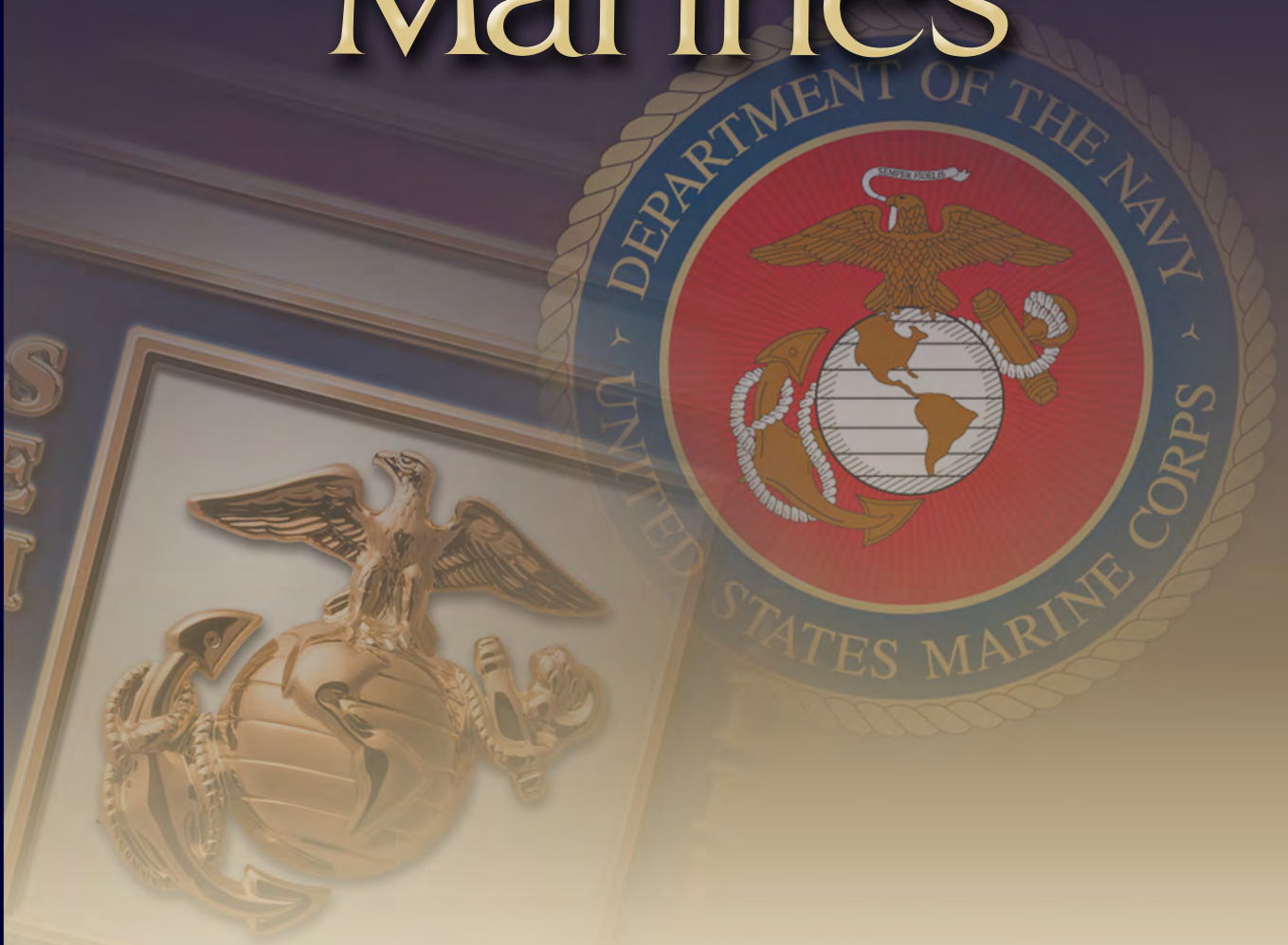


Guide for Civilian Marines



Headquarters Marine Corps

Human Resources and Organizational Management Branch

MY INTERNAL CONTACTS

Position	Name	Phone	Email
1 st Level Supervisor			
2 nd Level Supervisor			
Security Coordinator			
Training Coordinator			
Information Systems Coordinator (ISC)			
Payroll (CSR)			
Parking			
HR Liaison			

HROM SECTION CONTACTS

Section	Services Provided	Phone	Email / Website
HROM Front Office		(703) 614-8371	SMBHQMCHROMDIR@usmc.mil http://www.hqmc.marines.mil/hrom/UnitHome.aspx
Equal Employment Opportunity (EEO)	Counseling, Complaints and Dispute Resolutions; Reasonable Accommodation Program; Model EEO Program	(703) 784-2368 (703) 784-2281	SMBHQMCAHEEO@usmc.mil http://www.hqmc.marines.mil/hrom/EEO.aspx
Employee / Management Advisory Services (EMAS)	Labor/Employee Relations Performance Management Awards & Benefits & Telework Employee Assistance Work Schedules Workman's Compensation	Pentagon (571) 256-9538 Quantico (703) 784-3793	<u>Advisory Services</u> Pentagon - smb_hqmc_emas_ptgz@usmc.mil Quantico - smb_hqmc_emas_quan@usmc.mil http://www.hqmc.marines.mil/hrom/AdvisoryServ.aspx <u>Injury Compensation Program</u> http://www.hqmc.marines.mil/hrom/EmployeeAdvisory/EmployeeRelations/InjuryCompensation.aspx
Organizational and Workforce Management (ARHM)	Training and Development Organizational Development Strategic Workforce Planning	(703) 614-9088	SMB.HQMC.ARHB.TRNG@usmc.mil http://www.hqmc.marines.mil/hrom/OrganizationWorkforce/TrainingWorkforceDevelopment.aspx <u>Civilian Leadership Development (CLD)</u> SMB_HQMC_CLDP@usmc.mil
Staffing & Recruitment	Federal Staffing, Recruitment, and Compensation	(703) 784-2049	SMB_HQMC_Staffing@usmc.mil http://www.hqmc.marines.mil/hrom/RecruitmentClassification.aspx
Classification	Position Descriptions (PDs) Classification Advisories	(703) 784-1313	SMB_HQMC_ARH_CLASS@usmc.mil http://www.hqmc.marines.mil/hrom/RecruitmentClassification/PositionClassification.aspx

Quick Reference Guide

Web Site	Information Available	Contact Information
Guide for Civilian Marines	<ul style="list-style-type: none"> • Access Guide for Civilian Marines online 	
Employee Benefits Information System (EBIS) https://www.civilianbenefits.hroc.navy.mil/	<ul style="list-style-type: none"> • Make enrollment changes to <ul style="list-style-type: none"> ▪ FEHB ▪ FEGLI ▪ TSP (Regular and Catch-up Contributions) • Designate TSP contributions as tax-deferred and after-tax • View personal statement of benefits (cost of FEHB, value and cost of FEGLI, retirement annuity benefits) • Calculate retirement annuity 	Contact: Benefits Line at 888-320-2917 Hours: Monday - Friday, 7:30 a.m. to 7:30 p.m., ET, except on federal holidays TTY: 866-359-5277 Email: navybenefits@navy.mil
Thrift Savings Plan (TSP) http://www.tsp.gov/	<ul style="list-style-type: none"> • General TSP program information • Personal TSP information: <ul style="list-style-type: none"> ▪ Account balances ▪ Change distribution of TSP account balances among the investment funds ▪ Apply for a TSP loan ▪ Apply for a TSP in-service withdrawal ▪ Withdraw account after separation 	Contact: ThriftLine at 877-968-3778 Hours: Monday - Friday, 7:00 a.m. to 9:00 p.m. ET, except on federal holidays TTY: 877-847-4385
Federal Dental and Vision Insurance Program (FEDVIP) https://www.benefeds.com/	<ul style="list-style-type: none"> • Make enrollment changes to dental and vision insurance • FEDVIP program information 	Contact: BENEFEDS Customer Service at 877-888-3337 Hours: Monday - Friday, 9 a.m. to 7 p.m., ET, except on federal holidays TTY: 877-889-5680 Email: Service@BENEFEDS.com

Web Site	Information Available	Contact Information
Flexible Spending Account (FSA) https://www.fsafeds.com/fsafeds/index.asp	<ul style="list-style-type: none"> • Make enrollment changes to Health Care and Dependent Care FSA • FSA program information 	Contact: FSAFEDS at 877-372-3337 Hours: Monday - Friday, 9:00 a.m. to 9:00 p.m., ET, except on federal holidays TTY: 800-952-0450 Email: FSAFEDS@adp.com
Federal Long Term Care Insurance Program (FLTCIP) http://www.ltcfeds.com/	<ul style="list-style-type: none"> • Make enrollment changes to FLTCIP • FLTCIP program information 	Contact: Long Term Care Partners at 800-582-3337 Hours: Monday - Friday, 8 a.m. to 7 p.m., ET, except on federal holidays TTY: 800-843-3557 Email: info@ltcpartners.com
myPay (Not available to MSFSC Mariners) https://mypay.dfas.mil/mypay.aspx	<ul style="list-style-type: none"> • View and print Leave and Earnings Statements (LES) • View and makes changes to: <ul style="list-style-type: none"> ▪ Allotments ▪ Correspondence address ▪ Direct deposit ▪ Health Savings Account ▪ Federal withholding ▪ State withholding • View and print W-2 tax statement • View travel voucher advice of payment 	<p>Your Activity Customer Service Representative</p>
MyBiz https://compo.dcpds.cpms.osd.mil/	<ul style="list-style-type: none"> • Self-service employment verification • Ability to view and print your SF-50 • Update personal information (emergency contact information, education, training) • Allows on-line access to view information from eOPF, such as appointments, benefits, awards and bonuses, and performance 	

Web Site	Information Available	Contact Information
<p>Standard Labor Data Collection and Distribution Application (SLDCADA)</p> <p>https://www.sldcada.disa.mil/</p>	<ul style="list-style-type: none"> • Provides a single Time and Attendance screen for input, certification, and correction • View leave balances, submit leave request and input work schedules • Time should be input no later than the second Thursday of the pay period. 	
<p>Total Workforce Management System (TWMS)</p> <p>https://twms.navy.mil</p>	<ul style="list-style-type: none"> • CAC enabled • Update work shift, work shift type, and work location • Review and print your SF50s • Update Personal/Recall information • Review and verify position information • View, submit and print training requirements and certificates 	<p>Self-Service Overview: https://twms.navy.mil/docs/TWMS%20Quick%20User%20Guide%20-%20Self-Service.ppt</p> <p>Correcting TWMS Data: https://twms.navy.mil/docs/TWMS%20Quick%20User%20Guide%20-%20Correcting%20Your%20TWMS%20Data.ppt</p>
<p>Electronic Official Personnel Folder (eOPF)</p> <p>https://eopf1.nbc.gov/navy/</p>	<ul style="list-style-type: none"> • Immediate access to personnel record • E-mail notification when eOPF changes. 	

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1.1 Marine Corps History and Culture

Our Heritage

On 10 November 1775, the Continental Congress authorized the formation of two battalions of Marines. Newly commissioned Captain Samuel Nicholas began recruiting at Tun Tavern in Philadelphia. In the Colonial Days, taverns were the center of social gatherings and the most likely place to encounter men of recruitment age. At the end of the Revolutionary War, the Marine Corps and Navy were disestablished. However, due to rising conflict with France that had been developing for some time, Congress decided in 1798 to begin providing Navy and Marines to protect U.S. merchant shipping.

In 1947, the United States Congress passed the National Security Act, officially unifying the U.S. Armed Forces under one Department and a civilian secretary: the Department of Defense (DoD), headed by the Secretary of Defense. In addition to aligning the military branches under one civilian secretary, the National Security Act of 1947 moved the Department of the Navy under the DoD and created the Departments of the Army and Air Force. The Marine Corps remained as one of the two services under the Department of Navy.

Marine Corps Core Values

Honor, Courage and Commitment, values that form the cornerstone, the bedrock, and the heart of Marines and Civilian Marines character.

- **Honor** – This is the bedrock of our character. It is the quality that empowers Marines to exemplify the ultimate in ethical and moral behavior: to never lie, cheat, or steal; to abide by an uncompromising code of integrity; to respect human dignity; and to have respect and concern for each other. It represents the maturity, dedication, trust, and dependability that commit Marines to act responsibly, be accountable for their actions, fulfill their obligations, and hold others accountable for their actions.
- **Courage** - The heart of our Corps values, courage is the mental, moral, and physical strength ingrained in Marines that sees them through the challenges of combat and the mastery of fear, and to do what is right, to adhere to a higher standard of personal conduct, to lead by example, and to make tough decisions under stress and pressure. It is the inner strength that enables a Marine to take that extra step.
- **Commitment** – This is the spirit of determination and dedication within members of a force of arms that leads to professionalism and mastery of the art of war. It promotes the highest order of discipline for unit and self and is the ingredient that instills dedication to Corps and country 24 hours a day, pride, concern for others, and an unrelenting determination to achieve a standard of excellence in every endeavor. Commitment is the value that establishes the Marine as the warrior and citizen others strive to emulate.



How the Marine Corps is Organized Today

The U.S. Marine Corps is organized as a “force-in-readiness,” one that is able to support a wide range of national military requirements. The service is divided into four broad categories:

- Headquarters Marine Corps
- Operating Forces
- Supporting Establishment
- Reserves

Headquarters Marine Corps

Headquarters U.S. Marine Corps (HQMC) consists of the Commandant of the Marine Corps and those staff agencies that advise and assist him in discharging his responsibilities prescribed by law and higher authority. The Commandant is directly responsible to the Secretary of the Navy for the total performance of the Marine Corps. This includes the administration, discipline, internal organization, training, requirements, efficiency, and readiness of the service. The Commandant also is responsible for the operation of the Marine Corps materiel support system.

Operating Forces

Operating Forces, the heart of the Marine Corps, comprise the forward presence, crisis-response, and fighting power that the Corps makes available to U.S. unified combatant commanders. The Marine Corps has established two combatant command-level service components: Marine Corps Forces Command (MARFORCOM) and Marine Corps Forces, Pacific (MARFORPAC).

These assignments reflect the peacetime disposition of Marine Corps forces. When directed by the Secretary of Defense, Marine Forces are apportioned to the remaining combatant commands for contingency planning. Those commands include the U.S. Southern Command (USSOUTHCOM), U.S. Northern Command (USNORTHCOM), U.S. European Command (USEUCOM), U.S. Central Command (USCENTCOM), and U.S. Forces Korea (USFK).

Supporting Establishment

The U.S. Marine Corps Supporting Establishment consists of those personnel, bases, and activities that support the Marine Corps’ operating forces. This infrastructure consists primarily of 15 major bases and stations in the United States and Japan, as well as the personnel, equipment, and facilities required to operate them.

The Supporting Establishment also includes the Marine Corps Recruiting Command (MCRC), Marine Corps Combat Development Command (MCCDC), Marine Corps Installations Command (MCICOM), and Marine Corps Logistics Command (MARCORLOGCOM), as well as training activities and formal schools. Additionally, the establishment includes those civilian activities and agencies that support the Marine forces.

Reserves

The U.S. Marine Corps Reserve is responsible for providing trained units and qualified individuals to be mobilized for active duty in time of war, national emergency or contingency operations, and provide personnel and operational temporary relief for active component forces in peacetime. Marine Corps force expansion is made possible by activation of the Marine Corps Reserve, which like the active forces, consists of a combined-arms force with balanced ground, aviation, and combat service support units. Organized under the Commander, Marine Forces Reserve (COMMARFORRES), units of this command are located in 185 training centers in 47 states, Puerto Rico, and the District of Columbia.

Over the past several years, the Reserve component has been closely integrated with the active component under the Marine Corps' Total Force concept. The Reserves provides individuals and specific units to augment and reinforce active capabilities. The ethos for Marine Forces Reserve is mobilization and combat readiness. This ensures the men and women of Marine Forces Reserve stand ready, willing and able to answer the nation's call at home and abroad at a moment's notice.

Marine Corps Culture, Symbols, and Jargon

The Flag and the National Anthem

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.

It is customary for installations and bases to play "morning colors" and "evening colors" during the raising and lowering of the US flag. Proper respect should be paid as one would the National Anthem.

Respect for Rank and Position

When a high ranking officer enters the room or your immediate work area, stand up to show your respect for their rank or position. Shaking hands with the guest is appropriate. This courtesy is expected of both men and women. Members of the Senior Executive Service should be accorded the same courtesy and respect given to military generals and admirals.

In conversation, all generals (e.g. Major General) are "General"; all colonels (e.g. Lieutenant Colonel) are "Colonel", etc. In written correspondence, full rank precedes the name of commissioned officers; however, rank may be abbreviated in routine correspondence (e.g. email) of an official nature.

Civilian Marines should not address the military person by his/her first name unless that person has given permission, and then only use it in informal situations. If you are unsure of his or her rank, you may address an active-duty Marine (enlisted or officer) as "Sir" or "Ma'am".

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 Marine Corps 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 Marine Corps, 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.

Semper Fidelis

“Always Faithful.” This expression is often used in shortened version as a greeting, “Semper Fi.”

Marine Corps Birthday

The anniversary of the founding of the Marine Corps on 10 November, 1775 has become the most important social event of the Marine Corps year. The Commandant’s Birthday Ball is held annually on that date (10 November).

Leatherneck

A Marine (from the leather neckband that was once part of the uniform).

Ooh-Rah

An expression of encouragement. Korean War era Reconnaissance Marines imitated the submarine “Dive” horn sound “AARUGHA” during training runs. Over time, “AARUGHA” eventually changed to “OOHRAH.”

Eagle, Globe, and Anchor – Emblem used to represent the Marine Corps.



Eagle

The eagle represents our Nation. The eagle proudly carries a streamer in its beak which bears the motto of the Corps “*Semper Fidelis*” (“Always Faithful”).

Globe

The globe symbolizes the global Marine Corps commitments and area responsibilities, which have evolved in the 20th century. Marines have a forward presence, crisis response and fighting power all over the globe.

Anchor

The anchor represents the naval origins and amphibious nature of the Corps.

Military time

The military operates off a 24-hour clock, beginning at midnight (which is 0000 hours). So, 1:00 AM is 0100 hours, 2:00 AM is 0200 hours, and so-on up until 11:00 PM which is 2300 hours.

For most daily things, military personnel use local time as a reference. When using local time, the Military observes Daylight Savings Time, if recognized by the state or country that the base is located in.

When it comes to operational matters (such as communications, training exercises, deployments, ship movements, aircraft flights, etc.), the military must often coordinate with bases and personnel located in other time zones. To avoid confusion, in these matters, the military uses the time in Greenwich, England, which is commonly called Greenwich Mean Time (GMT). However, the U.S. Military refers to this time zone as **Zulu Time**, and they attach the “Zulu” (Z) suffix, to ensure the time-zone referred to is clear. It is called “Zulu” because Greenwich is in the 26th (or “Z”) global time zone (see the phonetic alphabet below).



Military Phonetic Alphabet

A phonetic alphabet is a list of words used to identify letters in a message transmitted by radio or telephone. Spoken words from an approved list are substituted for letters. For example, the











term "EGA" would be "Echo Golf Alpha" when spelled in the phonetic alphabet. This practice helps to prevent confusion between similar sounding letters, such as "m" and "n", and to clarify communications that may be garbled during transmission.

A	B	C	D	E	F	G	H	I
Alpha	Bravo	Charlie	Delta	Echo	Foxtrot	Golf	Hotel	India
J	K	L	M	N	O	P	Q	R
Juliet	Kilo	Lima	Mike	November	Oscar	Papa	Quebec	Romeo
S	T	U	V	W	X	Y	Z	
Sierra	Tango	Uniform	Victor	Whiskey	X-Ray	Yankee	Zulu	






Military Rank and Insignia

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












Marine Corps Officer Rank Insignia

<p>Second Lieutenant (2nd Lt) 0-1</p> 	<p>First Lieutenant (1st Lt) 0-2</p> 	<p>Captain (Capt) 0-3</p> 	<p>Major (Maj) 0-4</p> 	<p>Lieutenant Colonel (LtCol) 0-5</p> 
<p>Colonel (Col) 0-6</p> 	<p>Brigadier General (BGen) 0-7</p> 	<p>Major General (MGen) 0-8</p> 	<p>Lieutenant General (LtGen) 0-9</p> 	<p>General (Gen) 0-10</p> 

Marine Corps Warrant Officer Rank Insignia

<p>Warrant Officer 1 (WO-1)</p> 	<p>Chief Warrant Officer 2 (CWO-2)</p> 	<p>Chief Warrant Officer 3 (CWO-3)</p> 	<p>Chief Warrant Officer 4 (CWO-4)</p> 	<p>Chief Warrant Officer 5 (CWO-5)</p> 
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Marine Corps Enlisted Rank Insignia

<p>Private (Pvt) E-1</p>	<p>Private First Class (PFC) E-2</p> 	<p>Lance Corporal (LCpl) E-3</p> 	<p>Corporal (Cpl) E-4</p> 	<p>Sergeant (Sgt) E-5</p> 	<p>Staff Sergeant (SSgt) E-6</p> 
<p>Gunnery Sergeant (GySgt) E-7</p> 	<p>Master Sergeant (MSgt) E-8</p> 	<p>First Sergeant (1stSgt) E-8</p> 	<p>Master Gunnery Sergeant (MGySgt) E-9</p> 	<p>Sergeant Major (SgtMaj) E-9</p> 	<p>Sergeant Major Of The Marine Corps (SMMC) E-9</p> 

1.2 Civilian Marines¹

The United States Marine Corps (USMC) employs over 25,000 civilian employees throughout the world. While some jobs are unique, the majority of the work civilians perform mirrors that of other large organizations. The work environment, however, is unique. As a Civilian Marine, you work side by side with the very best. As you advance in your career, you can expect to be entrusted with unparalleled responsibility. While our expectations far outweigh what you will find in the rest of the world, our responsibility to preserve, protect, and defend the American ideals and values demands us to become the preferred employer of civilians seeking challenging and rewarding careers.



“Support Our Marines. Be a Part of the Team.”

Civilian Marines exemplify the core values of the United States Marine Corps (USMC); Honor, Courage, and Commitment, embracing esprit de corps, teamwork, and pride in belonging to the finest warfighting organization the world has ever seen. Our Civilian Marines are part of a long and esteemed legacy respected throughout the world; a legacy created and maintained by a deeply honored few.

The **Civilian Workforce Strategic Plan (CWSP)** identifies the USMC Civilian Workforce Strategic Goals with aligned objectives, initiatives and measures. Our CWSP promotes career growth and leadership development, active performance measurement, the development of creative incentives, and encourages opportunities for Civilian Marines to excel in a collaborative environment.

Our USMC Civilian Workforce Strategic Goals are the foundation that integrates plans to develop and manage the civilian workforce, which supports and contributes to Total Force operational readiness. Our four Strategic Goals are:

- Provide civilian workforce development opportunities to support career progression and growth.
- Implement a competency based approach to total workforce management in order to shape the current and future workforce.
- Enhance integrated military-civilian culture as one team to accomplish the Marine Corps mission.
- Foster a work environment that encourages excellence.²

Civilian Marines perform two mission-critical functions. While active duty Marines routinely change assignments and commands, Civilian Marines provide long-term continuity to the commands they serve. This ensures institutional knowledge remains intact over the course of

¹ In 2000, **General Charles Krulak**, 31st Commandant of the Marine Corps, first used the term “**Civilian Marines**.” Since then, it has come to describe the special service that the civilian workforce provides to the Marine Corps Total Force structure.

² Excerpted from the **Civilian Workforce Strategic Plan (CWSP)**, 4 February, 2012 (https://www.manpower.usmc.mil/portal/page/portal/M_RA_HOME/MP/MPC/MPC_REFERENCES/FinalIPrintversion14Feb12.pdf), pages 4 and 7.

multiple military rotations. Secondly, Civilian Marines perform a wide-range of critical duties that otherwise would be performed by active duty personnel. This frees up military positions to support increased operating tempo.

Just like their military counterparts, Civilian Marines have a high standard of performance, achieved by training and continued skills development. Also like their military counterparts, the leadership development process has a clearly defined series of phases and desired competencies at every phase.

2.1 Federal Employment

Oath of Office

As an employee of the Federal Government, you have special responsibilities. You work for the American people and our government. You have an obligation to the public because you are entrusted with work that is financed by taxpayers' dollars. Your loyalty and your dedication to the 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 Marine officers and enlisted personnel take. Accepting the oath is a serious matter; it demands that you recognize you are undertaking solemn obligations and are pledging loyalty to the United States. The oath is legally binding – violation can serve as a basis for criminal prosecution. When you have taken the oath, you will have become an official of our government. You should serve our nation proudly and conduct yourself in a manner commensurate with this noble assignment.

“I 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.”

Appointments to Federal Positions

Your appointment to a position in the U. S. Marine Corps may be one of several kinds. The type of appointment affects the status and length of your job. Most appointments are career-conditional, career, temporary, or excepted service appointments. Appointments are made subject to investigation of your character, employment history, and security background. Any questions concerning your appointment should be directed to your Staffing Advisor.

Career-Conditional Appointment

This is a permanent appointment given when selections are made from a list (called a register) of persons who meet eligibility based on job requirements.

A career-conditional appointee can become a career employee after *3 years* of continuous service. Should you leave the federal service prior to completion of 3 years, and not return within 30 days, you would have to complete a new 3-year period before you acquire career status. If you return within 3 years, you may be reinstated without competition. Veterans with preference retain lifetime reinstatement eligibility.

Career Appointment

This appointment confers permanent status. As a career appointee, you will have the greatest possible job protection. You also have permanent reinstatement eligibility, which means that, should you leave the federal service, you may be considered for reemployment no matter how much time has elapsed.

Three years of continuous satisfactory federal service in a competitive, permanent position as a career-conditional employee are required for conversion to a career appointment.

Term Appointment

This appointment is usually made when there are situations requiring project work, extraordinary workload, reorganizations, or contracting out studies being conducted. This type of appointment is utilized when the need for an employee's services is not permanent: it is expected to last for more than 1 year but less than 4 years. Term appointments end automatically on the expiration date of the term appointment (unless terminated sooner). Employees serving on term appointments are also subject to a 1-year probationary period.

A term appointment does not confer eligibility to be converted without competition to a career-conditional appointment. Employees on term appointments are eligible for Federal Employee Health benefits and Federal Employee Group Life Insurance benefits. Employees on term appointments also participate in the Federal Employees Retirement System, accrue annual and sick leave, and are eligible for within-grade increases.

Temporary Appointment

This appointment is usually made when there are short-term projects that require additional employees for a year or less, but may be extended for up to 1 additional year. Temporary appointments expire automatically unless terminated sooner or converted to a new appointment.

A temporary appointment does not confer eligibility to be promoted, reassigned, transferred, or converted without competition to a career-conditional appointment. If your appointment is for less than 1 year, you are ineligible for Federal Employee Health Benefits and Federal Employee Group Life Insurance. Also, if your appointment is for less than 90 days, you are ineligible to earn annual leave (vacation).

Excepted Appointment

This appointment does not fall under competitive merit system requirements. For example, veterans who have served under honorable conditions and handicapped individuals may qualify for certain types of excepted appointments. Upon completion of a 2-year trial period, these may be noncompetitively converted to career-conditional appointments.

Probationary or Trial Period

If your appointment has a probationary or trial period, the length of this period is shown in block 45 of your Notification of Personnel Action (SF-50). These periods are used as an on-the-job assessment during which your fitness for continued employment is evaluated. If your performance or conduct is unsatisfactory, your employment may be terminated with little or no notice.

2.2 Occupational and Pay Information

Occupational Information

The Federal government consists of several unique pay systems. Most positions are classified within one of these pay systems and assigned an occupational series depending on the nature of the work being performed.



General Schedule (GS)

The General Schedule (GS) classification and pay system covers the majority of civilian white-collar Federal employees in professional, technical, administrative, and clerical positions. GS classification standards, qualifications, pay structure, and related human resources policies (e.g., general staffing and pay administration policies) are administered by the U.S. Office of Personnel Management (OPM) on a Government-wide basis.

The General Schedule has 15 grades: GS-01 (lowest) to GS-15 (highest). Agencies establish (classify) the grade of each job based on the level of difficulty, responsibility, and qualifications required.

Each grade has 10 step rates (steps 1-10) that increase the salary by approximately 3 percent. Advancing from one step to the next, known as Within Grade Increases, or WGIs, requires an acceptable level of performance and specific amount of time, as shown below.

To advance to:

- Steps 2, 3, or 4 requires 1 year
- Steps 5, 6, or 7 requires 2 years
- Steps 8, 9, or 10 requires 3 years.

Federal Wage System (FWS)

The Federal Wage System (FWS) is a uniform pay-setting system that covers blue-collar employees who are paid by the hour. The system's goal is to make sure that Federal trade, craft, and laboring employees within a local wage area who perform the same duties receive the same rate of pay.

Each grade has 5 step rates. Advancing from one step to the next, known as Within Grade Increases or WGIs, requires an acceptable level of performance and specific amount of time, as shown below.

To advance to:

- Step 2 requires 6 months of creditable service at step 1
- Step 3 requires 18 months of creditable service at step 2
- Step 4 requires 2 years of creditable service at step 3
- Step 5 requires 2 years of creditable service at step 4

It normally takes 6 years to advance from step 1 to step 5 within a grade if an employee remains in that single grade.

Congress established the FWS by law in 1972. It created a joint labor-management Federal Prevailing Rate Advisory Committee (FPRAC) with an independent Chairman. Agencies and labor unions are members of the Committee. FPRAC studies all matters pertaining to prevailing rate determinations and advises the Director of the OPM on appropriate pay policies for FWS employees.

Senior Executive Service (SES)

The Senior Executive Service consists of the men and women charged with leading the continuing transformation of government. These leaders possess well-honed executive skills and share a broad perspective of government and a public service commitment, which is grounded in the Constitution. The keystone of the Civil Service Reform Act of 1978, the SES was designed to be a corps of executives selected for their leadership qualifications.

Unlike other pay systems, SES pay is determined at agency discretion within certain parameters, and there is no locality pay adjustment.

Beyond Base Salary

Locality Pay Adjustments

Locality adjustments are paid within each area determined to have a Federal / non-Federal pay disparity greater than 5%. There currently are 32 locality pay areas, including a Rest of U.S. area. It applies to GS employees in the continental United States (CONUS) only. It does not cover employees overseas.

You can find your pay tables (with locality adjustments) at <http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages>.

Premium Pay

Premium pay consists of certain types of pay, such as overtime pay, compensatory time, night pay, Sunday pay, and holiday pay. Not all employees are eligible for premium pay. Please check with your supervisor to inquire if you are eligible.

Federal Occupational Series

In each of the Pay Systems discussed above, similar types of work are grouped together based on common functions, skills, and knowledge and then assigned a four-digit number known as “series”.

In the **General Schedule (GS)** and **Senior Executive Service (SES)**, related occupations are organized numerically into broad Occupational Groups. These occupations perform similar work and have similar sets of responsibilities.

In the **Federal Wage System**, occupations are grouped into Job Families, which are related in one or more ways: similar work functions, similar materials or equipment worked on, and transferable skills and knowledge among occupations.

Each occupation within an occupational group or job family shares the same first two digits of the series (e.g. 05XX - Accounting and Budget Group). The remaining two digits designate the specific type of position within that occupational group (e.g. 0525 – Accounts Maintenance Clerk).

You can find a list of occupational series at <http://www.opm.gov/fedclass/html/gsseries.asp>.

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle)	2. Social Security Number	3. Date of Birth	4. Effective Date
-------------------------------	---------------------------	------------------	-------------------

FIRST ACTION		SECOND ACTION	
5-A. Code	5-B. Nature of Action	6-A. Code	6-B. Nature of Action
5-C. Code	5-D. Legal Authority	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number					15. TO: Position Title and Number						
8. Pay Plan	9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award	21. Pay Basis
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay			20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay		
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization						

EMPLOYEE DATA				24. Tenure	25. Agency Use	26. Veterans Pref for RIF
23. Veterans Preference				0 - None	2 - Conditional	<input type="checkbox"/> YES <input type="checkbox"/> NO
1 - None				1 - Permanent	3 - Indefinite	
2 - 5 Point						
3 - 10 Point/Disability						
4 - 10 Point/Compensable						
5 - 10 Point/Other						
6 - 10 Point/Compensable/30%						
27. FEGLI				28. Annuitant Indicator		29. Pay Rate Determinant
30. Retirement Plan			31. Service Comp. Date (Leave)	32. Work Schedule		33. PSEC TIME Hours Per Biweekly Pay Period

POSITION DATA			35. FLSA Category	36. Appropriation Code	37. Bargaining Unit Status
34. Position Occupied			E - Exempt		
1 - Competitive Service			N - Nonexempt		
2 - Excepted Service					
3 - SES General					
4 - SES Career					
38. Duty Station Code			39. Duty Station (City - County - State or Overseas Location)		

40. AGENCY DATA	41.	42.	43.	44.
------------------------	-----	-----	-----	-----

45. Remarks

46. Employing Department or Agency			50. Signature/Authentication and Title of Approving Official	
47. Agency Code	48. Personnel Office ID	49. Approval Date		

TURN OVER FOR IMPORTANT INFORMATION 1 - Employee Copy - Keep for Future Reference Editions Prior to 7/91 Are Not Usable After 6/30/93
 5-Part NSN 7540-01-333-6236

2.3 Paycheck / Leave and Earning Statement

Employees are paid bi-weekly (e.g. every other week) through automatic Direct Deposit. Typically, employees who begin on the first Monday of a pay period can expect to receive their first pay check by the third Friday, which will cover their first two weeks of service.

Pay periods begin on a Sunday and end on a Saturday.



Leave and Earning Statements (LES)

At the end of each pay period, you will be provided with an electronic LES, which will detail your salary, tax and benefit deductions, and leave. This is available through the Defense Finance and Accounting Service website (<https://mypay.dfas.mil>) after your first paycheck has been issued. You will need your Common Access Card (CAC) in order to validate your identity and create an account. **Please Note: You should always check your LES carefully to ensure the information is correct.**

Tax and Benefit Deductions

Your pay is subject to a number of standard tax and benefit-related deductions. Most types of pay are subject to federal, state, and local (if applicable) tax withholdings. In addition to income tax deductions, your pay may also be subject to the following automatic benefit deductions: Social Security, Medicare, Retirement, Thrift Savings Plan, and Life Insurance. Any additional benefits elected will also be deducted from your pay, i.e., health insurance, allotments for U.S. Savings Bonds, donations to charity, and union dues. If the deductions are incorrect, please contact your Payroll representative.

SAMPLE FORM

Department of Defense										140 (FORM 10)	
CIVILIAN LEAVE AND EARNINGS STATEMENT										06/14/03	
VISIT THE DFAS WEBSITE AT: WWW.DFAS.MIL										1740 (FORM 10)	
VISIT THE DFAS WEBSITE AT: WWW.DFAS.MIL										12/05/03	
1 NAME DOE JANE Q			4 POSITION/GRACE/STEP GS12 / 02		5 HOURS/PERIOD - PERIOD 22 16		6 BASIC PAY RATE 25.25		7 GROSS PAY - GROSS PAY - GROSS PAY 43876.00 + 23788 = 46254.00		
8 SOCIAL SECURITY 999-99-9999			9 CREDIT/TYPE 5.42		10 GRADE/STEP E		11 RETIRE DATE 12/02/88		12 AND OTHER EARNINGS 240		13 LEAVE BALANCE 01.01.00
14 FINANCIAL INSTITUTION - RETIRE AMSOUTH BANK OF FLORIDA			15 FINANCIAL INSTITUTION - ANNUAL PEN AIR FEDERAL CREDIT UNION			16 FINANCIAL INSTITUTION - ANNUAL WARRINGTON BANK					
17 STATE	18 BASIC STATUS	19 GRADE/STEP	20 PERIOD	21 PERIOD	22 PERIOD	23 PERIOD	24 PERIOD	25 PERIOD	26 PERIOD	27 PERIOD	28 PERIOD
FED	S	1									
AL	S	P1/D10									
GA	S	1	10								
29	30	31	32	33	34	35	36	37	38	39	40
GROSS PAY		1810.68		27751.80	TSP DATA		13%				
TAXABLE WAGES		1668.86		26358.40							
NONTAXABLE WAGES											
TAX DEFERRED WAGES		235.39		1393.40							
DEDUCTIONS		934.53		12267.97							
AEIC											
NET PAY		876.15		15483.83							
CURRENT EARNINGS											
TYPE	HOURS/DAYS	AMOUNT	TYPE	HOURS/DAYS	AMOUNT	TYPE	HOURS/DAYS	AMOUNT	TYPE	HOURS/DAYS	AMOUNT
REGULAR	80.00	1772.80									
RETROACTIVE EARNINGS											
TYPE	HOURS/DAYS	AMOUNT	TYPE	HOURS/DAYS	AMOUNT	TYPE	HOURS/DAYS	AMOUNT	TYPE	HOURS/DAYS	AMOUNT
OVERTIME 1.50		37.88									
DEDUCTIONS											
TYPE	CODE	CURRENT	YEAR TO DATE	TYPE	CODE	CURRENT	YEAR TO DATE	TYPE	CODE	CURRENT	YEAR TO DATE
ALLOTMENTS, SV (I)		175.00	2675.00	FEDL	C	8.09	123.48				
MEDICARE		26.25	402.40	RETIRE FERS	K	14.18	216.78				
				CHARITY	AA	3.00	46.00				
FEHB	104	23.22	369.04	QASDI		112.26	1720.61				
TAX, FEDERAL		288.42	4518.52	TAX, LOCAL	1000(s)	16.18	263.58				
TAX, LOCAL	100006		10.00	TAX, STATE	AL	21.58	351.44				
TAX, STATE	GA	10.79	175.72	TSP SAVINGS		235.39	1487.61				
LEAVE											
TYPE	PROR YR BALANCE	ACCRUED PAY PD	USED YTD	USED PAY PD	USED YTD	QUARTER RETURNED	CURRENT BALANCE	USE LOSS PERIOD DATE			
ANNUAL	177.00	6.00	90.00	1.00	59.50		207.40				37.50
SICK	47.25	4.00	60.00	4.00	32.00		75.25				
HOLIDAY					32.00						
ADMIN					12.00						
BENEFITS PAID BY GOVERNMENT FOR YOU											
TYPE	CURRENT	YEAR TO DATE	TYPE	CURRENT	YEAR TO DATE						
MEDICARE	26.25	402.40	RETIRE FERS	14.18	216.78						
QASDI	105.55	955.22	FEHB	123.44	369.04						
REMARKS											

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3.1 Identification Cards

Location-Specific Security Requirements

The Pentagon

All employees should work directly with their security coordinator to obtain the proper paperwork required to secure pentagon access from the Pentagon Access Control Branch (<http://www.pfpa.mil/bp.html>).

Naval Support Facility (NSF) Arlington

A Common Access Card (CAC) is required for access to the NSF Arlington.

Marine Corps Base (MCB) Quantico

Employees at MCB Quantico should be sure to register their vehicles with the Base Provost Marshall's during their in-processing (information can be found under the "Base Vehicle Licensing & Registration" section at: <http://www.quantico.marines.mil/Resources/PCSInboundOutbound/CheckingIn.aspx>).



Common Access Card (CAC)

While specific facilities security requirements vary depending on your work location, there are always badging and identification standards for access to Marine Corps work areas. At a minimum, you will be expected to carry your CAC at all times.

The CAC, a smartcard about the size of a credit card, is the standard identification for active-duty military personnel, Selected Reserve, Department of Defense (DoD) civilian employees, and eligible contractor personnel. It is also the principal card used to enable physical access to buildings and controlled spaces, and access to defense computer networks and systems, as well as the DoD Shuttle.

Getting Your CAC

You must coordinate with your direct supervisor or Command Human Resources Liaison prior to obtaining your CAC. A Real-Time Automated Personnel Identification System (RAPIDS) site will issue your CAC. You may make an appointment with RAPIDS at <http://www.dmdc.osd.mil/rsl/>. When you go to a RAPIDS site, you must bring the following items:

- **Two forms of ID in original form.** One of the IDs must bear a photo and be unexpired (for example, a passport or a driver's license). Other acceptable forms of ID include a birth certificate and original social security card.
- **Your government unclassified email address if you use a government computer.** Be sure to know your full, unclassified Internet email address (not your display name, and not your personal email address). Your computer system administrator can help you with entering the correct email address

Managing Your CAC

Once you have your CAC, you will need to handle it with care because you'll be using it often. The information on this page should help you with the most common scenarios.

Keeping Your CAC Secure

To protect your CAC, you should never tell anyone your PIN or write it down. Your PIN should be kept secure at all times, just like your Social Security Number. If you enter the incorrect PIN three times consecutively, the card will lock out so you will be required to reset your pin.

Any person willfully altering, damaging, lending, counterfeiting, or using these cards in any unauthorized manner is subject to fine or imprisonment or both. Unauthorized or fraudulent use of ID cards would exist if you used the card to obtain access to locations, benefits and privileges, or identification of another to which you are not entitled.

Federal Law prohibits the photographing, reproducing or possessing a DoD ID card in an unauthorized manner under penalty of fine, imprisonment or both. Examples of authorized photocopying include photocopying of DoD ID cards to facilitate medical care processing, check cashing, or administering other military-related benefits to eligible beneficiaries.

Maintaining Your Card

You can safely keep your CAC in a wallet or purse. You cannot, however, amend, modify, or overprint your CAC. No hole-punches, stickers or other adhesive materials are to be placed on either side of an ID card as well.

Replacing Your Card

If you lose your card, you shall be required to present documentation from the local security office or CAC sponsor confirming that the CAC has been reported lost or stolen.

Resetting

If you forget or lock your PIN, go to the nearest issuance site where you will be given the opportunity to prove that you are the owner of the CAC by matching your fingerprint against the fingerprint that was stored on Defense Enrollment Edibility Reporting Systems (DEERS) when you were issued the card. If your fingerprint matches successfully, you can select a new PIN.

Renewing Your Card

If your CAC expires, you should go to the nearest RAPIDS site and obtain your new CAC. For your convenience, CACs can be brought in for renewal up to 30 days in advance of the expiration date.

Returning Your Card

All ID cards are property of the U.S. Government and shall be returned upon separation, resignation, firing, termination of contract or affiliation with the DoD, or upon any other event in which the individual no longer requires the use of an ID card. IDs may be confiscated when it is being fraudulently used, is mutilated, or presented by a person not entitled to its use.

To prevent any unauthorized use, ID cards that are expired, invalidated, stolen, lost, or otherwise suspected of potential or actual unauthorized use shall be revoked in DEERS, and the Public Key Infrastructure (PKI) certificates on the CACs will be immediately revoked.

3.2 Transportation and Parking

Driving and Parking

Parking on many DoD facilities may be extremely limited. While alternative transportation options are highly recommended, parking may be permitted. **Please contact your immediate supervisor to determine if parking is available.** You may be required to provide certain documentation (e.g. proof of registration, driver's license, etc.) in order to register your vehicle.



Other Transportation Options

The Washington, DC area supports a wealth of transportation options other than driving alone. In fact, about forty percent of all trips in the area are made by some means other than single-occupancy vehicle (SOV) trips.

DoD Shuttle Service:

The Washington Headquarters Services (WHS) operates a cost-free Shuttle Service to and from a number of the DoD facilities in the National Capital Region. This service is provided to all DoD personnel for official business. Simply display any DoD-issued identification card (e.g. CAC or DoD building badge) to board.

<http://www.whs.mil/our-services/Transportation/shuttle-bus-system>

DC Metro:

The DC Metro system is the regional public transit system that operates rail and bus services throughout the Washington, DC area.

<http://www.wmata.com>

MCB Quantico Shuttle Service:

A shuttle service is available to transport employees throughout MCB Quantico.

<http://www.quantico.marines.mil/OfficesStaff/G4Logistics/TransportationBranch/CommuterServices.aspx>

Local Bus Systems:

Several local areas operate additional bus services to accommodate a greater range of destinations.

<http://www.commuterpage.com/pages/transportation-options/local-bus-systems/>

Commuter Rail:

Regional commuter rail services VRE and MARC are heavy rail, long-haul services, carrying passengers as much as 50 miles into the Washington, DC area on weekday mornings and taking them back to their communities in the evenings

- Virginia Railway Express (VRE) - <http://www.vre.org/>
- Maryland Area Regional Commuter (MARC) - <http://mta.maryland.gov/marc-train>

Commuter Bus:

Regional bus services bring commuters to the DC area in the morning, and take them back outside the beltway in the evening. Commuter bus services usually make only a few stops, connecting with other transit systems or park-and-ride lots on each end of the commute.

<http://www.commuterpage.com/pages/transportation-options/commuter-buses/>

Ridesharing:

Ridesharing means riding together in one car or van, which often takes the form of carpooling, vanpooling, or “slugging”.

<http://www.commuterpage.com/pages/transportation-options/ridesharing/>

Guaranteed Ride Home:

Provides commuters who regularly carpool, vanpool, bike, walk, or take mass transportation to work with a free and reliable ride home when an unexpected emergency arises.

www.commuterconnections.org

***Mass Transit Benefit Program (MTBP)***

The MTBP is an employer-provided fare subsidy that is offered to eligible employees who use mass transportation for their commute to and from work. This benefit encourages the use of public transportation.

The MTBP links directly to the WMATA SmarTrip® card program. You must obtain and register Washington Metropolitan Area Transportation Authority (WMATA) SmarTrip® card prior to enrolling in MTBP. The card must be registered with the same first and last name as your CAC.

<http://www.whs.mil/MTBP/index.cfm>

4.1 Standards and Ethics

The **Code of Ethics for Government Service**¹ and the **DoD Guide to the Standards of Conduct**² set the principles of conduct for all Federal employees. These apply to both on duty and off duty conducts. It is important that you familiarize yourself with and adhere to these principles:

The Joint Ethics and Regulation

DoD 5550.7-R, provides for the basic ethics and standards of conduct requirements for DoD employees.

Each year annual Ethics on-line training updates are available on the internet. This General Counsel website, http://www.dod.mil/dodgc/defense_ethics/ is user friendly and provides the latest information on:

- Gifts
- Misuse of government office
- Post-government employment
- Conflicts of interest
- Use of government resources



Do:	Don't:
<ul style="list-style-type: none"> • Place loyalty to the Constitution, the laws, and ethical principles above private gain • Act impartially to all groups, persons, and organizations • Give an honest effort in the performance of your duties • Protect and conserve Federal property • Disclose waste, fraud, abuse, and corruption to appropriate authorities • Fulfill in good faith your obligations as a citizen, and pay your Federal, State, and local taxes 	<ul style="list-style-type: none"> • Don't use nonpublic information to benefit yourself or anyone else • Don't solicit or accept gifts from persons or parties that do business with or seek official action from DoD (unless permitted by an exception) • Don't make unauthorized commitments or promises that bind the Government • Don't use Federal property for unauthorized purposes • Don't take jobs or hold financial interests that conflict with your Government responsibilities • Don't take actions that give the appearance that they are illegal or unethical

¹ Code of Ethics for Government Service: <http://www.isocracytx.net/hp-org/ethics.html>

² DoD Guidance for Standards of Conduct: http://www.dod.mil/dodgc/defense_ethics/

For questions about how the ethical restriction may apply to your particular situation, please contact your ethics counselor. It is much easier and safer to get advice in advance, than it is to try to undo inappropriate actions. Violations can end your career as well as result in administrative, civil, or criminal penalties.

If you are a new supervisor, in addition to following the Code of Ethics for government Service, you will need to become fully knowledgeable on the Merit Systems Principles and the Prohibited Personnel Practices. Your HR advisor or training office will provide the training you will need to be successful in these areas.

Merit System Principles

The Merit System Principles are basic to effectively manage human resources. These principles are the public's expectations of a system that is efficient, effective, fair, open to all, free from political interference and staffed by honest, competent, and dedicated employees. The purpose is to hire people into the Civil Service on the basis of their qualifications and to advance and train them to the basis of their job performance. Hiring, promoting, or retaining career employees may not be based upon political party, race, color, sex, religion, national origin, marital status, age, handicap, or other factors unrelated to the job.

The Merit System Principles are contained in Section 2301(b) of the Title 5, U.S.C. Supervisors must be knowledgeable about these principles and incorporate them into daily decisions and actions.

The **Merit System Principles** include:

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

Dress and Appearance

As civilian representatives of the Federal Government and the U.S. Marine Corps, employees of Headquarters Marine Corps are expected to maintain a neat and professional appearance. While specific articles of clothing are not prescribed, all employees are expected to dress in a manner consistent with their official positions while on duty. Employees in professional and administrative positions as well as those who have extensive contact with members of other Federal agencies and/or the public are expected to attire themselves in a manner that is generally acceptable in the business community.

Commanders and activity heads may establish specific dress codes, subject to satisfying bargaining obligations, if applicable.

4.2 Political Rights and Restrictions

Federal laws limit the political activities of Federal employees. These laws are designed to strike a balance between your options to exercise your First Amendment Rights, and protecting you from the influence of political considerations, which might impact your job security.

The **Hatch Act** restricts federal employees to some extent from participating in partisan politics. Primarily you are prohibited from seeking a political office as a representative of a political party, involving a national and state election, or affiliated with a political partisan organization. However, you may seek a non-partisan political office, such as city council, school board, etc. If you need additional information regarding this subject please contact your local Office of Counsel. Your HR Advisor will be able to provide you the correct contact information for your area. Please visit the website for more information. <https://osc.gov/Pages/HatchAct.aspx>

Federal employees MAY:	Federal employees MAY NOT:
<ul style="list-style-type: none"> • Be candidates for public office in nonpartisan elections • Register and vote as they choose • Assist in voter registration drives • Distribute campaign literature in partisan elections • Express opinions about candidates and issues • Contribute money to political organizations • Attend political fundraising functions • Attend and be active at political rallies and meetings • Join and be an active member of a political party or club • Sign and circulate nominating petitions • Campaign for or against referendum questions, constitutional amendments, and municipal ordinances • Campaign for or against candidates in partisan elections • Make campaign speeches for candidates in partisan elections • Hold office in political clubs or parties 	<ul style="list-style-type: none"> • Use official authority or influence to interfere with an election • Solicit or discourage political activity of anyone with business before their agency • Solicit, accept, or receive political contributions (may be done in limited situations by federal labor or other employee organizations) • Be candidates for public office in partisan elections • Engage in political activity while on duty or in a government office • Wear political partisan buttons on duty • Engage in political activity while wearing an official uniform • Engage in political activity while using a government vehicle

4.3 Outside Employment

Outside employment is permitted as long as it does not impair performance in or conflict with the government position. You should check with your supervisor concerning any special approvals that may be required by your command for outside employment.

4.4 Indebtedness

Employees are expected to pay their just debts. Those who contract debts and then willfully neglect or avoid payments may be asked to explain this delinquency and may be subject to disciplinary action. Indebtedness may result in denial or revocation of security clearance or garnishment of an employee's pay.

Your pay can be garnished for certain debts. Debts that may be subject to garnishment:

- enforce obligations of alimony and child support
- indebtedness to the United States
- satisfy a tax liability
- commercial debts, in accordance with state law

4.5 Fraud, Waste, and Abuse

Navy and Marine Corps policy is to manage effectively all resources entrusted to its care and to eliminate fraud, waste, and mismanagement in all its programs and operations, whenever and wherever they occur.

Anyone witnessing what they believe to be fraud, waste, or abuse of authority, potential leaks of classified information, potential acts of terrorism, should report such conduct through the chain of command or directly to the **Inspector General**. In reporting waste, fraud, and mismanagement, you may remain anonymous.

- Marine Corps Base Quantico - <http://www.quantico.marines.mil/OfficesStaff/CommandInspectorGeneral.aspx>
- Headquarters, USMC - <http://www.hqmc.marines.mil/igmc/>
- Department of Defense - <http://www.dodig.mil/hotline/>

4.6 Whistleblower Protection and No FEAR Acts

The U.S. Office of Special Counsel (OSC) is an independent federal investigative and prosecutorial agency. Under the Civil Service Reform Act and the Whistleblower Protection Act (WPA), OSC's primary mission is to safeguard the merit system by protecting federal employees against prohibited personnel practices, especially reprisal for whistleblower. OSC carries out its mission by investigating allegations of prohibited personnel practices and other improper employment practices within its jurisdiction, and seeking appropriate corrective or disciplinary action; providing an independent, secure channel for disclosure and resolution of wrongdoing in federal agencies and promoting greater understanding of the rights and responsibilities of government employees under the WPA.

The Notification and Federal Employee Antidiscrimination and Retaliation Act of 2002 (No FEAR Act)

The No FEAR Act is intended to reduce the incidence of workplace discrimination within the federal government by making agencies and departments more accountable.

The No Fear Act governs the process of reimbursements to the Treasury Department's judgment fund by agencies, from their budgets, for judgments against agencies and settlements for discrimination in the workplace. The Act requires Federal agencies to be accountable for violations of antidiscrimination and whistleblower protection laws, in part by requiring that each Federal agency post quarterly on its public Web site, certain statistical data relating to Federal sector equal employment opportunity complaints filed with each agency.

Section 203 of the No FEAR Act specifically requires, not later than 180 days after the end of each fiscal year, each Federal agency to submit to the Speaker of the House of Representatives, the President pro tempore of the Senate, the Committee on Governmental Affairs of the Senate, the Committee on Government Reform of the House of Representatives, each committee of Congress with jurisdiction relating to the agency, the Equal Employment Opportunity Commission, and the Attorney General an annual report with specific information relating to each agency's EEO complaints activity.

4.7 Discrimination and Harassment

The Marine Corps is an Equal Employment Opportunity employer and discrimination in any form is prohibited by 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

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

Disability Discrimination

This 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

This 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.

Genetic Information

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

This 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

This 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

This 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

This 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.

Sexual Orientation and Gender Identity Discrimination

This occurs when someone is treated unfavorably because of their sexual orientation (emotional or physical attraction to the same and/or opposite sex) or because of their gender identity (inner sense of one's own gender, which may or may not match the sex assigned at birth).

Unwelcome Sexual Advances

This occurs 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. See "Sexual Harassment" below.

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.

Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment;

- Submission to or rejection of such conduct by an individual is used as a basis for an employment decision affecting individuals;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

There are two kinds of sexual harassment defined by EEOC guidelines: *Quid Pro Quo* and *Hostile Work Environment*.

Quid Pro Quo is a Latin phrase which means "this for that." It is a legal term used to define an arrangement where sexual favors are solicited from a supervisor/manager (someone in authority) in exchange for job benefits and/or other compensation. Also, *Quid Pro Quo* would apply anytime job benefits and/or other compensation are withheld from an employee because of his/her rejection of requests for sexual favors or for reacting negatively towards sexually-oriented behavior.

Hostile Work Environment is the most common type of sexual harassment. Very often the behavior is subtle. Hostile work environment occurs when conduct of a sexual nature (severe and pervasive) creates an environment that is intimidating, hostile or offensive to an individual, which interferes with that employee's ability to come into the workplace and perform his/her duties.

What to do:

- Tell the harasser that the conduct is unwanted and offensive and ask that it STOP.
- Record what happened, documenting who, where, when, what, and any possible witnesses
- Tell your supervisor or the harasser's supervisor about the incident.
- Contact the EEO Office - <http://www.hqmc.marines.mil/hrom/EEO.aspx>

4.8 Alternative Dispute Resolution (ADR)

ADR is an alternate method for resolving all kinds of workplace disputes outside the traditional process of EEO complaints, grievances, and litigation. Mediation is the ADR process most commonly used by the Marine Corps. Unlike formal processes for resolving disputes, Mediation resolves disputes and conflicts at the earliest stage possible, it is relatively quick, and it is inexpensive. Mediation is not about fault or blame, it's about results. It is confidential, helps to maintain work relationships, improves communication, and promotes creative solutions.

During Mediation, which is a voluntary process, a certified neutral person facilitates a discussion between two or more parties to help them arrive at a mutually agreeable resolution of a dispute. During Mediation, there is an introduction, joint discussion, a caucus (where the Mediator meets privately with each party) and ends with a time to talk resolution. For additional information go to the EEO website <http://www.hqmc.marines.mil/hrom/EEO.aspx>.

4.9 Reasonable Accommodation (RA) Program

The Department of the Navy reasonable accommodation process is a program designed to assist qualified individuals with a disability to perform the essential functions of their position. A qualified individual with a disability is an employee who can perform the essential functions of the position with or without an accommodation.

The Americans with Disabilities Amendments Act (ADAAA) defines a disability as a physical or mental impairment that substantially limits a major life activity.

Reasonable accommodation is an adjustment to the job or the way the job is accomplished to help an employee with a disability to perform the duties and responsibilities of the position. Accommodations can include adaptive equipment, assistive technology, ergonomic adjustments, modified workplace policies, telework, and schedule changes, just to name a few.

A request for reasonable accommodation can be made in writing or verbally (with a written follow-up) to either the employee's supervisor or the Reasonable Accommodation Program Manager. A request for reasonable accommodation relates a request for an adjustment or change at work due to a medical condition. For additional information go to the EEO website <http://www.hqmc.marines.mil/hrom/EEO.aspx>.

4.10 Drug-Free Workplace Program (DFWP)

The performance of every civilian employee must, at all times, support the agency's mission through a high level of productivity, reliability, and judgment. Illegal drug use has a negative impact on employee performance and is incompatible with the mission of DON and the USMC.

A condition of employment within DON is to refrain from using illegal drugs on or off duty. DON and the USMC have a compelling obligation to eliminate illegal drug use by its employees due to their national defense responsibilities and the sensitive nature of their work. The use of illegal drugs cannot be tolerated.

The DFWP subjects all civilian employees to drug testing (urinalysis) under the following conditions:

- When there is a reasonable suspicion that the employee uses illegal drugs
- As part of an authorized examination regarding an accident or unsafe practice
- As part of or as a follow-up to counseling or rehabilitation for illegal drug use

In addition, specific civilian employees will be subject to random drug testing on a recurring basis if they are in a Testing Designated Position (TDP). Any position that has been determined to be directly related to public safety, public health, or national security is a TDP. All TDP employees will be provided with a 30-day notice letter informing you of your requirement to participate in the program. Thirty days after receipt and acknowledgement of the notice you will be subject to random drug testing. These acknowledgements of receipt are maintained on file by the Drug Free Workplace Coordinator.

Employees who have a substance abuse problem should seek assistance through the Civilian Employee Assistance Program (CEAP).

Safe Harbor

Under the Executive Order 12564, the Department of Navy is required to initiate action to discipline an employee found to use illegal drugs under any circumstance. The only exception to this requirement is the "safe harbor" provision. Under "safe harbor," disciplinary action will not be initiated against an employee who meets the following three conditions:

1. Voluntarily identifies him/herself as a user of illegal drugs prior to being identified through any other means;

2. Obtains counseling and rehabilitation through the Civilian Employee Assistance Program; and
3. Thereafter, refrains from using illegal drugs.

An employee who admits to illegal drug use after being notified that he/she is scheduled for a drug test or just after a sample is collected, or who is found to use illegal drugs on the basis of other appropriate evidence, e.g., evidence obtained from a criminal conviction, is not eligible for "safe harbor."

The key to effectiveness of "safe harbor" is that an employee must be willing to admit to having a problem and be willing to seek help to solve the problem.

Is my job protected if I request Safe Harbor?

An employee who requests safe harbor under the provisions of this program must be aware that he or she may be relieved from performing sensitive duties. Further, the security officer will be advised of the safe harbor request and this information may then be used to determine whether the employee will retain his or her security clearance. This review could lead to the revocation of an employee's security clearance and removal from the service for failure to meet a condition of employment, i.e., maintaining a security clearance.

Whom do I contact if I wish to seek Safe Harbor?

You may contact your supervisor who will provide you with information about the program.

More information is available at:

<http://www.hqmc.marines.mil/hrom/EmployeeAdvisory/DrugFreeWorkplaceProgram#Harbor>.

4.11 Hostile Work Environment

Violence in the Workplace

All types of behavior can create what employees deem to be a "hostile work environment". But, in the legal sense, a hostile work environment is caused by unwelcome conduct in the workplace, in the form of discriminatory harassment toward one or more employees based on the inclusion in a protected class.

The harasser might be an employee, such as a Supervisor or a coworker, or even a non-employee, i.e. a Contractor. But who the workplace harasser is doesn't matter as much in the legal sense, as does the fact that he or she is creating an intimidating, offensive, abusive, or hostile work environment through discriminatory workplace harassment.

Samples of a Hostile Work Environment

Conduct that interferes with an individual's work performance, i.e., conduct that makes it hard for you to concentrate and focus on your work, etc.

Conduct that creates an intimidating, hostile, or offensive work environment.

Verbal or physical repeated conduct, i.e., yelling, screaming, slamming fist or items on desks, etc.

Conduct that causes an individual to suffer with respect to a term, condition, or privilege of employment, i.e., receiving a Letter of Caution, etc.

Hostile Work Environment Laws

There are no Federal "hostile work environment laws" or "hostile workplace laws" named as such. Creating a hostile workplace is prohibited under certain Federal discrimination laws (listed below).

- Title VII of the Civil Rights Act of 1964 (Title VII)
- Age Discrimination in Employment Act of 1967 (ADEA)
- Americans with Disabilities Act Amendment Act of 2008 (ADAA)
- Genetic Information Nondiscrimination Act of 2008 (GINA)

Subsequently, to be illegal under one of the laws in the eyes of the courts, a hostile work environment typically must be caused by discriminatory workplace harassment based on race, color, sex, age, religion, national origin, disability, genetics; or it must be caused by retaliation in violation of a discrimination law.

Additionally, the harassment typically must be intentional, severe, recurring, and pervasive, and interfere with an employee's ability to perform his or her job.

Lastly, the victim or witnesses typically must reasonably believe that tolerating the hostile work environment is a condition of continued employment. In other words, the victim or witnesses typically must reasonably believe that they have no choice, but to endure a hostile workplace in order to keep their jobs.

4.12 Discipline and Adverse Actions

Although relatively few employees ever face disciplinary or adverse actions, you should realize that it can happen. Such actions include oral admonishments, letters of caution or reprimand, suspensions from duty without pay, demotions, and removal from the Federal Service. If you are not in a probationary period, you will have certain rights in connection with the more serious adverse actions. If you are a probationary period employee, your rights are very limited.

Discipline and adverse action can be taken for a wide variety of reasons involving some form of improper conduct on or off the job or poor performance. Examples include attendance problems, work performance deficiencies, insubordination, safety violations, violations of established rules, falsification of records, etc. Disciplinary action is taken for the purpose of correcting employee behavior, and it is generally the policy to take the minimum action which can be expected to correct the behavior. Nevertheless, it is important to know that improper conduct can result in serious consequences that could result in the loss of your job.

4.13 Grievances

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

If you are a bargaining unit employee, you must submit your grievances in accordance with the procedures described in the appropriate collective bargaining agreement.

If you are not a bargaining unit employee (block 37 of your SF-50 will be either 8888 or 7777), submit your grievance in accordance with the Administrative Grievance System - Marine Corps Order (MCO) 12771.3.

4.14 Bargaining Units

Title VII of the Civil Service Reform Act of 1978 (CSRA), established into law a system for Federal employees to form, join, or assist any labor organization, or refrain from any such activity, freely and without fear of penalty or reprisal. Once formed, these labor organizations exclusively represent the bargaining unit employees in all matters affecting their working conditions. This portion of the CSRA U.S. Code (Chapter 71 of Title 5 of the U.S. Code) is referred to as the Federal Service Labor-Management Relations Statute (the Statute).



The bargaining unit is a group of employees with common interests who are represented by a labor union in their dealings with agency management. Prior to an election, representatives from management, the union and the Federal Labor Relations Authority meet to define the scope of the unit. One factor in defining the scope of the unit is that it must ensure employees the fullest freedom in exercising the rights guaranteed under the Federal Service Labor-Management Relations Statute. Further, a unit will only be considered appropriate if it will ensure a clear and identifiable community of interest among the employees in the unit and will promote effective dealings with, and efficiency of the operations of, the agency involved.

Bargaining unit status (that is, whether the position is in or out of the unit) pertains solely to the employee's position in the agency -- it does not take into consideration whether the employee is a dues paying union member. As such, these are two distinct groups. Bargaining unit members are employees whose positions are included in the defined bargaining unit while union members are employees that pay dues to the labor organization. (Automatic payroll deduction of dues is commonly referred to as dues withholding.) Only employees within the bargaining unit can have automatic dues withholding.

Employees may elect to join the local union and pay dues either through direct payment to the union or through automatic dues withholding. While all employees covered by the bargaining unit are bargaining unit members, only those employees who pay dues to the union are union members. Once a union has been certified as the exclusive representative, though, it must represent all bargaining unit members equally, regardless of their union membership. As such, when the union and management negotiate a collective bargaining agreement, its terms and conditions cover all employees in the bargaining unit irrespective of their union membership.

The Federal Service Labor-Management Relations Statute specifically excludes certain positions from bargaining unit coverage. Certain positions cannot be included in a Federal sector bargaining unit. These are:

- Individuals employed as supervisors, management officials, confidential employees (with respect to labor management relations),
- employees engaged in personnel work in other than a purely clerical capacity,
- employees engaged in administering the labor relations statute,

- employees engaged in intelligence, counterintelligence, investigative or security work which directly affects national security, and
- employees primarily engaged in investigation or audit functions relating to the work of individuals employed by the agency whose duties directly affect the internal security of the agency

Unions cannot represent these individuals, and management can unilaterally set their conditions of employment.

How do you know if you are bargaining unit member? Block 37 of your SF-50, Notification of Personnel Action, will reflect NV1034 if you are covered by the Local Union. If you need more information, please see your HR Advisor.

THE UNION THAT REPRESENTS BARGAINING UNIT EMPLOYEES AT MCB QUANTICO IS THE AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES, LOCAL 1786. YOU MAY REACH THEM AT (703) 640-6923.

Notice to employees represented by a Labor Union regarding employee rights during investigative examinations

The Federal Service Labor-Management Relations Statute requires that employees represented by an exclusive union be notified on an annual basis of their right to representation during examinations in connection with an investigative interview conducted by a representative of the agency. You will see these notices posted on official bulletin boards at the beginning of each calendar year.

The Federal Service Labor-Management Relations Statute, at section 7114(a)(2)(B), requires the exclusive union to be given the opportunity to be present at any examination of an employee in the bargaining unit by a representative of the agency in connection with an investigation if:

- The employee reasonably believes the examination may result in disciplinary action against the employee; and,
- The employee requests representation.

5.1 Work Schedules

Alternate Work Schedules (AWS)

Depending on the requirements of your organization, flexibilities may exist regarding your work schedule. It is suggested that you review the potential schedule options listed below and discuss them directly with your Supervisor as not all OPM-approved options are available at each command.



Compressed Work Schedule (CWS)

A CWS is a work schedule in which the employee completes his/her 80-hour tour of duty by working less than 10 days. Compressed work schedules are typically fixed schedules where arrival and departure times are well-established. There are two CWS options that may be available to civilian employees if it is an authorized alternate work schedule within your command.

- **5-4/9 Option:** Working 9 hours for eight days and 8 hours for one day, resulting in one regular day off. (Commonly known as 5-4/9)
- **4 10's Option:** Working 10 hours for eight days, resulting in two regular days off per pay period.

Flexible Work Schedule (FWS)

A FWS means the times during the workday, workweek, or pay period within the tour of duty during which an employee covered by a flexible work schedule may choose to vary his or her times of arrival to and departure from the work site consistent with the duties and requirements of the position. There are three FWS options that may be available to civilian employees if it is an authorized flexible work schedule within your command.

- **Flexitour Option:** Is a type of flexible work schedule in which an employee is allowed to select starting and stopping times within the flexible hours. Once selected, the hours are fixed until the agency provides an opportunity to select different starting and stopping times.
- **Gliding Schedule Option:** Is a type of flexible work schedule in which a full-time employee has a basic work requirement of 8 hours in each day and 40 hours in each week, may select a starting and stopping time each day, and may change starting and stopping times daily within the established flexible hours.
- **Maxiflex Schedule Option:** Is a type of flexible work schedule in which an employee may vary the number of hours worked on a given workday or the number of hours each week as long as the employee meets the 80 hour biweekly pay period requirement.

For detailed information regarding Alternate Work Schedules, see:

<http://www.hqmc.marines.mil/hrom/AdvisoryServ/EmployeeRelations/AlternativeWorkSchedules.aspx>.

5.2 Telework

Another option that can provide you flexible options for meeting work requirements is Telework. Telework is an arrangement that allows employees to conduct some or all of their work at a location other than their official worksite, based on a signed Telework Agreement. Telework can be completed in an employee's home or an alternative approved worksite. Telework is implemented by individual organizations depending on their operational requirements and staffing needs. You will need to discuss your telework eligibility and individual options with your Supervisor.

Information regarding telework at Headquarters Marine Corps can be found at:
<http://www.hqmc.marines.mil/hrom/EmployeeAdvisory/EmployeeRelations/Telework.aspx>.

5.3 Weather Emergencies

When severe weather affects the general safety of the working public, local authorities may issue a variety of operational status updates, which may affect how, when or where you may report to or depart from work. It is important to understand the variety of operational status levels as well as your specific duties during these occurrences.

Washington DC Metro Area

The Office of Personnel Management (OPM) determines the operating capabilities of the National Capital Region during periods of extreme weather. Please monitor updates to the operating status at <http://www.opm.gov/status/>.


OPM Mobile App

This app provides a real time look at the current operating status for the Federal Government offices in the Washington, DC area. <http://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/mobile-app/>

Marine Corps Base, Quantico

The Commanding Officer sets the specific operating status of the base, which may be different from OPM's operating status level. For operation status updates and to sign up for the Quantico Mass Notifications System, please visit <http://www.quantico.marines.mil/Portals/147/Quantico%20MNS%20Quick%20Start%20Guide.pdf>.

6.1 Information for Newly Hired Employees on Appointments Entitled to Benefits

 <p>Department of the Navy Civilian Benefits Center</p>	<p>Information for Newly Hired Employees on Appointments Entitled to Benefits</p>
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Congratulations on your new job! Pay is only part of the compensation you earn working for the Department of the Navy. We offer a broad array of benefits programs to meet your needs and those of your family. Become familiar with your available benefits by reading the information below so you can make informed choices.

Timeframes for Benefit Elections

Each benefit program has certain timeframes for initial enrollment as a new employee, as shown in the table below.

Program	Election Period from Date of Appointment
Life Insurance	Basic coverage is automatic; you have 60 days to elect optional coverage
Health Insurance	60 days
Dental and Vision Insurance	60 days
Flexible Spending Account	60 days (or by October 1, whichever is earlier)
Long Term Care Insurance	60 days (for abbreviated underwriting)
Thrift Savings Plan	Automatically contribute 3% of basic pay, can change or cancel at any time

Civilian Benefits Center (CBC)

The CBC is the centralized organization within the Department of the Navy that administers the Federal benefits and retirement programs for civilian employees. The CBC is responsible for the education and individual counseling of employees about these programs. Benefits and retirement program information is available on the Office of Civilian Human Resources Portal at <https://portal.secnav.navy.mil/orgs/MRA/DONHR/Benefits>. You must use your Department of Defense (DoD) Common Access Card (CAC) and be behind a .mil, .edu or .gov environment to access the Web site. When prompted, use your email certificate.

Employee Benefits Information System (EBIS)

The Department of the Navy uses EBIS, an automated, secure, self-service web application that allows employees to make health insurance, life insurance, and Thrift Savings Plan contribution elections, review general and personal benefits information, and calculate retirement estimates. As a new user, you will need your Service Computation Date for Leave, Pay Plan, Grade and Step from your SF 50, Notification of Personnel Action, Leave and Earnings Statement (LES) or My Biz to create your EBIS Username and Password. If you are ready to make a benefits election before your personnel record is created, contact the Benefits Line. You can access EBIS from the Office of Civilian Human Resources Portal at <https://portal.secnav.navy.mil/orgs/MRA/DONHR/Benefits>.

The Benefits Line

If you have any questions, please call the Benefits Line at 888-320-2917 from 7:30 a.m. - 7:30 p.m., Eastern Time, Monday – Friday. The TTY number is 866-359-5277.

You may also email your questions to navybenefits@navy.mil. You must include your full name, pay plan, grade, contact telephone number and the best time to call you but please do not include Privacy Act Information such as date of birth or Social Security number.

LES

You will receive a bi-weekly LES from your payroll office. It is important to review the LES each pay period to ensure correct deductions have been withheld for your elections and to avoid errors for which you could be indebted. If your payroll office is the Defense Finance and Accounting Service, information about your LES is available at <http://www.dfas.mil/dfas/civilianemployees/understandingyourcivilianpay/LES.html>.

Federal Employees' Group Life Insurance (FEGLI)

Most permanent Federal employees are eligible for FEGLI. Participation is voluntary, but if you are eligible, you are automatically covered under FEGLI basic insurance, unless you cancel this coverage. FEGLI also offers three options in addition to basic coverage. No proof of insurability is required for the basic or any optional insurance you elect during the 60 day initial election period. Proof of insurability may be required for insurance changes after that time.

Once you elect life insurance coverage, your enrollment automatically continues each year, as long as you remain eligible for the program. You do not have to reenroll each year. However, if you would like to make a change in your life insurance you can do so in conjunction with a qualifying life event, or by providing medical documentation. There is no regularly scheduled open season for FEGLI changes.

Information about FEGLI is available at <http://www.opm.gov/insure/life/index.asp>.

Action Required if You Have No Prior Federal Service

1. Basic coverage is automatic and is effective on the first day you are in a pay and duty status in an eligible position. If you do not want the basic coverage, you must cancel it by making an election in EBIS or by contacting the Benefits Line.

Your election using EBIS is equivalent to completing the SF 2817, Life Insurance Election form, mentioned in the FEGLI Program Booklet. Department of the Navy policy specifies that all civilian employees must make changes to their benefits electronically. Paper forms are not accepted for these transactions.

2. If you want to elect optional insurance, you must make an election within 60 days from the effective date of your appointment. You must make your election in EBIS or by contacting the Benefits Line. Optional insurance is effective the first day you are in a pay and duty status on or after the date you make your change in EBIS.

Action Required if You Have Prior Federal Service. If you have prior Federal service, your FEGLI coverage when you are rehired depends on the length of the break in service between the two appointments.

1. If the break in service is 180 days or less, you are automatically enrolled with the level of coverage that you had at the time of separation from employment. If you do not want this coverage, you may cancel all or part of it at any time, but you may not elect to increase the coverage. You must make your election in EBIS or by contacting the Benefits Line. If you previously waived all coverage, you are not eligible to enroll when you are rehired.
2. If the break in service is greater than 180 days, you will automatically be enrolled in basic insurance and the same optional insurance that you had in your previous position. In addition, you may elect optional insurance or increase the multiples of optional insurance (if you do not already have the maximum). You must make your election in EBIS or by contacting the Benefits Line within 60 days of your appointment.

Federal Employees Health Benefits (FEHB)

Most Federal employees are eligible to elect health insurance. Participation in FEHB is voluntary and you must make an election to be covered.

If you are a part-time career employee, the Government contribution toward your health benefits is prorated in proportion to the percentage of full-time service you are regularly scheduled to perform. Contact the Benefits Line for specific information about the cost of your health insurance, depending on your work schedule.

You are eligible to elect health insurance within 60 days of your appointment if you are a temporary employee working a full-time work schedule and employees on a seasonal or intermittent work schedules expected to work 130 or more hours in a calendar month for at least 90 days. Newly eligible employees receive the same government contribution as a full-time permanent employees.

Once you enroll in a health insurance plan, your enrollment automatically continues each year, as long as you remain eligible for the program. You do not have to reenroll each year. However, if you would like to make a change in your health insurance, you may do so during the annual Benefits Open Season or in conjunction with a qualifying life event.

You should review the information provided during Benefits Open Season to see if there are any significant plan changes to your health insurance enrollment for the next calendar year.

If you enroll in health insurance, premiums are automatically withheld from your salary on a pre-tax basis, which reduces your taxable income and income taxes. This is called Federal Employees Health Benefits Premium Conversion (FEHB-PC). If you participate in FEHB-PC:

- You do not have the flexibility to cancel your health insurance coverage or change to a self-only enrollment from a family enrollment any time. You will be able to make these changes only during the Benefits Open Season or in conjunction with a qualifying life event.
- Your earnings reported to the Social Security Administration will be less since you will pay health insurance premiums with pre-tax money. This may result in a somewhat lower Social Security benefit when you retire.
- You are not able to deduct health insurance premiums as an itemized medical deduction on your income tax return.

If you want health insurance premiums withheld on an after-tax basis, at the time you enroll in health insurance you must sign a waiver form electing not to participate in FEHB-PC. After the initial opportunity to waive FEHB-PC as a new employee, you will be able to change whether you participate in FEHB-PC only during the Benefits Open Season or in conjunction with a qualifying life event.

FEHB premiums and plan information are available on the Office of Personnel Management (OPM) Web site at <http://www.opm.gov/insure/health/index.asp>.

Action Required to Enroll

1. You have 60 days from the effective date of your appointment (or eligibility date) to elect a health insurance plan.
2. You must make your election in EBIS or by contacting the Benefits Line. Your election using EBIS is equivalent to completing the SF 2809, Health Benefits Election form, mentioned in the plan information. Department of the Navy policy requires all civilian employees to make changes to their benefits electronically. Paper forms are not accepted for these transactions.
3. Your health insurance enrollment will be effective the beginning of the next pay period following your election provided you were in a pay status during any part of the preceding pay period. This means you will not be covered by FEHB the first pay period of your employment. You cannot be reimbursed for any medical expenses incurred prior to the effective date of your health insurance election. You need to consider this when canceling any other health insurance coverage you may have, and for scheduling doctor visits or tests.
4. You should receive your health insurance enrollment cards within approximately 30 days after the effective date of your coverage. If you do not receive your enrollment cards, contact the Benefits Line.
5. If you want health insurance premiums withheld on an after-tax basis, you must complete CBC 12890-10, Federal Employees Health Benefits Premium Conversion Waiver/Election and fax it to your servicing CBC Site Office. To determine your servicing CBC Site Office refer to the chart at the end of this document. CBC 12890-10 is available on the Civilian Human Resources Web site at <https://portal.secnav.navy.mil/orgs/MRA/DONHR/Benefits/CBC%20Local%20Forms/CBC%2012890-10%20FEHB%20Premium%20Conversion%20Waiver-Election.pdf>.

Federal Employees Dental and Vision Insurance Programs (FEDVIP)

If you are in a position that conveys eligibility for FEHB, you are eligible to enroll in a dental and/or vision plan with FEDVIP. It does not matter whether you are actually enrolled in FEHB—eligibility is the key. FEDVIP is not the same as FEHB. It is a separate and different program. Participation in FEDVIP is voluntary and you must elect to be covered.

Employees on a temporary appointment are ineligible for FEDVIP. If you were previously enrolled in FEDVIP and accept a temporary appointment without a break of no more than 3 days you may continue your current FEDVIP enrollment.

Once you enroll in a dental and/or vision plan, your enrollment automatically continues each year, as long as you remain eligible for the program. You do not have to reenroll each year. However, if you would like to make a change in your enrollment, you may do so during the Benefits Open Season or in conjunction with a qualifying life event.

Dental premiums/plan information and vision premiums/plan information are available on the OPM Web site at <http://www.opm.gov/insure/dental/index.asp>.

Action Required to Enroll

1. You have 60 days from the effective date of your appointment (or eligibility date) to elect a dental and/or vision plan.

2. You must make your election on the BENEFEDS Web site at <https://www.benefeds.com> or by contacting BENEFEDS at 877-888-3337. You cannot enroll in a dental and/or vision plan using EBIS.
3. Your dental and/or vision enrollment will be effective the first day of the first pay period following the date in which you submit your enrollment.
4. Within 15 days after your coverage effective date, you should receive enrollment confirmation and information on how to access your benefits (which may or may not include an identification card; it depends on your plan) from your selected dental and/or vision plan. If you do not hear from your dental and/or vision plan within that time period, you should contact the plan directly. BENEFEDS does not provide plan identification cards.

Federal Flexible Spending Account (FSAFEDS)

If you are eligible for FEHB, you are eligible to enroll in a flexible spending account (FSA) with FSAFEDS. It does not matter whether you are actually enrolled in FEHB—eligibility is the key. Participation in FSAFEDS is voluntary and you must elect to participate.

Your FSAFEDS enrollment is effective only for one benefit period. You must reenroll in FSAFEDS for each year that you choose to participate. If you do not reenroll during the Benefits Open Season, you will not participate in the next benefit period, unless you experience a qualifying life event that allows you to make an election outside of the Benefits Open Season.

FSAFEDS offers three types of FSAs:

1. The Health Care Flexible Spending Account (HCFSAs) is used to pay for qualified medical costs and health care expenses that are not paid by your FEHB plan or any other insurance. The minimum you may elect each year is \$100 and the maximum is \$2,550. If you are eligible for the FEHB Program and are an active employee, you are eligible to participate in a HCFSAs. You need only be eligible to participate in FEHB — you do not need to be currently enrolled. The benefit period is the calendar year. You can carry over into the next calendar year up to \$500 of unused HCFSAs elections from the prior year.
2. The Limited Expense Health Care Flexible Spending Account (LEX HCFSAs) is available only to employees who enroll in an FEHB High Deductible Health Plan (HDHP) with a Health Savings Account (HSA) or whose spouse is enrolled in a non-FEHB HDHP with an HSA. Eligible expenses are limited to dental and vision care services/products that meet the IRS definition of medical care. The minimum you may elect each year is \$100 and the maximum is \$2,550. The benefit period is the calendar year. You can carry over into the next calendar year up to \$500 of unused LEX HCFSAs elections from the prior year.
3. The Dependent Care Flexible Spending Account (DCFSAs) is used to pay for eligible child care or adult dependent care expenses for qualified dependents that are necessary to allow you or your spouse to work, look for work, or attend school full-time. The minimum you may elect each year is \$100 and the maximum is \$5,000 per household (\$2,500 if married, filing separately). If you are an active employee, you are eligible to participate in a DCFSAs. The only exception(s) are intermittent or “when actually employed” (WAE) employees who are expected to work less than six months in a calendar year. You have from 1 January of one year through 15 March of the next year to incur eligible expenses for reimbursement from their 2015 account.

Information about FSAFEDS is available at <http://www.opm.gov/insure/flexible/index.asp>.

Action Required to Enroll

1. You have 60 days from the effective date of your new appointment (or eligibility date), but before October 1 of the calendar year, to elect to participate in FSAFEDS. If you are hired on or after October 1, you are not eligible to participate in that benefit period, but can elect during the Benefits Open Season for the following benefit period.
2. You must make your election on the FSAFEDS Web site at www.FSAFEDS.com or by contacting an FSAFEDS at 877-372-3337. You cannot enroll in FSAFEDS using EBIS.
3. Your election is effective the next day after your election is received by FSAFEDS.

Federal Long Term Care Insurance Program (FLTCIP)

If you are eligible for FEHB, you are eligible to apply for long term care coverage with FLTCIP. It does not matter whether you are actually enrolled in FEHB—eligibility is the key. In addition, your qualified relatives—current spouse, adult children, parents, parents-in-law, and stepparents—are also eligible to apply using full underwriting procedures.

If you are on a temporary not-to-exceed appointment, you are eligible to apply for long term care insurance with FLTCIP after you have completed 1 year of continuous employment.

Once you enroll in FLTCIP, your enrollment automatically continues each year, as long as you remain eligible for the program and continue paying your premiums. You do not have to reenroll each year.

Information about FLTCIP is available at <http://www.opm.gov/insure/ltc/index.asp>.

Action Required to Apply

1. You have 60 days from the effective date of your appointment (or eligibility date) to apply for long term care insurance using an abbreviated underwriting procedure (which asks fewer questions about your health). After the initial 60 days, you may apply using the full underwriting application.
2. Submit your application directly to the Long Term Care Partners at www.ltcfeds.com. You cannot apply using EBIS. You must pass a medical screening (called underwriting). Certain medical conditions, or combinations of conditions, will prevent some people from being approved for coverage.
3. If you are approved for coverage, the scheduled effective date will generally be the first day of the first month after your application is approved. You will receive a letter from Long Term Care Partners containing your scheduled effective date and what might change that date. If you apply using the abbreviated underwriting application, you must meet an Actively at Work requirement for your coverage to become effective.
4. You may pay your premiums to the Long Term Care Partners through payroll deduction, automatic bank withdrawal, or direct bill.

Thrift Savings Plan (TSP)

Most full-time and part-time employees covered by the Federal Employees Retirement System (FERS) or the Civil Service Retirement System (CSRS) are eligible to participate in TSP, but the participation rules are different. To verify your retirement plan look at your most recent SF 50, Notification of Personnel Action in Block 30.

FERS. TSP is an integral part of the retirement package, along with your FERS basic annuity and Social Security. TSP is especially important to FERS employees because the formula used to compute a FERS basic annuity is less generous than the formula used to compute a CSRS annuity. As a FERS employee:

- You are automatically enrolled in TSP and 3 percent of your basic pay will be deducted for TSP if you are hired or rehired on or after August 1, 2010. You will receive 3 percent agency matching contributions as well as agency automatic (1%) contributions. You can terminate your automatic enrollment contributions at any time.
- You can elect to start, change, stop, or resume TSP contributions at any time; there is no waiting period.
- You can elect to contribute any dollar amount or percentage (1–100%) of your basic pay to TSP; however, your annual dollar total cannot exceed the Internal Revenue Service elective deferral limit.
- If you stop your contributions, you are not eligible to receive Agency Matching Contributions, but will still receive the Agency Automatic (1%) Contributions.
- If you are age 50 or older, you can make catch-up contributions, up to the Internal Revenue Service elective deferral limit.
- You have a choice of tax treatments – tax deferred and after-tax contributions.
- You can invest your TSP account in any of the five individual investment funds or five lifecycle funds.
- Contributions must be made through payroll deductions. However, you may also transfer or roll over eligible funds from a traditional IRA or an eligible employer plan into your TSP account.

CSRS. TSP can provide CSRS employees with a source of retirement income in addition to the CSRS annuity. As a CSRS employee:

- You are automatically enrolled in TSP and 3 percent of your basic pay will be deducted for TSP if you are hired or rehired on or after August 1, 2010. You can terminate your automatic enrollment contributions at any time.
- You can elect to start, change, stop, or resume TSP contributions at any time; there is no waiting period.

- You can elect to contribute any dollar amount or percentage (1–100%) of your basic pay to TSP; however, your annual dollar total cannot exceed the Internal Revenue Service elective deferral limit.
- If you are age 50 or older, you can make catch-up contributions, up to the Internal Revenue Service elective deferral limit.
- You have a choice of tax treatments – tax deferred and after-tax contributions.
- You can invest your TSP account in any of the five individual investment funds or five lifecycle funds.
- Contributions must be made through payroll deductions. However, you may also transfer or roll over eligible funds from a traditional IRA or an eligible employer plan into your TSP account.

Your account will be established when your payroll office sends your first contributions to TSP. Once your account is established, the TSP will send three separate mailings to you: (1) a TSP Welcome Letter which includes your TSP account number, (2) your TSP Web password, and (3) your ThriftLine Personal Identification Number (PIN).

Your TSP regular employee contribution election automatically continues each year, as long as you remain eligible to contribute. You do not have to reelect each year. If you elect TSP catch-up contributions, you must reelect these contributions each calendar year.

Complete Information about TSP is available on the TSP Web site at <http://tsp.gov/>.

Action Required to Change Your TSP Contribution

1. If you are hired or rehired on or after August 1, 2010 you are automatically enrolled in TSP and 3 percent of your basic pay will be deducted for TSP on a pre-tax basis. If you don't want to continue your automatic enrollment in TSP, you can terminate your automatic contributions at any time by making an election in EBIS or by contacting the Benefits Line. If you want to change from pre-tax to after-tax contributions you will also make your election in EBIS or by contacting the Benefits Line.

You may request a refund of the contributions deducted from your basic pay associated with the first 90 days of automatic enrollment by completing form TSP-25, Automatic Enrollment Refund Request. Your request must be received by the TSP no later than the refund deadline date provided to you in the TSP Welcome Letter. You may make this refund request whether or not you choose to terminate your contributions to the TSP or submit a subsequent election to change your contribution amount or percentage. If you elect to request a refund of your automatic enrollment contributions the Agency Automatic (1%) Contributions will remain in your TSP account, but you will forfeit the Agency Matching Contributions.

2. You can elect to increase your TSP contribution from the automatic 3 percent contribution to any dollar amount or percentage (1–100%) of your basic pay up to the Internal Revenue Service elective deferral limit by using EBIS or by contacting the Benefits Line. Your election using EBIS is equivalent to completing the TSP-1 election form mentioned on the TSP Web site. Department of the Navy policy requires all civilian employees to make changes to their benefits electronically. Paper forms are not accepted for these transactions.
3. If you are covered by a FERS retirement plan, TSP is an integral part of your retirement. It is especially important to contribute 5 percent of your basic pay each pay period so you will receive the maximum agency matching contributions. If you elect a 5 percent contribution and determine it is more than you can afford, you can change the election at any time. It is also important to make contributions each pay period. If you reach the Internal Revenue Service limit before the end of the year, your contributions (and consequently your agency matching contributions) will stop. For more information, refer to the TSP fact sheet Annual Limit on Elective Deferrals available at <https://www.tsp.gov/PDF/formspubs/oc91-13.pdf> and the Elective Deferral Calculator at <https://www.tsp.gov/planningtools/electivecontributions/electiveContributions.shtml>.
4. If you are already contributing the maximum amount to TSP regular employee contributions and you will be turning age 50 in the calendar year, you can also elect TSP catch-up contributions using EBIS. Your election using EBIS is equivalent to completing the TSP-1-C mentioned on the TSP Web site.
5. Your TSP elections will be effective at the beginning of the next pay period following your election.

Action Required to Make Investment Transactions

1. Your initial TSP contributions will be invested in, and remain in, the G Fund (Government securities) unless you make an interfund transfer.

An interfund transfer moves the money already in your account among the TSP investment funds. Each calendar month, your first two interfund transfers may redistribute money in your account among any or all of the TSP funds. After the first two, your interfund transfers can only move money into the G Fund.

If you want your future contributions invested in funds other than the G Fund, you must make a contribution allocation. A contribution allocation specifies how you want to invest new money going into your TSP account. You may make a contribution allocation at any time.

You will be able to make an interfund transfer once you receive a TSP account number.

2. You must make your interfund transfer and/or contribution allocation on the TSP Web site at <http://tsp.gov/> or the ThriftLine at 877-968-3778 (using the automated system or by speaking to a TSP participant service representative). You cannot make investment transactions using EBIS.
3. Interfund transfers or contribution allocations made on the TSP Web site or the ThriftLine **by 12 noon**, Eastern Time, are generally processed and posted to your account at the close of business that day.

Interfund transfers or contribution allocations made on the TSP Web site or the ThriftLine **after 12 noon**, Eastern Time, will ordinarily be processed and posted to your account at the close of business on the following business day.

4. You will receive a confirmation of your transaction from the TSP record keeper.
5. Call the Thriftline if you have questions about how to make an interfund transfer or contribution allocation.

Retirement Plan

Most Federal employees in a retirement covered position are in either the Civil Service Retirement System (CSRS) or the Federal Employees Retirement System (FERS). To determine your retirement plan, look at Block 30 on your most recent SF 50, Notification of Personnel Action. The one character code represents your current retirement plan.

Code	Retirement Plan
1	CSRS
2	Social Security
4	None
5	Other retirement systems
6	CSRS – Special (Law Enforcement Officers and Firefighters)
C	CSRS Offset
E	CSRS Offset – Special (Law Enforcement Officers and Firefighters)
K	FERS
KF	FERS FRAE*
KR	FERS RAE**
L	FERS – Air Traffic Controllers
LF	FERS FRAE* – Air Traffic Controllers
LR	FERS RAE** – Air Traffic Controllers
M	FERS – Special (Law Enforcement Officers and Firefighters)
MF	FERS FRAE* – Special (Law Enforcement Officers and Firefighters)
MR	FERS RAE** – Special (Law Enforcement Officers and Firefighters)

*Further Revised Annuity Employees (FRAE) are FERS employees hired after December 31, 2013

**Revised Annuity Employees (RAE) are FERS employees hired after December 31, 2012

Information about the retirement is available on the Civilian Human Resources Web site at <https://portal.secnav.navy.mil/orgs/MRA/DONHR/Benefits>.

You should pay special attention to information about:

- Crediting active duty military service toward civilian retirement. You may be required to make a deposit to receive credit. Interest begins to accrue on the military deposit after a two year interest free grace period.

- Crediting civilian service for which you did not make a retirement contributions. You may be required to make a deposit to receive credit.
- Crediting civilian service for which you received a refund of retirement contributions. You may be required to make a deposit to receive credit.

Keep Your Mailing Address Current

Every year thousands of documents are returned to the payroll office, Thrift Board and health insurance carriers because the employee has changed their mailing address, but has not notified them. To update your mailing address follow these three steps.

Step 1. Notify Your Payroll Office of the New Address.

To update your mailing address, go to the Defense Finance and Accounting Service (DFAS myPay website at <https://mypay.dfas.mil/mypay.aspx> and login to your account. Under “Pay Changes” select “Correspondence Address” and make changes as appropriate. Your activity DFAS point of contact can also submit your address change to DFAS.

When you submit an address change to DFAS they will update your address to receive pay documents such as your Civilian Leave and Earnings Statement (LES) and W-2, Wage and Tax Statement.

DFAS will send your new address to the Thrift Board to update your mailing address for TSP documents and to the civilian personnel system. You do not need to submit a separate form.

Step 2. Notify Your Health Insurance Carrier of the New Address. If you are enrolled in the Federal Employees Health Benefits (FEHB) you must submit a separate change of address to your health insurance carrier. Some health insurance carriers, such as Blue Cross Blue Shield, allow you to make an address change electronically on their web site. You should contact your health insurance carrier for specific procedures.

Step 3. Notify Your Employing Activity of the New Address. Contact your activity administrative department and supervisor to update your address for recall purposes, etc.

CBC Site Office

To determine the mailing address for your servicing CBC Site Office, please refer to block 48 on your SF-50, Notification of Personnel Action and match it to the corresponding 4-digit number below:

2412, 2413, 2416, 2417, 2436, 4336 and All Senior Executive Service Employees
OCHR Norfolk Operations Center ATTN: Civilian Benefits Center NNSY, Building 17 Portsmouth, VA 23709 Fax: (757) 396-7826 DSN: 386-7826

2414
OCHR San Diego Operations Center ATTN: Civilian Benefits Center 6300 Miramar Way San Diego, CA 92145-2015 Fax: (858) 577-5548 DSN: 267-5548

6.2 Contact Information



CONTACT INFORMATION

EBIS Assistance, Health Insurance, Life Insurance, Retirement, Thrift Savings Plan (Enroll, Change Bi-Weekly Contributions, Cancel Enrollment)	
Contact	Benefits Line Benefits Line cards
Telephone	888-320-2917 TTY: 866-359-5277
Email	navybenefits@navy.mil. You must include your full name, pay plan, grade, contact telephone number and the best time to call you, but do not include Privacy Act Information such as date of birth or social security number. Please allow 2 business days for a response.
Business Hours	7:30 a.m. to 7:30 p.m. ET, Monday through Friday, except Federal holidays
Additional Information	<p>Social Security Number. The representative will ask you to provide your Social Security number to locate your personnel record. If you are uncomfortable providing your Social Security number, please indicate that you would prefer to provide your full name. Once your record has been located, you will be asked to validate your identity by providing information such as your Service Computation Date, Pay Plan, Pay Grade, and Step.</p> <p>Speaking to Others on Your Behalf. Before the representative can provide information to someone speaking on your behalf, such as a spouse or other family member, you must be present on the telephone call, give prior authorization, or provide a Power of Attorney.</p> <p>Retirement Questions. Representatives can direct you to general retirement information available online. For questions related to your specific retirement issues, the representative will refer your call to a retirement specialist who can provide counseling. The retirement specialist will return your call within 2 business days. If you have previously spoken to your retirement specialist and know the individual's telephone number and/or e-mail address, you may contact your retirement specialist without a Benefits Line referral.</p> <p>Mailing address for retirement applications: OCHR Norfolk Operations Center Attn: Civilian Benefits Center Norfolk Naval Shipyard Building 17 Portsmouth, VA 23709-1005</p>

Dental and Vision Insurance	
Contact	BENEFEDS
Telephone	877-888-3337 TTY: 877-889-5680
Email	service@benefeds.com
Business Hours	9:00 a.m. to 7:00 p.m. (Eastern Time) Monday through Friday, except on Federal holidays
Web	https://www.benefeds.com



CONTACT INFORMATION

Thrift Savings Plan (Loans, Contribution Allocations, Interfund Transfers, Designation of Beneficiary, and Withdrawals)	
Contact	ThriftLine
Telephone	877-968-3778 International callers who cannot use toll free number - (404) 233-4400 TTY: 877-847-4385
Business Hours	Automated response system available 24 hours a day/7 days a week Participant service representative available 7:00 a.m. to 9:00 p.m. (Eastern Time), Monday through Friday, except on Federal holidays
Web	http://tsp.gov
Fax	866-817-5023

Flexible Spending Account	
Contact	FSAFEDS
Telephone	877-372-3337 TTY: 800-952-0450
Email	FSAFEDS@adp.com
Business Hours	9:00 a.m. to 9:00 p.m. (Eastern Time) Monday through Friday, except on Federal holidays
Web:	https://www.fsafeds.com
FAX	866-643-2245 or 502-267-2233

Long Term Care Insurance	
Contact	Long Term Care Partners
Telephone	800-582-3337 TTY: 800-843-3557
Email	info@lhcpartners.com
Business Hours	8:00 a.m. to 6:00 p.m. (Eastern Time) Monday through Friday, except on Federal holidays
Web	http://www.lhcpartners.com
Fax	866-513-2674

6.3 The Benefits of Working for the DON - Civilian Employment Total Rewards



Department of the Navy
Civilian Benefits Center

The Benefits of Working for the
Department of the Navy
Civilian Employment Total Rewards

Pay is only part of the compensation you will earn working for the Department of the Navy. We offer a broad array of benefits programs and family friendly flexibilities to meet the needs of you and your family.

Federal Employees Health Benefits Program

- Nationally recognized model offering 200+ health plan options throughout the U.S.
- No waiting period or physical examination to enroll
- No exclusions for pre-existing conditions
- Substantial employer contribution to premiums (up to 75%)
- Pay premiums with pre-tax dollars
- Coverage for self & eligible family members
- Opportunity to retain coverage into retirement with full government contributions
- Opportunity to continue coverage for dependents
- <http://www.opm.gov/insure/health/index.asp>

Dental and Vision Insurance Programs

- Comprehensive range of services available
- Choice of carriers
- Competitive rates
- Pay premiums with pre-tax dollars
- Coverage for self & eligible family members
- <http://www.opm.gov/insure/health/index.asp>

Flexible Spending Accounts

- Elect pre-tax salary dollars
- Save money on a variety of eligible health care and dependent care expenses
- <http://www.opm.gov/insure/pretax/fsa/index.asp>

Long Term Care Insurance Program

- Multiple plans available
- Covers long term care if you can no longer perform everyday tasks due to a chronic illness, injury, disability or aging
- Comprehensive range of services available
- Competitive rates
- Eligibility – self & eligible family members
- Apply by answering just a few simple questions
- <http://www.ltcfeds.com>

Federal Employees' Group Life Insurance Program

- Group term life insurance
- Basic life insurance and 3 options provide coverage for self & eligible family members
- 33% of Basic insurance premiums paid by employer
- No physical required for initial enrollment
- Opportunity to retain coverage into retirement
- <http://www.opm.gov/insure/life/index.htm>

Federal Employees Retirement System (FERS)

- Retirement annuity for life beginning as early as age 55
- Benefits based on length of service and salary
- Military service may be credited toward FERS (deposit required)
- Vesting after 5 years of creditable civilian service
- Eligibility for survivor and disability benefits after 18 months of civilian service
- Earn Social Security credit while working for the Government
- Government employees are automatically eligible for Medicare Part A at no cost beginning at age 65
- <http://www.opm.gov/retire/index.htm>

Thrift Savings Plan

- Supplements your retirement annuity
- A choice of tax treatments – tax deferred or after-tax contributions
- Largest single defined contribution plan in the U.S. similar to a 401(k) plan
- Multiple investment options
- Agency and matching contributions for FERS employees
- Option to rollover money from an existing retirement plan
- <http://www.tsp.gov/>

Questions about Health Insurance, Life Insurance, Thrift Savings Plan or Retirement? Contact the Benefits Line at 888-320-2917 between 7:30 a.m. to 7:30 p.m. Eastern Time, Monday through Friday. The TTY is 866-359-5277. You may also email your questions to navybenefits@navy.mil.

Leave and Holidays

- 10 paid holidays
- Earn 13 days of sick leave with no carryover ceiling
- Accrue 13, 20 or 26 days of vacation leave depending upon years of service or related work experience
- Carry up to 30 days of vacation leave into the next calendar year
- Family and Medical Leave Act allows up to 12 weeks per year of unpaid leave for caring for a sick family member

Competitive Civilian Salaries

- Special salary rates worldwide for engineers
- Special rates for other occupations based on locality
- Locality pay based on geographical location
- Overtime pay or time off for hours over 40 hours per week or 8 hours a day depending on work schedule
- Bonuses, incentives, and awards as appropriate for the job
- Annual pay increases or bonuses based on satisfactory performance


Work/Life Programs. The following work/life programs are offered by many Activities.

- Alternative Work Schedules other than the traditional 8 hour day/40 hour week are available
- Tele-work – opportunity to work at home or at a telecommuting center
- Part-time Employment/Job Sharing
- Leave Sharing Programs allow co-workers to transfer leave to others in need
- Transportation Subsidy - employees taking public transportation/carpools are reimbursed for transportation costs
- Employee Assistance Programs – provides a variety of services
- Health & Fitness - many Navy/Marine Corps installations have well-equipped fitness centers available to civilian employees
- Dependent Care – Navy has outstanding child care programs and referrals to Federal child care centers
- Tuition Reimbursement - Activities may pay all or part of the necessary expenses of training, including the costs of college tuition for training and education, to improve an employee's performance of his or her official duties
- Student Loan Repayment Program – Activities may repay student loans up to annual limits

Miscellaneous Programs

- Government and Armed Forces Travel Cooperative – provide vacation travel services, including discount packages
- Volunteerism and Community Involvement – flexibility to permit employees to participate
- Savings Bonds – purchase through payroll deduction
- Career Development Opportunities

6.4 Information About Designation of Beneficiary

	<p>Department of the Navy Civilian Benefits Center</p>	<p>Information About Designation of Beneficiary</p>
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Standard Order of Precedence

A designation of beneficiary is a legal document outlining how benefits will be paid in the event of your death. Benefits for life insurance, retirement, Thrift Savings Plan (TSP), and unpaid compensation are automatically distributed in the following order of precedence:

- First, to your widow or widower;
- Second, to your child or children, with the share of any deceased child distributed among descendants of that child;
- Third, if none of the above, to your parents in equal shares or the entire amount to your surviving parent;
- Fourth, if none of the above, to the executor or administrator of your estate;
- Fifth, if none of the above, to your other next of kin as determined under the laws of the State where you lived.

An exception to the order of precedence is for Federal Employees' Group Life Insurance (FEGLI). If you assigned ownership of your FEGLI, benefits will be paid:

- First, to the beneficiaries designated by your assignees, if any;
- Second, if there is no beneficiary, to your assignees.

If you did not assign FEGLI ownership and there is a valid court order on file, benefits will be paid according to that court order.

You are not required to complete a designation of beneficiary form if you want your benefits distributed according to the order of precedence. If you want benefits paid to someone else or in a different order, you must designate a beneficiary.

Keep Your Designation of Beneficiary Current

If you complete a designation of beneficiary form, you are responsible for ensuring that it remains accurate. Benefits will be paid based on a valid designation, regardless of whether that designation still reflects your intentions. You should review your beneficiary designation whenever you have a significant change in your life, such as a marriage, divorce, or death. A divorce does not invalidate a designation that names your former spouse as beneficiary; you must complete a new designation form. You should file a new form whenever there is a change in a beneficiary's address or name.

Designation of Beneficiary Forms

Form Number	Purpose of Designation	Download Form	Mail Form To
SF 2823, Designation For FEGLI	Determines how proceeds from the life insurance are distributed.	http://www.opm.gov/forms/pdf_fill/sf2823.pdf	Your servicing Civilian Benefits Center Office (see information below to determine your servicing Civilian Benefits Center Office)
SF 1152, Designation For Unpaid Compensation	Determines how any unpaid salary and lump sum annual leave are distributed	http://www.opm.gov/forms/pdf_fill/sf1152.pdf	Your servicing Civilian Benefits Center Office (see information below to determine your servicing Civilian Benefits Center Office)

Form Number	Purpose of Designation	Download Form	Mail Form To
SF 3102, Designation For Federal Employees Retirement System (FERS)	Designates who is to receive a lump-sum payment which may become payable under the FERS. It does not affect the right of any person who is eligible for survivor annuity benefits	http://www.opm.gov/forms/pdf_fill/sf3102.pdf	Your servicing Civilian Benefits Center Office (see information below to determine your servicing Civilian Benefits Center Office)
TSP-3, Designation For TSP	Determines how any money that is invested in TSP is distributed	https://www.tsp.gov/PDF/formspubs/tsp-3.pdf	Thrift Savings Plan P. O. Box 385021 Birmingham, AL 35238 Or fax to 866-817-5023
SF 2808, Designation For Civil Service Retirement System (CSRS)	Designates who is to receive a lump-sum payment which may become payable under the CSRS. It does not affect the right of any person who is eligible for survivor annuity benefits.	https://www.opm.gov/forms/pdf_fill/sf2808.pdf	Office of Personnel Management Retirement Operations Center P. O. Box 45 Boyers, PA 16017-0045
CA-40, Designation of a Recipient of the Federal Employees' Compensation Act Death Gratuity Payment	Designates distribution of the death gratuity payment of up to \$100,000 when a Federal civilian employee dies of injuries incurred in connection with his or her service with an Armed Force in a contingency operation.	http://www.dol.gov/owcp/dfec/regs/compliance/CA-40.pdf	Your servicing Civilian Benefits Center Office (see information below to determine your servicing Civilian Benefits Center Office)

Your Servicing Civilian Benefits Center Site Office

To determine the mailing address for your servicing Civilian Benefits Center Site Office, please refer to block 48 on your SF-50, Notification of Personnel Action, and match it to the corresponding 4-digit number below:

2412, 2413, 2416, 2436, 4336 and All Senior Executive Service Employees	OCHR Norfolk Operations Center Attn: Civilian Benefits Center Norfolk Naval Shipyard, Building 17 Portsmouth, VA 23709	2414	OCHR San Diego Operations Center Attn: Civilian Benefits Center 6300 Miramar Way San Diego, CA 92145-2015
2417	OCHR Stennis Operations Center Attn: Civilian Benefits Center 9110 Leonard Kimble Road Stennis Space Center, MS 39522-0002		

Additional Information

Additional information about designation of beneficiary is available at <https://www.portal.navy.mil/donhr/Benefits>. You must use your Department of Defense (DoD) Common Access Card (CAC) and be behind a .mil, .edu or .gov environment to access the Web site. When prompted, use your email certificate.

If you have questions please call the Benefits Line at 888-320-2917 and select menu option #4 to speak with a Customer Service Representative (CSR). CSRs are available from 7:30 a.m. until 7:30 p.m., Eastern Time, Monday through Friday, except on federal holidays. The TTY number is 866-359-5277.

You may also email your questions to navybenefits@navy.mil. You must include your full name, pay plan, grade, contact telephone number and the best time to call you but please do not include Privacy Act Information such as date of birth or Social Security number.

6.5 OCHR Fact Sheet: DON Civilian Employee Assistance Program Contact Information

OCHR FACTSHEET

Department of the Navy Civilian Employee Assistance Program Provides Employee Assistance and Work-Life Programs

April 2015

DON CIVILIAN EMPLOYEE ASSISTANCE PROGRAM

This Fact Sheet:

- Describes the DON/FOH partnership (DONCEAP) to help employees and their families
- Explains which Employee Assistance Programs and Work-Life services are offered to employees and their families
- Provides information on how to quickly access EAP and Work-Life services

Background

Department of the Navy employees are busy juggling work and family and it is not unusual to encounter difficulties with stress, family, relationships, alcohol, work, or other issues which impact their quality of life. The Department of the Navy values its employees and has partnered with the Department of Health and Human Services Federal Occupational Health (FOH) to provide a centralized Employee Assistance and Work-Life program for employees and their families. The Department of the Navy Civilian Employee Assistance Program (DONCEAP) provides a wide range of services to employees and their families.

Employees can access services 24/7 through the web (DONCEAP.foh.hhs.gov) or by phone (**1-844-DONCEAP**). A professionally staffed call center will provide answers to questions, research information, link employees to a wide variety of qualified local services, and provide licensed confidential support to help with difficult issues.

Services Offered

Some of the services available to employees include:

- Access to licensed counselors who provide in-person, short-term counseling for a wide range of concerns to include relationships, legal, financial, family, substance abuse, depression, parenting, and more
- Assistance with a wide range of concerns to include short-term problem solving, management coaching, or crisis management
- Help when there is an incident or crisis that affects the workplace – psychological first aide, grief groups, consultation, and education
- Access to Work-Life specialists who provide information, resources, and referral to:
 - Childcare (daycare, preschools, etc.)
 - Eldercare (assisted living, in-home care, etc.)
 - Daily Life (relocation, event planning, etc.)
 - Family (adoption, prenatal, etc.)
 - Legal and financial (credit and debt, tax tips, identity theft issues, etc.)
- Comprehensive information and resources 24/7 via the web
- Library of resources including health and wellness articles, presentations, webinars, and podcasts

Contact DONCEAP at
1-844-DONCEAP (1-844-366-2327)
TTY 1-888-262-7848
International 001-888-829-0270
DONCEAP.foh.hhs.gov



**OCHR
FACTSHEET**

Frequently Asked Questions

Q. Who is eligible to use the DONCEAP?

A. DONCEAP services are available to all Department of the Navy civilian employees and their family members (any legal dependent, regardless of home address, or significant other living in the employee's household).

Q. How much does it cost to access the DONCEAP?

A. DONCEAP consultation services are provided at no charge to civilian employees and their families. Some fees may apply for additional services beyond the consultation.

Q. Are my interactions with the DONCEAP counselors shared with my supervisor?

A. DONCEAP services are voluntary and confidential within the limits of the law. Your consultation is protected and is only shared with those who will be providing services to you.

Q. How do I contact DONCEAP by phone?

A. Call 1-844-DONCEAP (1-844-366-2327) or 1-800-262-7848 for hearing impaired to make a confidential appointment with a licensed counselor or to speak with a Work-Life specialist. The qualified and licensed counselors are independent of the Department of the Navy. When you contact the program you will be asked to identify your agency.

Q. Are there other ways to contact DONCEAP or Work-Life services?

A. Information is also available 24/7 online at <http://DONCEAP.foh.hhs.gov/>. When reaching the webpage, you will be asked to enter your Command and which service you are pursuing. This information identifies the Command only and not the employee.

Still Need Assistance?

For additional questions on DONCEAP or Work/Life services, email the DON HR FAQ box at DONhrfaq@navy.mil.



OCHR
FACTSHEET

6.6 LEAVE

Information about civilian leave entitlements is provided so that you can easily see what is available to help you balance your work and personal life — whether you plan to take time off for a vacation, go to the doctor's office, or help take care of a family member with a serious medical condition.

The two most common types of leave are *Annual* and *Sick* leave.

Annual Leave

Employees may use annual leave for vacations, rest and relaxation, and personal business or emergencies. An employee has a right to take annual leave; however, management is responsible for determining when annual leave may be taken and for scheduling it on an equitable basis.



Annual Leave Earning Rates For Full Time Employees	
Years of Service	Annual Leave Accrual by Pay Period
0 - 3 Years	4 Hours
3 - 15 Years	6 Hours; 10 Hours in the last Pay Period
> 15 Years	8 Hours
Note: Leave Earning Rates For Part Time Employees And Those With Uncommon Tours Of Duty Is Prorated.	

Ideally, annual leave is planned and utilized throughout the year. Except in emergencies, annual leave should be approved in advance by your supervisor. Emergency situations should be rare.

For most employees, (240 hours) of accumulated annual leave may be carried over from one year to the next. Any leave accumulated in excess of this amount (commonly referred to as "Use or Lose") must be used before the end of the leave year or it will be forfeited. Your leave and earnings statement (LES) indicates your leave balances and the end of the leave year. If the leave information shown on the earnings statement disagrees with your records, you should bring those discrepancies to your supervisor's attention immediately.

When necessary, supervisors may grant an advance of annual leave consistent with agency policy. The amount of annual leave that may be advanced is limited to the amount of annual leave an employee would accrue in the remainder of the leave year. Normally, when an employee who is indebted for advance annual leave separates from Federal service, he or she is required to refund the amount of advance leave for which he or she is indebted.

If you separate from the federal government, you will receive a lump sum payment for your unused accrued annual leave.

Sick Leave

This type of leave allows employees to take time off from duty with pay to deal with their personal medical needs and the medical needs of family members.

Sick leave is earned by all full time employees, **regardless** of length of service, at the rate of 4 hours per pay period. Part-time employees earn sick leave at the rate of 1 hour for every 20 hours in a pay status. Unlike annual leave, there is no limit to the amount of sick leave that may be accumulated and retained year-to-year.

Sick leave is used for absences due to personal illness, pregnancy, medical confinement, injury, or visits to the medical doctor, optometrist, or dentist. Employees requesting sick leave will notify their supervisor, or other official authorized to approve leave. If there is a bargaining agreement, it may specify a specific time frame to notify your supervisor of the need to use sick leave. If you are on sick leave, a medical certificate may be required to support your absence from work.

Sick leave requests for non-emergency medical, dental, optical examination or treatment should be submitted and approved in advance.

In cases of serious illness or disability, sick leave may be advanced with supervisor approval up to a maximum of 240 hours.

No payment is made for unused sick leave if you resign, but it will be re-credited if you are re-employed with the Federal Government.

Other Types of Leave

Organ/Bone Marrow Donor Leave

This allows employees to take certain amounts of paid leave each calendar year to serve as a bone marrow or organ donor.

Administrative Leave

This is a period of administratively authorized absence from official duties without loss of pay and without charge to an employee's leave account.

Leave Without Pay (LWOP)

This is a temporary non-pay status and absence from duty that, in most cases, is granted at the employee's request.

Court Leave

This entitles an employee to paid time off without charge to leave for service as a juror or witness.

The Family and Medical Leave Act (FMLA)

Most covered Federal employees may use up to 104 hours of sick leave each leave year to care for a family member or to arrange for or attend the funeral of a family member. In addition, most Federal employees may use a total of up to 12 workweeks of sick leave each leave year for a family member with a "serious health condition" as defined in the Family and Medical Leave Act (discussed below). However, an employee is limited to a total of 12 weeks of sick leave each year for ALL family care purposes. Family member is defined as:

- Spouse and parents thereof;
- Children, including adopted children, and spouses thereof (includes adult children whether disabled or not)
- Parents;
- Brothers and sisters, and spouses thereof; and

- Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

You may substitute your paid leave (sick, annual or donated leave) for unpaid leave while on FMLA. FMLA leave is available only to employees who have been employed for at least 12 months.

There is a form (WH 380 E or F) you will have to complete to apply for FMLA leave and you will be required to provide documentation to support your request for FMLA leave. Normally, your request for FMLA leave must be submitted 30 calendar days prior to the start of the FMLA leave.

There is no separate leave category for **Parental Leave**. Instead, employees are entitled to use paid and unpaid leave, along with workplace scheduling flexibilities, to meet their family obligations.

For HQMC-specific information about various types of leave, the rates at which employees accrue annual and sick leave, and other related programs, please see:

<http://www.hqmc.marines.mil/hrom/AdvisoryServ/EmployeeRelations/Leave.aspx>.

For information regarding leave policy, please refer to Office of Personnel Management (OPM)'s website: <http://www.opm.gov/oqa/leave/HTML/factindx.asp>.

Military Leave

Military Leave entitles National Guard members or military reservists to be absent from work for certain types of active or inactive duty.

Any full-time Federal civilian employee whose appointment is not limited to 1 year is entitled to military leave. Military leave under 5 U.S.C. 6323(a) is prorated for part-time career employees and employees on an uncommon tour of duty.

Types of Military Leave

5 U.S.C. 6323(a) provides 15 days per fiscal year for active duty, active duty training and inactive duty training. An employee can carry over a maximum of 15 days into the next fiscal year.

Inactive Duty Training is authorized training performed by members of a Reserve component not on active duty and performed in connection with the prescribed activities of the Reserve component. It consists of regularly scheduled unit training periods, additional training periods and equivalent training. For further information, see Department of Defense Instruction Number 1215.6, March 14, 1997.

5 U.S.C. 6323(b) provides 22 workdays per calendar year for emergency duty as ordered by the President, the Secretary of Defense or a State Governor. This leave is provided for employees who perform military duties in support of civil authorities in the protection of life and property or whom perform full-time military service as a result of a call or order to active duty in support of a contingency operation as defined in section 101(a)(13) of title 10, United States Code.

Days of Leave

Military leave is credited to a full-time employee on the basis of an 8-hour workday. The minimum charge to leave is 1 hour. **An employee may be charged military leave only for hours that the employee would otherwise have worked and received pay.**

Employees who request military leave for inactive duty training (which generally is 2, 4 or 6 hours in length) will be charged only the amount of military leave necessary to cover the period of training and necessary travel. 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.

A full-time employee working a 40-hour workweek will accrue 120 hours (15 days x 8 hours) of military leave in a fiscal year, or the equivalent of three 40-hour workweeks. Military leave under 6323(a) will be prorated for part-time employees and for employees on uncommon tours of duty based on proportionally on the number of hours in the employee's regularly scheduled biweekly pay period.

Military Leave: Effect on Civilian Pay

An employee's civilian pay remains the same for period of military leave under 5 U.S.C. 6323(a), including any premium pay (except Sunday premium pay) an employee would have received if not on military leave. For military leave under 5 U.S.C 6323(b) and (c), an employee's civilian pay is reduced by the amount of military pay for the days of military leave. However, an employee may choose not to take military leave and instead take annual leave, compensatory time off for travel, or sick leave, if appropriate, in order to retain both civilian and military pay.

6.7 Federal Holidays

There are ten federal holidays for which most Federal employees receive holiday pay. For the current Calendar of Federal Holidays, please visit:

http://www.opm.gov/Operating_Status_Schedules/fedhol/



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

6.8 Voluntary Leave Transfer Program

The **Voluntary Leave Transfer Program (VLTP)** is a program that allows government employees to transfer annual leave to another government employee (within the same agency or outside the agency) who is experiencing a medical emergency (for themselves or a covered family member) and *who will face a loss of pay of at least 24 hours because of the emergency*. The employee who is the leave recipient may use the transferred annual leave to cover absences from duty resulting from the medical emergency only.

Applying as a Leave Recipient

Employees who are interested in applying as a leave recipient should complete the **OPM 630** form and provide it to the VLTP Coordinator in the EMAS section. If the employee is not capable of completing the application, a personal representative may complete the application on behalf of the employee. Each application should include:

- The name, position title, and grade or pay level of the potential leave recipient.

- Whether the employee wishes to have annual leave solicited on their behalf and or a brief description of the medical emergency using the monthly VLTP distribution list.
- Supporting medical documentation which includes the specific diagnosis, prognosis, and expected duration of the medical emergency on the physician's official letterhead.
- The employee's most recent Leave and Earnings Statement (LES).
- The employee's signature as well as the employee's first level supervisor recommendation.

If a favorable determination is made, you will be notified via email regarding appropriate instructions for those wishing to donate annual leave to you, as well as the date when you will need to provide updated medical documentation. **Please be advised that failure to provide updated medical documentation by this date may result in your removal from the VLTP.**

Donating Annual Leave to Approved VLTP Recipients

Employees may donate annual leave to approved VLTP recipients that are either within the same agency or are employed at an outside agency. However, an employee may donate no more than one-half of the amount of annual leave he or she would accrue during the leave year without receiving a waiver from his or her first level supervisor. For additional information on how to obtain the waiver contact the VLTP Coordinator. Employees should use the following forms for donating annual leave:

- **OPM 630 A** form (within agency donations)
- **OPM 630 B** form (outside agency donations)

These forms can be found at, <http://www.opm.gov/forms/OPM-forms/> and submitted to the VLTP inbox at smb_hqmc_vltp@usmc.mil. Please be advised that all forms must be submitted with the most recent copy of your LES so that we can verify your leave balances.

For additional information on the Voluntary Leave Transfer Program please visit: <http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/factsheets/voluntaryleave-transfer-program>.

6.9 Other Programs

Injury Compensation

While we hope that you never suffer a work-related injury or illness, the Federal Employees Compensation Act (FECA) provides compensation benefits to civilian employees of the United States for disability due to personal injury or disease sustained while in the performance of duty. The FECA also provides for the payment of benefits to dependents if a work-related injury or disease causes an employee's death. The program is administered by the Department of Labor, which makes the decisions to accept or deny a claim. The benefits provided by the program are the sole remedy against the United States Government (and the Department of the Navy) for work-related injury or death.

If you experience a workplace injury or illness, you should immediately notify your supervisor, and request and complete the applicable forms. You are also encouraged to consult with HROM's Injury Compensation Program Administrator when you suffer a work related injury or illness.

Unemployment Compensation

If your employment should end, you are entitled to apply for unemployment benefits with the state agency responsible for administering those benefits. The state agency will determine if you are eligible to receive benefits and the amount of benefits. In order to apply for unemployment benefits, you will need a SF-8, Notice to Federal Employee regarding Unemployment Insurance. Please see your HR Advisor in the Employee Management Advisory Services (EMAS) Section to obtain this form.

7.1 Performance Management

Performance Management Cycle

It is an ongoing process that begins with you and your supervisor discussing the year ahead—establishing performance expectations and writing your job objectives—and ending when the Performance Awards Review Board (PARB) rewards your performance, taking your supervisor's recommendations into consideration.

Plan: You and your supervisor identify performance expectations.

Monitor: This phase is ongoing and continues throughout the year. Regular and meaningful dialogue between you and your supervisor is at the heart of this phase.

Develop: Both you and your supervisor should seek opportunities to improve your skills and further enhance your contribution to the organization's mission and goals.

Rate: Depending on the appraisal system you are in, you may write a self-assessment that captures your accomplishments during the appraisal period. Your supervisor writes an assessment of your performance and recommends a rating.

Reward: During this phase of the process, the PARB reviews employee and supervisor performance assessments and the rating recommendations for its employees.

At the end of the process the PARB Manager approves the ratings and payouts and informs your supervisor of the final decision for all of his or her employees. Your supervisor will then communicate and explain the decisions that apply to you.



Performance Management Systems

In the Department of the Navy, there are three different appraisal systems that apply to civilians:

- The Interim Performance Management System (IPMS). Most DoD GS positions are covered by the IPMS.
- The Performance Appraisal Review System (PARS).
- Contribution-based Compensation and Appraisal System (CCAS).

Ensure that you know your performance appraisal system and that you have established clear expectations regarding performance management with your supervisor. Successful performance management is a shared responsibility between employees and their supervisors; only active participation by all parties can ensure success.

Critical elements are work assignments, goals, objectives, or responsibilities of such importance that unacceptable performance on the element would result in a determination that an employee's overall performance is unacceptable. A critical element must be sufficiently specific in nature so as to be understandable by the employee and assessable by a rating official, be comprehensive enough to span the entire rating period or a substantial portion thereof, and must be commensurate with the employee's grade, experience, and position requirements. A performance plan must have a minimum of two, but generally between three and five critical elements, that address individual expectations and goals.

Create Your Performance Plan Now!

Federal regulations require that you create a **Performance Plan** and have it approved by your supervisor within **30 Days** of the beginning of a rating cycle or your Entrance on Duty (EOD). Best practice is to make no changes 90 days before the end of the rating cycle.

Performance Appraisals

A key component of this process is the **performance appraisal**. Appraisals are:

- The basis for granting or denying within grade pay increases
- Used to determine annual performance based awards
- Intended to develop competencies and encourage employees to perform at their full potential

Performance appraisals are conducted on an annual basis, typically at the end of the **fiscal year** (prior to **September 30**). A progress review should be completed before **March 31**.

Most employees only think of their appraisals during the end-of-year appraisal process. However, through active performance management the process of developing, enacting, and reviewing components of an appraisal is central to support high levels of performance.

Employees are evaluated annually on their job performance. It begins upon entry into our position or at the beginning of a new performance cycle. Your supervisor will review with you the critical elements of your position, as well as the performance requirements (performance standards) for each element.

When you report to your job, your supervisor should provide you with a copy of the Position Description (PD), which includes major duties and critical elements. Performance standards should be created based upon the PD established within 30 days. If you do not receive them within 30 days of reporting to the job, you should ask your supervisor for copies.

If you receive a rating that you believe is unfair, you may file a grievance utilizing either the administrative grievance procedure or the negotiated grievance procedure, depending upon whether you are a member of a bargaining unit.

7.2 Awards

There are a variety of monetary and non-monetary awards available to civilians. These include lump sum cash awards and time off awards based on annual performance that is above what is normally expected or based on a special act or service; pay increases (in the form of an additional step increase referred to as a Quality Step Increase or QSI) based on exceptional performance; and, honorary awards such as length of service awards, letters of appreciation and commendation, and other similar awards to recognize various levels of achievement.

8.1 Introductory and Mandatory Training

Marine Corps Acculturation Program (MCAP)

MCAP educates new Civilian Marines on the history, culture, and organizational structure of the Marine Corps so you truly feel part of the team and understand what it means to work for the Corps. It is offered as classroom-style training over a 2-day period, and usually includes a field trip. Classes are held at the Pentagon and MCB Quantico. Below is the link to view and register for this course:



<http://www.hqmc.marines.mil/hrom/SponsoredTraining/Course102.aspx>.

Mandatory Training

All employees must take initial and recurring training mandated by executive order, Federal statute, regulation, or at the direction of Navy and Marine Corps policy. Mandated training must be recorded in the Defense Civilian Personnel Data System (DCPDS) – where your official employment information is housed. Many employees must also take required training - training that your organization has specifically said you must complete but is not mandated. The type of training you must take is dependent on your supervisory status and position type. You can find the most current list of mandatory training at the below website:

<http://www.hqmc.marines.mil/hrom/OrganizationWorkforce/TrainingWorkforceDevelopment.aspx>.

Talk to your supervisor about any required training specific to your organization or position.

8.2 Professional Development

Beyond introductory training, employees should continue to develop their knowledge, skills, and abilities to maintain and increase their job performance. Planned developmental activities assist employees with obtaining and improving the specific competencies necessary to be highly successful in their careers.

The Individual Development Plan (IDP) is a developmental tool to help employees reach performance objectives and career goals within the context of the organization's mission and goals. Department of Defense Instruction 1400.25, Volume 410 outlines IDP requirements for all civilian employees. It works best when the employee and the supervisor work together to create the IDP. Employees benefit by enhancing their knowledge, skills, and experiences to help them achieve personal and career goals. The organization benefits by developing improved employee capabilities and job performance. IDP formats vary from organization to organization, but they all have common elements such as:

- Goals -- The employee's short and long-term career goals
- Developmental objectives -- Brief action statement that describes the knowledge and skills the employee wants to improve and why

- Developmental activities -- One or more specific developmental activities that enable the individual to achieve the desired knowledge or practice and improve the desired skills
- Timeline -- Realistic target dates are established for each activity, and completion dates are entered when the activity is finished
- Results -- Upon completion, the employee and supervisor discuss and document the level of proficiency gained in reaching the developmental objective. If results were less than desired, another developmental activity may be added to the IDP

An IDP is a developmental partnership between the individual and supervisor. IDP preparation involves feedback, clarification, and discussion about developmental needs, goals, and plans. Supervisor-subordinate communication is key to the success of the IDP process.

Steps for Developing an IDP

- Step 1.** Draft short-term goal(s)
- Step 2.** Draft long-term goal(s)
- Step 3.** Review your goals with your supervisor
- Step 4.** Identify Developmental Objectives
- Step 5.** Identify one or more developmental activities for each developmental objective
- Step 6.** Create your draft IDP (use the HQMC IDP Handbook for guidance)
- Step 7.** Review your draft IDP with your supervisor, make adjustments if needed, sign, and implement the actions

Talk to your supervisor to see if your organization has a required IDP format. For more information on developing and using an IDP, including activity ideas and a plan template, refer to the HQMC IDP Handbook located at:

<http://www.hqmc.marines.mil/hrom/OrganizationWorkforce/TrainingWorkforceDevelopment.aspx>.

On-Site Training

You have access to **free** on-site training classes sponsored by the Human Resources and Organizational Management Branch (HROM). Classes are conveniently held at the Pentagon and MCB Quantico, and include soft-skills training, pre-retirement workshops, supervisor training, and the Marine Corps Acculturation Program (MCAP).

To discover more or find contact information, visit the HROM-Sponsored Training Website: <http://www.hqmc.marines.mil/hrom/SponsoredTraining.aspx>.

How can you find out about upcoming courses and get registered?

- View the **quarterly training announcements** distributed by your command's Training Coordinator. If you do not receive these announcements, please contact us.
- Visit the **HROM-Sponsored Training Website** that contains quarterly announcements, the yearly schedule, course offerings, and registration instructions: <http://www.hqmc.marines.mil/hrom/SponsoredTraining.aspx>.

Who can attend HROM-Sponsored Training?

HROM-sponsored on-site training is primarily open to appropriated fund civilians (that's you) and their supervisors at USMC organizations in the National Capital Region and Quantico. Some classes have eligibility requirements, such as being a supervisor. Each participant who

registers for training should do so with the intent to fulfill the required hours for course completion. As with all training, *employees should obtain permission from their supervisor before registering for a class.*

Job-Specific Training

You may find that you need to take vendor-provided training specific to your job, such as a budgeting or contracting class. Ask your supervisor and/or training coordinator if there are any command funds available for you to attend this type of training. Your supervisor and coworkers can probably recommend vendor training options, and you can always contact the Organizational and Workforce Management Section (ARHM) for additional help: (703) 614-9088 or SMB.HQMC.ARHB.TRNG@USMC.MIL.

Online Training Resources

Explore free online training options at the below links. Your supervisor and coworkers may know of other sources. Remember, you still need supervisory approval to take online training during work hours.

- Total Workforce Management System (TWMS): <https://twms.navy.mil/login.asp>
- MarineNet: <https://www.marinenet.usmc.mil/marinenet>
- Navy Knowledge Online: <https://www.nko.navy.mil>
- Joint Knowledge Online: <http://jko.jten.mil>
- HR University: <http://www.hru.gov>
- Defense Acquisition University: <http://www.dau.mil>

Reading Resources

There are a variety of reading resources available to Civilian Marines, including free e-books and audiobooks, discounted hardcopy books, libraries, and more. To view available civilian reading resources, as well as the **Civilian Professional Reading Lists** and the **Commandant's Professional Reading List** visit the **Training and Workforce Development Website**: <http://www.hqmc.marines.mil/hrom/OrganizationWorkforce/TrainingWorkforceDevelopment.aspx>.

Communities of Interest

Civilian career groups have been broken up by occupational series into 21 Communities of Interest (COIs), each led by a senior civilian. The COIs assist civilian workforce members with career development, networking, and information sharing. COIs usually include the following components:

- Community-wide strategic vision and goals
- Technical/occupational competencies; Knowledge, skills, and abilities (KSAs)
- Career maps to guide employee career progression and professional development
- Community-wide communication and networking
- Training & development opportunities

To discover your COI and find additional information visit:

<http://www.hqmc.marines.mil/hrom/NewEmployees/WelcomeAboard/HowOnboardingWorks/Phase5YourFirstYear/CommunitiesofInterest.aspx>

8.3 Marine Corps Civilian Leadership Development Program (MCCLDP) and Tuition Assistance

The MCCLDP provides opportunities to enhance the leadership skills and competencies of all employees, from entry level to senior executive. The MCCLDP is comprised of 4 components:

1. Academic Degree Program (ADP)
2. Civilian Leadership Development Program (CLDP)
3. Centrally Managed Civilian Leadership Courses (CMCLC)
4. Mentoring

For more information and points of contact visit:

<http://www.hqmc.marines.mil/hrom/OrganizationWorkforce/CivilianLeadershipDevelopmentProgram.aspx>.

Academic Degree Program (ADP)

The ADP is a tuition *assistance* program for those seeking an academic degree, professional license, or certification. ADP is open to all employees in all pay systems, except SES and Non Appropriated Fund (NAF) employees. ***Funding is limited and not guaranteed*** for every course.

Program participants must meet all of the following criteria:

- Must be seeking an academic degree, license or certification in an accredited institution
- Must complete a skill assessment
- Must complete an Individual Development Plan (IDP)
- Enrolled or is seeking enrollment in the Civilian Mentoring Program
- Applicant must sign a continued service agreement and agree to abide by all ADP procedures

View the ADP Handbook and Application:

<http://www.hqmc.marines.mil/hrom/OrganizationWorkforce/CivilianLeadershipDevelopmentProgram/ADP.aspx>.

Civilian Leadership Development Program (CLDP)

The CLDP is a volunteer program open to all civilians in all pay systems, except the Senior Executive Service (SES) who desire to enhance their leadership skills as they progress in their career field.

Main Elements

- Leadership Skills assessment based on the Department of Defense Leadership Continuum
- Individual Leadership Development Plan (ILDLP)
- Employee-driven
- Mentoring relationship outside supervisory chain, typically 2 grades higher
- Supervisor approval & support

Basic Steps to Participate in the CLDP

- Contact the CLDP Administrator
- Enroll in the CLDP
- Employee and Supervisor complete a leadership skills assessment
- Select a mentor
- Work with the mentor to create an Individual Leadership Development Plan (ILDP)
- Supervisor approves the employee's ILDP
- Complete ILDP activities
- Re-assess skills and update ILDP as needed

View the CLD Handbook and Application:

<http://www.hqmc.marines.mil/hrom/OrganizationWorkforce/CivilianLeadershipDevelopmentProgram/CLDP.aspx>.

Centrally Managed Civilian Leadership Courses (CMCLC)

CMCLCs are various development programs targeting Civilian Marines at specific grades, starting at GS-4 through GS-15 and pay equivalents. Centrally funded by the Marine Corps, these programs are open to all civilians in any pay system, as long as they meet the GS grade equivalency requirement.

Basic Steps to Enroll in the CMCLC

- Lejeune Leadership Institute (LLI) announces courses through the Civilian Leadership Development Administrators (CLDAs)
- CLDAs will then distribute calls for nominations through Command Training Coordinators
- Applicants will complete and route packages through their Chain-of-Command to the CLDA
- Packages will be forwarded to LLI by the CLDA
- LLI will make the final selection(s) and applicants will be notified if selected or not
- Programs vary regarding time away from the office and on-the-job assignments; and dates vary from year to year.

Find a list of CMCLCs, program requirements, and projected dates:

<http://www.hqmc.marines.mil/hrom/OrganizationWorkforce/CivilianLeadershipDevelopmentProgram/CMCLC.aspx>.

Mentoring

Mentoring is a relationship in which a more experienced person (the mentor) provides guidance, knowledge-sharing, and learning opportunities to a less experienced employee (the mentee). It is an effective way to provide professional development and to enhance learning between colleagues at different levels and stages of their careers.

Benefits for Mentees	Benefits for Mentors
<ul style="list-style-type: none">• Expanded support network• Accelerated professional and leadership development	<ul style="list-style-type: none">• Satisfaction of fostering growth• Expanded professional network

Benefits for Mentees	Benefits for Mentors
<ul style="list-style-type: none"> • Greater visibility in organization • Enhanced self-esteem, confidence, and likelihood of success 	<ul style="list-style-type: none"> • Sharpened leadership skills • Opportunity to make a difference and leave a meaningful legacy

Tips for selecting a Mentor or Mentee:

- Prepare a few questions to ask the potential mentor or mentee
- Seek someone with the characteristics you desire (experience, personality, availability, etc.)
- Make sure the individual is willing to provide and receive candid information
- Look for a mentor who is at least two grades higher
- Select someone from outside of your direct chain of command

Your local **Civilian Career Leadership Program (CLDP)** Administrator can assist you in becoming a mentor, selecting a mentor, and providing guidance on roles and responsibilities.

To find contact information and the HQMC Mentoring Guide visit:

<http://www.hqmc.marines.mil/hrom/OrganizationWorkforce/MentoringProgram.aspx>.

Orientation Program Evaluation

Feedback on this program is an essential element of continuous improvement. Please take the time to candidly and thoroughly complete this evaluation form.

Demographic questions

1. Orientation Location: _____ Orientation Date: _____

2. Is this the first time you have been employed by the Federal Government? Yes No

If No, how? _____

Overall Orientation Program

Please use the following scale when indicating your opinions about each of the following statements:

SA = Strongly Agree **A** = Agree **N** = Neutral **D** = Disagree **SD** = Strongly Disagree **NA** = Not Applicable

Please circle your opinions.

The orientation is well organized.	SA	A	N	D	SD	NA
The information was easy to understand.	SA	A	N	D	SD	NA
The orientation pace is just right.	SA	A	N	D	SD	NA
The orientation material is useful to me.	SA	A	N	D	SD	NA
The facility is appropriate for program presentation.	SA	A	N	D	SD	NA
The orientation allows for appropriate question follow-up.	SA	A	N	D	SD	NA
The handout material is helpful in understanding the subject area.	SA	A	N	D	SD	NA
The time allowed for the orientation is adequate.	SA	A	N	D	SD	NA
Overall, I am satisfied with the orientation I received.	SA	A	N	D	SD	NA

Orientation Content

On a scale from one to ten, with ten being the highest, I would rate the overall value of the orientation material provided as follows:

Please circle your opinions.

Welcome and In-Processing	10	9	8	7	6	5	4	3	2	1
Swearing-In	10	9	8	7	6	5	4	3	2	1
Recruitment and Staffing	10	9	8	7	6	5	4	3	2	1
Ethics and Standards of Conduct	10	9	8	7	6	5	4	3	2	1
Safety	10	9	8	7	6	5	4	3	2	1
Equal Employment Opportunity (EEO)	10	9	8	7	6	5	4	3	2	1
Employee/Management Advisory Services (EMAS)	10	9	8	7	6	5	4	3	2	1
Workforce Development (WFD)	10	9	8	7	6	5	4	3	2	1

Continued, please see other side.

Please use the following scale when indicating your opinions about each of the following statements:

SA = Strongly Agree **A** = Agree **N** = Neutral **D** = Disagree **SD** = Strongly Disagree **NA** = Not Applicable

Please circle your opinions.

The information sent to me before my first day on the job prepared me well for what to expect, where to go and other key points.	SA	A	N	D	SD	NA
I had a helpful, knowledgeable point of contact for my questions before I reported to work.	SA	A	N	D	SD	NA
After the orientation session, I knew where to go to get additional assistance.	SA	A	N	D	SD	NA
I am satisfied with the overall orientation that I have received.	SA	A	N	D	SD	NA
Security was prepared for my arrival, and I received appropriate credentials for building access on my first day on the job.	SA	A	N	D	SD	NA
My IT and telecommunications equipment (e.g. computer, telephone, blackberry, if applicable) was ready for me to use.	SA	A	N	D	SD	NA

From the content covered during your orientation, what have you found to be the most and least useful?

As you look back, what information would you add to the orientation that was not covered?

Thank you for taking the time to complete the survey. If you have any questions concerning the survey, please contact the Workforce Development staff at SMB.HQMC.ARHB.TRNG@usmc.mil or (703) 614-9088.