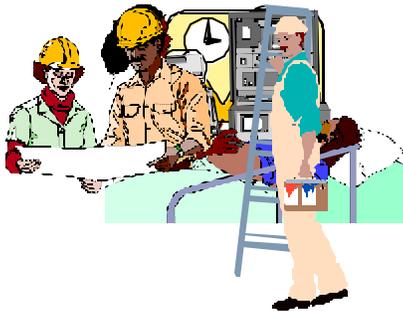


CIVILIAN EMPLOYEE HANDBOOK

*PUBLISHED BY THE CIVILIAN PERSONNEL
ADVISORY CENTER
JANUARY 2000*



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WELCOME STATEMENT



WELCOME TO THE FEDERAL GOVERNMENT! We are excited that you have chosen the Army family as a civilian federal employee. Many people believe that the Federal workplace is one that is filled with acronyms, codes and mystery when it comes to understanding your job status and benefits. We want to get you started on the right foot by providing you a foundation from the very beginning. This pamphlet is not intended to provide all the circumstances for all situations. We would like to think of it as the ground floor that you can build on. Please take time to read this entire pamphlet. It contains information of great importance to you such as your benefits and entitlements as a federal employee. To start you off, the below will introduce you to the Civilian Personnel Advisory Center where you in-processed. Once again, welcome aboard!!!!

THE CIVILIAN PERSONNEL ADVISORY CENTER

The Civilian Personnel Advisory Center (CPAC), is organized as follows:

CPAC Director - 438-2218 - Responsible for the overall management of the Civilian Personnel Advisory Center.

Human Resource – 438-6771 – Responsible for civilian personnel training and development program administration.

Customer Service Team - 438-2278 - Provides personnel services for the following organizations:

**Headquarters, U.S Army, Pacific (USARPAC)
25th Infantry Division (Light) & U.S. Army Hawaii (USARHAW)
 U.S. Army Garrison, Hawaii (USAG-HI)
 U.S. Army Military Police Brigade, Hawaii (USAMPB-H)
 45th Command Support Group (45th CSG)
9th Regional Support Command (9th RSC)
Tripler Army Medical Center (TAMC)
Pacific Region Dental Command (DENTAC)
Pacific Region Veterinary Command (VETCOM)
Corps of Engineers, Pacific Ocean Division (CEPOD)
 Honolulu Engineering District (HED)
 Kwajalein Resident Office
516th Signal Brigade
30th Signal Battalion**

All Supported Activities - Central Identification Laboratory, Hawaii (CILHI), Recruiting Battalion (RB),

Criminal Investigation Command (CIC), 599th Terminal Transportation Group, 500th Military Intelligence (MI) Brigade, Army Audit Agency (AAA), Army Material Command (AMC), and the Logistics Assistance Office, Pacific (LAO-PAC)

Non appropriated Fund Personnel (NAF) 438-6777 - Provides all personnel services for non appropriated fund civilians.



OFFICIAL PERSONNEL FOLDER (OPF)

All official records, reports, documents, and papers concerning personnel actions taken during your federal service are filed in your OPF which is maintained at the Civilian Personnel Operations Center (CPOC) at Fort Richardson, Alaska. Once established, the folder remains in existence throughout your Federal career. If you are separated from Federal service, your file is transferred to the National Personnel Records Center and becomes a part of the central file of former Federal employees. You are encouraged to periodically review and update your records.

Although the CPOC is responsible for safekeeping of the OPF, employees should keep a copy of all official documents concerning their employment with the federal service.

EMPLOYEE RECORD CARD

Your supervisor may choose to maintain an Employee Record Card on you. The Employee Record Card is a convenient “mini-record” of your employment, home address and telephone number, emergency address(s), position title, performance rating, and any training course(s) you have taken. Should any changes occur, you should notify your supervisor immediately.

TRADITIONS AND COURTESIES OF THE MILITARY SERVICE

As a Department of the Army civilian employee, it is important for you to know the rank of Army military personnel. Since you will come in contact with officers and enlisted personnel, you should recognize and know how to address them. On the following pages are military personnel insignia of rank and title.

The most frequently recognized courtesy used by military personnel as a greeting and during military ceremonies is the “hand salute”. Civilian employees are not required to give the hand salute to military personnel but should greet military personnel in the same courteous manner as they would other civilian employees. In addition to the traditional hand salute, it is customary for military personnel to stand at attention during ceremonies or when a Commanding Officer is announced and subsequently enters a room. Civilian employees are expected to stand with their military co-workers on those occasions.

RESPECT TO THE FLAG



Ceremonies are held daily on military installations to raise and lower the flag. At 0630 (6:30 a.m.) the flag is raised to the sound of a bugle. This is called "reveille". At 1700 (5:00 p.m.) the flag is lowered to the sound of a bugle. This is called "retreat". When military personnel are outside a building during those ceremonies, they should stand at attention and salute. Civilians display respect to the flag by standing still with their right hand over their hearts while facing the flag or in the direction of the sound of the bugle if the flag is not in view. (If headgear is worn, men remove their hats and hold them over their hearts). When riding in motor vehicles, except in the back of a truck or in a bus, all personnel (civilian and military) stop their vehicles, get out of their cars and stand as explained above.

RECOGNIZING MILITARY RANK

As a civilian employee of the United States Army, it is important that you are able to recognize military rank on sight and have a basic understanding of rank progression.

Insignia of the United States Army

O-1	O-2	O-3	O-4	O-5	O-6	O-7	O-8	O-9	O-10	SPECIAL
COMPANY GRADE OFFICERS			BATTAL GRADE OFFICERS			GENERAL OFFICERS				
Second Lieutenant 2LT	First Lieutenant 1LT	Captain CPT	Major MAJ	Lieutenant Colonel LTC	Colonel COL	Brigadier General BG	Major General MG	Lieutenant General LTC	General GEN	General of the Army GDA

OFFICERS

WO-1	WO-2	WO-3	WO-4	WO-5
WARRANT OFFICERS				
Warrant Officer 1 WO1	Chief Warrant Officer 2 CW2	Chief Warrant Officer 3 CW3	Chief Warrant Officer 4 CW4	Master Warrant Officer 5 MWS

WARRANT OFFICERS

E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9	
ENLISTED AND NON-COMMISSIONED OFFICERS									
(No Insignia) Private PVT	Private PFC	Private First Class PFC	Corporal CPL	Sergeant SGT	Staff Sergeant SSG	Sergeant First Class SFC	First Sergeant 1SG	Command Sergeant Major CSM	Sergeant Major of the Army SMA
			Specialist SPC				Master MSG	Sergeant Major	

YOUR CONDUCT

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

Certain rules and regulations have been established to guide employees in their conduct as public servants. You are expected to become familiar with these regulations and render the highest type of service possible.

Although the Army does not interfere in your private life, it does expect you to be honest, reliable, trustworthy, and of good character and reputation. The following explains some of the things Army employees may not do.

You may not engage in private outside employment that would interfere with the performance of official duties, involve conflict of interests, or bring discredit on the Government of the Department property which include:

- Using Government computers and word processors for personal matters.
- Using Government photocopy equipment for personal matters.
- Using Government-owned, leased, or rented vehicles of aircraft for non-official purposes.

Conviction for participation in a riot or civil disorder will render an employee unfit for federal service.

Criminal, infamous, dishonest, or notoriously disgraceful conduct during or outside of working hours will be considered as reflecting unfavorably upon an individual's suitability as a Federal employee.



GIFTS

You are prohibited by law from soliciting or giving contributions for a gift for any supervisor. Supervisor is prohibited in accepting a gift contribution from employees receiving less salary than themselves. But, a voluntary gift of nominal value or a donation in a nominal amount for a special occasion such as marriage, illness or retirement is permissible.

CODE OF ETHICS

As a Government employee, you should:

- Put loyalty to the highest moral principle and to country above loyalty to persons, party, or Government department.

- Uphold the Constitution, laws, and regulations of the United States and of all governments therein and never be a party to their evasion.
- Give a full day's labor for a full day's pay: giving earnest effort and best thought to the performance of duties.
- Seek to find and employ more efficient and economical ways of getting tasks accomplished.
- Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not and never accept, for himself or herself or for family members, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of governmental duties.
- Make no private promises of any kind binding upon the duties of office, since a Government employee has no private word which can be binding on public duty.
- Engage in no business with the Government, either directly or indirectly, which is inconsistent with the conscientious performance of Government duties.
- Never use any information gained confidentially in the performance of governmental duties as a means of making private profit.
- Expose corruption wherever discovered.
- Uphold these principles, ever conscious that public office is a public trust.

CUSTOMER SATISFACTION



In the performance of your job, you will come into daily contact with soldiers, civilian employees, and members of the general public. Each of these people are our customers. To ensure maximum customer satisfaction, we must provide the best possible service.

Convey sincerity and make every effort to help to create impressions that enhance our relations with the people we serve. An employee who demonstrates a bureaucratic “don’t bother me” attitude can seriously damage our reputation. Remember, you represent the Department of the Army. Be responsive to the needs of our customers.

POLITICAL ACTIVITY (THE HATCH ACT)

Under the 1939 Hatch Act, federal employees, employees of the District of Columbia (D.C.) government, and certain state and local government employees faced significant restrictions on their ability to participate in political activities. Congress amended the Hatch Act in 1993 to permit more political activity by federal and D.C. government employees (These amendments did not change the provisions applying to state and local employees).

With the 1993 amendments, many federal employees (including Army civilian employees) are now permitted to take an active part in political management or in political campaigns. However, certain federal agencies and categories of employees continue to be subject to important restrictions on political activities (including partisan candidacy, solicitation of contributions, and on-duty political activity). The penalties for violating the Hatch Act restrictions are very severe. Most violations are subject to removal.

The U.S. Office of the Special Counsel (OSC) is responsible for enforcing the Hatch Act. The Web site has a great deal of information on restrictions and on permissible activities. By law, the restrictions noted in the second paragraph above apply to classes of employees including career Senior Executive Service (SES) members, administrative law judges, members of board of contract appeals, and the employees of the National Security Agency (NSA) and the Defense Intelligence Agency (DIA). Further, by Department of Defense (DOD) policy, Presidential appointees confirmed by the Senate and non-career SES members may not engage in actions that could be interpreted as associating the DOD with any partisan political cause or issue. If you have questions concerning the appropriateness of certain activities you may contact the OSC directly. You may call the OSC at 1-800-85-HATCH. For information about DOD restrictions on activity that could be interpreted as associating the DOD with partisan political causes, you may contact the Civilian Personnel Advisory Center or your local legal office.

For a listing of the Political Do’s and Don’ts, go to <http://www.cpol.army.mil> on the Internet (check with your administrative office if Internet is not available to you at your desk). Click on REFERENCE, then click on PERMISS, then Master Index of PERMISS articles, then

“H” in the alphabet, then Hatch Act – Political Activity, then The U.S. Office of Special Counsel, then Political Activity (Hatch Act), then Federal Hatch Act.

NOTE: An election is partisan if any candidate for an elected public office is running as a representative of a political party whose presidential candidate received electoral votes in the last presidential election.

SECURITY

You may not use, for furthering a private interest, information obtained through your Government job that has not been made available to the general public. For example, you would not be free to use information that has not been dispersed by the agency or is available to a member of the public only by special request. Official records and business should not be discussed with anyone except those people who must know because it is part of their job.



SECURITY INSPECTION OF VEHICLES

As per title 18, any vehicle entering or exiting a Federal Reservation is subject to search. Inspection ranges from verifying current drivers license to searching for contraband.

SAFETY

Your safety is a major concern to your supervisor and the Department of the Army. The basic objective is to prevent accidents which cause needless suffering and waste. Your supervisor will instruct you in proper safety measures to assure safe working conditions on your job. Your full cooperation is necessary. You are urged to report any unsafe condition or practice to your supervisor for corrective action. At the same time, you are expected to follow safety instructions and use every precaution to avoid accidents or injuries.

INJURY COMPENSATION



If you are injured on the job, you may receive certain medical care without cost to you and additional benefits if the injury results in loss of pay. Be sure to notify your supervisor immediately no matter how slight the injury may appear. Your supervisor will see to it that you are furnished the proper forms. All benefits are dependent upon prompt completion of the appropriate forms. Fill them out promptly and completely. The Federal Employee’s Compensation Act provides compensation, medical care, and other benefits for injury, occupational diseases, or death sustained in line of duty by employees. However, you cannot receive both compensation and sick leave for the same period. For additional information contact your supervisor or your administrative office.

TELECOMMUNICATION DEVICES FOR THE DEAF (TDD)



TDD permits people with hearing or speech impairments to communicate over a standard telephone, without an interpreter. This may be used to telephone messages, such as not being able to come to work or any other emergencies. Telephone numbers follow:

<u>Location</u>	<u>Telephone</u>
Equal Employment Opportunity Office	438-1132
Civilian Personnel Advisory Center	438-2218
Tripler Army Medical Center, Information Desk	433-6661
Emergency Room	433-9403
U.S. Army Military Police Brigade	438-7114/9395/7116/0911/1567

EMPLOYEE ASSISTANCE PROGRAM (EAP)

All you can lose is your problem.

Anybody can have problems. Health, family, or finances can sometimes go slightly awry despite our own best efforts. Occasionally, problems can persist and grow to the point where they begin to affect our work and our dealings with others on the job. Often they can be treated if they are identified in its early stages and referred to the right source. This applies whether the problem is one of mental or emotional illness, finances, marital or family distress, alcoholism, drug abuse, or other concerns.

The Employee Assistance Program (EAP) (655-9113) can provide the first step toward getting the right kind of help. The counselor in the EAP provides friendly, constructive, confidential counseling and referral services at no cost to the employees. The program is strictly voluntary and all participants receive the highest degree of confidentiality. Neither job security nor chances for promotion are jeopardized by participating.

If you feel you may need some help in dealing with a problem, see your supervisor for permission to take time off to see an EAP counselor. Your first visit on duty hours will not be charged to leave. After your first visit you may be charged sick or annual leave as appropriate.

The EAP program is available at no cost. It may help you to keep your job, especially if your problems have been affecting your work. And, after all, the only thing you have to lose is your problem.

BLOOD DONATION

Employees are encouraged to serve as blood donors. You may donate blood at the Tripler Army Medical Center (TAMC) Blood Bank or may elect to be part of the community network of organized group giving known as “Friends for Life” sponsored by the Blood Bank of Hawaii.

The minimum qualifications for donating blood are:

- be in good health;
- weigh at least 110 pounds; and
- be at least 17 years old.

The Blood Bank of Hawaii is located on Dillingham Boulevard, is open Monday 9 a.m. to 5 p.m., Tuesday, Wednesday and Friday 6:30 a.m. to 5 p.m., Thursday 6:30 a.m. to 7 p.m. and Saturday 6:30 a.m. to 2 p.m. It is recommended that you call for an appointment. In addition, mobiles are scheduled throughout the state. For more information call Blood Bank of Hawaii at 845-9966 or TAMC at 433-6195.

You will be excused from work without charge to leave for the time necessary to donate the blood, for recuperation following blood donation, and travel time. Up to 4 hours excused absence is authorized. For more information call 438-2278 or 438-9678.



YOUR DUTIES



JOB DESCRIPTION

Your job description is a written record of the major duties, responsibilities, knowledge, skills and abilities required of your position. Major duties, normally, occupy at least 25% of your time or require special qualifications or skills. Your position was classified by comparing your job duties and responsibilities with classification standards developed by the Office of Personnel Management (OPM). These standards are available for your review.

All job descriptions have a sentence, following major duties which states, “Performs other duties as assigned.” This provides management the flexibility to assign tasks not shown as major duties which are performed only on an infrequent, incidental basis. During times of emergency or unplanned peak workload, assignment of such tasks may be necessary.

Upon receipt of your job description, your supervisor should review your job description with you. If there are any inaccuracies, your supervisor needs to inform the CPAC for corrective action. You should periodically review your job description with your supervisor. If you have any questions about the accuracy, completeness, or classification of your job description, discuss them with your supervisor.

PERFORMANCE STANDARDS AND APPRAISAL

At least once a year, you will receive a performance evaluation that evaluates your work. Your supervisor makes this evaluation by comparing your performance with the performance objectives established for your job. Performance objectives serve as measuring tools to be used in documenting your achievements.

Performance objectives define what level of job performance is expected of you during your rating period. You should receive performance objectives when starting in a new position, at the beginning of a rating period, and whenever the performance objectives are updated.

Your supervisor will discuss your performance evaluation with you. If you exceed your performance objectives, your supervisor may officially recognize you with a performance award. If you do not meet the written objectives, your supervisor must take some form of corrective action.

If you are entering the federal government for the first time you will be required to serve a probationary or trial period of one year. This gives you an opportunity to demonstrate your ability to perform the work. Your supervisor will evaluate you on performance, conduct, and general character traits before making a recommendation as to whether you should remain in the Federal Service or be separated.

Your demonstrated performance will be considered for within grade pay increases, training, promotion, retention (if there are personnel cutbacks), and successful completion of your probationary period. You will be given a copy of each written annual evaluation for your own records and a copy will be filed with your Official Personnel Folder (OPF).

INCENTIVE AWARDS

Incentive awards are given in accordance with Army Regulation 672-20 and are based on exceptional performance or by some other special service or act that you accomplish. If you do an outstanding job, your supervisor may elect to reward you by nominating you for one of several possible awards. The most common forms of recognition are:

Quality Step Increase (QSI). An additional within grade pay increase given to General Schedule (GS) employees. General Schedule employees with exceptional ratings of record for the current rating period are eligible to receive a QSI. An employee may not receive more than one QSI in any 52-week period.

Performance Award (PA). A monetary award given in recognition of high-level performance for a specific period of time. Employees with Level 1 or Level 2 ratings of record for their current rating period may receive this award. You can also receive a PA for a Level 3 rating provided that you exceed at least one critical element.

Special Act or Service Award (SA). A cash award given to recognize a meritorious personal effort, act, service, scientific or other achievement accomplished within or outside assigned job responsibilities.

On-the-Spot-(OTS) Cash Award. A cash award ranging from \$25 to \$250 for a significant work accomplishment.

Honorary Awards (HA). Non-monetary awards given for a specific achievement or recognition of service. Some of these awards consist of a certificate such as the Certificate of Achievement. Other honorary awards come with a certificate and a medal such as the Achievement Medal for Civilian Service.

Time Off Award (TOA). Employees may be granted up to 80 hours of time off from work during a leave year without charge to leave or loss of pay as an award for achievements or performance that contributed to the Army mission.

LENGTH OF SERVICE RECOGNITION

Emblems and certificates are presented to the civilian employees in recognition of long and faithful service with the Department of the Army. This recognition is given for the completion of 10, 15, 20, 25, 30, 35, 40, 45, and 50 years of satisfactory service.

ARMY IDEAS FOR EXCELLENCE PROGRAM (AIEP)

You may earn extra money through the Army Ideas for Excellence Program. The government is constantly looking for new ideas to cut operating costs, make better use of resources, save materials and labor, improve quality and services, and increase productivity. Civilian employees and active duty military personnel are encouraged to submit ideas that will improve operations in the work place. The government will pay up to \$25,000 for good ideas. Simply keep a sharp eye on what's going on around you, and come up with a constructive idea for improvement (i.e., design a technical device which will save time, effort, or money; propose an idea that would increase productivity, improve safety, or conserve energy--even change policy). Ideas should be submitted on DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal) to the AIEP Coordinator, Directorate of Resource Management, USAG-HI.

YOUR APPOINTMENT

As you embark on a career with the Department of the Army, the type of appointment determines your permanency and entitlements. You were selected on the basis of your competitive qualifications, without regard to age, race, religion, color, lawful political or other affiliations, martial status, sex or national origin, or physical/mental handicap which does not interfere with accomplishment of your job. Two basic determinants to your type of appointment were: (1) the duration of the position to be filled, whether it is a temporary or continuing position; and/or (2) your status - whether you were a former Government

employee, an eligible selected from an Office of Personnel Management (OPM) register, or under the provisions of a special employment program.

TYPES OF APPOINTMENT

Temporary Appointment. As an employee given a temporary appointment, you were hired from either an OPM register or under direct hire authority exercised by Federal agencies. The length of your appointment may be up to one year, and may be extended in increments of one year up to a total of two years. Your appointment does not provide any assurance of conversion to permanent employment (career-conditional).

As an employee on Temporary Appointment with a full-time or part-time work schedule, you:

- will accrue sick leave;
- will accrue annual leave if your appointment is for more than 90 days;
- are not eligible for health (eligible after 1 year of service) and life insurance; and
- are not eligible to apply under Merit Promotion Announcements for permanent positions by virtue of your temporary appointment status.

Term Appointment. This appointment is made for more than one year but not more than four years to positions where the need for an employee's service is not permanent. The circumstances under which these nonpermanent appointments are appropriate include (but are not limited to) project work, extraordinary workload, uncertainty of future funding, scheduling contracting out or abolishment of a function, or the need to maintain permanent positions for placement of potential surplus employees.

Term appointments may be made in any increments as long as the appointment is for more than one year and no more than four years. You are also entitled to health and life insurance benefits.

Career-Conditional. This appointment is obtained through certification from OPM registers (through direct competition with other members of the general public seeking similar positions in various Government agencies). Three years of continuous satisfactory civilian service converts you to a career appointment. Adjustments to the waiting period are made for any breaks in service or periods of non-pay time.

The first year of service is the probationary period where you demonstrate competence and fitness for Federal employment. (If you are a reinstatement, transfer, promotion or change to lower grade employee, unless you have already completed this period previously, you are still subject to completion of your probation).

As a Career-Conditional employee:

- You will accrue sick and annual leave;
- be eligible for health and life insurance; and

- you may apply under Merit Promotion Announcements for other positions.

NOTE: Employees on intermittent work schedules are ineligible for sick or annual leave, and are ineligible for health and life insurance.

Career Appointment. Conversion to career appointment occurs after satisfactory completion of three years of continuous creditable civil service. Your benefits are the same as a career-conditional employee.

30 Percent or More Disabled Veteran. Veterans who have service connected disabilities of 30% or more are eligible for temporary employment and conversion to a permanent career-conditional position provided their initial temporary appointment was scheduled to last at least 61 days. Conversion may be to the same or different permanent position. Conversion is based on recommendation by the selecting official. Individuals employed under this program must meet all qualification requirements for positions above the GS-03 or WG-03 level and must serve a 1 year probationary period if converted to a career-conditional appointment.

Executive Order (EO 12721). The Executive Order governing your appointment, allows US citizen family members to apply for noncompetitive career conditional appointments upon meeting the following conditions:

- Accumulated 52 weeks of creditable overseas service in an appropriated fund position, under a local hire appointment overseas;
- received a fully successful or better performance rating;
- be a family member of a Federal civilian employee/uniformed service member;
- resided with their sponsor in an overseas area (sponsor was officially assigned to an overseas post of duty);
- exercised his/her eligibility within 3 years (may be extended in some circumstances) of returning to the United States; and
- met all qualification requirements for the position in the United States for which applying.

Veterans Readjustment Appointment (VRA). A VRA is a noncompetitive appointment which leads to competitive status and career-conditional tenure upon satisfactory completion of service and education or training. The VRA authority was established to provide employment opportunities for certain Vietnam-era veterans and more recently, post Vietnam-era veterans. The VRA authority can be used to fill positions up through the GS-11 grade level and equivalent level under other pay systems, i.e., wage grade.

Service Requirements:

You must have served on active duty for a period of more than 180 days all or any part of which occurred after August 4, 1964; (February 28, 1961 for those who actually served in Vietnam) and received other than a dishonorable discharge.

Active duty is full-time duty in the Armed Forces, other than active duty for training.

You do not need to serve more than 180 days of active duty if you were discharged or released from active duty because of a service-connected disability.

Reserve and Guard members do not need to serve more than 180 days of active duty if (1) they were ordered to active duty under sections 12301 (a), (d), or (g); 12302; or 12304 of Title 10, United States Code, and (2) their active duty was during a period of war or in a campaign or expedition for which a campaign badge is authorized. (For VRA eligibility, the term "period of war" includes Desert Storm/Shield, beginning August 2, 1990 and ending November 30, 1995).

Qualification Requirements:

You must meet the prescribed qualification requirements for the position, except that any written test requirement may be waived.

Military service is considered qualifying for positions at the GS-3 and below grade levels. Appointees to positions above the GS-3 grade level must meet qualification requirements, however, agencies may waive any written test requirement.

Time Limit:

By law, eligible Vietnam-era veterans - those who served on active duty between 5 Aug 64, (28 Feb 61, for those who actually served in Vietnam) and 7 May 75 - qualify for 10 years after their last discharge or separation from active duty.

Eligible post-Vietnam-era veterans (i.e., who first began serving after 7 May 75) qualify for 10 years after the date of their last discharge or release from active duty, or until 31 Dec 99, whichever is later.

Eligible veterans with a service connected disability of 30% or more have no time limit.

Training Requirements:

If you are selected for a VRA and have less than 15 years of education, you must agree to participate in a training or educational program established by the agency.

Conditions of Employment:

The installation can use the VRA to fill jobs up through GS-11 and equivalent jobs under other pay systems. Applications under VRA are processed at the local Civilian Personnel Operations Center (CPOC) for posted vacancies. When hiring under the VRA, preferential

consideration is afforded to disabled veterans and others with veterans preference over those veterans and other applicants without preference.

Eligible for appointment are those who served on active duty between August 5, 1964 and May 7, 1975 and are appointed within 10 years of discharge or until December 31, 1995, or served after May 7, 1975 and are appointed within 10 years of discharge or until December 31, 1999. If the applicant has a service connected disability of 30 percent or more, there is no time limit.

VRA appointees are hired for a two-year period in the excepted service. During the two-year period, VRAs are eligible for noncompetitive consideration under the installation's Merit Promotion Program; if selected they are given another noncompetitive VRA appointment.

The VRA employee serves a two-year trial period where performance and conduct are closely monitored. Upon successful completion of the two-year excepted service period, and with the supervisor's recommendation, the employee is converted to the competitive service. An additional year of service is then required before the employee makes career tenure.

The Veterans' Employment Opportunity Act (VEOA) .

On November 30, 1999, The President signed into law the Veterans Millennium Care and Benefits Act (Public Law 106-117). Section 511 of this new law amends the Veterans Employment Opportunities Act of 1998 (VEOA) in several important ways. The new law makes it clear that eligible veterans who wish to take advantage of the increased access to jobs provided by the VEOA must compete under an agency's Merit Promotion procedures. Furthermore, the law provides that a veteran who is selected from the best qualified group will be given a career conditional appointment in the competitive service.

The provisions of the new law are retroactive to the original date of enactment of the VEOA—October 31, 1998. This means that schedule B appointments made under the VEOA must be converted to career conditional or career without further competition provided the veteran actually competed under a Merit Promotion announcement. However, if the veteran was given a schedule B appointment noncompetitively, he or she must still compete to obtain a competitive appointment, as the law prescribes.



YOUR PAY

All initial appointments, permanent or temporary, will be made at the first step of the appropriate grade, unless special salary rates have been authorized by the OPM. Your pay is processed by the Defense Finance and Accounting Service (DFAS). Pay periods are normally every two weeks or 80 hours of work or the actual hours you have worked. Any hours of annual or sick leave taken will be recorded electronically by your supervisor on a Time and Attendance Card that is sent to DFAS. Paychecks are electronically transferred to your designated financial institution such as banks, savings and loans or credit unions. Any allotments of changes to your status should be recorded on the appropriate forms from CPAC and sent to DFAS.

You will be paid for the preceding 2 week pay period. A new pay period begins on a Sunday at 0001 hours and ends on the second Saturday at 2400 hours. Paychecks mailed are generally received the second Thursday following the close of a pay period. You will receive a Leave and Earnings Statement showing your gross and net pay, deductions, and annual/sick leave balances.

PAY SYSTEMS

There are two primary pay systems within the Department of the Army:

General Schedule System. General Schedule (GS) applies primarily to professional, scientific, administrative, technical, and clerical type positions. GS rates are increased periodically through an Act of Congress. As a GS employee, your pay is based on an annual salary. To determine your hourly rate, divide your annual salary by 2087.

Federal Wage System. The Federal Wage System (FWS) category encompasses the trades, crafts or labor positions (Pay Plans WG, WL, WS, WD, WN). FWS rates are reviewed annually by the Federal Wage Fixing Authority against the wages in local private industry. As an FWS employee, you are paid hourly. To determine your annual salary, multiply your hourly rate by 2087.

RETAINED PAY

If you were involuntarily changed to lower grade through no fault of your own, you may be entitled to retain your current grade and pay for two years. If your existing pay after the two years' retained grade is higher than the maximum rate of the position to which demoted, the pay is set as follows: your existing pay at that time or 150% of the maximum step (rate) of the grade to which demoted, whichever is less. While on retained pay you are entitled to 50% of any subsequent general comparability increase in the maximum step of the new grade.

WITHIN-GRADE INCREASES (STEP INCREASES)

GS Employees (non-temporary). Advancement in steps, provided that performance is at "an acceptable level of competence", is as follows:

To Steps

Waiting Period

2, 3, 4	52 Calendar Weeks
5, 6, 7	104 Calendar Weeks
8, 9, 10	156 Calendar Weeks

Eligibility requirements include:

- Permanent appointment.
- Compensation on a per annum basis.
- Receive a rate of pay below the maximum rate of pay for the grade.
- Complete the prescribed waiting period for creditable service. Receive no equivalent increase in compensation during the waiting period.
- Perform work at an acceptable level of competence.

FWS Employees. Advancement between step rates, provided their performance is satisfactory, is as follows:

<u>From</u> <u>Rate Rate</u>	<u>To</u> <u>After</u>	
1	2	26 weeks
2	3	78 weeks
3	4	104 weeks
4	5	104 weeks

For GS and FWS employees, your supervisor determines your “acceptable level of competence” for the granting a WIGI based on your performance. The WIGI will not be granted without this acceptable level of competence. If your supervisor determines your level of work is unacceptable, you will be advised of the reasons, and given the opportunity and assistance to improve. If after 60 days, the determination is again unfavorable, you may request in writing that the decision be reconsidered. If the reconsideration supports the denial of a WIGI, you may have the right to appeal to the Office of Personnel Management.

COST OF LIVING ALLOWANCE (COLA)

GS employees in Hawaii receive an additional amount over and above their basic salary known as COLA. These rates are subject to upward or downward changes, depending on the annual cost of living increases in Hawaii compared to Washington, D.C. Current COLA is 25% for Oahu, 16.5% for island of Hawaii, 23.75% for island of Maui, and 23.25% for island of Kauai.

PAYROLL DEDUCTIONS

FEDERAL & STATE TAXES

Under the present income tax laws, a portion of your salary is withheld each pay period as current payment of Federal and State income taxes. The amount withheld depends upon your gross earnings and the number of exemptions you claim on Form W-4 and Form HW-4 (Employee’s Withholding Exemption Certificate). In the event of any change in your

marital status or increase or decrease in exemptions, a revised W-4 and HW-4 should be submitted to your supervisor for forwarding to the Civilian Pay Section. Sometime after the first of the year, you will receive a statement of the money paid to you during the calendar year and the amount of taxes withheld to assist you in preparing your yearly tax returns.

RETIREMENT & SOCIAL SECURITY

Deductions will be made from your pay for either the Civil Service Retirement System (CSRS), Federal Employees Retirement System (FERS), and/or Social Security (FICA), depending on your retirement coverage and type of appointment.

LIFE INSURANCE

If you did not waive Federal Employees Group Life Insurance (FEGLI) coverage, two-thirds of the cost of the basic insurance will be deducted from your pay. In addition, if you selected one or more of the options, the full cost of these additional premiums will also be deducted.

HEALTH INSURANCE

If you elected to be covered by one of the health insurance plans approved by the Office of Personnel Management, your portion of the cost will be deducted from your salary.

THRIFT SAVINGS PLAN

This is your retirement fund. You should strongly consider making additional contributions when you are eligible. Your agency automatically contributes 1% to your TSP account, whether or not you contribute your own money. New FERS employees must wait a specified period of time before they can participate in the TSP. Monies are automatically withdrawn from your paycheck. Depending on when you were hired as a FERS employee, your TSP eligibility begins as follows:

If you were hired:	You can sign up to contribute:	Your agency automatic 1% contribution will begin:
January 1 – June 30	In the next November 15- January 31 Open Season	First full pay period in January of that Open Season
July 1- December 31	In the next May 15-July 31 Open Season	First full pay period in July of that Open Season

NOTE: You can get detailed information on the TSP by going to <http://www.tsp.gov> or <https://www.abc.army.mil> on the Internet.

UNION DUES

If your position is covered by an exclusive recognition, you may elect to have your union dues withheld.

U.S. SAVINGS BONDS

United States Savings Bonds may be purchased through the payroll deduction plan. You specify the amount to be deducted.

COMBINED FEDERAL CAMPAIGN

If you elect to contribute to the Combined Federal Campaign (CFC), and authorize a biweekly payroll deduction, the amount you authorize will be automatically deducted from your pay. Participation in the annual CFC is voluntary.

DUAL COMPENSATION

You may not hold more than one position with the Federal Government if the total number of hours worked exceeds 40 hours in any one calendar week. Under the President's direction and control, the Office of Personnel Management may establish exceptions to those restrictions whenever it is determined that services cannot otherwise be obtained readily. Check with your supervisor if you are considering another Federal job or might receive pay from more than one Federal Agency.

HOURS OF WORK

Tour of Duty

The normal tour of duty for full-time employees is five 8-hour workdays within an administrative 7-day workweek. Due to the diversity of our mission, other tours of duty may be established based on the requirements of the organization, e.g. rotating shifts, flextime, alternative work schedules, and tours with regularly scheduled overtime and/or standby time. Your work hours are established by your supervisor.

Short rest periods during the daily tour of duty are permitted when such rest periods are beneficial or necessary to the activity, mission requirements permitting. The rest periods may not exceed 15 minutes during 4 hours of continuous work, and may not be a continuation of the lunch period or serve to shorten the workday. Your supervisor will advise you of the rest period policy established for your position.

You are entirely free of duties during your lunch period. Where three 8 hour shifts are in operation, however, and an overlapping of shifts to permit time off for lunch is not possible, a lunch period of 20 minutes or less, may be counted as time worked for which compensation is allowed.

WORK SCHEDULE

Under the various types of appointments there are different work schedules that may apply to you.

Full-time. A full-time employee works 40 hours a week or 80 hours a pay period.

Intermittent. This work schedule is not full-time. An intermittent employee does not work a regularly scheduled tour of duty, but works on an intermittent basis. Intermittent work is sporadic and unpredictable, and a tour of duty cannot be regularly scheduled in advance.

Seasonal/On-Call. Seasonal work is recurring periods of work lasting less than 12 months each year characterized by seasonal fluctuations. On-call work is periods of heavy workload. Both seasonal and on-call employees are subject to periodic layoff and recall as a condition of employment. At the time of appointment, all seasonal and on-call employees must sign a seasonal or on-call agreement agreeing to the terms of their kind of appointment.

Part-time. Part-time is a work schedule of 16-32 hours per week that may be established wherever employee interest and management needs are compatible. These positions can be established at any grade and include positions that are job shared.

OVERTIME

Your supervisor may direct you to work extra hours in addition to your normal workweek. Authorized irregular, scheduled overtime will be utilized only when absolutely necessary for emergencies involving preservation of health, welfare, and safety of personnel, protection of property, or enforceable situations, such as temporary peak workload. Your supervisor will advise as far in advance as possible for any work in excess of 8 hours per day or five 8-hour workdays. In an emergency, however, you may be notified on the same day or the day before you are needed to work overtime. Depending on your job description, these hours will be paid overtime or be compensatory time off. Your overtime entitlement is determined by the provisions of either the Fair Labor Standards Act (FLSA) or the Federal Pay Act, whichever provides the greater benefit.

GS and FWS employees are entitled to overtime pay for work over eight hours a day or 40 hours per week. Overtime pay is one and a half times your hourly rate of basic pay. If your rate of pay exceeds GS-10, Step 1, you are limited to one and a half times that rate. There are no limits to FWS employees. Employees will receive a minimum credit of two hours paid overtime for work performed on a day when work was not scheduled, or for which the employee is required to return to the place of employment. Your supervisor will explain what options are available to you.

COMPENSATORY TIME

Compensatory time off is equal to the overtime hours worked and must be granted within a reasonable period of time after the overtime work is performed. The FWS employees may not be granted compensatory time off for overtime hours worked, and must be paid for overtime hours worked unless the FWS employee requests compensatory time in lieu of overtime. A GS employee may request, and the organization may grant, compensatory time off (hour for hour) instead of payment for irregular or occasional overtime work. Your supervisor will explain what options are available to you.

YOUR TIME OFF

PAID HOLIDAYS

The following days will be observed as paid legal holidays:

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

In addition, other days may be designated as holidays by Federal Statute or Executive Order of the President. When these are proclaimed, specific notice will be given. If you are required to work on a designated holiday, you will receive holiday pay in lieu of a day off.

Employees may not be excused without charge to leave or loss of pay because of the occurrence of a State or local holiday.



ANNUAL LEAVE

Annual leave (paid vacation time) is used primarily for vacations and necessary personal or emergency purposes. As a Federal employee, you earn annual leave hours for each pay period you work. The amount of annual leave earned for each pay period is based on how long you have worked for the government. Leave accrual increases on your third and fifteenth anniversaries of employment. Part-time employees earn annual leave based on the number of hours they work. Full-time permanent employees and full-time temporary employees who are appointed to positions for more than 90 days earn annual leave as shown in the following table:

<u>Years of Employment</u>	<u>Leave Hours Earned Per Pay Period</u>	<u>Maximum Annual Allowance</u>
Less than 3	4	13 days
3 to 15	6	20 days
15 or over	8	26 days

Although the earning of leave is a right, the use of annual leave is a privilege. Employees, except in case of emergency, are required to ask their supervisor for annual leave in ADVANCE. This allows the supervisor to effectively plan the workload. If you can be spared from your duties, your supervisor will normally grant your request.

In most cases, employees may only carry over 240 hours (30 workdays) from one leave year to the next. To avoid forfeiture at the end of the leave year you should schedule your vacation time early so your supervisor can plan and consider your leave request. Forfeited annual leave may be restored only under very specific circumstances.

You may request an “advance” on your annual leave by making that request to your supervisor in writing and giving your reasons. The amount of annual leave advanced is limited to the amount of leave you will earn in the remainder of the leave year or, in temporary appointments, the amount you will accumulate during the time of your appointment.

Employees do not accrue leave in pay periods where leave without pay or absence without leave reaches 80 hours. Intermittent employees do not earn leave.



SICK LEAVE



Full-time employees accrue 4 hours of sick leave each pay period, part-time employees accrue 1 hour of sick leave for every 20 hours in a pay status. There is no limit on the amount of sick leave you may accumulate. It is to your advantage to use sick leave only when necessary, and accrue as much as possible to protect your pay in case of lengthy illness or injury. Sick leave should be requested by you, not a friend or relative. Sick leave for routine medical or dental treatment should be scheduled in advance, not immediately before the appointment. Sick leave should be requested from your supervisor as early as possible but in no case later than 2 hours after the beginning of the workday. Failure to give proper notice may result in a charge of AWOL (absence without leave).

Sick leave can be used in any of the following circumstances:

When it is established that you cannot perform required duties because you are physically incapacitated due to illness, injury, or pregnancy.

For visits to your doctor, dentist, or optometrist for examination or treatment.

When a member of your immediate family has a contagious disease requiring your care and the State Department of Health has imposed a quarantine.

Absence in excess of 3 working days must be supported by a medical certificate. In instances where leave abuse is suspected, employees will be advised in advance that a medical certificate will be required to support any future grant of sick leave, regardless of duration. For a medical certificate to be acceptable, it must:

- State that the illness was such that it prevented you from working;

- state that date(s) you were unable to work because of the illness;
- be signed and dated by the attending physician or practitioner; and
- be written or typed on the attending physician's or practitioner's official stationery,
or an application for leave form (SF-71).

A maximum of 30 days of sick leave may be advanced if you are seriously injured or ill and if your current accumulation of sick leave has been exhausted. If you are holding a limited (temporary) appointment, you may be advanced sick leave only in the amount which will be earned during the remaining period of employment. Request for advanced sick leave must be supported by a medical certificate and there should be reasonable assurance that you will return to duty and earn the sick leave advanced to you.

Family Related Leave and Absence

NOTE: The Family Friendly Leave Act (Public Law 103-388) expands the availability of sick leave for full time employees up to 104 hours each leave year (provided employees maintains a balance of 80 hours of sick leave) to (1) provide care of a family member as a result of physical or mental illnesses, injury, pregnancy, childbirth, or medical, dental or optical examination or treatment; or, (2) make arrangements necessitated by the death of a family member or attend the funeral of a family member. There are several instances when an employee can take leave or schedule an absence based upon family related matters. They include:

- [Absence for childbirth or infant care](#)
- [Absence for adoption or foster care](#)
- [Absence due to serious health condition](#)
- [Maternity leave](#)
- [Sick Leave](#)

The Family Medical Leave Act (FMLA) provides eligible employees a total of 12 administrative workweeks of unpaid leave during any 12-month period for: (a) birth of a son or daughter and care of a newborn; (b) placement of a child with the employee for adoption or foster care (c) the care of the employee's spouse, son or daughter, or parent with a serious health condition or (d) a serious health condition of the employee that makes the employee unable to perform the essential functions of his or her position. (You may substitute paid leave as appropriate for leave without pay.)

Also, the Office of Personnel Management (OPM) clarified some confusing sections under the Family and Medical Leave Act (FMLA). These clarifications are:

- a. You must invoke your entitlement to family and medical leave and may not retroactively invoke the entitlement.
- b. 5 CFR 630.1206 (a), (c), and (d) make clear that "days" means calendar days.

c. 5 CFR 630.1207(g) has been revised to require you to provide medical certification of a serious health condition no later than 15 calendar days after the date requested.

d. 5 CFR 630.1208(b) has been revised to state that if you do not comply with the requirements of 5 CFR 630.1206 and/or 5 CFR 630.1207, you are not entitled to FMLA leave.

e. Holidays that occur during the period in which you are on family and medical leave may not be counted toward the 12-week entitlement. (5 CFR 630.1203(e))

f. An agency may not put you on family and medical leave and may not subtract leave from your family and medical leave entitlement unless the agency has obtained confirmation from the you that it is your intent to invoke entitlement to leave. (5 CFR 630.1203(h))

g. At its own expense, an agency may require subsequent medical recertification on a periodic basis, but no more than once every 30 calendar days, for leave taken for purposes relating to pregnancy, chronic conditions, or long-term conditions. (5 CFR 630.1207(J))

Please note, the 12 workweeks of unpaid leave under the FMLA are in addition to any annual leave, sick leave, or other paid leave or compensatory time off available to you. Generally, a supervisor cannot deny sick leave if a medical certificate is provided, but he/she can deny annual leave or leave without pay if there is a need for the employee to be at work.

ABSENCE FOR ADOPTION OR FOSTER CARE

The Family and Medical Leave Act of 1993 made available to Federal employees an entitlement to a total of 12 weeks of unpaid leave for the placement of a child through adoption or foster care. In these instances, the employee's entitlement to leave under the act expires 12 months from the date of the adoption or placement. Upon returning from leave, an employee is entitled to be restored to the same or an equivalent position he or she held when the leave began.

Under the Family Friendly Leave Act (FFLA) of 1994, an employee can use sick leave for purposes relating to the adoption of a child. This provision does not list all of the circumstances in which use of sick leave would be appropriate because adoption procedures and requirements differ among jurisdictions and adoption agencies.

ABSENCE FOR MATERNITY REASONS

The basis for use of sick leave for maternity reasons is the same as for any other situation involving sick leave; namely, incapacitation for duty or obtaining medical treatment or examination.

A mother may desire a period of adjustment or need time to make arrangement for the care of the child after delivery and recuperation. More time can be granted through the use of annual leave or leave without pay.

A father may request annual leave or leave without pay for the purpose of assisting or caring for his minor children or the mother of his newborn while she is incapacitated. Supervisors will consider each leave request on its own merits.

MILITARY LEAVE

If you are a member of the National Guard or Armed Forces Ready Reserve and are called for short-term annual training, you will be granted military leave if you are a regular, full-time civilian employee. You are entitled to 15 calendar day per fiscal year of paid military leave. Employees who have temporary, intermittent, part-time, or when-actually-employed appointments are not authorized military leave. To use military leave, you should advise your supervisor as far in advance as possible, and provide a copy of your military orders to support the authorization of military leave. Upon your return to duty, you will be required to furnish official evidence of performance of the military duties.

JURY DUTY AND WITNESS SERVICE

If you are called upon to perform jury duty or appear in a non official capacity as a witness in a judicial proceeding involving a state or local government, your pay will continue and your absence will be charged to court leave.

If you are called to court as a witness in your official capacity, or in a non official capacity as a witness involving the Federal Government or the District of Columbia, the time would be considered duty time. For both duty time and court leave, jury or witness fees must be turned over to your payroll office.

If you are called upon to serve as a witness on behalf of a private party, you must arrange for annual leave or leave-without-pay. In this instance, you may keep any witness fees you receive.

You should check with the CPAC to be sure of your pay and leave status prior to requesting court leave or serving on jury duty.

LEAVE WITHOUT PAY (LWOP)

Leave without pay is a temporary absence from duty in a non pay status granted by your supervisor for emergency purposes. This is normally given for an employee who does not have sufficient leave to cover an absence from duty. LWOP must be approved by your supervisor prior to your period of absence. Normally, LWOP may not be granted when an employee has annual leave to his/her credit.

ABSENCE WITHOUT LEAVE (AWOL)

Absence without leave is an absence from duty that is not authorized or approved by your supervisor. You should immediately contact your supervisor should you be absent from duty. AWOL results in loss of pay for the entire absence. Your supervisor has authority to charge an unauthorized absence as AWOL, and to initiate disciplinary action. AWOL and tardiness are the major causes of disciplinary actions such as reprimands, suspensions without pay, and removal.

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

In compliance with the Federal Laws, Executive Order, and Department of Defense policy, the EEO Program was established and is administered by the EEO Officer. This program guarantees employees equal employment opportunity without regard to race, color, religion, sex, age, national origin, physical or mental handicap, or any other factors unrelated to their performance or job requirements. All individuals will receive full consideration for initial employment, possess equal standing and security as Army employees, and enjoy equal opportunity for training, recognition, promotion, and retention.

The Army's policy is to increase the number of women and minorities in the grade levels and occupations in which they are underrepresented and to provide employment opportunities for the handicapped. The Army fully adheres to and actively supports the EEO Program in all its aspects.

The Equal Employment Opportunity Commission (EEOC) has established procedures for processing complaints of discrimination. All Federal employees and applicants for employment have access to the complaint system. If you believe you have been discriminated against you may discuss the matter with your supervisor, or you may start the EEO complaint process by contacting your EEO Office as listed below.

U.S. Army Corps of Engineers,
Pacific Ocean Division - 438-2797

All Other Army Activities
in Hawaii - 438-1132

GRIEVANCES AND APPEALS

The Department of the Army's policy is to treat all employees fairly in all aspects of their job, work conditions, and work relationships. Those who feel they have not been so treated have the right to present their complaints through the grievance process and receive prompt and equitable consideration. If you have any dissatisfaction, you should always first discuss it with your supervisor in an attempt to resolve the problem in an informal manner.

When a grievance arises from a specific incident, you must present the grievance within a specific time limit. When a grievance arises from continuing conditions, there is no time limit for submitting a grievance. Complete details regarding grievance procedures are available from your supervisor.

LABOR-MANAGEMENT RELATIONS



As a civilian employee, you have the right to form, join and assist any labor organization, or to refrain from such activity and to exercise these rights freely and without fear of penalty or reprisal. These rights are guaranteed under Federal law. Your supervisor will inform you of the union that represents the activity's employees, if applicable. Even though a union may represent you and your fellow employees, you are not required to join the union unless you desire to do so. Supervisors and managers may join a labor organization; however, they may not be represented by, nor participate in the internal management of a union which represent their employees. Supervisors and managers must maintain absolute neutrality regarding another employee's choice to support or not to support any union. Individuals who have questions regarding their right to join a labor organization are encouraged to discuss the matter with the Labor Advisor, CPAC, or with a union official of their choice.

INSPECTOR GENERAL (IG)

The IG conducts inspections, investigations, and inquiries in order to report the state of readiness, economy, discipline, morale, and esprit de corps of the command. The IG formulates and disseminates policies concerning Inspector General activities and has technical oversight for USARPAC, subordinate units, and installations IG offices. For additional information call 438-1692, 438-2796, or CODE-A-PHONE 438-1820.

FRAUD, WASTE, AND ABUSE

To report suspected or actual incidents of waste, fraud, or abuse of government property, money, and etc., please call one of the following hot lines: 655-2382; (800) 424-9098; or DSN, 223-5080. (Please note that you do not have to provide your name.)

FEDERAL EMPLOYEES' HEALTH BENEFITS (FEHB) PROGRAM

WHAT THE PROGRAM OFFERS YOU

The Federal Employees' Health Benefits Program offers you a practical way to help meet the costs of health care. The program is voluntary, and all employees (unless excluded by law or regulation) are eligible. The program provides:

- Choice of plans and options;
- a Government contribution toward the costs of your premium;
- immediate coverage from the date of enrollment without a medical examination or restrictions because of your age or physical condition;
- conversion opportunities if your enrollments ends for any reason except voluntary cancellation; and,

- if certain conditions are met, continued protection for you and eligible family members after your retirement and for eligible family members after your death.

TYPES OF PLANS AVAILABLE

Two basic types of health benefits plans are available to you under the FEHB Program:

Fee-for-Service Plans. These plans reimburse you or the health care provider for covered services. If you enroll in one of these plans, you may choose your own physician, hospital, and other health care providers.

Prepaid plans. These are comprehensive medical plans that operate through a group of affiliated doctors and hospitals. In these plans, most of your covered services are prepaid by your premium and are available only from the affiliated providers.

ABOUT OPEN SEASON

Each year the Office of Personnel Management reviews the benefits and premiums of the plans in the FEHB program and negotiates adjustments in benefits and premiums to be effective the following January.

Open Season, which is normally November/December of each year, is your annual opportunity to join the FEHB Program if you are not already enrolled. If you are enrolled, it is your opportunity to change your health plan coverage to become effective the following January. Changes made at other times during the year will be effective from the first day of the first pay period after such changes are made.

FEDERAL EMPLOYEES' GROUP LIFE INSURANCE (FEGLI) PROGRAM

This program offers several options of life insurance at low rates with the convenience of payment through payroll deductions. In addition, the Government pays one-third of the cost of your basic life insurance. Participation is entirely voluntary. However, if you are eligible, you are automatically covered for basic life insurance unless you waive this coverage. If you elect FEGLI coverage, you may cancel at any time.

The amount of coverage for the basic life insurance is equal to your actual rate of annual basic pay (rounded to the next \$1,000) plus \$2,000 or \$10,000 whichever is greater. If you enroll for basic insurance, you may then elect any one or a combination of three options which gives further protection. These options, described below, vary in cost according to your age.

Option A--Standard. Gives you an extra \$10,000 of life insurance plus an additional \$10,000 accidental death and dismemberment coverage.

Option B--Additional Provides coverage in an amount equal to 1, 2, 3, 4, or 5 times our actual rate of annual basic pay (after basic pay is rounded to the next \$1,000). The number of multiples you elect will determine the amount of withholding.

Option C--Family. May elect either 1, 2, 3, 4 or 5 multiples of coverage. Each multiple is equal to \$5,000 for spouse and \$2,500 for each eligible dependent child.

If you waive or decline basic life insurance coverage and later change your mind, you must meet all of the following three conditions to cancel the waiver:

You must furnish satisfactory evidence of the ability to be insured.

One year must have elapsed between effective date of the waiver or declination and the date of the request for insurance.

All FEGLI is term insurance, and as such does not carry any cash surrender or loan privileges.

NOTE: You can get detailed information on FEGLI by going to <http://www.opm.gov/insure/life> on the Internet.

TRAINING AND DEVELOPMENT



The Department of the Army considers training of its employees a vital factor in successful accomplishment of its mission. Increasing the capabilities and performance levels of employees increase Army effectiveness. Training is a way of developing production capability, not a reward for performance or loyalty. Your supervisor determines your training needs in the performance of your duties, and approves your training requests.

Performance benefits derived from training include increased efficiency, higher rate of productivity, lower error rate, less waste, improved morale, and better service to customers. Training also assists in introducing you to new work methods and procedures, new tasks, a new work setting, serve as a refresher, and assist in your career progression.

After you and your supervisor have determined your training needs for the upcoming rating period, these are annotated either on your Individual Development Plan (IDP), or drafted under separate cover. Your IDP is a road map directing you toward your goals, and assisting in increasing your skills, knowledge, and productivity. Once established, your IDP becomes a source document for your activity's training plan. Your supervisor should notify you of any changes to your IDP.

During the annual training needs survey conducted by the Civilian Personnel Operations Center (CPOC) and the Civilian Personnel Advisory Center (CPAC), the organizations report training requirements for the next fiscal year. The CPAC, in conjunction with CPOC, develops a training program/schedule to meet the common training needs of serviced activities for economy and efficiency.

Training Coordinators disseminate and/or distribute training requests and information, and serve as point of contact for your organization with CPAC. Your supervisor should inform you of the assigned Training Coordinator in your activity.

DD Form 1556 (Request, Authorization, Agreement, Certification of Training and Reimbursement) is used to request training. This is your “purchase order” to secure a seat in a training course. All requests for training must be properly approved by your supervisor and authority official prior to the start of training.

Most of your training, however, will be given as on-the-job training by your supervisor. There are various job-related off-the-job training opportunities available through institutions, such as the Army Service Schools, local colleges and universities, private contractors, and other government agencies, including state and local agencies. If you are a supervisor, formal in-house supervisory development training and on-the-job training in supervisory responsibilities and techniques are available to aid you in training your employees; in supervising new employees; and in developing an efficient work group.

Evidence of self-development is also an indicator of your initiative, ability to learn, and desire to improve. Local colleges and universities have a variety of courses you may enroll in. Tuition assistance may be available for mission related courses through local colleges and universities.

For more information on the training program for US Army Activities, Hawaii, go to <https://cpac.usarpac.army.mil>, and click on “Training.”

MERIT PROMOTION PROGRAM

Department of the Army policies and procedures concerning Merit Promotion Program (MPP) are available for your review at the CPAC. The MPP incorporates law and guidance set forth by the Office of Personnel Management. The policy on filling positions on the basis of merit from among the best qualified candidates, and the opportunities available to employees are addressed in this plan.

Qualified employees are encouraged to apply for position vacancies advertised by Job Opportunity Announcements. The level of your knowledge, skills, and abilities is a primary factor in determining how well you will compete with other qualified candidates.

Permanent vacancies within our work force may be filled through the merit system under Army Career Program procedures or through the Pacific Region Merit Promotion Plan (<http://www.cpol.army.mil>).

Most vacancies, except those subject to command or Army-wide referrals in career programs, are advertised in your organization. See your supervisor as to how you can obtain vacancy announcements.

UPWARD MOBILITY PROGRAM

Upward mobility program (UMP) is designed to provide opportunities for lower graded employees (GS-8 and below or Wage Grade equivalents) to qualify for advancement in their employment situations, consistent with mission requirements, without regard to non-merit factors such as race, color, religion, sex, national origin, age, partisan political activities,

marital status, or physical/mental handicap which does not interfere with accomplishment of the job. Entry into this program is through lateral assignment, promotion, or change to lower grade using merit promotion procedures. Opportunities for UMP positions are advertised through published announcements.

CAREER PROGRAMS

Career programs are those under which professional, technical and administrative positions are managed. They provide for the continuing intake, appraisal, training, development and career assignment of employees in established career program fields. Career type positions usually require formal education or years of specific or specialized experience. Examples are: scientists, engineers, budget analyst, and personnel administrators.

Career program objectives are to attain the highest quality in staffing positions, and provide career opportunities for Department of the Army employees.

Certain positions in a variety of occupational fields are covered by Career Programs. Each Career Program has a regulation describing training, career development patterns, and opportunities. Registration into a Career Program is accomplished, generally, at the time of entry into the GS-9 and above grade levels.

If you feel that your experience and training qualifies you to register in a Career Program, you may contact your Career Program Manager. You can obtain additional information on the career program by going to <http://www.cpol.army.mil> on the Internet. The following is a list of Army Career Programs:

- Ammunition Management**
- Civilian Intelligence**
- Civilian Personnel Administration**
- Comptroller**
- Contracting and Acquisition**
- Education Services**
- Engineers and Scientist (Non-Construction)**
- Engineer and Scientist (Resources & Construction)**
- Equal Employment Opportunity**
- Housing Management**
- Information Management**
- Librarian**
- Manpower and Force Management**
- Material Maintenance Management**
- Military Personnel Management**
- Physical Security & Law Enforcement**
- Public Affairs and Communications Media**
- Publishing**
- Quality and Reliability Assurance**
- Quality Assurance Specialist (Ammunition Surveillance)**
- Real Estate**
- Records Management**
- Safety Management & Occupational Health**
- Supply Management**

**Technical Publishing
Telecommunications
Training
Transportation Management
Visual Information**

YOUR RETIREMENT SYSTEM

There are two retirement systems that are applicable to civilian employees. They are the Civil Service Retirement System (CSRS) and the Federal Employees Retirement System (FERS). All career or career-conditional employees are covered by one of these retirement systems and participation is mandatory, with both the employee and the government making contributions.

CIVIL SERVICE RETIREMENT SYSTEM (CSRS)

CSRS has always been a single benefit retirement plan. Employees have had one payroll deduction for the plan and, after retirement, have received one check from CSRS (their annuity) each month for the rest of their lives.

Effective 1 April 1987, CSRS included a new Thrift Savings Plan option so employees can save extra money (usually up to 5%) for retirement.

With CSRS you can retire with full benefits as soon as you reach age 55 and have 30 years of service. Or, you can retire when your age and years of Federal service match one of the other retirement combinations shown below:

- At least age 55 with 30 years of service or more.
- At least age 60 with 20 years of service or more.
- At least age 62 with 5 years of service or more.

FEDERAL EMPLOYEES' RETIREMENT SYSTEM (FERS)

FERS is the new Federal retirement system and became effective on 1 January 1984. All new employees hired after 31 December 1983 are automatically covered by FERS.

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

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

You pay full Social Security taxes and a small contribution to the Basic Benefit Plan. In addition, you are able to make tax-deferred contributions to a savings plan and a portion will be matched by the government. The three components of FERS work together to give you a strong financial foundation for your retirement years.

With FERS, you can retire with a Basic Benefit as soon as you reach the minimum retirement age (MRA) and have just 10 years of service. The MRA under FERS is the first year in which you can receive benefits and varies according to the year in which you were born. For anyone born before 1948, the MRA is age 55. It increases gradually to age 56 for those born before 1965 and goes up to 57 for those born in 1970 and after.

Or, you can retire when your age and years of Federal service match one of the other retirement combinations shown below:

<u>If you leave with this much service</u>	<u>You get Basic Benefits at this age</u>
at least 5 years	62 years
at least 10 years	your MRA (optional, with reduced benefits)
at least 20 years	60 years*
at least 30 years	your MRA *

*With these combinations, your Basic Benefit includes the Special Retirement Supplement. It is paid until Social Security Benefits become available at age 62.

FERS disability benefits can help you replace part of your income, whether you are disabled for a short time or unable to work for a prolonged period. You are disabled under FERS if you are unable to perform useful and efficient service in your position because of disease or injury. You may also qualify for Social Security disability benefits if you are unable to work in any substantially gainful activity.

For assistance on retirement, please call the Army Benefits Center-Civilian at 1-877-276-9287 or go to the world wide web at <https://www.abc.army.mil>

LEAVING YOUR JOB

REDUCTION IN FORCE

Because of changes in program, lack of funds, reorganization, decrease in work, or the necessity to place a returning employee with re-employment rights, it may become necessary to release, reassign, or demote employees by reduction-in-force (RIF). Where possible, every preliminary effort is made to accomplish the reduction by reassignment of employees to other positions of the same grade. When a RIF is required, employees are placed in other continuing positions based on their veterans preference, career tenure, years of service, performance appraisals, and qualifications. In RIF, employees may be offered a position at a lower grade. In most cases, however, the employees offered a lower grade will have grade and pay retention benefits. If the reductions cannot be accomplished through these measures in the time allowed, it then becomes necessary to make involuntary separations. Before an employee is separated, and even after separation, he/she has special consideration for priority placement in Hawaii and the mainland through the Department of Defense (DOD) Priority Placement Program (PPP). If separation becomes necessary and the employee does not have enough years of Civil Service for retirement, severance pay is allowed if he/she has at least 1 year of continuous service under an appointment without time limitation.

RESIGNATION

This is a voluntary action taken by the employee. If you desire to leave Government service, you should notify your supervisor as far in advance as possible, and in any event, not later than 2 weeks before you intend to leave.

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

Your supervisor will initiate the resignation papers. You must give the reason for resignation, your last working day, and where your final pay should be sent.

PERMANENT DEPARTURE FROM THE INSTALLATION

If you permanently depart the installation through resignation, retirement, transfer, etc., you are required to clear post on your last day of duty. This is necessary to document that property, accountability for classified documents, identification cards, civilian automobile bumper decals, and other Government property have been returned to the Army in Hawaii prior to your separation or departure. Your supervisor will provide clearance forms and explain the procedures you will be required to follow when clearing post.

UNEMPLOYMENT COMPENSATION

In the event your employment is terminated for any reason, other than voluntary resignation without good cause or discharge for misconduct, you may be eligible for unemployment compensation through the State Unemployment Insurance Office. The amount of your weekly benefits and the period for which benefits will be paid will generally be determined by the law of the State in which you were last employed in Federal Service. To qualify for unemployment compensation, all State laws require that:

- you must be unemployed (or be employed less than full-time and earn less than a specific amount), be able to work, and available for any suitable work;
- you must file a claim and register for work at a local public employment office, and you must continue to report to that office as directed; and
- you must have had a specific amount of employment or earned a specified amount of wages, or both, within a certain period (usually a 1-year period) as specified in the State law.



FACILITIES, SERVICES AND RECREATION

Civilian employees are those occupying positions paid by appropriated (e.g., GS, WG, etc.) or non-appropriated funds (NAF).

Access to most facilities is based on the employee's possession and display of a current Department of the Army civilian identification card. Except where noted, civilians are not authorized to bring guests.

Although most facilities are available on a "first come - first served" basis, some may require advance scheduling due to limited space and/or equipment, etc. In these cases, active military personnel often have priority over civilian employees, so civilian access is on a "space available" basis. Of course, civilian employees who are also retired military personnel or members of the reserve forces would also be entitled to access based on that status, which may allow a higher priority.

Location abbreviations: Aliamanu Military Reservation (AMR), Ft Shafter (FS), Schofield Barracks (SB), Tripler Army Medical Center (TAMC).

FACILITIES AND SERVICES

Most services listed are available at several locations. Consult local directories for additional information.

Arts and Crafts Centers (FS/SB). These centers have tools and equipment for several activities, including woodcrafts, ceramics, photography, stained glass, and others. Classes are offered for many of these activities. Fees are charged for supplies and some services, plus classes.

Auto Craft Centers (FS/SB). These facilities include work stalls, lift bays, sheds for painting vehicles and bays for body work. A single fee normally entitles the user to a specific work area and use of tools. Instructors are available to give guidance, but will not assist in the work being performed. Vehicle must be registered in user's name and must have post decal. These facilities are very popular: access may be limited due to demand.

Auto Salvage Yards (FS/SB). Junked vehicles are available for parts at these facilities. Reference manuals are available to help locate appropriate parts to fit your vehicle. Charges are made only for the part(s) you wish to purchase. All labor is performed by the purchaser.

Bowling Lanes (FS/SB/TAMC). Open bowling and league play is available. Prices vary. Users may rent shoes. Lockers are available for monthly rental. Shoes, bowling balls, etc., may be purchased in the pro shops.

Chapels (AMR/FS/SB/TAMC). Religious services and education activities, such as Catholic and Protestant Worship service, Sunday school, and CCD, are available. Family Life Center (FLC) activities, such as parenting classes, Step Family classes, Women Support Group, and Teen Discovery, are frequently scheduled and invite participants. Call 839-4319 for additional information.

Child Care (AMR/FS/SB). Civilian employees are authorized to use the Child Development Centers. But due to a large demand and the low priority of civilian employees, the

opportunity to be authorized a space, especially during peak times, is extremely slim. Another alternative is the Family Child Care.

This consist of people who have attended training and are certified to provide child care in their homes, monitored by the Child Development Centers.

Clubs (FS/SB/TAMC/Ft Ruger/Waianae). Civilian employees are allowed to use the army clubs in the same manner as the military. You may be required to show your civilian identification card (ID Card).

Community Theaters (FS). Civilian employees are encouraged to participate as actors, directors, sound/light technicians, etc. Four major shows are produced each year.

Audience admission fees are charged.

Counseling (Personal & Family). Personal counseling and referrals are available to employees through the Employee Assistance Program (EAP) program, at 655-9113/6046 or through Chaplain Services at 655-4765.

Credit Unions/Banking Facilities. Financial service institutions are available on most installations. See local directory.

Education Center (FS/SB/TAMC). A variety of colleges offer courses, primarily evening courses, at the education centers. Also, a computer lab is available for use. Everything is on a space available basis. Specific information can be obtained at the Education Center in your area.

Equipment Rental Center (SB). A variety of outdoor equipment is available for rental. Items normally available include snorkeling equipment, scuba gear, surf and boogie boards, fishing gear, tents, camping stoves, and lanterns. SB, also has fresh water boats to include electric motors and batteries, Boston Whalers (Coast Guard Certificate required), and a zodiac.

Golf Course (FS/SB and Leilehua, near Wheeler AAF). Although civilian employees are eligible for association membership, there is normally a long waiting list of applicants. Non-members may play (daily green fees), but members receive priority for tee times. Equipment may be rented, and lessons are available (fees). Showers, towels and lockers are available. For further information, call 655-4093.

Housing Referral. The Housing Division, DPW provides information and/or listings of available off-post housing in various communities. Maps are also available. Call 474-2353 for off-post housing information.

Information, Tour and Travel (ITT) Offices (FS/SB). Information may be obtained at the ITT offices for a variety of entertainment activities and local attractions. Brochures for park, museums, resort areas, local and off-island tours, etc., are readily available. Reservations may be made for many activities such as sporting events (limited to Pro Bowl, Hula Bowl, and Aloha Bowl), dinner cruises, tours, etc. No fees for these services. Many event tickets may be purchased through the ITT, some at a discount. Call 438-1985 (FS) or 655-8521 (SB). Commercial travel arrangements (airline tickets, hotel reservations, car rental) may be made through the Carlson Wagonlit at 847-2624.

Libraries (AMR/FS/SB/TAMC). Books, periodicals, records, tapes, videos, and etc., are available for loan. Video libraries include the "PCS" series that are useful to employees

and families preparing for transfers to new duty stations. Story hours for children are scheduled regularly.

Music Center (SB). This facility offers the free use of sound booths, but fees are charged for the use of musical instruments. Arrangements may be made for music lessons (fees).

Physical Fitness Centers (AMR/FS/SB/TAMC). Gyms, conditioning equipment rooms, free weight rooms, saunas, tennis, aerobics, showers and towels are normally available for use by civilian employees. Minimal fees are charged. Racquetball courts, however, are often fully booked up, so access by civilian employees may be very limited.

Red Cross. Health and welfare inquiries and emergency message traffic service may be provided to civilian employees, but no financial assistance is authorized. Call 734-2101, 433-2039 or after duty hours call 449-1488. The 24 hour emergency communications number is 471-3155.

Swimming Pools (AMR/FS/SB/TAMC). Minimal fees for using pools or lockers on a daily basis. Lockers are available for long term rental.

Tennis Courts (FS/SB/TAMC). Minimal fees for use.

RECREATION AREAS

Fort DeRussy (Waikiki). The beach and picnic areas are accessible to civilian employees, families and guests. Lifeguards are on duty. Also, with a membership card from an Officer or NCO Club, you are eligible to use the Hale Koa Hotel restaurants, the Dining Room and the Coffee Shop.

Kilauea Military Camp (Island of Hawaii, Volcanoes National Park). Cabins with refrigerator and TV (some kitchenettes) are available for rent by civilian employees. They may be accompanied by family members and guests. Activities include bus tours, bicycling, bowling, physical fitness center, volleyball, and tennis. A golf course is adjacent. Call 438-6707 for reservations.

Waianae Army Recreation Center (Leeward coast, Pokai Bay). Beach and picnic areas are available for civilian employees, family members and guests. Lifeguards are on duty. Water sports equipment is available for rent, and ocean fishing charter boats are available nearby. Although civilian employees are eligible to rent the cabins here, it is usually very difficult to do so because of the high demand. Call 696-4158 for reservation information.

Telephone Listing

Blood Donation

Tripler Army Medical Center (TAMC) 433-6195
Blood Bank of Hawaii 845-9966

Equal Employment Opportunity

U.S. Army Corps of Engineers, Pacific Ocean Division..... 438-2797
All Other Army Activities in Hawaii..... 438-1132

Employee Assistance Program (EAP)..... 655-6046

Fraud, Waste, and Abuse Hotlines

Local Number	471-3323
800 Number(800)	424-9098
Defense AUTOMATION Number	223-5080
Inspector General (IG)	
Local Number	438-1692/2796
CODE-A-PHONE	438-1820
Labor Relations	438-9338
Non appropriated Fund (NAF)	438-6777/2560
Telecommunication Devices for the Deaf (TDD)	
EEO	438-1132
CPAC	438-2218
TAMC, Information Receptionist	433-4008
TAMC, Emergency Room	433-5700
Ft. Shafter, Military Police	438-9395/7116
Training and Development	438-6771

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