



Lunch Periods: A lunch or other meal period is an approved period in a non-pay and non-work status that interrupts a basic workday or a period of overtime work for permitting employees to eat or engage in permitted personal activities; generally, it is ½ to 1 hour in duration, depending on the organization.

Duration: In most circumstances, an organization is prohibited from scheduling a break in working hours of more than 1 hour during a basic workday. This limitation applies to lunch and other meal periods. An organization may permit or require shorter meal periods. A basic workday is usually 8 hours, but the basic work requirement may be longer for certain days under alternative work schedules (i.e., flexible or compressed work schedules). The normal 1-hour meal period limitation does not apply if an organization permits an employee who works under a flexible work schedule to elect to take a longer unpaid meal period.

Combination with Rest Periods is Prohibited: An organization may not extend a regularly scheduled lunch break by permitting you to take an authorized rest period (with pay) prior to or immediately following lunch, since a rest period is considered part of the compensable basic workday. The lunch period may be extended only under limited circumstances.

Interruptions: Unpaid meal periods must provide bona fide breaks in the workday. If an employee is not excused from job duties, or if he or she is recalled to job duties, you are entitled to pay for compensable work, including work that is not minimal in nature. Note that there is no authority to compensate employees for being placed on-call or being required to carry a pager or cell phone.

Telework: Telework: The Telework (TW) program is designed to provide individuals an opportunity to have some personal control over their work location. You will need to follow your organization's procedures for requesting TW. If your organization does not have a TW policy, then contact your local CPAC representative for assistance. Generally, TW plans are fully integrated into local Emergency Preparedness and Continuity of Operations Plans (COOP).

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SECTION 17

Premium Pay

Overtime: Overtime work means all hours of work in excess of eight hours in a day or forty hours in an administrative workweek, which is officially ordered and approved by management. Supervisory approval for overtime is required before it is worked. Eligible employees may receive one and one-half times of their basic hourly rate of pay not to exceed the overtime ceiling for performing authorized overtime work. If you are a Non-exempt employee under the Fair Labor Standards Act (FLSA), you must receive overtime pay unless you request compensatory time off in lieu of payment.

Compensatory (Comp) Time: Compensatory (Comp) time may be authorized in lieu of payment for overtime. When requested and authorized, non-exempt employees may work and take comp time (one hour off for each hour worked) in lieu of receiving overtime pay. Exempt employees paid at a rate higher than GS-10/Step 10 may receive overtime pay, or may be required to take comp time. Comp time earned should be scheduled and used as soon as possible. Comp time not used within 26 pay periods of the date earned automatically converts to

overtime and is paid at the rate it was earned. One (1) hour of compensatory time off is granted for each hour of overtime work.

Travel: According to the “**Federal Workforce Flexibility Act of 2004**,” if you must travel for business outside normal working hours, you will receive compensatory time off for the travel time, if the travel time is not otherwise compensable.

Night Pay: If you are a General Schedule employee, you are not paid premium pay for night work solely because you elect to work credit hours, or elect a time of arrival or departure, at a time when night pay is authorized. However, agencies must pay night pay to GS employees for those hours that must be worked between 6 p.m. and 6 a.m. to complete an 8-hour tour of duty. Agencies must also pay night pay for all designated core hours worked between 6 p.m. and 6 a.m. and for any regularly scheduled overtime work between those hours.

Note: For prevailing rate (wage) employees, see 5 U.S.C. 6123(c)(2).

Holidays: On holidays, a full-time Federal Wage System (FWS) employee is limited to 8 hours of basic pay. A part-time FWS employee is entitled to basic pay for the number of hours scheduled for the holiday, not to exceed 8 hours. In the event the President issues an Executive Order granting a “half-day” holiday, full-time FWS employees are entitled to basic pay for the last half of “basic work requirement” (i.e., non- overtime hours) on that day, not to exceed 4 hours.

Holiday Premium Pay: Holiday premium pay (equal to 100 percent of the rate of basic pay) is limited to non-overtime hours worked, not to exceed a maximum of 8 non-overtime hours per holiday.

Sunday Premium Pay: Sunday premium pay is paid for non-overtime work performed by full-time employees only. A full-time FWS employee earns Sunday premium pay for an entire non-overtime regularly scheduled tour of duty (not to exceed 8 hours) that begins or ends on Sunday. It may not be paid for periods of non-work, including leave, holidays, and excused absence.

Adjustment of Work Schedules for Religious Observance: If modifications in work schedules do not interfere with the efficient accomplishment of an organization’s mission, you may work alternative work hours to fulfill religious obligations that require you to abstain from work at certain times of the workday or workweek. The hours worked in lieu of the normal work schedule do not create any entitlement to premium pay (including overtime pay). Your organization may require you to submit a written request for an adjusted work schedule in advance. Specifically state the request is for an adjusted work schedule for religious purposes and provide acceptable documentation of the need to abstain from work (e.g., attendance at church services).

Failure to Report to Work: Failure to report to work as scheduled may terminate a temporary employee’s appointment immediately upon written notification. If your appointment is not time limited and you fail to report to work, your timecard may reflect an absent without leave status or Absent Without Leave (AWOL). Failure to report for work (AWOL) and/or failure to follow proper leave procedures may result in formal disciplinary action up to and including removal.


SECTION 18

Leave Entitlements

Leave Entitlements: If you are on permanent appointments and time limited appointments over 90 days, you are entitled to annual and sick leave benefits. Management, however, has certain options in granting use. Leave is charged only for absences on days when you would otherwise work.

Annual Leave: Annual Leave is paid leave used for personal reasons, primarily vacations and taking care of personal business; it may be used in lieu of sick leave. The accrual rate will depend on an employee's type of appointment and years of Federal service, both civilian and creditable military service.

New Full-time employees earn 13 days (4 hours per pay period) per leave year; those with three years but less than 15 years earn 20 days (6 hours per pay period, plus 4 additional hours on the last pay period); and those with **15 years or more** of Federal service earn 26 days a year (8 hours per pay period);

New Part-time employees with less than three years earn one hour for each 20 hours in a pay status per leave year. Those with three but less than 15 years earn one hour for each 13 hours in a pay status and those with **15 years or more** Federal service earn one hour of annual leave for each 10 hours in a pay status;

You may accumulate and carry forward a balance of 30 days (240 hours) of annual leave per leave year, unless you are stationed overseas, then you may accumulate 45 (360 hours) days. After returning from overseas, you may retain the extra 15 days until the balance is reduced by leave usage.

Except for emergencies, your immediate supervisor or a designee must authorize annual leave, in advance and before it is started. Should you need annual leave because of an emergency make every attempt to notify your supervisor prior to the beginning of the work shift or as soon as possible thereafter.



Service Credit for Leave Rate Accrual and Retirement for Veterans

Not Retired from Uniformed Service: For non-retired members, full credit for uniformed service (including active duty and active duty for training) performed under honorable conditions is given for leave accrual purposes, and for retirement purposes provided a deposit, as required by law, is made to the retirement fund. Uniformed service means the Armed Forces, the commissioned corps of the Public Health Service, and the commissioned corps of the National Oceanic and Atmospheric Administration. Veterans in a position covered by the Federal

Employee Retirement System (FERS) on or after January 1, 1984, must make a deposit to the retirement fund of 3 percent of basic military pay to obtain retirement credit.

Retired from Uniformed Service: Credit for uniformed service is substantially limited for retired members. In enacting the Dual Compensation Act in 1964, Congress adopted a compromise between the view that retired members should receive preference and full credit for their service and the view that there should be no advantage for retired members.

Retirees receive leave accrual credit for the following reasons:

a. Actual service during a war declared by Congress (includes World War II covering the period December 7, 1941, to April 28, 1952) or while participating in a campaign or expedition for which a campaign badge is authorized; **or**

b. All active duty when retirement was based on a disability received as a direct result of armed conflict or caused by an instrumentality of war and incurred in the line of duty during a period of war as defined in 38 U.S.C. 101(11). "Period of war" includes World War II, the Korean conflict, Vietnam era, the Persian Gulf War, or the period beginning on the date of any future declaration of war by the Congress and ending on the date prescribed by Presidential proclamation or concurrent resolution of the Congress.

For retirement: An employee must waive military retired pay to receive any credit for military service unless the retired pay is awarded based on a service-connected disability incurred in combat with an enemy of the United States or caused by an instrumentality of war and incurred in the line of duty during a period of war.



Sick Leave: Sick leave is a qualified right and you may use it for the reasons: (1) Due to a medical, dental or optical examination for you or a family member; (2) As a physical or mental illness, injury, pregnancy, or childbirth prevents you from working; (3) If you are required to provide care for a family member due to physical or mental illness, injury, pregnancy, or childbirth; (4) While making funeral arrangements for or attending a family member's funeral; (5) When your presence at work exposes others to a communicable disease; and (6) for child adoption (For more information on adoption benefits click on: [Adoption Benefits Guide for Federal Employees](#)). The provisions of the Family Friendly Leave Act will be adhered to while providing care for family members.

It is not always possible to obtain sick leave in advance unless you know about medical, dental or optical examinations or treatment or an operation, convalescence, lengthy illness, or something similar. You must contact your immediate supervisor, or designee, as early in the day as possible, after the beginning of the official workday to obtain authorization to use sick leave. Check your local Collective Bargaining Agreement (CBA) for appropriate leave request procedures. You may be required to submit administratively acceptable evidence of illness and incapacitation for periods in excess of three workdays, or for a lesser period when determined necessary by your supervisor. It is your responsibility to obtain authorization in this situation and that means talking to your supervisor or designee to obtain the authorization.

You may be required to provide acceptable medical certification of the illness within 15 calendar days of the absence, if you are absent for sick-leave related reasons for three or more days. However, if a supervisor feels that you are abusing sick leave, the supervisor can request in writing that you bring in acceptable medical certification of the illness no matter how brief your absence.

If a Full-time employee, you will earn 13 days a year (4 hours per pay period); or if part-time, you earn one hour for every 20 hours in a pay status. Sick leave may be used in ¼-hour increments. There is no restriction on the number of hours of sick leave that may be accumulated. No lump sum payment is made when you separate from the Federal service. However, if you return to work, the sick leave is re-credited to your account.

Note: Retirees under the Civil Service Retirement System (CSRS) are entitled to time credit in the calculation of retirement annuity for all unused sick leave to their credit at the time of retirement. Prior to October 28, 2009, retirees under the Federal Employees Retirement System (FERS) did not receive any credit for sick leave in the retirement annuity calculation. Section 1901 of Public Law 111-84 allows 50% sick leave credit for those who retire between October 28, 2009 and December 31, 2013; retirees who retire on or after January 1, 2014 will receive 100% credit for sick leave in the retirement annuity calculation.

Advanced Sick Leave: You may request Advanced Sick Leave (ASL) if you have a serious disability, if you are taking care of a family member due to an ailment, or if you are adopting a child. You may request up to a maximum of 240 hours at any given time. The request must be in writing stating the purpose of the leave. Submit the appropriate medical documentation (diagnosis, prognosis and length of incapacitation) and memo to the supervisor for approval/disapproval. You are also eligible if you work part-time or an uncommon tour of duty; however, the advance is prorated according to the number of hours regularly scheduled in your workweek. If you leave federal service prior to paying the ASL back, you will incur a federal debt unless you file for a disability retirement and the Office of Personnel Management (OPM) approves it.

Family Friendly Leave Act: The Family Friendly Leave Act (FFLA) allows you to use sick leave to provide care for a family member (Spouse, and parents thereof; Sons and daughters, and spouses thereof; Parents, and spouses thereof; Brothers and sisters, and spouses thereof; Grandparents and grandchildren, and spouses thereof; Domestic partner and parents thereof, including domestic partners of any individual mentioned above; and any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship). You are entitled to a total of 12 weeks of sick leave each year for all family care purposes. For example: If you previously used any portion of the 13 days (104 hours) of sick leave for general family care or bereavement purposes in a leave year, that amount must be subtracted from the 12-week entitlement to care for a family member with a serious health condition. If you have already used 12 weeks of sick leave to care for a family member with a serious health condition, you cannot use an additional 13 days in the same leave year for general care purposes. As a full-time Federal employee, you may use up to 104 hours (13 days) of sick leave in a leave year for family care or bereavement. As a part-time employee, or an employee with an uncommon tour of duty, you may use up to the number of hours of sick leave normally accrued during the leave year. You are not required to maintain a minimum balance in your sick leave account in order to use the maximum amount of sick leave provided for family care and bereavement purposes. You may substitute available paid leave for leave without pay (LWOP).

If you are substituting sick leave in place of LWOP, the sick leave usage must fall under sick leave provisions as stated above under the Sick Leave Section.

Family and Medical Leave Act: To be eligible for Family and Medical Leave Act (FMLA) leave, employees must have completed at least one year of civilian service with the government. FMLA entitles employees to a total of 12 administrative work weeks of leave without pay (LWOP) in any 12-month period for the birth of a child and care of the newborn; the placement of a child with you for adoption or foster care; the care of your spouse, child, or parent with a serious health condition; or your own serious health condition that makes you unable to perform the duties of your position. Employees must fill out an OPM 71 and provide medical certification to their supervisor for approval prior to taking FMLA leave.

Exclusions: FMLA excludes some employees: You may be included in a group of employees serving under intermittent appointments or temporary appointments with a time limitation of one year or less; or be an employee with less than 12 months of Federal Service; or fall into another category of exclusion from FMLA. If you are uncertain whether you are eligible for FMLA, please contact your local CPAC for more information.



Voluntary Leave Transfer Program (VLTP): An employee affected by a medical emergency and is facing at least 24 hours without available paid leave (i.e., insufficient sick or annual leave to cover the time) may apply to become a leave recipient by submitting a written request through supervisory channels. You must submit an OPM 630, obtain supervisor approval, and provide medical certification for the illness. Contact your local CPAC VLTP representative for assistance and additional information.



Leave Without Pay (LWOP): LWOP is an approved absence without pay and may be granted at the discretion of the supervisory chain. LWOP may be used for purposes such as covering absences due to insufficient leave balances, attending to parental or other family responsibilities, education which would be of benefit to the organization, recovery from illness or disability, or protection of employee status and benefits pending action on claims for disability retirement or injury compensation. You may substitute LWOP time with accumulated annual or sick leave during the LWOP timeframe.

Generally, the effects of leave without pay vary depending on the length of absence. Extended periods of leave without pay will affect your service computation date, waiting period for within-grade increases, accumulation of annual and sick leave, and benefit contributions such as insurance premiums going into arrears. If you are approved for LWOP for 30 or more consecutive days, please contact the CPAC for details of how this will affect your benefits.

Absence Without Leave (AWOL): AWOL is any absence from the workplace (for example, not showing up for work as scheduled) that has not been authorized or approved by your supervisor. This means you receive no pay and may face disciplinary action.



Leave During Inclement Weather: Unscheduled leave may be an option during adverse weather. Liberal leave policies may be an option during adverse weather; however, you must call in to request annual leave be granted. Annual leave is charged for the entire workday, or for the appropriate number of hours requested. Early release during inclement weather is considered excused absence only if you are present for duty at the time of the release. Status of post operations are usually announced on local radio/television stations. You will be notified in advance if you have been designated as “emergency essential”; if so, you should report for duty unless otherwise instructed by your supervisor. For additional information on leave during inclement weather, please contact your local CPAC.



Leave for Maternity Purposes: There is no maternity leave in the federal service. Employees must use their available sick leave and/or annual leave to cover appointments or to bond with the baby after birth. You may request LWOP from your immediate supervisor to cover that time if you do not have enough leave time built up. You may be entitled to the Leave Transfer and /or Advanced Sick Leave programs, as stated above.



Holiday Leave: While in pay status, on either the regularly scheduled workday preceding a holiday or on the regularly scheduled workday succeeding a holiday, you are entitled to straight-time pay for the holiday, regardless of your status on the holiday not worked. (Regular full-time employees receive regular straight-time pay, including night and shift differential, for holidays on which they are not required to work.)



Military Leave: In most cases, military leave may be acquired for active duty, active duty training, and inactive duty training, per 5 U.S.C. 6323(a) for 15 days or 120 hours per fiscal year. If you are a part-time employee or on an uncommon tour of duty, military leave is pro-rated based on the number of hours worked in a regularly scheduled biweekly pay period. You may carry over a maximum of 15 days into the next fiscal year. You will be charged only the amount of military leave necessary to cover the period of training and necessary travel for inactive duty training. You must provide military orders to your first-line supervisor. Members of the Reserves or and National Guard are not charged military leave for weekends and holidays that occur within the period of military service.

For more detailed information see OPM's FAQs on Military Leave at <https://www.opm.gov/flsa/oca/leave/HTML/military.asp> or contact your servicing Civilian Personnel Advisory Center.



Court Leave:

| Employee Absences For Court For Court-Relate Service | | | |
|--|-------------------|-------------------------------|-----------------|
| Type of Service | Type of Absence | Fee Retention or Not | Travel Expenses |
| Jury Service: | | | |
| (a) US or DC Court | Court Leave | No | No |
| (b) State/local | Court Leave | Yes*(turn into organization) | No |
| *NOTE: if Civil Matter, NO court leave. If Criminal Matter, Court Leave if City, County, or State is processing. | | | |
| Witness Service | | | |
| (a) On behalf of State or DC Government | Official Duty | No | Yes* |
| (b) On behalf of State or local government in official capacity | Official Duty | Yes* (turn into organization) | Yes* |
| (c) On behalf of State or local government but not in an official capacity | Court Leave | Yes* (turn into organization) | No |
| (d) On behalf of private party in official capacity | Official Duty | Yes* (turn into organization) | Yes* |
| (e) On behalf of private party that is U.S., D.C., State or local government but when not in an official capacity | Court Leave | Yes* (turn into organization) | No |
| (f) On behalf of private party that is not U.S., DC, State or local government and when not in an official capacity. | Annual Lv or LWOP | Yes | No |


SECTION 19

Performance Management

Employee Performance Evaluation: Employee Performance Evaluation: The Performance Management process includes five phases: (1) Planning performance and assigning work; (2) Monitoring performance; (3) Developing performance; (4) Appraising performance; and (5) Rewarding performance.

You should receive a copy of your position description and written performance plan from your supervisor within the first 30 days of your new job. This plan states performance expectations and objectives during a rating period. Your performance plan is reviewed and approved by your supervisor at the beginning of each rating period. In addition, you will meet with your supervisor to discuss your performance at the mid-point and end of the rating period. A written evaluation is prepared and provided to you at the end of each rating cycle. For more specific information, refer to AR 690-400, Chapter 4302, on the Internet at <http://cpol.army.mil/library> for GS and WG employees, SC9901.400 Subchapter 400 for NSPS employees at http://www.cpms.osd.mil/nsps/docs/implementing_issuances/1940depsec.pdf.

Temporary Employees: Temporary employees who are either in the competitive or excepted service may be excluded from the performance appraisal system if serving in positions that are not expected to exceed 120 days in a consecutive 12-month period. For more information, go to http://www.army.mil/usapa/epubs/pdf/r690_400.pdf.

Rewarding Good Performance: Employees may be nominated for awards in the form of cash, time-off, etc., for exceptional contributions to mission accomplishment. Employees can find out more by reviewing AR 672-20, Incentive Awards that is located at http://www.army.mil/usapa/epubs/pdf/r672_20.pdf.


SECTION 20

Labor-Management Relations

The **Civil Service Reform Act of 1978** provides the legal foundation for the operation of the Federal labor-management relations program. Under the provisions of the program, Department of the Army employees may elect a labor organization to represent them in a bargaining unit and participate in an election vote for union representation. In addition, an employee may choose to serve as a representative of the labor organization in presenting the union's views to management officials and in negotiating a collective bargaining agreement. The CPAC has been designated as the principal point of contact for conducting business with labor organizations.



Bargaining Unit Status (BUS) Codes: To determine an employee's bargaining unit status an employee can look on block 37 of his/her latest SF 50 and if the number is not 8888 or 7777, then you are a bargaining unit employee that is represented by a local union. The number 8888 means that an employee is excluded and the number 7777 means that an employee is eligible but not represented by a union.



Recognized Union(s): There are twenty-four (24) different unions that represent federal employees. To find out which union is present at a location and its representative, please contact your local CPAC Labor Relations Specialist. If a conflict appears between information presented in this handbook and the policies and procedures of a negotiated agreement, the provisions of the negotiated agreement take precedence and must be observed.



Employee Rights: Federal employees are entitled to submit a grievance if they are dissatisfied with any aspect of their working conditions, relationships, or employment status. An employee complaint should always be discussed first with the immediate supervisor in an attempt to resolve the problem in an informal manner.



Grievances: Bargaining unit employees must submit grievances in accordance with the procedures described in the appropriate collective bargaining agreement. For general information on negotiated grievance procedures, click on the following link <http://cpol.army.mil/library/permis/416.html>. Non-bargaining unit employees (block 37 of your SF 50 will be either 8888 or 7777) must submit grievances in accordance with Administrative Grievance Procedures. For more information on administrative grievance procedures employees can contact their local CPAC Labor Relations Specialist or use the following link <http://cpol.army.mil/library/permis/5aa.html>.



Discipline: Maintaining discipline among civilian employees is extremely important. The broad objective of discipline is to prevent prohibited activities and to motivate employees to conform to acceptable standards of conduct. The most effective means of maintaining discipline is through cooperation, sustained effective working relationships and the self-discipline and responsible performance expected of mature employees.

Disciplinary actions fall into two categories: (1) informal actions involving oral admonishments and written warnings or (2) formal actions including letters of reprimand, suspensions, demotions, and removal.

Similarly, employee conduct falls into two categories: behavioral offenses for which disciplinary action aimed at correcting the behavior is appropriate, and violations of regulations or laws that require punitive sanctions. The Table of Penalties for various offenses serves as a general guide in imposing disciplinary action. The Table of Penalties for disciplinary actions can be found at <http://www.cpol.army.mil/library/permis/5a111.html>.

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Discrimination

Discrimination that violates [Title VII of the Civil Rights Act of 1964](#) applies to employers with 15 or more employees, including state and local governments. It also applies to employment agencies and to labor organizations, as well as to the federal government.

The Army is an Equal Employment Opportunity employer and discrimination in any form is prohibited by the law and will not be tolerated! The Equal Employment Opportunity Commission (EEOC) provides an employee with relevant laws, regulations and policy guidance, fact sheets, Q&As, best practices, and other pertinent information regarding discrimination and sexual harassment.

Age discrimination involves treating someone (an applicant or employee) less favorably because of his/her age.

Disability discrimination occurs when an employer or other entity covered by the Americans with Disabilities Act, as amended, or the Rehabilitation Act, as amended, treats a qualified individual with a disability who is an employee or applicant unfavorably because he/she has a disability.

Equal Pay Act requires that men and women in the same workplace be given equal pay for equal work. The jobs need not be identical, but they must be substantially equal. Job content determines whether jobs are substantially equal. All forms of pay are covered by this law.

Under Title II of the **Genetic Information Nondiscrimination Act (GINA)**, it is illegal to discriminate against employees or applicants because of genetic information. Title II of GINA prohibits the use of genetic information in making employment decisions, restricts acquisition of genetic information by employers and other entities covered by Title II, and strictly limits the disclosure of genetic information.

National origin discrimination involves treating people (applicants or employees) unfavorably because they are from a particular country or part of the world, because of ethnicity or accent, or because they appear to be of a certain ethnic background (even if they are not). National origin discrimination also can involve treating people unfavorably because they are married to (or associated with) a person of a certain national origin or because of their connection with an ethnic organization or group.

Pregnancy discrimination involves treating a woman (an applicant or employee) unfavorably because of pregnancy, childbirth, or a medical condition related to pregnancy or childbirth.

Race/Color discrimination involves treating someone (an applicant or employee) unfavorably because he/she is of a certain race or because of personal characteristics associated with race (such as hair texture, skin color, or certain facial features). Color discrimination involves treating someone unfavorably because of skin color complexion. Race/color discrimination also can involve treating someone unfavorably because the person is married to (or associated with) a person of a certain race or color or because of a person's connection with a race-based organization or group, or an organization or group that is generally associated with people of a certain color.

Religious discrimination involves treating a person (an applicant or employee) unfavorably because of his or her religious beliefs. The law protects people who belong to traditional, organized religions, such as Buddhism, Christianity, Hinduism, Islam, and Judaism, and others who have sincerely held religious, ethical or moral beliefs. Religious discrimination can also involve treating someone differently because that person is married to (or associated with) an individual of a particular religion or because of his or her connection with a religious organization or group.

An unwelcome sexual advances occur when requests for sexual favors explicitly or implicitly affects an individual's employment, unreasonably interferes with work performance, or creates an intimidating, hostile, or offensive work environment. Verbal or physical conduct that creates these same conditions constitutes sexual harassment.

All of the laws we enforce make it illegal to fire, demote, harass, or otherwise “retaliate” against employees because they filed a charge of discrimination, because they complained to their employer or other covered entity about discrimination on the job, or because they participated in an employment discrimination proceeding (such as an investigation or lawsuit). It is also unlawful to retaliate against an individual for opposing employment practices that discriminate based on sex or for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or litigation under Title VII.

For more information, you can **find EEOC** online at www.eeoc.gov or by contacting your local Equal Employment Opportunity Office.

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Employee Professional and Self Development

The Army offers a variety of training and self-development opportunities to assist with your career development. Traditional classroom courses taught by Army, DoD, other Government and non-government schools, university professors and contracted vendors are available to enhance your knowledge and skills. Most often, you will find out about training opportunities through your supervisor, a Human Resources advisor, a workforce development advisor, or your

organization's Training Coordinator. Distributed learning courses, desk side briefings, developmental assignments, mentoring, and on-the-job training are ways that management may choose to develop and train you. Your supervisor will work with you in creating an Individual Development Plan (IDP). An IDP is a written schedule or plan designed to meet particular goals for development that are aligned with the organization's strategic plan and action plan. It helps you plan for individual training and development by assessing your needs. The IDP is the place to formulate and record your professional development goals.

Your CPAC HR Advisor can provide guidance and information on training questions you may have. In addition, there are many on-line resources available. You may find the list of links below to be helpful.



Civilian Human Resources Training Application System (CHRTAS) provides a variety of courses sponsored by CHRA for employee development. Employee registration flows through the supervisor to the course manager. Many courses are open to all employees. CHRTAS includes Army civilian leadership training opportunities as well as classes for Human Resource Specialists and Assistants. CHRTAS is the training portal for employees in Career Program 10. Also included is an on-line Individual Development Plan module for employees and supervisors to use. Log in at <https://www.atrrs.army.mil/channels/chrtas/default.asp>

Army Civilian Training, Education, and Development System (ACTEDS) Training Catalog provides training program information in the following areas: civilian leadership, senior service colleges, career programs, academic degrees, Army Senior Fellows, Defense Senior Leader Development Program, OPM Federal Executive Institute and others. ACTEDS is a requirements-based system that ensures planned development of civilian members of the force through a blending of progressive and sequential work assignments, formal training, and self-development for individuals as they progress from entry level to key positions. ACTEDS seeks to assure the systematic development and sustainment of Army's civilian workforce, and the development of technically competent and confident civilian leaders so essential to Army readiness. <http://cpol.army.mil/library/train/catalog/>

Civilian Education System (CES) Leader Development Program is a progressive and sequential leader development program that provides enhanced educational opportunities for Army Civilians throughout their careers. The curriculum focuses on the transfer of knowledge using the Army's Lifelong Learning Philosophy, with the emphasis on leader development. The instruction provides students with real world issues and problems they will encounter as direct or indirect leaders. CES provides these levels of Civilian development: Foundation Course (FC), Basic Course (BC), Intermediate Course (IC), Advanced Course (AC), and Continuing Education for Senior Leaders (CESL). The method of delivery is comprised of distributed Learning (dL) and resident instruction. Register for these classes in CHRTAS.

Human Resources for Supervisors – A 3.5-day class designed to train new supervisors in their authorities and responsibilities for Civilian Human Resources (CHR) Management. The course covers such topics as classification, staffing, employee development, performance management, and management-employee and labor relations. Your Servicing Civilian Personnel Advisory Centers (CPAC) teaches classes throughout Army. Register for this class in CHRTAS.

MyBiz Training and Education Updates - My Biz and associated web pages are web-based tools created by the DoD as part of the Defense Civilian Personnel Data System (DCPDS) to allow DoD employees access to and management of selected portions of their personnel records. This capability allows individual employees to update their education and training records. Instructions on how to update your education and training records are available in the Employee Portal of Civilian Personnel On-Line in the Employee Data section. Look for the links in the Guidance area. <http://cpol.army.mil/>

Army Knowledge On-Line (AKO) – a central Army portal for civilians with links to training opportunities such as **Army e-Learning**. In the Army e-Learning Program there are over 1,500 on-line courses available in subjects such as: Computer Skills, Languages, Management, Leadership, Customer Service, Human Resources, Accounting, and Personal Development. Log into AKO - <https://www.us.army.mil>, click on My Education and look for the link to Army e-Learning.

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SECTION 23

INTERNET RESOURCES

| Webpage | Link |
|---|---|
| Army Benefits Center-Civilian | https://www.abc.army.mil |
| Army Civilian Personnel Online | www.cpol.army.mil |
| Army Homepage | www.army.mil |
| Army Civilian Personnel Locator | http://acpol.army.mil/employment/findcpac/index.html |
| Code of Federal Regulations (Law) | www.access.gpo.gov/nara/cfr |
| Department of Veterans Affairs | www.va.gov |
| DoD Civilian Personnel Mgmt Svc | www.cpms.osd.mil |
| DoD Dictionary of Acronyms and Terms | http://www.dtic.mil/doctrine/dod_dictionary/ |
| Job Information (OPM) | www.usajobs.opm.gov |
| Joint Travel Regulations | http://www.dtic.mil/dtic/ |
| Military Installation Locator | http://apps.mhf.dod.mil/pls/psgprod/f?p=MI:ENTRY:1985089423986618 |
| Office of Personnel Management | www.opm.gov |
| Office of Workers Compensation Programs (OWCP) | http://www.dol.gov/dol/topic/workcomp/index.htm |
| PERMISS | http://cpol.army.mil/library/permisss |
| Thrift Savings Plan | www.tsp.gov |
| Flexible Spending Accounts | www.fsafeds.gov |
| U.S. Department of Labor | www.dol.gov |
| U.S. Equal Employment Opportunity Commission | www.eeoc.gov |
| Army NSPS Site | http://cpol.army.mil/library/general/nsps |
| US Army Acquisition Support Center | http://asc.army.mil/ |
| Total Army Performance System (TAPES) Link | http://www.army.mil/usapa/epubs/pdf/r690_400.pdf |



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This handbook was revised by the Civilian Human Resources Agency, Human Resources Program Division, Strategic Recruitment Team, Aberdeen Proving Ground, Maryland. Any suggestions for improvement may be sent to CHRA at CHRAFeedback@conus.army.mil. The last update of this document was on 29 March 2011.