

CIVILIAN PERSONNEL HANDBOOK

Prepared by



You can also access this handbook on the Internet at
Knox-www.army.mil/cpo

Headquarters
U.S. Army Armor Center and Fort Knox
Fort Knox, Kentucky 40121-5000
15 May 1998

C1, USAARMC Pamphlet 690-4

Change 1

*Posted
BWW*

Civilian Personnel

CIVILIAN PERSONNEL HANDBOOK

Summary. This change renames the Civilian Employee Handbook as Civilian Personnel Handbook. The changed pamphlet is a guide for employees, supervisors and managers. The pamphlet will eventually supersede USAARMC Pamphlet 690-5, A Guide for Supervisors of Civilian Employees, 28 March 1983. Until then, supervisors and managers should review both pamphlets to obtain necessary information. In the event of conflict, the provisions of this pamphlet prevail.

Applicability. This pamphlet applies to all civilian employees in the competitive and excepted service who are paid from appropriated funds and are assigned to organizations serviced by the Fort Knox Civilian Personnel Advisory Center (CPAC). It also applies to all military and civilian supervisors of these employees.

Suggested Improvements. The proponent of this pamphlet is the Fort Knox CPAC. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, USAARMC, ATTN: ATZK-HRC, Fort Knox, Kentucky 40121-5000.

1. USAARMC Pamphlet 690-4 is changed as follows:

REMOVE

- ✓ Cover Page
- ✓ Pages i thru iv

INSERT

- New Cover Page
- Pages i thru vii

C1, USAARMC Pam 690-4 (15 May 98)

Adds an Executive Summary and incorporates merit systems principles and prohibited personnel practices. A CPAC organizational structure is included as well as an updated Table of Contents.

✓ Pages 1-1 thru 1-~~8~~⁷

Pages 1-1 thru 1-~~8~~⁹

Eliminates Purpose and Vehicle Registration sections. Vehicle registration is voluntary. Also updates necessary procedures to change name, address and other information.

REMOVE

INSERT

✓ Pages 3-1 thru 3-3

Pages 3-1 thru 3-7

Expands the chapter by adding a more detailed discussion of the rules for overtime work and overtime compensation. Included is a quick reference chart for overtime, compensatory time-off, and credit hours. Incorporated is a legal change that allows wage system employees to elect compensatory time off for irregular or occasional overtime.

In this chapter authority is delegated to commanders and directors to decide if EXEMPT GS employees under their jurisdiction, whose rate of pay exceeds GS10 step 10 will be required to take compensatory time-off in-lieu of overtime premium pay for irregular and occasional overtime.

Also included in this chapter is a changed procedure for determining "in-lieu" holidays.

✓ Pages 4-1 thru 4-9

Pages 4-1 thru 4-1~~2~~⁴

Changes the increments sick and annual leave may be taken from 1 hour to 30 minutes. The period during which earned compensatory time-off is to be taken is changed from 13 pay periods to 26. Section on excused absences has been expanded and authority delegated to Commanders and Directors for approval of excused

C1, USAARMC Pam 690-4 (15 May 98)

absences for employees to attend installation sanctioned or conducted activities. A quick reference chart on court related absences is shown on page 4-13.

FOR THE COMMANDER:



OFFICIAL:
WILLIAM E. MARSHALL
COL, GS
Chief of Staff

ROBERT L. BROOKS
Director, Information Management

DISTRIBUTION:

1 each Mil and Civ Supv of Civilian Employees
1 each civilian employee
300 - ATZK-HRC

EXECUTIVE SUMMARY

Organizations on the installation hire appropriated and non-appropriated fund employees. Also working on the installation are employees of firms and businesses who have contracts with the installation and Army. This handbook applies only to civil service appropriated fund employees in organizations that receive personnel servicing from the Fort Knox CPAC.

Most agency rules and regulations covering civilian personnel management flow from laws enacted by Congress that are primarily contained in Title 5, United States Code. The Office of Personnel Management is the federal agency that provides oversight and publishes policy and regulatory material to carry out the requirements of the law. This is accomplished predominately in 5 Code of Federal Regulation. The Department of Defense, Department of Army and subordinate elements have also published regulation and supplementary policy and instructions. These legal and regulatory requirements are intended to bring efficient and effective management of the civilian component of the Federal and Defense establishment.

This handbook will not answer every question you may have. It is intended to cover the major areas/issues that routinely arise. Any questions not answered by this guide should be referred to a CPAC staff member. Organization structure of the CPAC is illustrated at figure 1 on page iv.

MERIT SYSTEMS PRINCIPLES

Certain principles have been established by Congress to provide for the fair and equitable treatment of employees and applicants for employment. Supervisors and managers must abide by these merit system principles¹ as supervisory functions are performed:

1. Recruit from appropriate sources representing all segments of society.
2. Select and advance only (a) qualified individuals, (b) solely on the basis of their relative ability and (c) after fair and open competition that assures equal opportunity.

¹ Adapted from Section 2301, 5 United States Code

C1, USAARMC Pam 690-4 (15 May 98)

3. Treat employees and applicants fairly.
4. Manage employees efficiently and effectively.
5. Educate and train employees when it will result in better organizational and individual performance.
6. Correct the performance of employees whose performance is inadequate, and
7. Separate those employees who cannot or will not meet performance expectations.
8. Protect employees against arbitrary action, favoritism, and reprisal.
9. Prohibit employees from using their official authority or influence to interfere with or affect the result of an election.
10. Compensate employees on the basis of equal pay for work of equal value.
11. Provide appropriate incentives and recognition for excellence in performance.
12. Employees must maintain high standards of integrity, conduct, and concern for the public interest.

PROHIBITED PERSONNEL PRACTICES

Supervisors and managers must also be aware of prohibited actions, the commission of which can result in serious sanctions. These are referred to as prohibited personnel practices². Any employee who has authority to take, direct others to take, recommend, or approve any personnel action shall not:

1. Discriminate based on race, color, religion, sex, national origin, age, handicapping condition, marital status or political affiliation.
2. Solicit or consider any personal recommendation or statement not based on personal knowledge or records of performance.

² Adapted from Section 2302, 5 United States Code

3. Coerce a person's political activity.
4. Deceive or willfully obstruct a person's right to compete for employment.
5. Influence a person to withdraw from competition for the purpose of improving or injuring the prospects of another person for employment.
6. Grant any preference or advantage not authorized by law, rule, or regulation to any employee or applicant for employment.
7. Appoint, employ, promote, advance, or advocate a relative.
8. Retaliate against whistleblowers or employees exercising their right to testify or who refuse to violate the law.
9. Discriminate based on actions not adversely affecting performance.
10. Appoint, reinstate, restore, reemploy, transfer or reassign an individual if doing so would violate another individual's veterans' preference.
11. Take or fail to take a personnel action if the action or failure to take the action violates any law, rule or regulations concerning the merit system principles.

For this purpose, a personnel action means an appointment, promotion, an adverse, disciplinary or corrective action, a detail, transfer or reassignment, a reinstatement, restoration, or reemployment. Also included is a performance evaluation, a decision concerning pay, benefits, or awards, education or training if the education or training may reasonably be expected to lead to an appointment, promotion, performance evaluation, or other action described above. Any other significant change in duties or responsibilities which is inconsistent with the employee's salary or grade level is also included in the definition of a "personnel action."

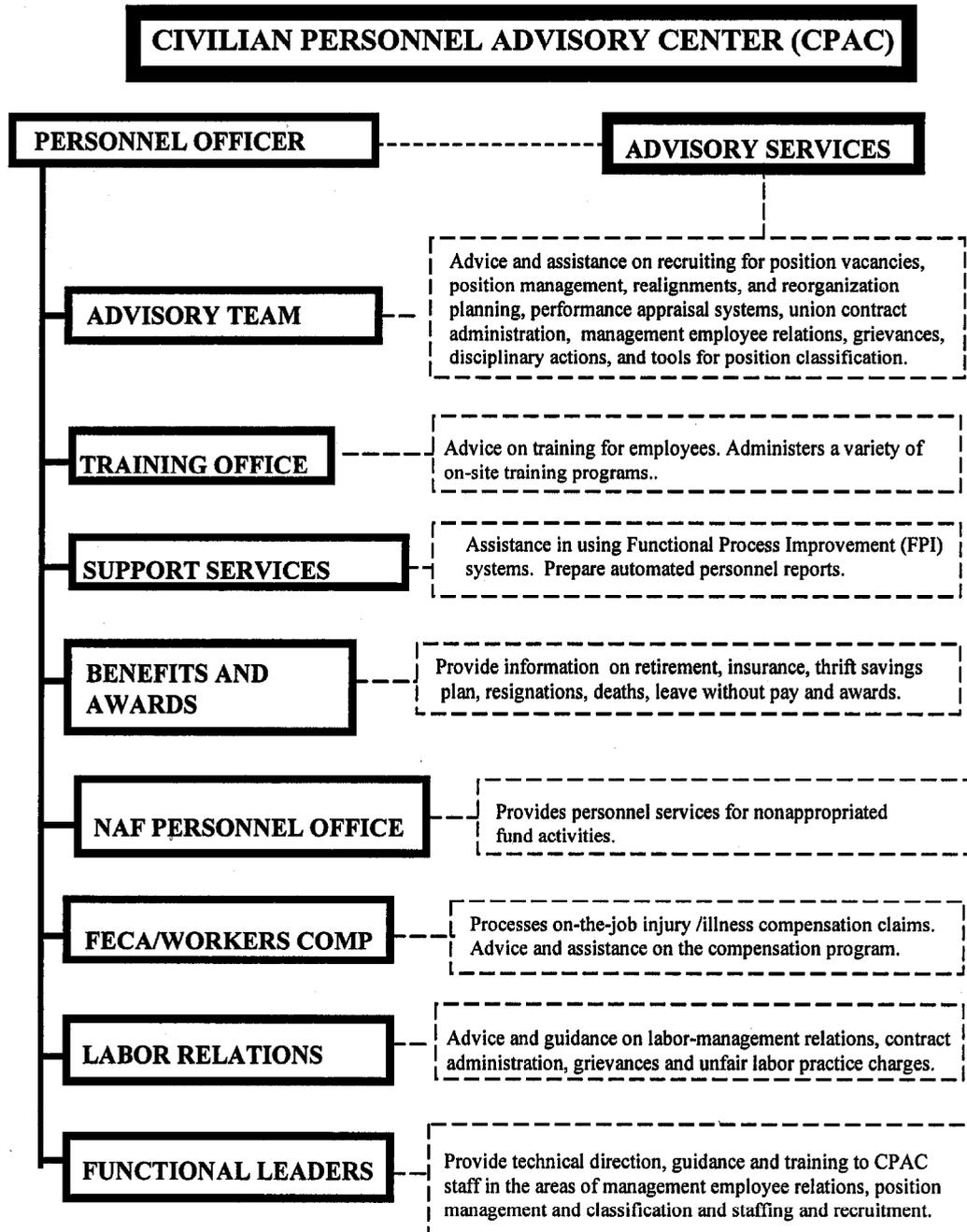


Figure 1.

TABLE OF CONTENTS

	<u>Paragraph</u>	<u>Page</u>
<u>CHAPTER 1 - Employment at Fort Knox</u>		
Activities at Fort Knox	1-1	1-1
Alcohol and Drug Abuse Civilian Counseling Services	1-2	1-1
Change of Address, Name or Emergency Data	1-3	1-1
Civilian Welfare Fund	1-4	1-2
Civilian Attire	1-5	1-2
Code of Ethics for Government Service	1-6	1-3
Substance Use and Abuse	1-7	1-4
Personal Debts	1-8	1-5
Political Activities	1-9	1-5
Commuting	1-10	1-6
Medical Care	1-11	1-6
Military Rank and Insignia	1-12	1-6
Outside Interests	1-13	1-6
Publications	1-14	1-7
Rumors	1-15	1-7
Respect to the Flag	1-16	1-7
Safety	1-17	1-7
Soliciting and Canvassing	1-18	1-8
<u>CHAPTER 2 - Pay, Benefits, and Entitlements</u>		
On-the-Job Injuries	2-1	2-1
Probationary/Trial Periods	2-2	2-1
Appointment Types	2-3	2-2
Death Benefits	2-4	2-3
Designation of Beneficiary	2-5	2-3
Employee Performance Folders (EPFs)	2-6	2-4
Life Insurance	2-7	2-4
Health Benefits Program	2-8	2-5
Income Tax	2-9	2-5
Earnings and Leave Statement	2-10	2-5
Employee Record Cards	2-11	2-5
Official Personnel Folders (OPFs)	2-12	2-6
Pay Schedules	2-13	2-6
Locality Pay		
Paydays and Direct Deposit	2-14	2-6
Payroll Deductions	2-15	2-7

C1, USAARMC Pam 690-4 (15 May 98)

	<u>Paragraph</u>	<u>Page</u>
Resignation	2-16	2-7
Unemployment Compensation Benefits	2-17	2-8
Within Grade Increases	2-18	2-8
Retirement	2-19	2-9
Thrift Savings Plan	2-20	2-12

CHAPTER 3 - Hours of Work, Holidays

Hours of Work	3-1	3-1
Overtime	3-2	3-1
Rest Periods	3-3	3-5
Holidays	3-4	3-5
In-Lieu of Holidays	3-5	3-6

CHAPTER 4 - Leave

Annual Leave	4-1	4-1
Advanced Annual Leave	4-2	4-2
Sick Leave	4-3	4-2
Advanced Sick Leave	4-4	4-5
Leave Without Pay	4-5	4-6
Compensatory Time Off	4-6	4-6
Absent Without Leave (AWOL)	4-7	4-6
Military Leave	4-8	4-7
Family and Medical Leave Act	4-9	4-7
Leave Transfer Program	4-10	4-8
Excused Absences	4-11	4-8
Tardiness		
Inclement Weather Excusal		
Blood Donations		
Bone Marrow or Organ Donations		
Voting and Registration		
Court Leave		
Miscellaneous Excusals		
Commanders/Directors Authority		
Garrison Commander Authority		

CHAPTER 5 - Training and Development

General	5-1	5-1
Purpose	5-2	5-1
Methods/Sources of Training	5-3	5-1
Planning Training and Development	5-4	5-2
Activities		

C1, USAARMC Pam 690-4 (15 May 98)

	<u>Paragraph</u>	<u>Page</u>
Training Attendance	5-5	5-3
ACTEDS	5-6	5-3
Career Programs	5-7	5-3
<u>CHAPTER 6 - Performance Management and Awards</u>		
Performance Appraisals	6-1	6-1
Rating Periods		
Awards	6-2	6-2
<u>CHAPTER 7 - Change in Positions</u>		
Civilian Employment Center	7-1	7-1
Position Management	7-2	7-1
Lateral/Reassignment	7-3	7-1
Change to Lower Grade	7-4	7-2
Details	7-5	7-2
Mandatory/Voluntary Repromotion	7-6	7-2
Merit Promotion	7-7	7-3
Overseas Employment	7-8	7-3
<u>CHAPTER 8 - Reduction in Force (RIF)</u>		
Reduction-in-Force (RIF)	8-1	8-1
Pre-RIF Initiatives for Management and Employees (PRIME)	8-2	8-2
Voluntary Separation Incentive (VSI)	8-3	8-3
<u>CHAPTER 9 - Discipline</u>		
Disciplinary Actions	9-1	9-1
Table of Penalties	9-2	9-1
<u>CHAPTER 10 - Forums for Resolving Employee Dissatisfaction</u>		
Department of Defense Administrative Grievance System	10-1	10-1
Employee Organizations (Unions)	10-2	10-1
Appeals	10-3	10-2
Equal Employment Opportunity (EEO)	10-4	10-2

C1, USAARMC Pam 690-4 (15 May 98)

	<u>Paragraph</u>	<u>Page</u>
Inspector General Complaints and Requests for Assistance	10-5	10-3

APPENDIX A - *Table of Penalties*

APPENDIX B - *Military Rank and Insignias*

**Chapter 1 -
Employment at Fort Knox**

1-1. Activities at Fort Knox.

Fort Knox is a city with its own schools, churches, and public facilities as well as stores, taxi service, and a post office. Varied and important missions are accomplished by the activities located here. These include basic and other training for soldiers, electronic communication services, reserve component readiness, and police services. Facilities available for your use include the Patton Museum, bus station, airline travel agency, day nursery, postal service, and golf courses.

1-2. Alcohol and Drug Abuse Civilian Counseling Services.

a. The U.S. Army Armor Center and Fort Knox recognizes alcohol and drug abuse and other employee personal problems as treatable.

b. The Alcohol and Drug Abuse Civilian Counseling Services exist to enhance early identification and provide counseling to civilian employees with suspected alcohol and drug abuse problems, and to provide screening and referral for those whose duty performance appears to be affected by a personal problem. Early recognition and professional treatment of problems will assist in restoring employees to effectively functioning members of the work force.

c. Participation of employees in all aspects of the treatment and rehabilitation program at Fort Knox is voluntary and confidential. The Fort Knox Counseling Center is staffed with professionally trained personnel who can help the troubled employee understand and constructively change behavior. The Civilian Program Coordinator may be contacted for information or to arrange a confidential interview. If appropriate treatment cannot be provided locally, a referral can be made to an approved state or private rehabilitation facility. More specific information is available from your supervisor.

1-3. Change of Address, Name or Emergency Data. You should notify your supervisor immediately if you change your home address, telephone number, name (by marriage or court action), marital status, or person to be notified in case of emergency. The

C1, USAARMC Pam 690-4 (15 May 98)

personnel point of contact (POC) in your organization should submit a Standard Form 52, Request for Personnel Action, through the automated personnel system to change your name on civilian personnel records. Documentation of the official name change will be required. Address changes should also be reported to the personnel POC in your organization. These POCs have been advised to forward such changes to the SCCPOC where the personnel database can be updated **and** to the civilian payroll Customer Service Representative (CSR) on the installation for update of the payroll records.

1-4. Civilian Welfare Fund.

a. The Civilian Welfare Fund (CWF) is designed to promote the morale, productivity, and welfare of civilian employees on the installation. This is accomplished primarily by purchasing property for civilian break areas, providing refreshments for awards and retirement ceremonies, and providing floral arrangements or other memorials upon the death of an employee or a member of their immediate family (spouse, parent, step-parent, legal guardian, siblings, step-siblings, children, step-children, and legally adopted children).

b. The CWF is governed by a council comprised of civilian employees appointed from various organizations on the installation. The Council administers funds generated through the Post Restaurant Fund (PRF). This fund receives a commission on sales from vending machines that are in areas that are used predominantly by civilian employees. Current vending services for the PRF are contracted with Pepsi-Cola Louisville Bottlers and Total Vend, Inc. of Louisville.

c. If you have requests, suggestions, or recommendations regarding the CWF, we encourage you to submit them in writing to the council member representing your organization. Council meetings are held not less than quarterly. All civilian employees are welcome to attend the meetings. If you are interested in attending a meeting, contact your representative to learn the date, time, and location of the next meeting.

1-5. Civilian Attire.

a. Clothing will be appropriate for the duties performed. Dress should be commensurate with attire normally worn by civilian employees in the local communities engaged in activities similar in nature to those in which the government employee works.

b. Clothing (including head and footwear) with slogans, drawings, or language which could be construed as being lewd, obscene, profane, or sexually suggestive, or which advocates or glorifies the use of illegal drugs or other unlawful conduct is not appropriate.

c. Clothing must be nondisruptive to the work environment, nonoffensive to others and safe to wear at the work site.

1-6. Code of Ethics for Government Service. The following general principles apply to every employee.

a. Public service is a public trust, requiring employees to place loyalty to the Constitution, the laws and ethical principles above private gain.

b. Employees shall not hold financial interests that conflict with the conscientious performance of duty.

c. Employees shall not engage in financial transactions using nonpublic Government information or allow the improper use of such information to further any private interest.

d. An employee shall not solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the employee's agency, or whose interests may be substantially affected by the performance or nonperformance of the employee's duties. For information on limited exceptions to this rule, contact the Designated Agency Ethics Official (DAEO) in the Staff Judge Advocate Office.

e. Employees shall put forth an honest effort in the performance of their duties.

f. Employees shall not knowingly make unauthorized commitments or promises of any kind purporting to bind the Government.

g. Employees shall not use public office for private gain.

h. Employees shall act impartially and not give preferential treatment to any private organization or individual.

C1, USAARMC Pam 690-4 (15 May 98)

i. Employees shall protect and conserve Federal property and shall not use it for other than authorized activities.

j. Employees shall not engage in outside employment or activities, including seeking or negotiating for employment that conflicts with official Government duties and responsibilities.

k. Employees shall disclose waste, fraud, abuse, and corruption to appropriate authorities.

l. Employees shall satisfy in good faith their obligations as citizens, including all just financial obligations, especially those - such as Federal, State, or local taxes - that are imposed by law.

m. Employees shall adhere to all laws and regulations that provide equal opportunity for all Americans regardless of race, color, religion, sex, national origin, age, or handicap.

n. Employees shall endeavor to avoid any actions creating the appearance that they are violating the law or the ethical standards set forth above. Whether particular circumstances create an appearance that the law or these standards have been violated shall be determined from the perspective of a reasonable person with knowledge of the relevant facts.

1-7. Substance Use and Abuse.

a. Whether or not an employee uses alcoholic beverages off the job is their own decision; however, an employee is responsible for ensuring their habits do not interfere with job performance. If an employee's consumption of alcohol adversely affects their duty performance in any way, including excessive tardiness or absenteeism, hangovers, or a lack of responsibility or dependability, the employee will be required to correct the problem or face disciplinary action which can lead to separation.

b. Under the provisions of Executive Order 12584, Drug-Free Federal Work Place, an employee's use of legal drugs while off duty may form the basis for an adverse action if such usage affects duty performance or conduct. Additionally, if there is a direct relationship or conflict between such usage and the duties and responsibilities of the employee's position, adverse action, up to and including removal of the employee, may be appropriate.

c. Employees engaging in on-duty use of alcoholic beverages or illegal drugs are subject to appropriate disciplinary action, up to and including removal from Federal service.

d. An employee who needs help in controlling alcohol or substance usage should discuss the problem frankly with their supervisor who can refer them to sources of professional help. Additionally, an employee may seek confidential assistance from the Employee Assistance Program Coordinator.

e. Employees who are apprehended for Driving Under the Influence, whether on or off the Fort Knox installation, will lose their privilege to operate a privately owned vehicle on the installation for 1 year. A conviction of driving under the influence, a breath analyzer reading of .10 or greater (even if charges are subsequently reduced), or a refusal to submit to a breath analyzer test will automatically result in a 1-year revocation of privileges. A second such offense during that 1-year period will result in a loss of privilege to operate a privately owned vehicle on the installation for 5 years.

1-8. Personal Debts.

Employees are expected to discharge their financial obligations and to maintain a reputation in their community for honoring debts. The reputation of our employees as good credit risks must be protected against any detrimental effect of the actions of a few. Willful failure of an employee to honor valid debts or to make and adhere to reasonable arrangements for settlement could result in disciplinary action.

1-9. Political Activities.

a. Employees are responsible for refraining from prohibited political activities and should be acquainted with the applicable restrictions. Allowed activities and those that are prohibited:

(1) An employee may be a candidate in nonpartisan elections; may register and vote as they choose; may assist in voter registration drives; may express personal opinions about candidates and issues; may contribute money to political organizations; may attend political fund-raising functions; may attend and be active at political rallies and meetings; may join

C1, USAARMC Pam 690-4 (15 May 98)

and be an active member of a political party or club; may sign nominating petitions; may campaign for or against referendum questions, constitutional amendments, and municipal ordinances; may campaign for or against candidates in partisan elections; may make campaign speeches for candidates in partisan elections; may distribute campaign literature in partisan elections; and may hold office in political clubs or parties and be delegates to party conventions.

(2) An employee may not use their official authority or influence to interfere with an election; may not solicit, accept or receive political contributions unless both individuals are members of the same Federal labor organization or employee organization, and the one solicited is not a subordinate employee; may not knowingly solicit or discourage the political activity of any person who has business before the agency; may not engage in political activity while on duty; may not engage in political activity in any government office; may not engage in political activity while wearing an official uniform; may not engage in political activity while using a government vehicle; may not be candidates for public office in partisan elections; and may not wear political buttons on duty.

b. If employees are uncertain whether a particular action violates political activity rules, they should present the matter to their supervisor or the Civilian Personnel Advisory Center for a ruling on the matter before engaging in the action. Ignorance of provisions of the law will not excuse an employee from penalties for violation.

1-10. Commuting.

You may want to join a carpool or locate others to ride with you. Your supervisor or fellow employees may be able to assist you with this, or you may place an advertisement without charge in the post newspaper, Inside the Turret.

1-11. Medical Care.

Normally, you are expected to obtain medical treatment from your own private physician for other than on-the-job injuries or illnesses. If you become ill while at work, your supervisor may refer you to the Civilian Occupational Health Clinic, or if illness occurs during night shifts, to the U.S. Ireland Army Community Hospital. If your condition is not severe enough to

prevent you from completing your present tour of duty, emergency care or medication may be given as needed. If the illness precludes an immediate return to work, or if continuing care is required, medication or treatment will be given to preclude undue suffering or complications, and you will be referred to your private physician or dentist. By using this service you will not only save your sick leave but may also avoid missing a full day of work.

1-12. Military Rank and Insignia.

Since this is an Army installation, it is important that we recognize military rank and grade. The insignias for these can be found at appendix B.

1-13. Outside Interests.

You may engage in private employment and acquire or retain private business, professional, or other interests or enterprises provided:

a. There is no interference with your efficiency in your government position.

b. There is no conflict with the interests of the government.

c. There would not reasonably arise any criticism or suspicion of conflicts of interest or duties.

d. There is no solicitation for the sale of any commodity or service to any employee by an appropriated/nonappropriated fund employee on this installation.

1-14. Publications.

Weekly Bulletins, Merit Promotion Announcements, and other pertinent publications which apply to you will be posted on bulletin boards or otherwise brought to your attention by your supervisor. You will be furnished a copy of Civilian Personnel newsletters as they are issued. You should read these publications on a regular basis. The post newspaper, Inside the Turret, is published weekly and contains items of interest to employees. Changes to the information contained in this pamphlet are published in the Civilian Personnel Newsletter or the Weekly Bulletin in advance of a formal change.

1-15. Rumors.

Rumors are heard wherever people happen to be. You may hear one today. If you do, and if it is bothering you, ask your supervisor about it. Do not spread rumors--they do more harm than good. Get the facts straight before you pass them on, and pass them on only to people who need to know.

1-16. Respect to the Flag.

During a ceremony of hoisting or lowering the flag, or when the flag is passing in a parade or review, you should face the flag, stand at attention, and salute. Respect will also be remembered anytime the National anthem or "To the Colors" is played. Men salute by removing their headdress with their right hand, using their right hand to hold the headdress at their left shoulder (their right hand should cross their heart). When men are not wearing headdress, they should place their right hand over their heart. Women salute by placing their right hand over their heart. When riding in a moving vehicle, the vehicle will be stopped. All passengers in a nongovernment vehicle will exit and salute. Occupants of government vehicles, will remain seated at attention in the vehicle, except for the individual in charge, who will dismount and salute.

1-17. Safety.

There are two responsibilities for safety for which employees must assume obligation. The first has to do with your own safety. Machines are guarded as effectively as their practical use will permit. However, machines cannot think and cannot by their own volition keep out of your way. Horseplay, thoughtlessness, loose clothing, and improper use of machines are the most frequent causes of injury and death to workers. Your second responsibility has to do with the safety of others. Keep in mind the fact that you and the other fellow do not always have a second chance. It is your duty to obey safety rules and regulations and take every reasonable precaution to avoid injury to yourself and others. Any on-the-job injury, regardless of how small, should be reported to your supervisor as soon as possible.

1-18. Soliciting and Canvassing.

Army regulations, Civil Service rules, and federal laws provide that you will not solicit a contribution from other personnel for

C1, USAARMC 690-4 (15 May 98)

a gift to an official superior, make a donation as a gift to an official superior, or accept a gift from an officer or employee receiving less pay than themselves. However, regulations do not prohibit a voluntary gift of nominal value or donation in a nominal amount made on special occasions such as marriage, illness, or retirement. Violation may lead to discharge. Canvassing is not permitted on the post without prior written approval of this headquarters, Directorate of Human Resources, Family Support Division.

Chapter 2

Pay, Benefits, and Entitlements

2-1. On-The-Job Injuries. a. The Federal Employee's Compensation Act (FECA) is administered by the Office of Workers' Compensation Programs (OWCP) of the U.S. Department of Labor. It provides compensation benefits to civilian employees for disability due to personal injury sustained while in the performance of duty or to employment-related disease. The Act also provides for the payment of benefits to dependents if the injury or disease causes the employee's death. Benefits cannot be paid if the injury or death is caused by the willful misconduct of the employees, the employees intend to bring about their injury or death or that of another employee, or if intoxication is the proximate cause of the injury or death.

b. If you are injured on duty, you must immediately notify your supervisor. Your supervisor will make arrangements for you to be transported to Ireland Army Community Hospital for evaluation and, if desired, for treatment of the injury. In traumatic injuries, you or someone acting on your behalf must complete the employee portion of Form CA-1 and return it to your supervisor within 30 days of injury. If disability results from an occupational disease, you or someone acting on your behalf must complete Form CA-2.

c. If you are disabled due to traumatic injury, you may use leave or request continuation of pay for up to 45 days if needed. Any absence after 45 days must be claimed on Form CA-7. If you are disabled due to occupational disease, you may use leave or claim compensation on Form CA-7.

d. The FECA Office will provide information related to the FECA program and assist you in completion of required claim forms.

2-2. Probationary or Trial Periods. a. Most nontemporary appointees are hired on a 1-year probationary or trial period. This period is a continuation of the original selection process and places a responsibility on the employee to demonstrate qualifications and fitness for continued employment. During the 1-year probationary period, the supervisor will rate the employee's performance and observe the employee's conduct to determine whether the employee should be retained in Federal service.

b. An employee serving a probationary or trial period is given full consideration, both as to qualifications for the job and the manner in which general standards of public service are being met. These standards include high integrity, mature personality, good work habits, respect for higher authority and fellow employees, and a willingness to learn and improve. Action will be taken to terminate the appointment of employees during the probationary period when the employee's service fails to measure up to the qualifications and standards required.

2-3. Appointment Types. The Standard Form 50, Notification of Personnel Action, which you receive appointing you to the Federal government will have in block 5-B the type of appointment used to employ you. The most common types of appointment are shown below.

a. Your appointment may be a **Competitive Appointment** made on a permanent basis in one of the following manners:

(1) **Career-Conditional.** Normally new employees are placed on career-conditional appointments which lead, after 3 years of substantially continuous service, to a career appointment. For the first year the employee serves a probationary period during which discharge from the Federal service may occur for misconduct, inability to perform duties, etc. The 3 years of continuous service are intended to affirm the employee's reliability and interest in a career and the Government's ability to provide reasonable assurance of continued employment opportunities. Career-Conditional status affects your future employment with the federal government in two ways. First, if you resign from federal service while still serving in a Career-Conditional status, your ability to be later re-employed (without having to compete for a job with the general public) is limited to the 3-year period after resignation. Second, if you are involved in a reduction in force (RIF) where employees' jobs are abolished, having a Career-Conditional status puts you in a lower retention group when competing for available jobs. (See section on RIF for more information).

(2) **Career Appointment.** This status is attained upon completion of the 3-year career-conditional time period. Having career status allows you to be re-employed (if you resign) by the Federal Government at any time in the future without competing with the general public. Career status also puts you in a higher retention group if you are involved in a RIF; career employees whose jobs are abolished can "bump," or take the jobs of, any Career-Conditional employee, provided the career employee is fully qualified for the job.

(3) **Reinstatement Career-Conditional or Reinstatement Career.** These are appointments of former Federal employees being rehired for a vacant position for which qualified.

b. Your appointment may be limited to a specific period of time:

(1) **Appointment Not To Exceed (NTE)** {a specific date} is a temporary limited appointment which can be made for up to 1 year. These appointments can be terminated at any time upon written notice.

(2) **Term Appointments** may be made to work on a specific project nature. Term appointments have not-to-exceed (NTE) dates of more than 1 but not more than 4 years. Term appointments can be terminated before the scheduled NTE date, but employees are entitled to a 60-day advance notice of such termination.

c. An **Excepted Appointment** is one made without the competitive requirements of the civil service rules and regulations. For instance, excepted appointments are made under the Veterans Readjustment Authority (VRA). (Designed for eligible veterans, the VRA leads to a career-conditional appointment upon satisfactory completion of a 2-year service requirement and participation in the required training or educational program.) Excepted appointments can also be made with other authorities such as student employment programs.

2-4. Death Benefits. Benefits are paid to survivors according to the standard order of precedence unless you designate otherwise. (*See section on Designation of Beneficiary*).

a. **INSURANCE.** If the deceased employee elected Basic Life Insurance, it is payable in the amount of the gross annual salary at the time of death plus \$2,000. Any additional optional insurance which had been elected is also payable. (*See section on Group Life Insurance*).

b. **SALARY AND LEAVE.** Any unpaid salary or lump sum annual leave is payable to the survivor(s) after the claim has been adjudicated by the Payroll office.

c. **RETIREMENT.** The surviving spouse of an employee covered by retirement CSRS or FERS (*see section on Retirement*) is generally eligible for a monthly annuity based on the employee's retirement eligibility. Dependent children under 18 (or under 22 and a full-time student) may also receive survivor annuities. If there are no survivors who qualify for a survivor annuity (spouse or child), a lump sum payment may be payable to the survivor(s).

d. **THRIFT SAVINGS PLAN (TSP).** Survivors are eligible to receive the TSP account of a deceased employee after the employing agency notifies the TSP Service Office of the death.

e. **HEALTH INSURANCE.** In most cases, the survivor is eligible to continue any health benefits enrollment under the Federal program.

2-5. Designation of Beneficiary. a. Any proceeds from life insurance, retirement, Thrift Savings Plan, or unpaid compensation payable after the death of an employee will be payable to the first person or persons listed below who are still alive at the time of the employee's death.

(1) To the widow or widower.

(2) If the widow(er) is deceased, to the child or children in equal shares, with the share of any deceased child distributed among the descendants of that child.

(3) If none of the above, to the parents in equal shares or the entire amount to the surviving parent.

(4) If none of the above, to the executor or administrator of the estate of the decedent.

(5) If none of the above, to the next of kin under the laws of the State in which the descendant was domiciled at date of death.

b. It is not necessary for you to designate a beneficiary *unless* you wish to designate some person or persons not included above, or in a different order. If you wish to designate a beneficiary, the necessary forms can be obtained from the Civilian Personnel Office.

2-6. Employee Performance Folders (EPFs). The Employee Performance Folder (EPF), is maintained separately from the Official Personnel Folder (OPF). This file contains performance ratings and standards that are less than 4 years old and information on any employee awards. This file, along with the OPF, is maintained in the Civilian Personnel Office. Employees should make an appointments if they wish to review the contents of their EPF.

2-7. Life Insurance. a. Federal Employees Group Life Insurance (FEGLI) is available to you at shared government cost for basic coverage if you are serving on a permanent or term appointment, with a full-time or part-time work schedule. The amount of basic insurance coverage is based on your pay rounded to the next higher thousand plus \$2,000. This benefit is doubled in case of accidental death. Federal Employees Group Life Insurance also pays benefits for dismemberment (loss of a hand, foot, or eye) at a rate ranging from one-half to the full basic insurance amount.

b. Additional insurance is available by electing one or more of the following Options.

Option A - (Standard) provides \$10,000 of extra coverage.

Option B - (Additional) is equal to a multiple of annual basic pay. Amounts can be selected that are 1, 2, 3, 4, or 5 times your annual pay.

Option C - (Family) provides coverage for spouse (\$5000) and each dependent child (\$2500) under age 22.

The cost of these options are paid through payroll deduction and the amount is based on age.

c. Complete information about the FEGLI program is provided in FEGLI brochure (RI 76-21) which is furnished to each employee eligible for the program.

2-8. Health Benefits Program. a. Permanent and term, full or part-time employees are normally eligible to participate in the Federal Employees Health Benefits (FEHB) Program. Employees may select from various insurance or Health Maintenance Organization (HMO) coverage with the government sharing the cost of premiums. Complete information about the various plans, options, coverage, cost, benefits, and conditions are available to you in brochure form. Employees normally have 31 days after becoming eligible to select this coverage.

b. Changes to enrollment can usually be made during FEHB Open Season which occurs during November/December each year. Other events which permit enrollment or change in enrollment are also stated on the Standard Form 2809 which is used to elect FEHB coverage or in the Federal Employees Health Benefits Program (FEHB) brochure which is furnished to each eligible employee.

2-9. Income Tax. If you wish to change the number of exemptions, withholding allowances, or have additional amounts withheld, you must file a new Form W-4 with your finance office.

2-10. Earnings and Leave Statement. Employees will receive an earnings and leave statement for each pay period. The earnings and leave statement will reflect amount of the leave earned each pay period, (i.e., 4, 6, or 8 hours). It will also reflect the leave balances as of the beginning of the leave year, the amount of leave accrued during the year, the amount of leave used (both for the leave year and during the current pay period), the current annual and sick leave balances, and the amount of annual leave the employee must use before the end of the leave year. Employees should review the earnings and leave statements to ensure leave earned and used is properly reflected and should report any discrepancies to their supervisor. Employees should also ensure that proper deductions are being made for health and life insurance, charitable donations, union dues, and/or savings allotments as selected by the employee.

2-11. Employee Record Cards. The Employee Record Card, is an official record authorized for maintenance at organizational level. This record serves as a "mini record" of an individual's employment. This card is normally maintained by the first-line supervisor, who posts current information such as personnel actions, performance discussions, training received, changes in home or emergency address, counseling sessions, commendations, disciplinary actions, and other data as desired, thus providing, at the operating level, a single source of information concerning an employee's service history. Cards will be available for use by supervisors and authorized employees of the Civilian Personnel Office. An employee will, upon request, be permitted to review their own card; however, cards will not be removed from the immediate vicinity of the file while the employee is assigned to that organization. This card will be forwarded to an employee's new supervisor when the employee is transferred to another organization on post, or destroyed when the employee leaves the installation through transfer, resignation, etc.

2-12. Official Personnel Folders (OPFs). All employees will have an established Official Personnel Folder (OPF), containing records and documents related to civilian employment. This folder, also known as a "201" file, provides a chronological, comprehensive, and continuing record of the employee's service, status, skills, and other personal history related to civilian employment. The "201" file travels with the employee throughout their entire Federal career. An employee's file is made available for review upon request and scheduling an appointment with the Civilian Personnel Office. One copy of documents from your files can be provided at no cost; subsequent requests for copies can be provided for a service fee.

2-13. Pay Schedules. Salaries of Federal employees are normally governed by one of two pay schedules described below. The Fort Knox Civilian Personnel Office provides affected employees copies of new salary rates when the pay rates are adjusted.

a. **General Schedule (GS)** "white collar" workers are paid according to a pay scale fixed by the President pursuant to law. General Schedule employees nation-wide usually receive pay adjustments in January based on the cost-of-living index. In addition, the 1990 Federal Employees Pay Comparability Act authorized locality based comparability payments or "locality pay" for GS workers over a 9-year period beginning in 1994 in order to close the gap between private sector salaries and those of Federal workers in the same area. Locality pay amounts vary depending on the geographic area where an employee works.

b. **Wage Grade (WG)** "blue collar" employees are paid from a scale fixed by a lead agency in a geographic area adjusted per prevailing rates. These prevailing rates are determined on the basis of surveys of rates paid by private employers in each local wage area. Wage grade pay adjustments are paid at differing times of the year, depending on locality.

2-14. Paydays and Direct Deposit. Civilian employees serviced by the Fort Knox Civilian Personnel Office may be paid by different payroll offices of the Defense Finance and Accounting Service; therefore, specific pay days may vary but generally are about 12 days after the end of the 2-week pay period. Department of Defense regulations require that new employees have their checks deposited automatically to a bank account. You should complete a Standard Form 1199A at the time of your appointment to have this direct deposit started in order to avoid a delay in receiving your pay.

2-15. Payroll Deductions. a. Certain deductions from your pay are required by law. These are:

- Federal Income Tax
- State Income Tax
- Social Security/Medicare and/or
- Retirement Deductions

b. Optional deductions (for employees who qualify and elect) include:

- Federal Employees Health Benefits (FEHB) premiums
- Federal Employees Group Life Insurance (FEGLI) premiums
- Thrift Savings Plan Contributions
- Union Dues
- U.S. Savings Bonds
- Allotment to a Credit Union or other Savings Institution
- Combined Federal Campaign Contribution

2-16. Resignation. If you resign from Federal service, you should provide your supervisor with at least 2 weeks' notice. You should sign a Standard Form 52, Request for Personnel Action, which will be forwarded to the Civilian Personnel Office (CPO). The CPO staff will be able to give you information about your benefits including those listed below:

a. **RETIREMENT FUNDS.** You may apply for a refund of your retirement contributions 31 days after your resignation if you are not eligible for an immediate retirement annuity. If you have at least 5 years service, you may leave the contributions in to receive a deferred annuity at age 62.

b. **THRIFT SAVINGS PLAN.** There are several options available for withdrawing funds from your TSP:

- transferring to an IRA or other eligible retirement fund
- withdrawing entire balance in a single payment

- receiving a series of equal monthly payments
- receiving a life annuity
- leaving money in TSP account.

At the time of your resignation you will be given information and forms explaining these options and the effects on your tax liabilities.

c. **HEALTH BENEFITS.** Your Federal Employees Health Benefits (FEHB) coverage terminates after a free 31-day extension of coverage. You may be eligible for Temporary Continuation of Coverage (TCC) for up to 18 months during which you would pay the total premium (both employee and government share). You are also eligible to convert to an individual policy either at the time you resign or at the end of the 18-month TCC.

d. **LIFE INSURANCE.** Federal Employees Group Life Insurance (FEGLI) coverage terminates at the end of the pay period in which you resign. You then have 31 days free extension of coverage during which you may convert to an individual policy.

2-17. Unemployment Compensation Benefits. The unemployment office nearest Fort Knox is the Kentucky Employment Services office, located at 229 N. Miles, Elizabethtown, KY. No appointments are scheduled, customer service is on a walk-in basis. The hours of operation are 8:00 a.m. through 4:30 p.m., Monday through Friday. Individuals should bring their last Earnings and Leave Statement, Notification of Personnel Action (SF50), driver's license or other picture identification, and social security card. Because of the various state laws concerning unemployment compensation, individuals should contact their nearest unemployment office for information.

2-18. Within Grade Increases. Within-grade increases are increases to the next pay step on the pay schedule without change in duties, title, or grade.

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

- 52 calendar weeks to steps 2, 3, or 4
- 104 calendar weeks to steps 5, 6, or 7; and
- 156 calendar weeks to steps 8, 9, or 10.

Your supervisor will determine whether your work is of an "acceptable level of competence." If it is determined that your performance is not of "an acceptable level of competence," you will be notified in writing and advised of your rights regarding the negative determination.

b. **Federal Wage System (WG, WL, WS, WD, WN)** employees will automatically advance to the next higher step in grade if they: are under a regular wage schedule; were rated Fully Successful or better on their last annual rating; and have completed the required waiting period. An employee whose most recent rating is marginal or unsatisfactory is ineligible for a within-grade increase. The waiting periods for increases are:

- 26 calendar weeks to step 2
- 78 calendar weeks to step 3
- 104 calendar weeks to steps 4 or 5

2-19. Retirement. Permanent and term employees are generally covered by one of two federal retirement plans:

a. The **Civil Service Retirement System (CSRS)** covers most permanent employees hired before 1984. Employees pay 7 percent of their salary into this retirement system and the government contributes an equal amount. The CSRS employees do not pay into Social Security; however, they do pay an additional 1.45 percent of their salary into Medicare. Some of the basic entitlements of CSRS are:

(1) Retirement eligibility is attained at:

- Age 55 with 30 years service;
- Age 60 with 20 years service; or
- Age 62 with 5 years service.

NOTE: The CSRS employees must have been employed for at least 1 year within the 2-year period immediately preceding retirement to be eligible for an annuity. Accrued and unused sick leave to an employee's credit at date of retirement is used in computing the amount of annuity or survivor annuity. It is not used in determining the high 3 average salary and cannot be counted toward the minimum length of service necessary to retire.

(2) The basic formula for determining an employee's projected retirement annuity under CSRS is:

- 1 and 1/2 percent of the "high 3" (i.e., the highest salary the employee earned during a 3-year period) average pay, multiplied by years of service up to 5 years; plus
- 1 and 3/4 percent of the "high 3" average pay, multiplied by all years of service over 5 and up to 10 years; plus
- 2 percent of the "high 3" average pay, multiplied by all service over 10 years.

For example, an employee with 30 years of service and a "high 3" average pay of \$26,000 would get:

.015	(1 and 1/2 percent)	X	\$26,000	X	5 years	=	\$1,950
.0175	(1 and 3/4 percent)	X	\$26,000	X	5 years	=	\$2,275
.02	(2 percent)	X	\$26,000	X	20 years	=	<u>\$10,400</u>
					Basic Annuity		\$14,625 per year

NOTE: The total Basic Annuity cannot exceed 80 percent of the "high 3" average pay.

b. **The Federal Employees Retirement System (FERS)** covers most permanent and term employees first hired after 1983. Federal Employees Retirement System is a 3-part program which includes a basic retirement annuity plan (employees contribute .8 percent of salary into basic retirement), plus Social Security (employees contribute 7.65 percent of salary into Social Security), plus a Thrift Savings Plan (see details in the Thrift Savings Plan section). New employees are furnished a pamphlet entitled "FERS, Federal Employees Retirement System" (publication number RI 90-1), which provides details about the retirement system. Some of the basic entitlements of FERS are:

(1) Retirement eligibility is attained at:

- Age 60 with 20 years service;
- Age 62 with 5 years service; or
- The "minimum retirement age" (MRA) with 30 years service. The MRA is age 55 until the year 2002, when it begins to rise by 2 months per year until it reaches age 57 in the year 2027.

(2) Reduced retirement benefits are also available to employees who have reached the MRA and have at least 10 years of creditable service. The reduction in annuity is 5 percent per year for each year the employee is under age 62.

(3) The basic formula for determining an employee's projected retirement annuity is:

- If the employee is under age 62 or has less than 20 years of creditable service: 1 percent (.01) of "high 3" average salary, multiplied by years of service;
- If the employee is at least age 62 and has at least 20 years of creditable service: 1.1 percent (.011) of "high 3" average salary, multiplied by years of service
- Some employees are entitled to an annuity supplement under FERS. This supplement is payable to employees who retire at the MRA with at least 30 years of service; retire at age 60 with at least 20 years of service; retire under "Discontinued Service Retirement" rules (see below); or retire under one of the special retirement systems (e.g., firefighters, air traffic controllers, etc.). Since FERS benefits are based on a federal retirement plus Social Security benefits, and workers retiring before age 62 are ineligible for Social Security, the annuity supplement is intended to bring retirement income up to a level that is comparable to what will be drawn when Social Security benefits start. The formula for computing the annuity supplement changes each year and is based on Social Security earnings rules.

c. **Deferred Retirement** is available to both CSRS and FERS participants. When employees leave the federal service, they have an option of withdrawing retirement contributions or leaving these contributions in the system so they can draw a deferred annuity when they reach age 62. The employee must have completed 5 years of service (and not withdrawn retirement contributions) to be eligible for a deferred annuity at age 62. (NOTE: FERS employees can also

draw a deferred annuity at age 55 with at least 10 years of service; however, the 5 percent penalty for each year under age 62 is applied.) Annuity amounts under a Deferred Retirement are computed as of the date the employee left federal service and are not adjusted for inflation between that time and the time the employee reaches age 62 (or 55 for FERS).

d. **Discontinued Service Retirement (DSR)** is applicable to both CSRS and FERS employees who are affected by reductions in force (RIF). Employees who are age 50 with 20 years of service or have 25 years of service at any age, are eligible for a Discontinued Service Retirement, provided their job is abolished (or they are bumped out of their job in RIF) and they have not been offered an alternative job in the same commuting area within two grade levels of their current job. The CSRS employees who take a DSR receive an annuity that is reduced 2 percent per year for each year the employee is under age 55. The FERS employees who take a DSR have no reduction in annuity (the 5 percent penalty per year under age 62 does not apply to FERS DSR retirements).

e. Some **Involuntary Separations** other than as a result of RIF under the DSR rules described above, also allow an employee to receive an early retirement. Involuntary separation means any separation against the will and without the consent of the employee, other than for cause on charges of misconduct or delinquency. Some examples (other than RIF) are lack of funds, inefficiency, disability (that is initiated by the agency, not the employee) and separation during probation because of failure to qualify. The age/service requirements for receiving an annuity as a result of an involuntary separation are the same as those described for Discontinued Service Retirement above.

f. **Voluntary Early Retirement Authority (VERA)** is a program that is sometimes requested during RIF. To be eligible to use VERA, the agency must have projected that a substantial number of employees would be changed to lower grade or separated through RIF procedures without use of VERA, and the agency must have formally submitted a request in writing to the Office of Personnel Management (OPM) and received approval of this request. Retirement eligibility for VERA is the same as for DSR (i.e., the employee must have 20 years of service at age 50 or have 25 years of service at any age). The employee does not have to receive a formal RIF notice to be eligible for VERA, but does have to be within the targeted series/grades identified by management as excess or otherwise eligible for VERA. Normally, VERA "windows" are established which identify the beginning and ending date during which employees can apply, the series/grades or other restrictions on types of employees who can apply, and the latest date employees must be off the rolls. Use and restrictions of VERA are management decisions and must be based on projected needs to reduce the civilian work force.

g. **Disability Retirement** benefits are available to CSRS and FERS employees who become unable to continue work in their federal positions because of disability. To be eligible for disability retirement, CSRS employees must have completed at least 5 years of civilian service and FERS employees must have completed at least 18 months of creditable civilian service. The employee must also have become totally disabled for continued work in their current position or any other vacant position at the same grade level for which the employee is qualified.

h. **Federal Benefits** (i.e., health and life insurance) may be continued after retirement in most circumstances. To be eligible to retain government health insurance in retirement, the employee must have been continuously enrolled under Federal Employees Health Benefits (FEHB) for 5 years immediately preceding the start date of a retirement annuity, or have been continuously enrolled since the employee's first opportunity to enroll if the first opportunity was less than 5 years. In limited cases, this 5-year requirement can be waived if specific legislation has been passed to allow such a waiver (e.g., employees who receive a buyout offer or are involuntarily separated through RIF and were enrolled in FEHB before 30 March 1994, and are separated before 30 September 1999). To be eligible to retain government life insurance in retirement, the employee must have had basic life insurance for the 5 years of service immediately preceding the start date of retirement annuity, or for the full period of service during which life insurance was available if this is less than 5 years. Employees who meet this criteria can retain their "basic" life insurance coverage. Employees who wish to retain their "optional" life insurance (other than accidental death and dismemberment) must have had the particular form of optional insurance in force for the 5 years of service immediately preceding retirement, or for the full period of service during which optional insurance was available, if this period of availability was less than 5 years. The rates and payable amounts of life insurance after retirement vary depending on the employee's age. Champus is creditable toward the 5 years.

2-20. Thrift Savings Plan. a. The Thrift Savings Plan (TSP) is a tax-deferred retirement savings plan similar to a 401K plan in private industry. Thrift Savings Plan participation is voluntary and open to employees covered by FERS or CSRS (see section on retirement). It offers all participants:

- Tax deferral on contributions of up to 10 percent of basic pay for employees covered by FERS or 5 percent of basic pay for employees covered by CSRS.
- A choice of three investment Funds
- A loan program
- Portable benefits if you leave Government service
- A choice of withdrawal options

b. If you are covered by FERS, you also receive:

- An agency automatic contribution of 1 percent of your basic pay to your TSP account, whether you contribute your own money or not.
- Agency matching contributions on your own contributions (on up to 5 percent of your basic pay each pay period).

c. For more details, see the booklet, "Summary of the Thrift Savings Plan for Federal Employees" which is furnished to eligible employees.

**CHAPTER 3 -
HOURS OF WORK**

3-1. Hours of Work.

a. A wide variety of work hours and tours are available. Tours of duty include full time (40 hours a week), part time (between 16 and 32 hours a week), intermittent (as needed by the agency, ranging from 0 to 40 hours per week), and seasonal (specific periods repeated each year). Different shifts may require work on evenings, nights, weekends and holidays. In addition to the standard 8 hours a day, 40 hours per week work schedule, a variety of compressed and flexible work schedules are also available. Some of these may include working 4, 10-hour days per week or 8, 9-hour days and 1, 8-hour day each pay period.

b. Each supervisor will inform employees of the exact work hours required for the position to which appointed. An employee's work hours may be changed by the supervisor if required by an operational necessity. Notice to the union may be required. Contact the CPAC with any questions.

3-2. Overtime.

a. To explain the rules concerning the earning and use of overtime, compensatory time, and credit hours, there are some common terms that must be defined and understood:

(1) EXEMPT and NONEXEMPT. These terms refer to an employees coverage by the Fair Labor Standards Act (FLSA). When an employee is designated as "nonexempt" it means the employee is covered by the provisions of the FLSA. Generally, employees are covered by the FLSA if they perform clerical, technical, or crafts and trades work. An "exempt" designation means the employee is not covered by the FLSA. Supervisory, administrative, or professional positions are normally exempt from the FLSA. Exempt employees are covered by the pay provisions of Title 5 of the United States Code. The determination of "exempt" or "nonexempt" is made during the position classification process and is annotated in Block 9 on the DA Form 374, Department of the Army Job Description Cover Sheet. An employee's FLSA status is also indicated in Block 35 of the Standard Form 50, Notification of Personnel Action.

(2) Work Schedule. Another factor that determines an employee's eligibility for overtime, compensatory time, or credit hours is the type of work schedule the employee is working.

C1, USAARMC Pam 690-4 (15 May 98)

(a) A regular schedule is defined as a tour consisting of eight hours per day, 40 hours per week.

(b) A compressed work schedule is an 80-hour biweekly tour that is scheduled over less than 10 work days.

(c) A flexible work schedule is a tour consisting of designated hours when the employee must be at work (core hours) and designated hours (flexible bands) during which the employee may report to, or depart from work. Employees on flexible schedules must be at work or in a leave status for eight hours a day and 40 hours during the workweek.

(3) Overtime. Employees earn overtime entitlements for work performed in excess of basic work requirements. For a regular or flexible work schedule, overtime begins with work in excess of 8 hours a day or 40 hours a week. For employees on a compressed work schedule, overtime begins with work in excess of the basic compressed schedule (eg. 10 hours a day, 35 hours a week, etc.)

(4) Regularly Scheduled Overtime. Overtime work that is scheduled in advance of the administrative workweek. Administrative workweek is the period from 0001 Sunday until 2400 the following Saturday. When a supervisor is aware in advance of the administrative workweek, of the specific day(s) and hour(s) of an overtime work requirement and which employee(s) will be performing the work, the work should be and, for pay purposes, is considered to be scheduled in advance. Failure to schedule in advance of the administrative work week does not make the overtime work irregular or occasional.

(5) Irregular and Occasional Overtime. This is overtime work that arises during the administrative workweek or overtime work that could not be scheduled in advance.

(6) Compensatory Time-Off. This is commonly referred to as "compensatory" or "comp" time. Instead of overtime premium pay, an employee may elect compensatory time off for an equal amount of irregular or occasional overtime work or regularly scheduled overtime for employees on a flexible work schedule.

(7) Credit Hours. Credit hours are applicable only to employees on flexible work schedules. These are hours in excess of an employee's basic work requirement the employee elects to

work (with supervisory approval) so as to vary the length of a workweek or a workday. A maximum of 24 credit hours may be carried from one pay period to the next.

b. OVERTIME AUTHORIZATION. (1) For exempt employees to have an entitlement to overtime compensation, the overtime work performed must be ordered and approved by management. If employees work through their lunch, before or after duty hours or on regular days off, management is not obligated to compensate the employees for that work unless they have ordered or authorized the employee to perform work outside of normal duty hours. It is expected that overtime work will not be authorized unless required to complete mission essential projects.

(2) A nonexempt employee accrues overtime entitlement if management authorizes or orders overtime work or is aware the employee is performing work outside of normal duty hours and allows it to be performed. The latter situation is commonly referred to as "suffered or permitted" overtime. Management need not specifically direct or approve the work being performed to incur an overtime obligation for nonexempt employees. This means that if employees work through their lunch, before or after duty hours, or on regular days off, management is obligated to compensate the employee for that work if they were aware it was performed. Managers should take positive steps to prevent nonexempt employees from working outside of their normal tour unless it is determined that overtime work is necessary.

c. COMPENSATION FOR OVERTIME WORK. The type of compensation that may be made for overtime work depends upon several factors. (See quick reference chart at Figure 3-1 on page 3-7).

(1) General schedule and wage system employees on a regular or compressed work schedule must be paid overtime premium pay for all regularly scheduled overtime. Employees on these schedules may elect compensatory time-off for irregular or occasional overtime work.

(2) General Schedule employees on flexible work schedules may elect to work credit hours or compensatory time-off for all overtime work whether regularly scheduled or irregular and occasional.

(3) Exempt GS employees whose rate of pay exceeds that of a GS-10, step 10, may be directed to accept compensatory time-off in lieu of being paid at the overtime rate for irregular or

C1, USAARMC 690-4 (15 May 98)

occasional overtime. The decision to direct compensatory time-off or pay overtime premium pay is delegated to Directors and Commanders and must be approved in writing and in advance of the overtime.

(4) Exempt employees whose pay does not exceed the GS-10, step 10 rate and all nonexempt employees may choose whether they want to be paid at the overtime rate or if they want compensatory time-off for irregular or occasional overtime work.

(5) Credit hours may be substituted, at the employee's option, for overtime worked by an employee on a flexible work schedule. These credit hours may be substituted for regularly scheduled or irregular or occasional overtime work.

d. OVERTIME PAY RATES. (1) The overtime rate for employees whose base pay, including locality pay, does not exceed the minimum rate for GS-10, step 1, is 1 and 1/2 times the employee's hourly rate of basic pay. The overtime rate for employees whose base pay exceeds the minimum rate for GS-10, Step 1, is 1 and 1/2 times the hourly rate for a GS-10, step 1.

(2) The overtime rate for Wage Grade employees is 1 and 1/2 times their hourly wage.

e. USE OF ANNUAL LEAVE DURING PERIODS OF OVERTIME. Overtime work results in a substantial outlay of resources. Managers and supervisors share fiscal responsibility to use overtime for periods when absolutely essential. Of particular importance is the need to review the use of overtime during a period when the employee is to take annual leave. This review is applicable only to scheduled overtime. Approval of emergency or irregular and occasional overtime is unaffected by this requirement.

f. CHANGING EMPLOYEE WORK SCHEDULES. 5 Code of Federal Regulation (CFR) requires the employees work schedule to correspond to actual work requirements. When it is known in advance of the administrative workweek that the specific days and or hours of a day of that workweek will differ from the current administrative workweek, the supervisor is required to change the employee's work schedule accordingly. This can include changing an employee's work hours, work days and days off. Making these changes can avoid the payment of overtime, and is permissible under the law. For example, a situation arises that requires an

employee to work on a Saturday (normal tour of duty is Monday through Friday). Rather than paying overtime compensation for the Saturday requirement, the employee's work schedule can be temporarily changed in advance of the administrative workweek from Monday thru Friday to Tuesday through Saturday. This presumes you would not need to pay another employee overtime for the Monday the employee would not be at work. If you would have to pay overtime for a replacement on Monday, it would not be practicable to temporarily change the tour of duty. When temporarily changing tours of duty ensure compliance with labor management contractual requirements. A permanent change in tour of duty normally requires notice to a recognized union for the opportunity to negotiate. Contact the Labor Relations Specialist in the CPAC for assistance and advice.

3-3. Rest Periods.

Employees may be authorized short rest periods when it is determined that such periods will protect the employee's health, remove fatigue, or increase the quality and/or quantity of work. The rest periods will not exceed 15 minutes during the first 4 hours of duty and 15 minutes during the last 4 hours of duty. Rest periods may not be a continuation of the lunch break or the beginning or ending of the work day.

3-4. Holidays.

a. Days that have been established as legal holidays in the Federal Service are:

New Year's Day.....	1 January
Martin Luther King Jr. Birthday....	Third Monday in January
Presidents' Day.....	Third Monday in February
Memorial Day.....	Last Monday in May
Independence Day.....	4 July
Labor Day.....	First Monday in September
Columbus Day.....	Second Monday in October
Veterans' Day.....	11 November
Thanksgiving Day.....	Fourth Thursday in November
Christmas Day.....	25 December

b. When a holiday falls on a day that a full-time or part-time employee is regularly scheduled to work under either a

C1, USAARMC Pam 690-4 (15 May 98)

regular, compressed or flexible work schedule, the scheduled workday is the employee's holiday.

c. A full or part-time employee who is required to work on a regularly scheduled workday that is a holiday receives holiday premium pay (double pay) for working on the holiday.

(1) If the employee is covered by a compressed work schedule, the employee's holiday will constitute the number of hours the employee is regularly scheduled to work that day, excluding overtime hours (e.g., 9 hours, 10 hours, 12 hours).

(2) If the employee is covered by a flexible work schedule, the employee's holiday will constitute 8 hours.

(3) A part-time employee receives holiday premium pay for the number of regularly scheduled hours worked on the holiday.

3-5. In-Lieu of Holidays.

a. An in-lieu of holiday is authorized for full-time employees when a legal holiday falls on the employee's nonworkday. The same rule will apply to all employees regardless of their work schedule. If a holiday falls on any nonworkday other than Sunday, the previous workday is the day that will be observed as the holiday (in-lieu of holiday). If the holiday falls on a Sunday nonworkday, the next workday is observed as the holiday.

b. The following examples demonstrate application of the above rules:

(1) An employee has a basic workweek of Monday through Thursday. The holiday falls on Saturday. In this example, the in lieu of holiday is observed on Thursday, the workday immediately preceding the holiday.

(2) An employee has a basic workweek of Tuesday through Friday. The holiday falls on Sunday. In this example the in lieu of holiday is observed on Tuesday, the next scheduled workday.

QUICK REFERENCE CHART OVERTIME, COMPENSATORY TIME-OFF AND CREDIT HOURS

INSTEAD OF OVERTIME PREMIUM PAY, AN EMPLOYEE MAY ELECT

	COMP Time For Regularly Scheduled Overtime?	COMP Time For Irregular and Occasional Overtime?	Credit Hours?
<p>EXEMPT EMPLOYEES ABOVE GS10 STEP 10.</p> <ul style="list-style-type: none"> - On Regular Work Schedule - On Compressed Work Schedule - On Flexible Work Schedule 	<p>NO</p> <p>NO</p> <p>**YES</p>	<p>*YES</p> <p>*YES</p> <p>*YES</p>	<p>NO</p> <p>NO</p> <p>***YES</p>
<p>NONEXEMPT GS EMPLOYEES AND EXEMPT EMPLOYEES AT GS10 STEP 10 AND BELOW.</p> <ul style="list-style-type: none"> - On Regular Work Schedule - On Compressed Work Schedule - On Flexible Work Schedule 	<p>NO</p> <p>NO</p> <p>**YES</p>	<p>YES</p> <p>YES</p> <p>**YES</p>	<p>NO</p> <p>NO</p> <p>***YES</p>
<p>WAGE SYSTEM EMPLOYEES (E.G. WG, WS, WN, WD, WL).</p> <ul style="list-style-type: none"> - On Regular Work Schedule - On Compressed Work Schedule - On Flexible Work Schedule 	<p>NO</p> <p>NO</p> <p>**YES</p>	<p>****YES</p> <p>****YES</p> <p>**YES</p>	<p>NO</p> <p>NO</p> <p>***YES</p>

*COMMANDERS/DIRECTORS MAY ESTABLISH POLICY TO DIRECT COMPENSATORY TIME-OFF.

**EMPLOYEE OPTION

***EMPLOYEE REQUEST

****THE LAW AUTHORIZING COMPENSATORY TIME-OFF IN THESE CIRCUMSTANCES CONTAINS A SPECIFIC PROVISION THAT A SUPERVISOR MAY NOT ATTEMPT TO OR DIRECTLY OR INDIRECTLY INTIMIDATE, THREATEN OR COERCE A WAGE SYSTEM EMPLOYEE TO REQUEST OR NOT REQUEST COMPENSATORY TIME-OFF.

NOTE: THE INFORMATION ON THIS CHART ASSUMES EMPLOYEES TO BE FULL-TIME

Figure 3-1.

**CHAPTER 4 -
LEAVE AND OTHER ABSENCES**

4-1. Annual Leave.

a. Annual leave is provided for personal or emergency purposes and to allow vacation time. Annual leave is figured on the basis of all Federal service, including military service. Crediting of military service for retired members of the Armed Forces is normally limited to periods of active duty during war time or campaigns/expeditions for which a campaign badge has been authorized. Annual leave can be used in increments as small as 30 minutes. The following is basic information on the amount of annual leave employees earn as their time in service progresses:

(1) Less than 3 years service - 4 hours per pay period, or 13 days a year.

(2) Three years, but less than 15 years service - 6 hours per pay period plus an additional 4 hours the last full pay period in the calendar year, or 20 days a year.

(3) Fifteen or more years service - 8 hours each pay period, or 26 days a year.

b. Normally, an employee must use all annual leave in excess of 240 hours by the end of the leave year. If not, the leave is forfeited. In some circumstances, however, an employee may be entitled to carry over more than 240 hours. One example is an employee who has served on an overseas tour. Another example is when an exigency of business prevents an employee from using the leave subject to loss. Exigency of business determinations must be documented by the supervisor and approved by higher levels of management.

c. Intermittent employees do not earn leave and part-time employees accrue leave on a pro-rated basis.

d. Employees appointed to positions for less than 90 days are not entitled to use earned annual leave. Employees must be appointed a continuous period of at least 90 days under one or more successive appointments without a break in service of one workday or more, before being credited with leave accrued during the first 90-day period.

e. Employees will receive lump sum payment for unused annual leave upon separation, termination, resignation, or retirement.

f. The immediate supervisor must authorize or approve use of annual leave since workload and production must be maintained with the least interruption. It is the employee's responsibility to obtain approval before taking annual leave.

g. It is understandable that sometimes, due to emergencies, an employee may be unable to request annual leave in advance. If this happens, the employee is expected to inform the supervisor as soon as possible, normally within the first 2 hours of the duty day. The employee must advise the supervisor of the nature of the emergency and indicate the expected length of absence. Annual leave taken for emergencies is also subject to supervisory approval.

4-2. Advanced Annual Leave.

a. An employee may be advanced annual leave subject to the following conditions.

(1) The amount of advanced annual leave may not exceed that which the employee is expected to earn during the remainder of the leave year.

(2) For employees serving under a temporary appointment or a probationary/trial period, advanced annual leave should not exceed an amount which is reasonably assumed to be subsequently earned.

b. When it is known or reasonably expected that an employee will be separated during the year, advanced annual leave may not exceed the amount that will accrue prior to the anticipated date of separation, retirement, termination, etc.

c. Requests for advanced annual leave must be submitted in writing to the supervisor. If the supervisor approves the request, it will be forwarded to the installation CSR. If the advanced annual leave is disapproved, the request will be returned to the employee.

4-3. Sick Leave.

a. Sick leave is a benefit which is provided for specific reasons and should not be used indiscriminately. It should be treated like the insurance policy that it is and used wisely.

b. Full-time employees earn sick leave at the rate of 13 days a year, or 4 hours each pay period, regardless of length of service. Intermittent employees do not earn sick leave, and part-time employees accrue sick leave on a pro-rated basis based on the number of hours worked during a pay period. Sick leave can be accumulated in unlimited amounts from year to year and is used in increments of 30 minutes. If an employee leaves Federal Service and is reemployed after 2 December 1994, any unused sick leave is re-credited to the employee's account. If an employee retires under the Civil Service Retirement System (CSRS), unused sick leave is counted as service when computing the monthly retirement check.

c. Sick leave may be used for the following reasons:

(1) When the employee is incapacitated for the performance of duties by physical or mental illness, injury, pregnancy or childbirth.

(2) Actual time involved for medical, dental, or optical examination or treatment, plus a reasonable time for transportation to and from the place of treatment. Nonemergency sick leave of this nature must be requested and approved prior to the absence. If possible, employees should make such appointments on nonwork days or during off-duty hours.

(3) To provide care for or otherwise attend to a family member having an illness, injury, or other condition which, if an employee had such condition, would justify the use of sick leave.

Family member means the following relatives of the employee:

- Spouse and parents thereof;
- Children, including adopted children and spouses thereof;
- 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.

4-4. Advanced Sick Leave.

a. An employee may be advanced sick leave subject to the following conditions:

- (1) All accumulated sick leave must first be used.
- (2) There must be a reasonable assurance the employee will return to duty.
- (3) The amount of advanced sick leave may not exceed 30 work days.

b. When it is known that the employee is to retire or be separated, the total advance of sick leave may not exceed an amount which can be liquidated by subsequent accrual prior to the employee's separation.

c. Requests for advance sick leave must be submitted in writing to the supervisor and must be supported by a medical certificate signed by a physician or practitioner. If the supervisor approves the request, it will be forwarded to the installation CSR. If the advanced sick leave is disapproved, the request will be returned to the employee.

4-5. Leave Without Pay (LWOP).

a. Leave without pay is a temporary nonpay absence from duty granted at the employee's request. Requests for leave without pay will be examined closely to ensure that the value to the Government or the employee's needs are sufficient to offset the costs and administrative inconvenience to the Government resulting from the employee's retention in a LWOP status.

b. Before approving extended leave without pay, it should normally be expected that the employee will return to duty and at least one of the following benefits will result: increased job ability; protection or improvement of the employee's health; retention of a desirable employee; or furtherance of a program of interest to the Government. Leave without pay may also be granted to an employee who is accompanying their spouse or otherwise relocating to another area, and intends to seek Federal employment at the new location. Employees seeking such requests should also submit a statement of resignation to be effected at the end of the

leave without pay period. More detailed information regarding leave without pay is available from your supervisor.

c. Leave without pay will be authorized when requested by disabled veterans who are required to seek treatment or be absent in connection with their disability. Reservists and National Guardsmen are entitled to LWOP, if necessary to perform military training duty.

4-6. Compensatory Time-Off. This is sometimes referred to as compensatory leave. Compensatory time-off is normally at the election of the employee for an equal amount of overtime work performed (See paragraph 3-2). Compensatory time worked must be taken within 26 pay periods of being worked. The compensatory time worked by nonexempt employees who do not use it within this time frame will be paid at overtime rates for the time not used. Compensatory time worked by exempt employees not taken within the 26 pay periods is forfeited unless management prevented the employee from taking the time off for mission related reasons. In this event the employee will be paid for the compensatory time worked that management prevented the employee from taking.

4-7. Absence Without Leave (AWOL). AWOL is absence from duty which is not authorized or approved, including leave which is not approved until required documentation is submitted or for which a leave request has been denied. While a charge to AWOL is not considered punitive in nature, it can form the basis for a disciplinary or adverse action.

4-8. Military Leave.

a. Reservists of the Armed Forces or members of the National Guard who are eligible for military leave will accrue 15 days of military leave each fiscal year. To be eligible for military leave, employees must be on a permanent or term appointment. Any portion of the 15 days that is unused in a fiscal year may be carried over to the next fiscal year, not to exceed 15 days. This leave can only be taken for periods of active duty and may not be used for periods of inactive duty such as weekend drills.

b. Reservists and National Guard members may also be granted an additional period, not to exceed 22 workdays of paid leave per year, if called to active duty for law enforcement purposes. In this case, the employee's civilian pay will be reduced by the amount of military pay received, excluding pay for travel, transportation, or per diem.

4-9. Family and Medical Leave Act (FMLA).

a. The Family and Medical Leave Act (FMLA) allows employees a total of 12 weeks of unpaid leave during each 12-month period with employment and benefit protections for one or more of the following reasons:

(1) The birth of a son or daughter and care of the newborn;

(2) The placement of a child with the employee for adoption or foster care;

(3) The care of a spouse, son, daughter, or parent of the employee if such spouse, son, daughter or parent has a serious health condition; or

(4) A serious health condition of the employee that makes the employee unable to perform the essential functions of their position.

b. To be eligible for leave under the FMLA, an employee must have completed 12 months of service as an employee. Most Federal employees are covered under Title II of the FMLA while temporary or intermittent employees are covered under Title I of the FMLA.

c. Leave taken under the FMLA is in addition to other leave that the employee may be entitled to under the terms of their employment. The leave may be taken consecutively or intermittently, depending upon the circumstances causing the need for the leave.

d. Employees may choose to substitute paid leave (sick leave, annual leave, compensatory time off, or credit hours) for leave without pay under the FMLA. Additionally, in some circumstances, management may require the employee to substitute paid leave for leave without pay under the FMLA.

e. Employees needing more information on coverage under the FMLA should contact their supervisor or the Civilian Personnel Advisory Center.

4-10. Leave Transfer Program.

a. The Leave Transfer Program allows civilian employees to donate accrued annual leave for use by other employees who are experiencing a personal medical emergency or are required to provide care for a family member with a medical emergency. Certification of the medical emergency is required from a physician or other appropriate medical expert to document the nature and duration of the emergency.

b. To be eligible to receive leave under the Leave Transfer Program, the employee must have used all available leave and be anticipated to be in an unpaid status for at least 24 hours. If the medical emergency is one which affects the employee, available leave would be all accrued sick and annual leave. If the medical emergency is one which affects an employee's family member, available leave would be all accrued annual leave as well as up to 104 hours of sick leave.

c. Employees may obtain more information about the Leave Transfer Program by contacting their supervisor or the Civilian Personnel Advisory Center.

4-11. Excused Absences.

a. In some cases, an employee may be granted time off without loss of pay or charge to leave. In granting these absences from work there exist some benefit to the activity/installation for the absence. Supervisors may grant excused absences in the following situations:

(1) Brief Absences: Brief periods of tardiness and other unavoidable or necessary absences of less than 1 hour may be excused. The supervisor may require additional make-up work or charge the absence as annual leave. Excessive tardiness or absences may result in the absence being recorded as AWOL.

(2) Inclement Weather. Tardiness of 1 hour or less due to hazardous road conditions will be excused. If the tardiness is in excess of 1 hour, it must be charged to annual leave or leave without pay. Employees who do not report for duty during the entire shift may not be excused without charge to leave for any portion of that day. (see paragraph c.(1) below for administrative excusal beyond 1 hour.)

C1, USAARMC Pam 690-4 (15 May 98)

(3) Blood Donations. Employees who volunteer as a blood donor, without compensation, or who respond to an emergency call for blood donors by a needy individual will be excused from work without charge to leave for the time necessary to donate the blood, for recuperation, and for necessary travel to and from the donation site. The maximum excusal time will not exceed 4 hours, except in unusual cases such as traveling a long distance, unusual needs for recuperation, etc. In those documented instances, up to an additional 4 hours may be authorized. Employees must present the supervisor a statement from the blood collection center as to whether blood was accepted.

(4) Bone Marrow or Organ Donations. An employee is entitled to 7 days of paid leave each calendar year to serve as a bone marrow or organ donor. When used, this entitlement needs to be recorded in the time and attendance systems the same way other types of excused absences (e.g., blood donation) are recorded. Medical procedures and recuperation depend on the circumstances of each case. In many situations, the excused absence will not cover the length of the absence. Employees are encouraged to use other forms of leave (e.g., sick leave, annual leave, leave without pay, advanced leave, donated leave).

(5) Voting and Registration. (a) As a general rule, employees are allowed to report to work 3 hours after the polls open or leave work 3 hours before the polls close, whichever requires the lesser amount of time off. The time off should be scheduled with the supervisor in advance of the voting day. Under exceptional circumstances such as commuting a considerable distance or when the voting place is beyond commuting distance and vote by absentee ballot is not permitted, employees may be excused for such additional time as may be reasonably needed to allow the employee to vote, not to exceed a full day.

(b) Employees who are required to register in person may be granted time off on the same basis as for voting. However, the time off shall not be granted if registration can be accomplished on a nonworkday and the place of registration is within a reasonable 1 day round trip distance of the employee's residence.

(6) Court Leave (See Figure 4-1 on page 4-13 for a quick reference chart). (a) Court leave is the authorized absence, without charge to leave or loss of pay, of an employee from local government is a party. The term "judicial proceeding" contemplates any action, suit, or other proceeding of a judicial

nature (including any condemnation, preliminary, informational, or official duty for jury duty or when summoned to appear as a witness in a nonofficial capacity in a judicial proceeding in which the United States, the District of Columbia, or a state or other proceeding), but does not include an administrative proceeding.

(b) When employees are called for court services, either as witnesses or as jurors, they must present the court order, subpoena, or summons, if one was issued, as far in advance as possible. Upon return to duty, written evidence of attendance at court is required showing the dates (and hours if possible) of the service. Such statement will be maintained by the supervisor.

(c) It is the civic responsibility of an employee to respond to calls for jury and other court services. Therefore, requests for employees to be excused from jury duty will be limited to those instances where the employee's services are required to meet essential work schedules or the public interests are better served by the employee remaining on duty.

(d) Court leave will be granted to both permanent and temporary employees on a full-time or part-time work schedule; however, part-time employees are entitled to court leave only for services performed during their scheduled duty hours. Employees on a substitute or intermittent work schedule are not entitled to court leave.

(e) Employees on leave without pay will not be granted court leave since court leave is available only to employees who would otherwise be on duty or on leave with pay.

(f) Night-shift employees who perform court services during the day are entitled to court leave for their night tour of duty and to the night differential they would have received had they not performed court services.

(g) An employee who is on jury duty will have the amount they receive as payment for serving as a juror deducted from their normal pay.

(h) Employees who appear as witnesses on behalf of the United States Government, who testify in an official capacity, or who are required to produce records are considered as being in an official duty status, not a court leave status.

C1, USAARMC Pam 690-4 (15 May 98)

(7) When the supervisor feels employees pose a threat to security or safety to themselves or others, the employee may be sent home on administrative excusal. This will be done only after coordination with the CPAC and higher management.

(8) Visiting CPAC, EEO and union for questions and answers to personnel issues, complaints and grievances.

(9) Fitness for duty examinations required or offered by the employer.

(10) Interviews for Army positions on the installation.

(11) Miscellaneous Excusals. An employee may also be excused without charge to leave when reporting for Armed Forces physical examinations, taking Civil Service examinations pertaining to their position, serving voluntarily in rescue or protection work during an actual emergency, participating in military funerals (employees who are veterans only), or when attending meetings and conferences (limited to no more than 5 workdays per calendar year) which are determined as being in the interest of the Government.

b. Commanders, directors and chiefs of staff offices may authorize administrative excusal in the following situations:

(1) The excusal of employees on two occasions during the year for up to half the employee's scheduled workday. These normally occur in summer and at Christmas to foster organizational spirit, camaraderie and in recognition of the excellent work being performed by civilian and military personnel in support of Fort Knox missions.

(2) On other occasions for activities sanctioned or conducted by installation activities. (e.g. EEO/EO Program Activities, Post Organizational Day Activities, etc.)

c. Garrison Commander. The Garrison Commander has been delegated authority from the Commanding General to decide if employees are to be excused in the following situations:

(1) Inclement Weather. (a) The Armor Center Garrison Commander (GC) will determine when climatic or hazardous road conditions are such to warrant announcement of special reporting procedures or excused absences beyond the 1 hour specified in

paragraph a(2) above or early release of personnel. See USAARMC Regulation 690-11, Excused Absences of Civilian and Military Personnel and Closure of Dependent Schools Due to Climatic and Hazardous Road Conditions. When the GC determines an announcement is necessary, it will be made through official installation publications, the telephone warning system, and/or radio and television announcements. Radio announcements are normally carried on stations WMMG, Brandenburg; WQXE and/or WIEL, Elizabethtown; WASE, Radcliff; WRZL, Vine Grove; and WHAS, and/or WAMZ in Louisville. Television announcements are normally made on stations WHAS-TV, WLKY-TV, and WAVE-TV. Normally, administrative excusal will not exceed 2 workdays for any single period of excused absence. Absences beyond 2 days will be charged to annual leave or, at the employee's request, to leave without pay.

(b) Excused absence in this situation applies to employees who are not considered essential during the emergency. During emergency conditions only certain employees are needed for those missions and functions that must be continued during the emergency. Obvious missions that must be continued are road clearing operations, law enforcement, medical care and treatment, emergency medical services and fire prevention. Check with your supervisor to determine if you are expected to report to work during an emergency.

(2) In all other situations not discussed in paragraph 4-11 the request for excused absence must be submitted to the Garrison Commander for approval for USAARMC employees.

EMPLOYEE ABSENCES FOR COURT OR COURT-RELATED SERVICES

NATURE OF SERVICE	TYPE OF ABSENCE			FEES			GOVERNMENT TRAVEL EXPENSES	
	Court Leave	Official Duty	Annual Leave or LWOP	NO	YES		NO	YES*
					Retain	Turn in To Agency		
1. JURY SERVICE								
a. U.S. or D.C. Court	X			X			X	
b. State or Local Court	X					X	X	
2. WITNESS SERVICE								
a. On behalf of U.S. or D.C. Gov't		X		X				X
b. On behalf of State or Local Gov't								
(1) In Official Capacity		X				X		X
(2) Not in Official Capacity	X					X	X	
c. On Behalf of Private Party								
(1) In Official Capacity	X					X		X
(2) Not in Official Capacity								
(a) When a Party is U.S., D.C., or state or local government	X					X	X	
(b) When a party is not U.S., D.C. or state or local government			X					

*Offset to the extent paid by the court, authority, or party that caused the employee to be summoned.

Figure 4-1.

Chapter 5

Training and Development

5-1. General. The Training and Development Division (T&DD) of the Civilian Personnel Office provides installation-level administration and support of civilian training at Fort Knox.

5-2. Purpose. Graduation from high school or college does not mark the end of our need for education. Today's fast-paced high-technology work environment demands that training and development be a continuous process. There are numerous reasons why employees must be trained. New employees need to acquire the skills, knowledges, and abilities necessary to proficiently perform their jobs. Even seasoned employees will need training as work methods and procedures change, new responsibilities are assumed, workplace equipment and technology is updated, and new philosophies and programs are introduced.

5-3. Methods/Sources of Training. Just as there are numerous reasons for training, there are also numerous methods and sources available to accomplish training and development needs. Among the more commonly used means at Fort Knox are:

a. On-the-Job Training (OJT). On-the-Job Training can be a low-cost method for new employees to acquire skills and learn organizational procedures. On-the-Job-Training is most effective when a supervisor or experienced worker serves as a trainer or "mentor" for the new employee. Rotational assignments can become another form of OJT for employees to increase their job skills.

b. Long Civilian Training Center. Long Civilian Training Center (Bldg. No. 2002) is home for a variety of classes for civilian employees. Classes such as effective writing, briefing techniques, listening and memory skills development, customer service, as well as all mandatory supervisory training courses are periodically offered at Long Civilian Training Center. In addition, the center contains a computer lab for training on most of the software programs used on the installation. You should check with your supervisor or organizational training coordinator for class availability.

c. Correspondence Courses. Army correspondence courses on a wide range of subjects are available to all employees. No fees are charged for course materials, and there are no mailing costs to students. Information on available courses and enrollment procedures can be obtained from DA Pamphlet 351-20, 1 April 1995, Army Correspondence Course Program Catalog, or through T&DD.

d. Off-Site Training. Whenever training needs cannot be met through installation resources, there is a wide variety of off-site training opportunities available. Many DA and DOD courses can be attended with little or no tuition charges; however, the organization will usually have to pay the associated travel and per diem costs. Courses conducted by private vendors, to include colleges and universities, may be the only alternative to meet some highly technical and specific training needs.

e. Competitive Training. There are numerous professional and long-term training programs for which higher ranking employees (GS-11 and above) may be eligible to compete. Funding and selection for most of these programs is at DA level, and the training will be off-site. The Catalog of Civilian Training, Education, and Professional Development Opportunities describes the various programs and includes application forms. Copies of this catalog can be obtained from T&DD.

f. Self Development. One way to improve your abilities and enhance career potential is through developmental activities you elect to do on your own. Among the various options available are:

(1) Professional Development. All employees are encouraged to stay abreast of the latest trends and developments within their occupation. This can be accomplished through a variety of means to include use of professional journals and publications (many of which are available in post libraries) and membership in professional societies and organizations.

(2) Continuing Education. There are a variety of degree programs brought to Fort Knox through various colleges and universities. The post Education Center can provide information on what is available.

(3) Computer-Based Instruction. The Education Center operates a computer-based instructional system which offers self-paced lessons on a variety of academic/vocational subjects. This facility is available during evening hours.

5-4. Planning Training and Development Activities. A properly trained and developed employee seldom occurs by accident. Both short and long-term planning is essential. One of the primary tools used to determine needs is the Individual Development Plan (IDP). The IDP is a record of the training and development needed by an employee. The IDP should be based on an agreement between the employee and supervisor as to what training and development is needed to bridge the gap between the knowledges, skills, and abilities (KSAs) the employee currently possesses and the KSAs needed for performing present and future job requirements. The T&DD requires organizations to turn in IDPs for all their employees once a year, so installation training plans can be made. Organizations can use the IDPS as a guide for resourcing and procuring the training needed for an employee. You should ensure that you and your supervisor complete/update your specifically tailored IDP at least annually.

5-5. Training Attendance. Before most types of training can be attended, formal approval is needed. DD Form 1556 (Request, Authorization, Agreement, Certification of Training and Reimbursement) is the vehicle for requesting, approving, and authorizing payment for civilian training. Fort Knox uses an automated version of this form. Organizational training coordinators should be consulted to ensure quotas are available before submitting DD Forms 1556 to attend courses at Long Civilian Training Center. Once a quota is obtained and training has been approved by your supervisor, a designated organizational representative will input information to create the automated DD Form 1556. If tuition, fees, or TDY expenses are required for the training, organizational resource managers should be consulted to ensure

adequate funding is available. After successful completion of training has been verified, a copy of the DD Form 1556 will be placed in your Official Personnel Folder as a permanent record of attendance. Anytime you are scheduled for training and circumstances arise which will prevent your attendance, you should immediately notify your supervisor and/or training coordinator.

5-6. Army Civilian Training, Education, and Development System (ACTEDS). The ACTEDS is a DA managed system which ensures planned development of civilians through a blending of progressive and sequential institutional training, operational assignments, and self-development for individuals as they progress from entry level to key positions. The ACTEDS plans have been developed for each separate career program and some career fields. These plans serve as a "roadmap" to guide employees and supervisors in the development of an employee's career. The ACTEDS plans document such aspects as which jobs are covered, key positions, mandatory and recommended training, and other necessary experiences. If you are in an ACTEDS covered career program (see listing which follows) you should be familiar with your ACTEDS plans. Consult your Activity Career Program Manager or T&DD for more information on ACTEDS.

5-7. Career Program Listing.

- 10 - CIVILIAN PERSONNEL ADMINISTRATION
- 11 - COMPTROLLER
- 12 - SAFETY MANAGEMENT
- 13 - SUPPLY MANAGEMENT
- 14 - CONTRACTING AND ACQUISITION
- 15 - QUALITY AND RELIABILITY ASSURANCE
- 16 - ENGINEERS AND SCIENTISTS (NONCONSTRUCTION)
- 17 - MATERIEL MAINTENANCE MANAGEMENT
- 18 - ENGINEERS AND SCIENTISTS (RM AND CONSTRUCTION)
- 19 - PHYSICAL SECURITY AND LAW ENFORCEMENT
- 20 - QUALITY ASSURANCE SPECIALIST AMMUNITION SURVEILLANCE
- 21 - LIBRARIAN
- 22 - PUBLIC AFFAIRS AND COMMUNICATIONS
- 23 - AUTOMATIC DATA PROCESSING
- 24 - TRANSPORTATION MANAGEMENT
- 25 - COMMUNICATIONS
- 26 - MANPOWER AND FORCE MANAGEMENT
- 27 - HOUSING MANAGEMENT
- 28 - EQUAL EMPLOYMENT OPPORTUNITY
- 30 - RECORDS MANAGEMENT
- 31 - EDUCATION SERVICES
- 32 - TRAINING
- 33 - AMMUNITION SPECIALIST
- 35 - GENERAL INTELLIGENCE

13, 17, and 24 are combined under Logistics Career Management.

21, 22, 23, 25, and 30 are combined under (34) Information Mission Area.

Chapter 6

Performance Management and Awards

6-1. Performance Appraisals. a. A performance appraisal is the result of a supervisor's continuous process of observation and evaluation of an employee's performance and the results achieved. It should reveal how well the employee actually performs in comparison to the requirements of the job. It may indicate that the employee so exceeds the job requirements as to deserve special recognition, or it may disclose that portion of the employee's work need improvement.

b. Within Department of the Army, the performance evaluation process is accomplished by the Total Army Performance Evaluation System (TAPES). Total Army Performance Evaluation System uses two different evaluation systems which are dependent upon the employee's grade level.

(1) The Base System covers employees in grades WS/GS 1 through 8 and all Wage Grade/Wage Leader. Employees in these pay plans and grades who are career interns, or equivalent, are excluded by the Base System and covered from the Senior System.

(2) The Senior System covers employees in grades WS/GS 9 and above including GM employees, plus all interns.

c. Within 30 days of the employee's assignment, the supervisor should discuss performance expectations with the employee. Under the Base System, the employee is asked to provide input on performance expectations, but development and documentation of performance expectations remains a supervisory responsibility. Under the Senior System, the employee must identify and provide written performance objectives for the rating period. After discussion and concurrence of the supervisor, these objectives become the performance expectations the employee must meet.

d. Informal discussions between the employee and supervisor are considered a normal part of supervision. They should be frequent enough to ensure mutual understanding of expectations, accomplishments, and any changing job requirements that may occur. They also offer an opportunity for employees to discuss any problems they may have encountered in work assignments.

e. Rating periods and cycles are as follows:

(1) 1 July to 30 June of each year for WS, GM, and GS-13 and above level employees.

(2) 1 June to 31 May of each year for USAREC-ISC employees.

(3) 1 November to 31 October of each year for all other employees.

f. Additional information may be obtained from Department of the Army Pamphlet 690-400, 1 June 1993, Total Army Performance Evaluation System (TAPES), USAARMC Regulation 690-6, 20 March 1995, Performance Management, or from your supervisor.

6-2. Awards. a. There are a variety of awards that can be used to recognize employee accomplishments that exceed expectations or performance requirements. Some of the most frequently used awards are:

(1) On-the-Spot Cash Award - A small (\$25 - \$250) cash award to recognize a specific accomplishment of an employee in their day-to-day assignments.

(2) Special Act or Service Award - A cash award ranging from \$250 to \$25,000 to recognize employee or group accomplishments. The amount of the award increases with the significance of the accomplishment being recognized.

(3) Performance Award - A cash award expressed as a percentage of basic pay, not to exceed 10 percent of an employee's annual salary, that is based on exceptional accomplishments documented in an employee's annual performance appraisal.

(4) Quality Step Increase - An extra within grade step increase that is based on exceptional accomplishments documented in an employee's annual performance appraisal.

(5) Certificate of Achievement - An honorary award, consisting of a certificate, granted to recognize achievements that exceed expectations.

(6) Other honorary awards, that consist of a certificate, medal, and lapel pin can also be granted. In order of importance, ranging from low to high, these are: Achievement Medal for Civilian Service, Commander's Award for Civilian Service, Superior Civilian Service Award, Meritorious Civilian Service Award, and Decoration for Exceptional Civilian Service. These awards are normally granted in successive order throughout an employee's career, to recognize exceptional accomplishments.

b. Awards should be granted as a motivational tool to recognize the accomplishments of a particular employee or group of employees, and to motivate others to achieve the same level of excellence. Supervisors have discretion in deciding when an award is appropriate and the level and/or amount that should be recommended. However, most organizations have awards program goals that include restrictions on the total amount of money available for cash awards. Within the Armor Center, MEDDAC, and DENTAC, the Labor Management Agreement (LMA) prescribes specific procedures on how awards will be submitted and the review/approval process that is required.

Chapter 7

Change in Positions

7-1. Civilian Employment Center. The Civilian Employment Center (CEC) is a part of the Civilian Personnel Office where potential job applicants can review vacancy announcements that are open to "outside" hire (not current Federal employees). The CEC is open from 0800 to 1600, Monday through Friday. Information on vacancies open to "outside" applicants can also be obtained by calling the 24-hour recording at (502) 624-5520.

7-2. Position Management. a. Titles, series, and grades of positions within the Federal government are established by position classification standards issued by the Office of Personnel Management (OPM). The grade of your job is determined by applying the OPM standards. An occupational code and title are assigned at the same time. These decisions are made by comparing your work and job description to one or more position classification standards.

b. Civil service positions at Fort Knox fall within two major categories - General Schedule (GS) and Wage System (Wage Grade (WG), Wage Leader (WL), Wage Supervisor (WS)). GS positions consist primarily of clerical, administrative, technical, and professional duties, while the Wage System, includes trade and craft positions such as electricians, plumbers, material handlers, etc.

c. Position classification standards are published by OPM after extensive public studies of occupations. There are over 400 standards written to ensure that similar positions in different government agencies have the same title, occupational code, and grade. These detailed guides assist in evaluating jobs based on the major duties, responsibilities, and qualifications required for a specific position.

d. What can you do if you think your position is not classified correctly? Discuss it with your supervisor. The cornerstone of classification is the job description. Read yours carefully and be satisfied that it contains your major duties and responsibilities. If you believe it is not an up-to-date description of your work, ask your supervisor why certain tasks are not included. Your supervisor certifies your job description as being accurate and should be able to give the best explanation for its contents. If your supervisor decides there have been major changes in your position, they may request a review by the CPO. Following the review, the controlling characteristics of your duties and responsibilities will be documented in a position description that must be certified by your supervisor and you will then be assigned to the new position description. If your present job description is adequate, there may not be a change. Remember that the position classification objective is to assure that positions are correctly understood and classified--and that everyone receives equal pay for equal work.

7-3. Lateral/Reassignment. The term "lateral," refers to moving from one position to another, but at the same grade level. This is also known as "reassignment." Employees who are serving on career/career-conditional appointments may apply for reassignment to positions with no higher known promotion potential than their current position. Applicants must submit

USAARMC Form 190, Voluntary Request for Noncompetitive Reassignment, through their supervisor for approval, to the CPO. Upon receipt of an approved request, CPO may refer qualified employees as appropriate vacancies occur. Requests for reassignment will be valid for 6 months from date of submission.

7-4. Change to Lower Grade. Career or career-conditional employees may wish to apply for voluntary change to lower grade. Often, the reason for this is for employees to transfer to another career field. To apply for a change to lower grade, employees must submit a USAARMC Form 190, Voluntary Request for Noncompetitive Change to Lower Grade. Upon receipt, the CPO may refer qualified employees as appropriate vacancies occur. Request for change to lower grade will be valid for 6 months from date of receipt.

7-5. Details. A Detail action is a temporary assignment of an employee to another position or set of duties, without changing the employee's current status, pay grade, or salary. Details are intended to cover workload during short periods of absence or to perform additional duties required of a special project. Details to the same or lower grade can be made in 120-day increments for up to 1 year. Sometimes, in limited cases, these details may be extended for 1 more year, for a total a 2 years. Details to higher grade positions may be made noncompetitively for up to 120 days. After the first 120 days of detail to a higher position, the employee(s) must follow competitive referral/selection procedures to remain on a detail to the position.

7-6. Mandatory/Voluntary Repromotion. a. The difference between "mandatory" and "voluntary" repromotion is that mandatory repromotion eligibles are currently receiving retained grade or pay benefits due to a previous RIF, reclassification, or change to lower grade action which entitled them to retained pay. Mandatory repromotion eligibles are registered and receive priority consideration for jobs at grade levels from which demoted. Voluntary repromotion eligibles have previously held a higher grade, but are not receiving retained grade or pay; these individuals may apply for repromotion, but this process is strictly voluntary and they receive no priority consideration. Prior temporary promotions do not qualify a person for voluntary repromotion. Only higher grade levels held permanently in the "competitive service" make an employee eligible for voluntary repromotion. Most appointments of military spouses overseas are in the "excepted service" rather than "competitive service." To verify the type of service performed, you can check your copy of the Notification of Personnel Action (Standard Form 50), Block 34, Position Data.

b. Mandatory repromotion eligibility is in effect for the period of time that an employee is on retained grade and/or is receiving retained pay. As years pass, the pay rates of various plans and grades may catch up with the retained pay of the "mandatory repromotion eligible." *At whatever time the regular pay rates equal or exceed an employee's retained pay, the employee's pay is adjusted to the regular rate and step, and they are no longer entitled to pay retention or mandatory repromotion consideration.* For example, an employee who is on retained pay and currently assigned to a WG-05 position but has a retained pay rate of \$13.08 (which exceeds the top step of the WG-05 normal pay range), is entitled to one-half of the amount of the annual pay adjustment of the top step of the grade held. The old rate of the top step of the WG-05 was

\$12.95 and the new rate of the top step of the WG-05 is \$13.22. The employee on retained pay would be entitled to half of the pay adjustment (.27 divided by 2 = .14 rounded up). By adding .14 to the employee's retained pay, the new pay rate becomes \$13.22. Since the new pay rate of the employee is equal to the WG-05, Step 5 rate, the employee's pay will now be set to the WG-05, step 5 rate. The employee is no longer entitled to retained pay and as a result is no longer a mandatory repromotion eligible. **Previous mandatory repromotion eligibles, who desire consideration as voluntary repromotion eligibles, must apply using ATZK-CP Form 1293, Voluntary Repromotion Eligible Registration.**

7-7. Merit Promotion. Employees can apply for higher grade positions through local Merit Promotion Procedures. These procedures require that employees apply for vacancy announcements, be rated against other applicants to determine the best qualified group, and be referred to the selecting official for consideration. For specific procedures on applying for promotion, please refer to the local Merit Promotion Regulation/Plan.

7-8. Overseas Employment. Employees interested in seeking Federal employment in overseas positions should contact the CPO, Bldg. No. 2197, Employment and Records Branch for information and procedures. The Fort Knox CPO receives a limited number of job announcements from overseas activities and posts them by series in the Civilian Employment Center. The hours of the center are from 0800 to 1600, Monday through Friday. Applications are generally submitted directly to the installation/activity that published the vacancy announcement. Current employees may also register in the Priority Placement Program for overseas locations. For more information, call 624-1433.

Chapter 8

Reduction in Force (RIF)

8-1. Reduction in Force (RIF). a. Reduction in Force procedures are used when it is necessary to reduce the number of civilian employees and other informal placement efforts have not been able to completely eliminate the excess situation. When it is determined that a formal RIF is needed, approval must first be obtained from Department of the Army; this process can take up to 6 months to complete. After getting approval, management decides which specific positions are going to be abolished, and then employee placement rights are determined using RIF seniority rules. These rules require the grouping of employees by *tenure group*, *subgroup*, and *adjusted service computation date*, as defined below.

- Tenure Group
- Career employees (with 3 or more years of service)
 - Career-conditional employees (with less than 3 years of service)
 - Term employees (on time-limited appointments for more than 1 year)
- Subgroup
- Disabled Veterans (with 30 percent compensable disability)
 - Veterans (other veterans who meet eligibility for veterans preference)
 - Nonveterans (or veterans such as most retired military who are not eligible for veterans preference)
- Adjusted SCD
- Length of creditable service plus additional service credit for the last 3 annual performance appraisals granted within the preceding 4 years. Exceptional ratings add 20 years to the service computation date (SCD); Highly Successful ratings add 16 years; and Fully Successful ratings add 12 years. The average years given for the last three ratings is then added to creditable service.

b. The seniority order of RIF considers all the above factors in successive order. Employees are first placed in tenure groups, with each group having higher seniority than the next group(s) (i.e., Career first, Career-Conditional second, and Term last). Within each of the tenure groups, employees are then placed in order by subgroup (i.e., Disabled Veterans first, Veterans second, and Nonveterans last). Finally, employees within each tenure group and subgroup are arranged in order by their service computation date, as adjusted for performance appraisals.

c. After arranging employees in RIF seniority, placements are determined using three methods: *displacement*, *bumping*, and *retreating*.

(1) Displacement occurs when the most senior employee in a particular competitive level, whose job is abolished, *displaces* or takes the job of the most junior employee in the same competitive level. (A competitive level (CL) is a grouping of jobs in the same pay plan, series, and grade with essentially the same duties or qualifications.)

(2) Bumping occurs when an employee whose job is abolished, or who is displaced from their job, *bumps* an employee in a lower tenure group or subgroup, provided they are fully qualified for the junior employee's position. (Only permanent employees can bump; Term employees have no such rights).

(3) Retreating occurs when an employee whose job is abolished, or who is displaced from their job, *retreats* to a position that is essentially the same as one previously held, that is occupied by an employee in the same tenure group and subgroup. (Term employees have no retreat rights).

d. When bumping and retreating, employees can normally be placed at their same grade level or no more than three grade intervals lower than their current grade.

e. Employees affected by RIF must be given advance notice of their RIF placement (or separation if no placements are available) at least 60 days before the effective date of RIF. If the RIF is considered "large" where 50 or more employees will be separated, permanent employees are given advance notice of at least 120 days before the effective date of RIF.

f. As shown by the above explanations, RIF procedures and placements involve a series of complex steps. If you are affected by a formal RIF action, these rules and others will be explained to you in much greater detail.

8-2. Pre-RIF Initiatives for Management and Employees (PRIME). a. PRIME is a Fort Knox unique program designed to minimize the impact of RIFs. Activities that are part of the local union bargaining unit are required to use PRIME procedures before running a formal RIF.

b. PRIME is a structured method for ensuring that excess employees are placed in available vacant positions (for which they are qualified) before starting any other type of recruitment action to fill the job. Under PRIME, employees can apply for lateral/reassignment, change to lower grade, voluntary repromotion, and mandatory repromotion. They are then referred for vacancies in seniority order. When managers receive referral lists of PRIME candidates, who are qualified for the vacancy, they are required to select the excess employee.

c. Employee participation in PRIME is normally voluntary and the success of the program depends to a large extent on employee willingness to apply for other types of jobs. In some cases, however, excess employees can be directed to take a vacant position that is the same grade level as their current position. This type of directed reassignment is normally a last resort option if other placement efforts have failed.

d. If your organization is faced with making reductions and you are placed into PRIME, more detailed information and employee briefings will be conducted to give you the specific rules and procedures of PRIME. If you have additional questions about the program, you are always welcome to call the Civilian Personnel Office.

8-3 Voluntary Separation Incentive (VSI). a. The VSI is a management tool to achieve voluntary reductions that will avoid or minimize the need for formal RIF. It consists of a cash bonus of not more than \$25,000 to employees affected by the reductions, who wish to retire or resign voluntarily.

b. When it is determined that reductions in civilian employees are needed, management decides if the VSI can eliminate the need for one or more RIF separations. If so, employees in selected occupations (i.e., those which are excess and/or can eliminate the need for RIF separations) are notified of VSI rules, conditions, and time frames in which to make application. If more employees apply for VSI than can be authorized, approvals within selected occupations are made in seniority order.

c. The exact amount of VSI payment varies depending on the employee's length of service and age. The basic formula is: 1 week's pay for the first 10 years of service, plus 2 weeks' pay for years beyond 10, plus 10 percent of the amount based on years of service times the number of years an employee's age exceeds 40. For example, an employee with 20 years of service, who earns \$500 per week, and is age 50 would receive the following: 10 years X \$500 = \$5,000; plus 10 more years X \$1000 (2 weeks' pay) = \$10,000; plus \$1,500 (10 percent of the \$5,000+\$10,000) X 10 (number of years age is over 40) = \$15,000. The total of these figures is \$30,000 (\$5,000 + \$10,000 + \$15,000); however, since the maximum amount of any VSI is \$25,000, payment is limited to \$25,000.

d. After resigning or retiring with the VSI, employees cannot be reemployed by the Federal government for 5 years unless they repay the full amount of the VSI.

Chapter 9 ***Discipline***

9-1. Disciplinary Actions. a. If there is a need for disciplinary action, the supervisor may take either informal or formal corrective action. Informal corrective actions include verbal admonishment or reprimand and written admonishment or counseling. Formal disciplinary actions include written reprimands, suspensions without pay, demotion, or removal.

b. All informal disciplinary actions and written reprimands are issued by the immediate supervisor. Suspensions, demotion, and removals are initiated by the immediate supervisor with the employee having a right to reply and receive a written decision on the matter. Normally the written decision is made by a higher level of management. All formal disciplinary actions will advise the employees of their appeal or grievance rights.

c. Disciplinary action is administrative in nature and may be imposed separate and apart from any judicial or criminal actions which may result if the misconduct is criminal in nature.

9-2. Table of Penalties. a. If formal disciplinary action is proposed by the supervisor, the table of penalties at appendix A will be used as a guide in determining what action should be proposed. The table is SUGGESTIVE only. The fact that an offense is not listed in this table does not mean that a penalty cannot be imposed.

b. A determination of the appropriate penalty will be made through comparison with the table of penalties and the penalty imposed on other employees who have engaged in similar misconduct.

Chapter 10

Forums for Resolving Employee Dissatisfaction

10-1. Department of Defense Administrative Grievance System. a. It is Department of Defense policy that all employees will receive fair and equitable treatment. The Administrative Grievance System (AGS), provides a procedure that will give employees the opportunity to receive a fair, objective, thorough, and prompt review of dissatisfactions with their working conditions, working relationships, or employment status. Employees who present dissatisfactions in this forum shall be free from restraint, interference, coercion, discrimination and reprisal. Employees may present their grievance(s) personally or through a representative. Complete grievance procedures are set forth in USAARMC Pamphlet 690-10, 23 February 1995, Administrative Grievance System, which should be posted on your organization's bulletin board or obtained from your supervisor or the Civilian Personnel Office.

b. Eligible employees in activities that are included in the bargaining unit must use the grievance procedures established in the negotiated agreement.

10-2. Employee Organizations (Unions). a. Eligible employees, who are assigned to activities with exclusive union recognition, are free to join or refrain from joining any employee organization or union without fear of interference, coercion, restraint, discrimination, or reprisal. This does not include joining organizations which advocate the right to strike or overthrow the Government or which discriminate with regard to race, creed, color, age, national origin, or sex. Regardless of union affiliation, employees shall not be precluded from bringing matters of personal concern to the attention of appropriate officials under applicable law, rules, regulations, or established agency policy.

b. Organizations/activities of the Armor Center and School, MEDDAC, DENTAC, and HQs, USAREC (less ISC) are activities which have exclusive union recognition. All employees assigned to these organizations, with the following exceptions, are considered bargaining unit employees.

- (1) Any management official or supervisor.
- (2) Confidential employees.
- (3) Employees engaged in personnel work in other than a purely clerical capacity.
- (4) Guards.
- (5) Employees with temporary appointments
- (6) Employees engaged in administering the provisions of 5 USC, Chapter 71.
- (7) Employees engaged in intelligence, counterintelligence, investigative, or security work which directly affects national security.

(8) Employees primarily engaged in investigation or audit functions relating to the work of individuals employed by an agency whose duties directly affect the internal security of the agency (but only if the functions are undertaken to ensure that the duties are discharged honestly and with integrity).

c. Employees in the bargaining unit who are not excluded from coverage above may authorize a payroll allotment for dues to a recognized employee organization by submitting a written request to the Civilian Payroll Certifying Officer. Revocation of an allotment may be filed 1 year from the effective date of the initial allotment or each year thereafter on the anniversary date.

10-3. Appeals. a. Appeals are written expressions of dissatisfaction with such adverse personnel actions as demotions, long suspensions (15 or more days), and removals. Appeals are decided by the Merit Systems Protection Board (MSPB). Appeals must be filed within 45 days of the effective date of the adverse personnel action.

b. A bargaining unit employee may choose to submit a union grievance rather than appeal to the MSPB. An employee who believes the adverse action is based upon prohibited discrimination may choose to pursue the matter through Equal Employment Opportunity complaint procedures rather than appeal to the MSPB. An employee may choose only one of these procedures to express dissatisfaction with the adverse personnel action.

c. When an employee receives an adverse action, the employee will be advised in writing of the appropriate appeal rights and provided copies of appeal procedures and forms. Appeal procedures and forms are also available by contacting the Civilian Personnel Office.

10-4. Equal Employment Opportunity (EEO). a. The Federal Government guarantees equal employment opportunity (EEO) to all persons on the basis of merit without regard to race, color, religion, age, national origin, sex, or handicapping condition. Army employees possess equal standing and security, receive equal opportunity for training to develop skills, and enjoy equal opportunity to advance from a job and career standpoint. Employees who believe they have been subjected to discrimination in these matters may submit a complaint of discrimination for resolution as outlined below. Complaints will be impartially investigated and submitted without fear of coercion or reprisal.

b. Employees who have a complaint of discrimination are encouraged to first discuss the matter with their supervisor. If the complaint is not satisfactorily resolved by the supervisor, the employee may, within 45 calendar days from the date the alleged discrimination occurred, continue to seek resolution informally by discussing the matter with one of the appointed EEO counselors. Employees may remain anonymous during the early stages of the informal portion of the complaint. A photographic layout of counselors is posted on all activity bulletin boards where civilians are employed. If, after a thorough inquiry, the EEO counselor is unable to resolve the complaint to the employee's satisfaction, or after expiration of 30 days from the date the complaint was submitted to the EEO counselor, the employee may file a formal complaint of discrimination. Formal complaints are filed with the Fort Knox EEO Officer, the Fort Knox Commanding General (or Partner in Excellence Commander if employee is assigned to a Fort

Knox Partner in Excellence), with Department of the Army, Director of Equal Employment Opportunity, or the Secretary of the Army (Arlington, VA 22202). Upon acceptance of a formal complaint, an independent investigation will be conducted to bring out the facts in the case and to arrive at a recommended finding. If the complaint cannot be settled on the basis of the investigation, the employee may request review of the record and a decision based upon the contents of the record by the Department of the Army, Director of Equal Employment Opportunity, Arlington, VA, or the employee may request a hearing which will be conducted by the Equal Employment Opportunity Commission, Indianapolis, IN, with subsequent decision by the Director of EEO for Department of the Army. Employees will be furnished a written notice of decision on their formal complaints and advised of further appeal rights, if appropriate. An employee has the right to be represented during all phases of the complaint.

10-5. Inspector General Complaints and Requests for Assistance. Employees have a right and responsibility to present information to the Inspector General or military authorities regarding any deficiencies, irregularities, or other adverse conditions which come to their attention. It is important that each employee practice economy and observe ethical practices in their own job and make known any instances of waste, fraud, or other wrongdoing. The employee should afford their supervisor the opportunity to assist before visiting the Inspector General. Army Regulation 20-1, 15 March 1994, Inspector General Activities and Procedures, para 6-8, provides additional information.

FOR THE COMMANDER:



OFFICIAL:
DOUGLAS M. HARRIS
Colonel, AR
Garrison Commander

ROBERT L. BROOKS
Director, Information Management

DISTRIBUTION:
500 - ATZK-CP
1 - Each Civilian Employee

TABLE OF PENALTIES FOR VARIOUS OFFENSES

A. BEHAVIORAL OFFENSES FOR WHICH PROGRESSIVE DISCIPLINE IS APPROPRIATE

<u>OFFENSE</u>	<u>NATURE OF OFFENSE</u>	<u>FIRST OFFENSE</u>	<u>SECOND OFFENSE</u>	<u>THIRD OFFENSE</u>	<u>REMARKS</u>
1. Insubordination	Refusal to obey orders, defiance of authority.	Written reprimand to removal	5 day suspension to removal	Removal	
2. Fighting/Creating a Disturbance *	a. Creating a disturbance resulting in an adverse effect on morale, production, or maintenance of proper discipline.	Written reprimand to 5 day suspension	5 to 10 day suspension	10 day suspension to removal	* Penalty may be exceeded if work is severely disrupted
	b. Threatening or attempting to inflict bodily harm without bodily contact.	Written reprimand to 14 day suspension	14 day suspension to removal	30 day suspension to removal	* Penalty may be exceeded based on such factors as type of threat, provocation, extent of injuries, whether actions were defensive or aggressive in nature, or whether actions were directed at a supervisor.
	c. Hitting, pushing or other acts against another without causing injury.	Written reprimand to 30 day suspension	30 day suspension to removal	Removal	
	d. Hitting, pushing, or other acts against another causing injury.	Written reprimand to removal	Removal		
3. Sleeping on duty	a. Where safety of personnel or property is not endangered.	Written reprimand to 1 day suspension	1 to 5 day suspension	5 day suspension to removal	
	b. Where safety of personnel or property is endangered.	1 day suspension to removal	Removal		
4. Loafing; delay in carrying out instructions	a. Idleness or failure to work on assigned duties.	Written reprimand to 3 day suspension	1-5 day suspension	5 day suspension to removal	
	b. Delay in carrying out or failure to carry out instructions within the time required.	Written reprimand to 3 day suspension	1-5 day suspension	5 day suspension to removal	

A-1

<u>OFFENSE</u>	<u>NATURE OF OFFENSE</u>	<u>FIRST OFFENSE</u>	<u>SECOND OFFENSE</u>	<u>THIRD OFFENSE</u>	<u>REMARKS</u>
5. Attendance related offenses	a. Any absence from the regularly scheduled tour of duty which has not been authorized and/or for which pay must be denied (AWOL) or any absence from management directed additional hours of duty (Unauthorized Absence). Includes leaving the work site without permission.	Written reprimand to 5 day suspension	1-14 day suspension	5 day suspension to removal	Penalty depends on length of absences. Removal may be appropriate for 1st or 2d offense if the absence is prolonged.
	b. Failure to follow established leave procedures.	Written reprimand to 5 day suspension	1-5 day suspension	5 day suspension to removal	
	c. Unexcused tardiness	Written reprimand to 1 day suspension	1 to 3 day suspension	1 to 5 day suspension Habitual tardiness warrants removal	Includes delay in reporting at the scheduled starting time, returning from lunch or break periods, and returning after leaving work station on official business. Penalty depends on length and frequency of tardiness.
6. Unauthorized use of alcohol, drugs, or controlled substances	a. Unauthorized possession or transfer of alcoholic beverages while on government premises or in a duty status.	Written reprimand to 5 day suspension	5-14 day suspension	14 day suspension to removal	Penalty may be exceed when aggravating circumstances are present. See AR 600-85, 3 November 1986, Alcohol and Drug Abuse Prevention and Control Program.
	b. Unauthorized use of alcoholic beverages while on government premises or in a duty status.	Written reprimand to 14 day suspension	14-30 day suspension	30 day suspension to removal	

<u>OFFENSE</u>	<u>NATURE OF OFFENSE</u>	<u>FIRST OFFENSE</u>	<u>SECOND OFFENSE</u>	<u>THIRD OFFENSE</u>	<u>REMARKS</u>
	<p>c. Reporting to work or being on duty while under the influence of alcohol, a drug or a controlled substance to a degree which would interfere with proper performance of duty, would be a menace to safety, or would be prejudicial to the maintenance of discipline.</p> <p>See para 13 for other drug related offenses.</p>	<p>Written reprimand to 30 day suspension. Removal may be warranted if the safety of personnel or property is endangered.</p>	<p>14 day suspension to removal</p>	<p>Removal</p>	
7. Discourtesy	<p>a. Discourtesy, e.g., rude, unmannerly, impolite acts or remarks (non-discriminatory).</p> <p>b. Use of abusive or offensive language, gestures, or similar conduct (non-discriminatory).</p>	<p>Written reprimand to 1 day suspension</p> <p>Written reprimand to 10 day suspension</p>	<p>1 to 5 day suspension</p> <p>5 day suspension to removal</p>	<p>3-10 day suspension</p> <p>30 day suspension to removal</p>	<p>Penalty for fourth offense within 1 year may be 14 day suspension to removal. Penalty may be exceeded if discourtesy or similar conduct was directed to a supervisor.</p>
8. Gambling	<p>a. Participating in an unauthorized gambling activity while on Government premises or in a duty status.</p> <p>b. Operating, assisting, or promoting an unauthorized gambling activity while on Government premises or in a duty status or while others involved are in a duty status.</p>	<p>Written reprimand to 1 day suspension</p> <p>14 day suspension to removal</p>	<p>1-5 day suspension</p> <p>Removal</p>	<p>5-30 day suspension</p>	

<u>OFFENSE</u>	<u>NATURE OF OFFENSE</u>	<u>FIRST OFFENSE</u>	<u>SECOND OFFENSE</u>	<u>THIRD OFFENSE</u>	<u>REMARKS</u>
9. Indebtedness	Failure to honor valid debts where agency mission or employee performance are affected.	Written reprimand	Written reprimand to 1 day suspension	Written reprimand to 5 day suspension	See AR 690-700, 15 November 1981, Personnel Relations and Services (General), chap 735, app E. There must be a clear nexus between efficiency of the service and the debt complaint.
B. OFFENSES WARRANTING PUNITIVE DISCIPLINE					
10. False Statements	a. False statements, misrepresentation, or fraud in entitlements, includes falsifying information on a time card, leave form, travel voucher, or other document pertaining to entitlements.	Written reprimand to removal	30 day suspension to removal	Removal	See para. 2-1. Removal is warranted for a first offense.
	b. False statements or misrepresentations on an SF 171, or other documents pertaining to qualifications, or on any official record not otherwise enumerated.	Written reprimand to removal	14 day suspension to removal	30 day suspension to removal	See para. 2-1. Removal is warranted when selection was based on falsified SF 171 where falsification was intentional (i.e., not an omission or where intent can be proven), or where the employee occupies a fiduciary position.
	c. Knowingly making false or malicious statements against co-workers, supervisors, subordinates, or government officials with the effect of harming or destroying the reputation, authority, or official standing of that individual or an organization.	Written reprimand to removal		Removal	

A-4

<u>OFFENSE</u>	<u>NATURE OF OFFENSE</u>	<u>FIRST OFFENSE</u>	<u>SECOND OFFENSE</u>	<u>THIRD OFFENSE</u>	<u>REMARKS</u>
	d. Deliberate misrepresentation, exaggeration, concealment, withholding of a material fact. Includes perjury, making false sworn statements, and lying to a supervisor.	Written reprimand to removal	5 day suspension to removal	10 day suspension to removal	
11. Stealing	Stealing, actual or attempted, unauthorized possession of government property or property of others, or collusion with others to commit such acts.	14 day suspension to removal	Removal		See para. 2-1. Penalty depends on such factors as the value of property involved, and the nature of the position held by offending employee which may dictate a higher standard of conduct.
12. Misuse or abuse of Government Property	a. Using Government property or Federal employees in a duty status for other than official purposes.	Written reprimand to removal	1 day suspension to removal	14 day suspension to removal	Penalty depends on such factors as the value of the property or amounts of employee time involved, and the nature of the position held by the offending employee which may dictate a higher standard of conduct.
	b. Loss of or damage to government property, records, or information when an employee is entrusted in safeguarding Government property as an absolute requirement of the job (e.g., cashier, warehouse worker, property book officer).	Written reprimand to 14 day suspension	Written reprimand to removal	14 day suspension to removal	
	c. Willfully using or authorizing the use of a government passenger motor vehicle or aircraft for other than official purposes.	30 day suspension to removal	Removal		See 31 USC 1349. Penalty cannot be mitigated to less than 30 days.

<u>OFFENSE</u>	<u>NATURE OF OFFENSE</u>	<u>FIRST OFFENSE</u>	<u>SECOND OFFENSE</u>	<u>THIRD OFFENSE</u>	<u>REMARKS</u>
	d. Misuse of Government credentials.	Written reprimand to removal	5 day suspension to removal	14 day suspension to removal	18 USC 2071
	e. Intentionally mutilating or destroying a public record.	Removal			
13. Unauthorized use or possession of a controlled substance	a. Introduction of controlled substance to a work area or government installation for personal use.	3 day suspension to removal	Removal		
	b. Introduction of a controlled substance to a work area or government installation in amounts sufficient for distribution or distribution of a controlled substance on a government installation.	Removal			
14. Failure to observe written regulations, orders, rules, or procedures	a. Violation of administrative rules or regulations where safety to persons or property is not endangered.	Written reprimand to 1 day suspension	1-14 day suspension	5 day suspension to removal	
	b. Violation of administrative rules or regulations where safety to persons or property is endangered.	Written reprimand to removal	30 day suspension to removal	Removal	
	c. Violations of official security regulations. Action against National Security.				
	(1) Where restricted information is not compromised and breach is unintentional.	Written reprimand to 5 day suspension	1-14 day suspension	5 day suspension to removal	See AR 380-67 and 5 USC 7532
	(2) Where restricted information is compromised and breach is unintentional.	Written reprimand to removal	30 day suspension to removal	Removal	

<u>OFFENSE</u>	<u>NATURE OF OFFENSE</u>	<u>FIRST OFFENSE</u>	<u>SECOND OFFENSE</u>	<u>THIRD OFFENSE</u>	<u>REMARKS</u>
	(3) Deliberate violation.	30 day suspension to removal	Removal		
15. Discrimination because of race, color, religion, age, sex, national origin, political affiliation or handicap, or marital status	Prohibited Discriminatory practice in any aspect of employment (e.g., employment, appraisal, development, advancement, or treatment of employees). Includes failure to prevent or curtail discrimination of a subordinate when the supervisor knew or should have known of the discrimination.	Written reprimand to removal			Appropriate penalty depends on the fact situation in a given case weighed against DA policy that discrimination is prohibited.
16. Sexual Harassment. Influencing, offering to influence, or threatening the career, pay, job, or work assignments of another person in exchange for sexual favors OR deliberate or repeated offensive comments, gestures or physical contact of a sexual nature.	a. Involving a subordinate	1 day suspension to removal	10 day suspension to removal	30 day suspension to removal	Appropriate penalty depends on the fact situation in a given case weighed against DA policy that sexual harassment will not be tolerated. Where conduct created a hostile or offensive work environment removal is warranted for a first offense.
	b. Not involving a subordinate	Written reprimand to 30 day suspension	5 day suspension to removal	10 day suspension to removal	
17. Constitutional Violation	Violation of employee's constitutional rights (i.e., freedom of speech/association/ religion).	Written reprimand to removal	5 day suspension to removal	30 day suspension to removal	
18. Conduct Unbecoming a Federal Employee	a. Immoral, indecent, or disgraceful conduct.	1 day suspension to removal	Removal		Includes off-duty conduct if nexus is established.
	b. Solicitation of or accepting anything of monetary value from person who is seeking contracts or other business or financial gain.	10 day suspension removal	Removal		

A-7

<u>OFFENSE</u>	<u>NATURE OF OFFENSE</u>	<u>FIRST OFFENSE</u>	<u>SECOND OFFENSE</u>	<u>THIRD OFFENSE</u>	<u>REMARKS</u>
19. Refusal to testify; interference or obstruction	a. Refusal to testify or cooperate in a properly authorized inquiry or investigation.	1 day suspension to removal	5 day suspension to removal	Removal	Witness shall be assured freedom from restraint interference, coercion, discrimination, or reprisal in their testimony.
	b. Interference with attempting to influence, or attempting to alter testimony of witnesses or participants.	5 day suspension to removal	10 day suspension to removal	Removal	
	c. Attempting to impede investigation or to influence investigating officials.	10 day suspension to removal	30 day suspension to removal	Removal	
20. Political Activity	a. Violation of prohibition against soliticing political contributions.	Removal			
	b. Violations of prohibition against campaigning or influencing elections.	30 day suspension to removal	Removal		
21. Misappropriation	a. Directing, expecting, or rendering services not covered by appropriations.	Removal			5 USC 3103
	b. Failure to deposit into the Treasury money accruing from lapsed salaries or from unused appropriations from salaries.	Removal			5 USC 5501
22. Job Actions	Participating in or promoting a strike, work stoppage, slow down, sick out, or other job actions.	Removal			
23. Reprisal	a. Intentional interference with an employee's exercise of, or reprisal against an employee for exercising a right to grieve, appeal or file a complaint through established procedures.	Written reprimand to removal	5 day suspension to removal	30 day suspension to removal	

<u>OFFENSE</u>	<u>NATURE OF OFFENSE</u>	<u>FIRST OFFENSE</u>	<u>SECOND OFFENSE</u>	<u>THIRD OFFENSE</u>	<u>REMARKS</u>
	b. Reprisal against an employee for providing information to an Inspector General, MSPB Office of Special Counsel, EEOC, or USACARA investigator, or for testifying in an official proceeding.	Written reprimand to removal	5 day suspension to removal	30 day suspension to removal	
	c. Intentional interference with and employee's exercise of, or reprisal against an employee for exercising a right provided under 5 USC 7101 et seq (governing Federal Labor-Management Relations).	Written reprimand to removal	5 day suspension to removal	30 day suspension to removal	
	d. Finding by MSPB of refusal to comply with MSPB order or finding of intentional violation of statute causing issuance of a special counsel complaint.	Written reprimand to removal	Removal		5 USC 1206 (g) (1) and 1207 (b)

C. PENALTIES APPLYING TO CIVILIAN MARINE PERSONNEL (EXCLUDING HARBOR CRAFT EMPLOYEES)

In addition to the penalties listed above that apply to Army Employees in general, there are certain offenses for which, under express provisions of law or regulation, civilian marine employees may be punished by removal or even by fine or imprisonment.

<u>OFFENSE</u>	<u>FIRST OFFENSE</u>	<u>SECOND OFFENSE</u>	<u>THIRD OFFENSE</u>	<u>REMARKS</u>
24. Desertion	Removal (mandatory)			Employee forfeits all pay and allowances due from the voyage.
25. Missing sailing of the ship.	Written reprimand to removal	10 day suspension to removal	30 day suspension to removal	
26. Willful disobedience to lawful command at sea.	Written Reprimand to removal	10 day suspension to removal	30 day suspension to removal	The offender may be confined until such disobedience shall cease. Pay does not accrue during period of confinement.
27. Assaulting any Master, Mate, Pilot, Engineer, or other office.	Written reprimand to removal	Removal		Upon conviction, offender may be imprisoned not more than 2 years (46 USC 11501).

OFFENSE

FIRST OFFENSE

SECOND OFFENSE

THIRD OFFENSE

REMARKS

28. Willfully damaging the ship or her equipment, or willfully embezzling or damaging any of her stores or cargo.

Loss of pay equal to the loss sustained and reprimand to removal.

Loss of pay equal to the loss sustained and 30 day suspension to removal.

Loss of pay equal to the loss sustained and removal.

See 46 USC 11501

29. Smuggling

Removal (mandatory)

For any act of smuggling for which the offender is convicted and whereby loss or damage is occasioned to the Master or the Army such a sum as sufficient to reimburse the Master or the Army may be retained from offender's wages in satisfaction or on account of such liability.

30. Introduction, selling, possessing, or using intoxicants aboard ship.

5 day suspension to removal

10 day suspension to removal

30 day suspension to removal

31. Unauthorized use or possession of a controlled substance.

a. Introduction of a controlled substance aboard ship for personal use.

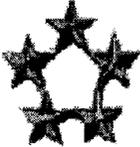
5 day suspension to removal

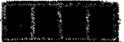
Removal

b. Introduction of a controlled substance aboard ship in amounts sufficient for distribution, or distribution of a controlled substance aboard ship.

Removal

A-10

Commissioned Officers		
General of the Army 	General 	Lieutenant General 
Major General 	Brigadier General 	
Colonel 	Lieutenant Colonel (silver) 	Major (gold) 
Captain 	1st Lieutenant (silver) 	2nd Lieutenant (gold) 

Warrant Officer Ranks
 Chief Warrant Officer, W-5
 Chief Warrant Officer, W-4
 Chief Warrant Officer, W-3
 Chief Warrant Officer, W-2
 Chief Warrant Officer, W-1

Non-Commissioned Officers		
Grade		
E-9	Sergeant Major of the Army 	
E-9	Command Sergeant Major 	
E-9	Sergeant Major 	
E-8	First Sergeant 	
E-8	Master Sergeant 	
E-7	Platoon Sergeant or Sergeant 1st Class 	
E-6	Staff Sergeant 	
E-5	Sergeant 	
E-4	Corporal 	Specialist 4 
E-3	Private 1st Class 	
E-2	Private PV-2 	
E-1	Private PV-1 (NONE)	