



EMPLOYEE & SUPERVISOR HANDBOOK



Summary of Changes

This revision includes updates to –

- Time & Attendance chapter – Delegation authority for approval of Overtime and Compensatory Time has been updated.
- Mandatory Training chapter – Added another option for online SHARP training.
- Awards & Recognition chapter – GCAOE Virtual Panel can include participants from the same Directorate as long as they are from different sections/divisions than those nominated.

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*OPORDs for Onboarding, Performance Counseling, Performance Review Award Board, and Conference TDY Requests can be found on the [WT&D Sharepoint](#).



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT STEWART/HUNTER ARMY AIRFIELD
954 WILLIAM H. WILSON AVENUE
FORT STEWART, GEORGIA 31314

IMSH-ZA

1 October 2019

MEMORANDUM FOR All U.S. Army Garrison Fort Stewart and Hunter Army Airfield Army Civilians

SUBJECT: Welcome to the Fort Stewart and Hunter Army Airfield Workforce

1. It is our honor and pleasure to welcome you to United States Army Garrison (USAG), Fort Stewart (FS) and Hunter Army Airfield (HAAF), an unprecedented seven-time recipient of the Army Communities of Excellence Gold award. Your skills, expertise, and professionalism are instrumental in assisting us to achieve our vision: "Be the world's best installation for Armed Forces to train, deploy, live and raise a Family." You will help influence this vision as you will be responsible for training, equipping, deploying and redeploying our military when providing services to our customers.
2. The USAG FS/HAAF team is dedicated to ensuring readiness by supporting the intense training requirements of our service members to prepare for their missions, taking care of the needs of their Families, and setting the standard for delivering installation services and support to guarantee that readiness. Your dedication as an Army Civilian ensures the success of our mission and the quality of life for our Soldiers and their Families. As a member of U.S. Army Installation Management Command (IMCOM) and this installation's workforce, your role in providing customer service to Soldiers, Army Civilians, Wounded Warriors, Retirees, survivors, and their Families, helps to build a ready and resilient Army. You are now part of this great Army community and we are the Army's home in Coastal Georgia.
3. Ultimately, you are the face of the Army's commitment to its Soldiers and Families as well as our community partners outside the gates. As a member of USAG FS/HAAF, you have joined a team of professionals. You are critical to providing dedicated and caring customer service commensurate with the sacrifice of our military and their Families. Your opportunities for advancement are limited only by your commitment, desires, and professional performance. You will be expected to meet career development requirements, and commit to a progressive program of formal training and self-development to certify that you are prepared to reach your full potential.
4. The contents of this Employee and Supervisor Handbook detail processes and guidelines ranging from Onboarding to Outprocessing, and our expectation is that you will adhere to the policies and procedures that are clarified herein. If you have any questions or concerns, please use your chain of command for assistance.
5. As a member of our workforce, you are critical to the success of USAG FS/HAAF remaining an enduring, effective, and sustainable installation that is continuously capable of supporting the Warfighter mission. We welcome you as a member of the greatest organization and workforce in the Army.

Army Strong! We Are The Army's Home – Serving the Rugged Professional


REBECCA N. MYERS
CSM, USA


WESLEY A. LEISINGER
Deputy Garrison Commander


BRYAN L. LOGAN
COL AR
Commanding



Army Civilian Corps Creed

I am an **ARMY CIVILIAN**—a member of the Army team.

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

I will **ALWAYS** support the mission.

I provide leadership, stability, and continuity during war and peace.

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

I live the Army values of loyalty, duty, respect, selfless service,
honor, integrity, and personal courage.

I am an ARMY CIVILIAN.

Employee Suggestion Program (ESP)

US Army Garrison Fort Stewart and Hunter Army Airfield Guidance for the Employee Suggestion Program

Purpose. To establish a viable local Employee Suggestion Program and implement process improvement as a way for DACs and Soldiers to submit their ideas and suggestions for consideration and adoption. This program promotes employee involvement in the development and improvement of new and existing work processes, saving the installation and organization time and money. It also increases communication, employee engagement and empowerment, and ultimately enhances customer service delivery and customer satisfaction.

Applicability. This guidance is applicable to all USAG FS/HAAF DACs and Garrison Soldiers.

Responsibilities. All USAG FS/HAAF employees are responsible for ensuring this guidance is followed when submitting a suggestion to the USAG Employee Suggestion Program.

Guidance. Capturing employee suggestions and ideas drives employee engagement and improves employee motivation. It creates a more productive and satisfying work environment. Yet many organizations ignore the untapped ideas and suggestions of their employees who know their jobs better than any expert. Each person has tremendous potential. All workers possess good ideas about improving their job and the organization as a whole. You need to have a system to capture those good ideas, to cut costs, waste, and to improve organizational productivity. Employee suggestions and ideas for improvement must be based on the following criteria: saves money, time, and/or manpower; can be easily implemented with little or no cost to the USAG; benefit the organization and/or customers; and improve customer satisfaction and the quality of services provided.

Using the form at Annex A ([ESP Form](#)), the employee will complete it to the dotted line, and send directly to the Plans, Analysis, & Integration Office (PAIO) at: travis.r.mobley.civ@mail.mil. Upon receipt, PAIO will review, package, and present the information to the Deputy and/or Garrison Commander (GC). If viable, PAIO will work with the identified agency on implementation. If viable, PAIO will work with the identified agency and/or subject matter expert on implementation. A monetary or non-monetary award will be determined based on benefits and cost savings to the Garrison. On-the-Spot cash awards may not exceed \$500.00 IAW AR 672-20 and AR 215-3, and the organization from where the suggestion originated will pay for the award. Non-monetary Awards available are the Certificate of Appreciation, Medal, and Garrison Commander Coin. Suggestions will be monitored and evaluated after implementation. This is a different program from the USAG Supersaver Program, identified in the Civilian Incentive Awards and Recognition section.

Annex.

A. ESP Form (can be downloaded from WT&D Sharepoint page)

Federal Holidays, Military
Training Holidays,
& Army Civilian
Liberal Leave

**US Army Garrison Fort Stewart and Hunter Army Airfield Guidance
Regarding Federal Holidays, Military Training Holidays, and
Army Civilian Liberal Leave**

Purpose. To provide guidance and administrative procedures for the use of liberal leave by US Army Garrison (USAG) Soldiers and Army Civilian employees during scheduled Federal holidays, military training holidays, and the holiday half-day schedule.

Guidance. A liberal leave policy is in effect for training holidays associated with Federal holidays as listed on <https://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/holidays-work-schedules-and-pay>. During these training holidays, USAG Fort Stewart (FS)/Hunter Army Airfield (HAAF) leadership endorses the usage and approval of annual leave, leave without pay, or other authorized leave status for Army Civilian personnel. Supervisors, senior leaders, and approving officials of annual leave will be cognitive of mission requirements, workforce coverage, and workloads prior to approving leave. All Garrison organizations will ensure that adequate support personnel are in place for all services, and no customer service operations will be interrupted or closed during these periods, with the exception of Federal holidays.

Army Civilian employees may not be forced to use annual leave on training holidays. Employees who do not wish to use annual leave, or lack sufficient annual leave, are required to report for duty. In the event of office closure, employees will be assigned to another directorate or unit at the discretion of their supervisor, senior leader, or approving official. Supervisors, senior leaders, and approving officials will ensure Civilian time and attendance records are properly annotated to reflect annual leave usage in accordance with AR 690-990-2, and that all Soldiers comply with AR 600-8-10 guidelines with regard to chargeable/non-chargeable leave and pass requirements.

Federal Holiday - Public holidays observed by Federal employees with paid leave.

Military Training Holiday/Army Civilian Liberal Leave Day - Supervisors/leaders may grant the use of annual leave, leave without pay, or other authorized leave status to Army Civilian employees, unless organizational mission requirements indicate otherwise. Garrison organizations will ensure adequate support personnel are in place for all services, and that no customer service is interrupted or closed during this period.

Military Half-Day Holiday Schedule - Supervisors/leaders may release Soldiers from duty no earlier than 1300 daily, unless organizational necessities require them to remain. IAW AR 600-8-10, Soldiers will not be charged leave if they are present for duty for more than half of the designated duty day.

The proponent of this guidance the Garrison Executive Officer at 767-2864.

References.

Army Regulation (AR) 690-990-2, Hours of Duty, Pay and Leave, 20 May 1989.

AR 600-8-10, Leave and Passes, 15 February 2006.

Civilian Time and Attendance Guidance

US Army Garrison Fort Stewart and Hunter Army Airfield Guidance for Civilian Time and Attendance Reporting

Purpose. The purpose of this guidance is to help maintain the good order and discipline of the command on Fort Stewart and Hunter Army Airfield by establishing uniform procedures for managing Garrison Civilian employee Time and Attendance (T&A).

Applicability. This guidance applies to all Appropriated Fund (APF) Department of the Army (DA) Civilian employees of United States Army Garrison Fort Stewart/Hunter Army Airfield (USAG FS/HAAF). Pay procedures for Non-Appropriated Fund (NAF) personnel are not addressed by this policy. This guidance is intended to supplement and not supplant higher-level policy.

Roles and Responsibilities.

The Resource Management Officer (RMO) will:

- a. Appoint a Garrison Super-User as the primary POC for DA Civilian T&A reporting. The RMO will also appoint alternate super-users as needed.
- b. Ensure that the super-user(s) maintain training, system access and conduct operations in accordance with this guidance.
- c. Ensure that a budget analyst conducts the Civilian Pay Intermediate Document (IDOC) exception report review as required.
- d. Report Garrison-wide premium pay accruals to the Deputy Garrison Commander (DGC) on a recurring basis.

Directors/Chiefs will:

- a. Appoint and maintain certifiers & timekeepers in accordance with the approved T&A Staffing Roster.
- b. Ensure that their certifiers, timekeepers, and employees maintain training, system access, and conduct operations in accordance with this guidance.
- c. Ensure that all employees' T&A is entered, concurred and certified in the Automated Time and Attendance Production System (ATAAPS) no later than (NLT) 1100 hours on Mondays following the Pay Period ending unless otherwise directed by Directorate of Resource Management (DRM).
- d. Replace timekeepers at least 30 days prior to their departure.
- e. Replace certifiers as soon as practical.

US Army Garrison Fort Stewart and Hunter Army Airfield Guidance for Civilian Time and Attendance Reporting

The USAG FS/HAAF super-user/DRM office will:

- a. Serve as the Garrison's primary POC for DA Civilian T&A reporting.
- b. Serve as the Garrison's ATAAPS Customer Service Representative (CSR) with access to all Garrison employees.
- c. Serve as the DCPS Personnel Management (PM) Level III with access to all Garrison employees.
- d. Manage and monitor related appointments, training and system access. Restrict certifiers and timekeepers from performing their functions unless the required appointments and training are in place. Process appointment terminations and revoke system access as needed.
- e. Manage employee profiles in ATAAPS/DCPS (i.e. assign/edit rosters, teams, Time and Attendance Groups (TAG), job orders, internal order numbers, etc.).
- f. Conduct an annual system access review of both ATAAPS and DCPS.
- g. Maintain a system of electronic networked files where auditable employee records and supporting documentation will be retained.
- h. Retain required documentation.
- i. Monitor that T&A is entered, concurred & certified in ATAAPS/DCPS according to pay period schedules for all Garrison employees.
- j. Complete and maintain required training.
- k. Distribute relevant notifications throughout the Garrison (i.e. payroll processing schedules, procedural/guidance changes, training opportunities, leave availability reports, etc.).
- l. Coordinate with CSRs and other T&A personnel at IMCOM and other organizations as needed.
- m. Evaluate internal controls over this program in accordance with the Managers' Internal Control Program (MICP).
- n. Initiate and update each assigned employee's tour of duty (work schedule) in ATAAPS/DCPS as directed.

US Army Garrison Fort Stewart and Hunter Army Airfield Guidance for Civilian Time and Attendance Reporting

- o. Assist certifiers, timekeepers and employees with Civilian Pay concerns and discrepancy resolution that cannot be resolved by the certifier/timekeeper. The super-user will not serve as an alternate timekeeper for any Directorate. In rare circumstances when a Directorate's primary and alternate timekeepers are unavailable, the directorate may request super-user support through the RMO.

Timekeepers will:

- a. Become familiar with DODFMR, Volume 8, Chapter 2 as part of their training.
- b. Assist employees and certifiers with T&A processing and concerns.
- c. Maintain an electronic employee file for each assigned employee. The file will include the employee's approved Tour of Duty form, ATAAPS training records, and other applicable documents.
- d. Initiate and update each assigned employee's tour of duty (work schedule) in ATAAPS/DCPS as directed.
- e. Validate assigned employees' labor inputs prior to higher-level certification. Ensure that all T&A annotations are correct and accompanied by appropriate supporting documentation.
- f. Coordinate with employee, supervisor and/or certifier to revise any unsupported or incorrect T&A annotations.
- g. Ensure that employees have attested to the accuracy of (concurred with) their T&A.
- h. Retain required documentation.
- i. Distribute leave availability reports to certifiers/supervisors each pay period.
- j. Complete and maintain required training.
- k. Inform Garrison super-user 30 days prior to relinquishing duties.

Certifiers are generally the employee's supervisor, or the supervisor's supervisor.

Certifiers will:

- a. Become familiar with DODFMR, Volume 8, Chapter 2 as part of their training.
- b. Establish and maintain a written Tour of Duty form for each employee.

**US Army Garrison Fort Stewart and Hunter Army Airfield Guidance for
Civilian Time and Attendance Reporting**

- c. Approve or disapprove exceptions to Tour of Duty (i.e. premium pay, leave, excused absence).
- d. Keep informed as to the attendance of assigned employees to ensure accuracy of T&A data.
- e. Ensure that all T&A annotations are true and correct and supported by appropriate documentation.
- f. Ensure that employees have attested to the accuracy of (concurred with) their T&A.
- g. Certify T&A. T&A certification constitutes authorization for the expenditure of Government funds. Each employee's T&A must be certified correct by an appointed and appropriate certifier.
- h. Monitor employee leave balances (i.e. through review of leave availability reports). Ensure that "use or lose" leave is taken during the leave year and that time-off awards and compensatory time are used within the requisite 26 pay periods.
- i. Complete and maintain required training.
- j. Inform Garrison super-user 30 days prior to relinquishing duties.

Employees will:

- a. Complete required training.
- b. Submit a Tour of Duty form (work schedule) request to their supervisor for approval.
- c. Obtain written approval for any exceptions to their normal Tour of Duty (i.e. premium pay, leave, excused absence).
- d. Accurately record their labor hours in ATAAPS (or on manual timecards if ATAAPS is unavailable).
- e. Attest to the accuracy of their T&A by "concurring" in ATAAPS or signing manual timecard.
- f. Submit T&A supporting documents to their timekeeper in accordance with established pay period schedule.
- g. Review their Leave and Earnings Statements (LES), and report pay discrepancies and concerns to their certifier and/or timekeeper.

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Civilian Pay Appointments.

- a. In accordance with the IMCOM G8 Civilian Payroll SOP, certifiers will be appointed as certifying officers. Certifying officers are pecuniarily liable for payments resulting from improper certifications.
- b. Departmental Accountable Officials (DAOs) may be held pecuniarily liable for illegal, improper or incorrect payments resulting from information, data, or services they negligently provide to certifying officers.
- c. Appointments for certifiers must be made with DD Form 577 (Appointment/Termination Record). Appointment authority is delegated to Directors and above. Appointees must sign the DD Form 577 after the appointing authority has signed. Signatures must be electronic.
- d. Appointments remain in force until terminated. An appointing authority's reassignment does not affect existing appointments. DD Form 577s cannot be amended, any change requires termination of the existing and preparation of a new appointment. Appointments must be terminated by an appropriate appointment authority.
- e. The Garrison super-user is responsible for processing initial appointments, changes and terminations.

Training.

- a. Certifiers and Timekeepers will contact one of the Garrison super-users for Ft. Stewart and HAAF to receive information on the documentation and training required for their respective responsibilities.
- b. All new employees should complete the ATAAPS Employee Course (FOUO) training (<https://jkodirect.jten.mil/Atlas2/page/desktop/DesktopHome.jsf> and search for course JS-US032) within 45 days of their EOD, but will request ATAAPS access through their Timekeeper immediately upon receipt of their first SF50.
- c. Certifiers and Timekeepers should complete the training associated with their roles prior to obtaining ATAAPS access and may be required to take refresher training on an as-needed basis.
- d. The Garrison super-user will manage training compliance to include collecting/retaining training documentation and notifying personnel of training opportunities and suspenses.
- e. There are many ATAAPS training documents/walkthroughs available in the Time and Attendance folder on the Sharepoint site (<https://sps13.stewart.army.mil/imcom/gcdr/wfd/Shared%20Documents/Forms/AllItems.aspx>), to include the notification process and how-to's in many subject areas.

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System Access.

- a. The Garrison super-user will manage system access. Personnel will request system access by submitting required documentation to the super-user. Personnel must be properly appointed and trained prior to obtaining system access. The Garrison super-user will process ATAAPS access requests through the appropriate channels, and may revoke system access when personnel do not maintain requirements or no longer require access.
- b. Garrison Certifiers and Timekeepers require specialized ATAAPS access. The following documentation is required to authorize system access for those personnel:
 - DD Form 2875, System Authorization Access Request for ATAAPS (Timekeepers AND Certifiers)
 - DD Form 577, Appointment/Termination Record Training Documentation (Certifiers only)
- c. Employees only need ATAAPS access. The one requirement for granting employee access is that they have a CAC card. Employees will request ATAAPS access through their timekeeper. Timekeepers will forward request to Garrison super-user via the GFEBS template provided by the DRM office. New employees should complete the New Employee Pay Orientation training within 45 days of their EOD.
- d. System Access Review: The Garrison super-user will conduct an annual review of both ATAAPS and DCPS access. The super-user will generate system access rosters showing user names and access level/role. The super-user will review the rosters for accuracy and take action to resolve any concerns. This process is an Audit Readiness control (SBR 11.04), and is evidenced by the super-user's printed name, signature and date of the review on the rosters. The super-user will retain documentation of this control.
- e. DCPS Payroll Exceptions Reviews. Super-users must conduct the Payroll Exceptions Review following each pay period. This Audit Readiness control (SBR 13.02) is intended to ensure that T&A has been processed completely and correctly. The control consists of producing and reviewing the DCPS T&A Reports which include missing-time, invalid transaction, conversion of hours, and manual T&A reports (DCPS reports 1, 3, 13, and 28). The control must be completed no later than the Tuesday after the end of each pay period. The reports cannot be run retroactively. Super-users must take action to resolve any exceptions noted by the review. This process is evidenced by the super-user's printed name, signature and the date of review on the exception reports. The super-user will retain documentation of this control.
- f. IDOC Exception Report Review: After each pay period a DRM super-user generates and reviews the IDOC exception report for Civilian Pay to ensure that all transactions interface completely and accurately through ATAAPS, DCPS and GFEBS. If interface

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errors are identified, action must be taken to address the errors prior to the following month-end close and evidence must be maintained concerning the resolution of any errors. This process is an Audit Readiness control (SBR 11.03). It is evidenced by the printed name, signature and date of review on the report. If no errors are identified on the report, the null IDOC report must still be signed and dated to evidence review prior to the

following month-end close. The DRM super-user will retain documentation of this control.

Procedures.

- a. Access to personally identifiable information is limited to individuals that have a need to know. The basic concept behind restricting access is to help reduce the risk of unauthorized use and disclosure of personal information.
- b. The certification of time and attendance is an authorization for expending government funds. Accordingly, the certifying official may be held pecuniarily liable for illegal, improper or incorrect payment resulting from their certification.
- c. For each Civilian employee, a daily record of time in-pay and non-pay status will be maintained in ATAAPS. Each employee is responsible for submitting his/her own overtime and/or leave requests in ATAAPS. Directors will make a computer available for any employee who normally does not have access to one.
- d. Supervisors will know of an employee's presence or absence before certifying the time and attendance report. The manner used to establish awareness such as personal observation, work output and/or reliance on other internal controls like sign-in / sign-out sheets will be subject to appropriate prior coordination with the Union.
- e. Directors will establish sufficient internal controls to prevent unauthorized changes to time and attendance reports regardless of where they are retained. Approving officials must have a reasonable basis for relying on systems of internal controls to ensure accuracy and legal compliance when they do not have personal knowledge of presence or absence of employees whose time and attendance documents are being approved. This basis must involve periodic testing of internal controls to ensure they are working as intended.
- f. When attendance data is contained in a computer file and displayed on a terminal, the following data elements must be contained in the file: employee's name, pay period dates, number of hours worked (by day, types and totals), number of hours of premium time worked (by types), dates and number of hours of leave (by types), credit hours or comp time earned and used, supporting documentation for absences (e.g., jury duty orders or military orders, handwritten signature or automated signature of the supervisor), any other information that may be required in support of time and attendance.

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Timekeepers review employees' time to ensure that there are no red flags and the time reflects the correct job order numbers.

Work Schedules.

For employees of USAG Fort Stewart/HAAF, the Flexitour Flexible Work Schedule (FWS) is the primary Alternative Work Schedule (AWS) available to employees.

Section 1. Definitions.

- a. **Basic Work Requirement:** The number of hours, excluding overtime hours, an employee is required to work or to account for by charging leave, credit hours, excused absence, holiday hours, compensatory time off, or time off as an award.
- b. **Core Hours:** The time periods during the workday, workweek, or pay period that are within the tour of duty during which an employee covered by a FWS is required by the agency to be present for work. Core hours do not apply to employees working on shifts.
- c. **Credit Hours:** Those hours within a FWS that an employee, with their supervisor's approval, elects to work in excess of their basic work requirement so as to vary the length of a workweek or workday.
- d. **Flexible Work Schedule:** A work schedule established under 5 U.S.C. 6122, that, in the case of a full-time employee, has an eighty (80)-hour biweekly basic work requirement that allows the employee, with their supervisor's approval, to determine their own schedule within the limits set by the agency; and in the case of a part-time employee, has a biweekly basic work requirement of less than eighty (80) hours that allows the employee, with their supervisor's approval, to determine their own schedule within the limits set by the agency.
- e. **Flexitour.** A type of flexible work schedule in which an employee, with their supervisor's approval, is allowed to select starting and stopping times within the flexible hours. Once selected, the hours are fixed until the activity provides an opportunity to select different starting and stopping times.
- f. **Tour of Duty:** Under a flexible work schedule, tour of duty means the limits set by an activity within which an employee must complete their basic work requirement. Under a Compressed Work Schedule or other fixed schedule, tour of duty is synonymous with basic work requirement.
- g. **Telework:** Telework is a business solution that allows employees to perform mission related work away from their traditional worksite.

Section 2. Flexitour Flexible Work Schedule (FWS).

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- a. Management reserves the right to deny or remove an employee from a FWS if: (i) The employee would be unable to complete the requirements of the position; (ii) The activity would have inadequate coverage during established business hours; or (iii) A critical mission of the organization would not be accomplished or would be unduly delayed or interrupted.
- b. Employees must work eight (8)-hours per day, five (5) days per week from Monday through Friday unless time is otherwise appropriately accounted for. An Employee, with their Supervisor's approval, will determine their tour of duty (starting time, lunch period, and departure time). This tour of duty will be documented in accordance with activity procedures, with copies maintained by the supervisor, employee, and timekeeper. The Flexitour FWS fixed arrival time for the workday will be between 0600 and 0900, and the fixed departure time will be between 1500 and 1800. Establishment of a Flexitour schedule does not preclude a supervisor from approving an employee's occasional request for changes of their start/end time or lunch period on a given day.
- c. Consistent with the preceding paragraph, an employee may request to work or change a FWS. The basic work requirement is forty (40) hours per week. A request must be made in writing to the supervisor at least one full pay period before the requested start date.
- d. Core hours for employees on a Flexitour FWS are between 0900 and 1500, Monday through Friday. Employees must be on duty during core hours, except for scheduled and approved use of leave or credit hours, or during the unpaid lunch period. An employee working a Flexitour FWS that is not present for duty for the entire day cannot be charged more than eight (8) hours of leave.
- e. Employees on a Flexitour FWS may work, earn, and use credit hours.
- f. When it becomes necessary for a supervisor to exercise their right to make a permanent change to the Flexitour FWS of an employee, the supervisor will provide a written notification at least one full pay period before the directed change date.
- g. An employee with scheduled training shall be subject to termination of that schedule if training hours do not allow for a Flexitour FWS. This will be analyzed on a case-by-case basis. Employees will be removed from the Flexitour FWS while on temporary duty away from normal place of duty.

Section 3. Credit Hours.

- a. Credit hours may be earned and used only by employees covered by a FWS. Credit hours may be earned in fifteen (15) minute increments.

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- b. Credit hours are earned at the option of the employee with supervisory approval. Credit hours are distinguished from overtime or compensatory time in that they are not officially ordered or approved in advance by management.
- c. Credit hours may be worked and earned between 0600 to 0900 and 1500 to 1800, Monday through Friday.
- d. Supervisors are responsible for ensuring that work is performed while credit hours are being earned.
- e. For a full-time employee, the number of credit hours that they may carry over from a bi-weekly pay period to a succeeding bi-weekly pay period will not exceed twenty-four (24) credit hours. For a part-time employee, the number of credit hours that may be carried over from a bi-weekly pay period to a succeeding bi-weekly pay period will not exceed one-fourth (1/4) of their bi-weekly work requirement.
- f. Credit hours may not be accumulated when their use would result in annual leave forfeiture at the end of the leave year.
- g. It is the employee's right to use earned credit hours. The same procedures used to request annual leave will be used to request the use of credit hours.
- h. Credit hours used are counted as part of the basic work schedule requirement in which they are used. Credit hours will not be used to create or increase entitlement to overtime pay.
- i. When an employee is no longer subject to a FWS, the employee will be paid for accumulated credit hours at their current rate of pay, limited to the maximum of 24 hours. An employee will not be compensated for credit hours for any other reason (e.g., excess unused credit hours that cannot be carried over into the succeeding bi-weekly pay period).
- j. Employees may not earn credit hours for travel and may not be paid overtime pay, night premium pay, Sunday premium pay, or holiday premium pay for credit hours. Credit hours may not be earned by those that work at night, on weekends, or holidays.
- k. Employees working a FWS may only accrue credit hours to meet mission requirements. Any overtime or compensatory time request from employees working a FWS must provide justification for not accruing credit hours.
- l. The Tour of Duty for each employee will be properly annotated in the applicable time keeping system (e.g., ATAAPS).

US Army Garrison Fort Stewart and Hunter Army Airfield Guidance for Civilian Time and Attendance Reporting

- m. Credit hours are not to be used by supervisors as a substitute for paying an employee overtime or accruing compensatory time. Employees are responsible for monitoring their accumulation and use of credit hours. Supervisors shall allow employees to liberally use/expend their accumulated credit hours as the mission may allow or dictate in an effort to help assure employees are not forfeiting credit hours earned in excess of the twenty-four (24) hours allowed for carry over from pay period to pay period.

Section 4. Shift Work.

- a. Shift work requires the supervisor to establish non-flexible work hours. Shift work is authorized as required by mission. Employees may be required to work a straight shift or a rotating shift at the discretion of the supervisor, subject to appropriate prior coordination with the Union.

Section 5. Telework.

- a. Telework can benefit employee morale, reduce commuting cost and stress, serve as an effective recruitment and retention tool, and benefit the environment through cleaner air and reduced energy consumption. Telework can help relieve traffic congestion caused by restricted installation access and increased security precautions. Furthermore, it is an appropriate component in planning for continuity of operations (COOP) during unforeseen interruptions or disasters. Other advantages to the telework program include:
 - Promoting IMCOM as an employer of choice.
 - Improving the recruitment and retention of high-quality employees through enhancements to employees' quality of life.
 - Enhancing IMCOM's efforts to employ and accommodate people with disabilities, including employees who have temporary or continuing health problems or who might otherwise have to retire on disability.
 - Reducing office space, parking facilities and transportation costs, including costs associated with payment of the transit subsidy.
- b. Telework is administered according to IMCOM Regulation 690-610, chapter 7, and other applicable guidance. Telework can be used on a regular/recurring or a situational/non-routine/ad hoc basis. These options will provide supervisors and employees the maximum flexibility in determining the telework arrangement that best fits the employee's situation and meets the needs of the organization.
- c. Telework is not an employee right. That being said, the intent of Federal laws related to telework is to encourage the use of telework by eligible employees of IMCOM where possible without diminishing employee performance or efficiency of the work place.

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- d. Employees who exhibit suitable work performance and occupy eligible positions (i.e., those positions that involve portable work and are not dependent on the employee's presence at the traditional worksite) may be allowed to telework. An employee suitable for telework is an employee whose demonstrated personal characteristics, as determined by the supervisor, include:
- Dependability and the ability to handle responsibility.
 - The ability to prioritize work effectively and utilize good management and organizational skills.
 - A DPMAP rating of level 3 or better.
- e. Telework eligibility (by position) must be coded in the Defense Civilian Personnel Data System (DCPDS). Telework eligibility (by individual) must also be coded on the DCPDS employee record.
- f. The telework application process and required training are documented in IMCOM Regulation 690-610.
- g. The Garrison Commander is the designated approval authority for telework. Per IMCOM Regulation 690-610, this authority cannot be further delegated. Specific instances of situational telework can be delegated to the supervisor level.

Overtime and Compensatory Time.

Approval Authority. Directors and the Deputies formally assigned to DPW, DPTMS, and DES are the approval authority for all overtime and compensatory time within their respective directorates. The DGC is the approval authority for overtime and compensatory time when the Director (and the formally assigned Deputy) is absent. This authority cannot be further delegated.

- a. The Fort Stewart DGC is the approval authority for overtime, compensatory time, or credit hours required by Directors themselves.
- b. It is not permissible for an employee to charge overtime, comp time, or credit hours when conducting business affairs while on leave. This includes taking phone calls, checking automated systems or checking email from home unless the employee has an approved telework agreement. Telework codes must be annotated in ATAAPS.
- c. Supervisors will monitor leave taken in conjunction with overtime worked to prevent excessive amounts of overtime worked in conjunction with leave taken. Consider enforcing leave or overtime restrictions if this becomes an issue.

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- d. Supervisors are required to compensate employees for working outside or in addition to their normal duty schedule. We are not allowed to “suffer and permit” an employee to work for free. We shall not accept volunteer services.
- e. Employees that are non-exempt under the Fair Labor Standards Act (FLSA) have the choice of overtime, compensatory time or credit hours when required to work outside the hours of their normal duty schedule. “Hours of work” requiring compensation under the FLSA include suffer and permit situations. Supervisors are to become familiar with the compensation mandates applicable to the FLSA non-exempt employees and strictly abide by them. Supervisors are to seek CPAC and RMO assistance if they have questions regarding this matter.
- f. When a particular work situation extends beyond the close of a single pay period, a separate overtime request will be prepared for each pay period. The request will describe the work being performed and explain why the work could not be accomplished during the regular work week. This documentation must be maintained electronically or on paper for review and audit.

Scheduled Overtime. Scheduled overtime is overtime pay for hours of work officially ordered or approved in excess of 8 hours in a day or 40 hours in an administrative week. Scheduled overtime must be approved in advance in ATAAPS. The ATAAPS code for scheduled overtime is “OS”.

Emergency overtime. Emergency overtime work may be verbally approved by the Director. However, work will not start until this approval is received by the Director. The request for Emergency Overtime will be processed the next duty day in ATAAPS to account for all overtime hours. The ATAAPS code for unscheduled overtime earned is “OU”.

Callback Overtime. Callback overtime shall be paid if an employee is required to return to work after completing the normal day’s duty and leaving the place of employment, subject to appropriate prior coordination with the Union. A minimum of two hours overtime shall be paid if an employee is required to return to work, even if the employee works less than two hours. If the actual hours worked are longer than two hours, the actual hours worked will be compensated at overtime rates. The ATAAPS code for callback overtime earned is “OC”.

Compensatory Time. Compensatory time is computed at the rate of one hour of compensatory time for each overtime hour worked. No special hourly rates, such as night differential, weekend, holiday, etc. should be added to compensatory time. The ATAAPS code for compensatory time earned is “CE” and compensatory time taken is “CT”.

- a. Directors must ensure that compensatory time is used within 26 pay periods of accrual to save money before it is paid out as overtime.

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Compensatory Time Off for Travel. Compensatory time for travel is time in an official travel status that is not otherwise compensable as hours of work under other legal authority. This includes only the time an employee actually spends traveling between the official duty station

and a temporary duty station, or between two temporary duty stations, and the usual waiting time that precedes or interrupts such travel (this excludes any extended or unusual waiting time between actual periods of travel during which the employee is free to rest, sleep, or otherwise use the time for his or her own purposes). Employees are eligible to earn and use compensatory time off for travel. Compensatory time for travel must be used within 26 pay periods, or it will be

forfeited. Compensatory time off for travel is coded "CB" for earned and "CF" for used in ATAAPS. The process and authority to approve compensatory time for travel is the same as for other premium pay with the exception that the request must include a compensatory time for travel worksheet and travel itinerary.

- a. If an employee travels directly between his or her home and a TDY location outside the limits of the employee's official duty station, the agency must deduct the employee's normal home-to-work commuting time from the creditable travel time. The agency must also deduct an employee's normal commuting time from the creditable travel time if the employee is required, outside of regular working hours, to travel between home and a transportation terminal (airport) outside the limits of the employee's official duty station.

Holiday Work. Employees that are required to work on a holiday within their respective basic workweek are entitled to Holiday premium pay. If the employee is required to perform holiday duty, premium pay is paid for a minimum of two hours even if the work does not last that long. Travel to a TDY location on a federal holiday is also holiday work.

Night Differential. Night differential pay for employees is authorized at a rate of 10% over the scheduled rate when the actual hours of the regularly scheduled work fall between 1800-0600. The OPM definition of "regularly scheduled" is an employee that is scheduled to perform the work, including night work, and the work must be scheduled in advance of the administrative workweek.

Leave.

The earning of leave is a benefit of federal employment and should be used in a manner prescribed by Office of Personnel Management (OPM) guidelines.

Annual leave. Annual Leave is usually requested in advance through each employee's immediate supervisor in ATAAPS. Each directorate will establish internal procedures for timelines of submission in accordance with the applicable collective bargaining agreement (CBA). The ATAAPS code for annual leave taken is "LA".

Maximum Annual Leave. The maximum amount of Annual Leave that can be carried over to the next leave year is 240 hours, with the exception of overseas returnees that may carry over a

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maximum of 360 hours. Employees who are unable to use all Annual Leave (use or lose category) must request approval in writing for leave restoration, through their Director, to the Deputy to the Garrison Commander. The only acceptable reasons for consideration of leave restoration are administrative error, exigency of the public business, sickness, or a national emergency by reason of certain terrorist attacks. See OPM guidance for further details relating to definitions, scenarios, and calculations.

Advanced Annual Leave. Advanced Annual Leave (AAL) may be requested for an amount not to exceed what will be earned the remainder of the leave year. The approval authority for all AAL will be the Deputy to the Garrison Commander. See Annex A for the Advanced Leave Request form.

Sick leave. Sick Leave may be used for personal medical needs, funeral leave, care of a Family Member that is incapacitated by a medical or mental condition, attending to a Family Member receiving a medical, dental, or optical examination or treatment, care of a Family Member with a serious health condition, birth and care of the newborn child of an employee, or for adoption-related purposes. An employee may be granted a maximum of 480 hours (12 weeks) of Sick Leave each year for his/her or a Family Member's serious health condition under FMLA. Without choosing FMLA, an employee may use up to 104 hours per year (13 days) for general care of his/herself or a Family Member and/or bereavement. Sick Leave is usually requested in advance of a known requirement (personal or Family medical, dental, or optical examination or treatment) or within one day upon return to duty for an illness. An employee's immediate supervisor may require the employee to provide a medical certificate or other appropriate documentation when the employee has been absent for more than three consecutive work days, or for a lesser period when deemed necessary by management. An employee must provide administratively acceptable evidence or medical certification within 15 days of the agency's request. When an employee requests leave to care for a Family Member with a serious health condition, the employee's supervisor may require the employee to provide a statement from the health care provider that the Family Member needs the employee's comfort or physical care. The ATAAPS code for Sick Leave taken is "LS".

- a. For the purpose of Sick Leave, the term Family Member includes individuals with any of the following relationships to the employee:
 - Spouse and parents thereof;
 - Children, including adopted children and spouses thereof;
 - Parents and spouses thereof;
 - Brothers and sisters, and spouses thereof;
 - Grandparents and grandchildren, and spouses thereof;
 - Domestic partner, and parents thereof, including domestic partners of any individual listed above; and any individual related by blood or affinity whose close association with the employee is the equivalent of a Family relationship.

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- b. A “serious health condition” is an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuous treatment by a health care provider. The term “serious health condition” includes, but is not limited to, conditions such as cancer, heart attack, stroke, severe injury, Alzheimer’s disease, pregnancy, and childbirth. The term “serious health condition” is not intended to cover short-term conditions for which treatment and recovery are very brief. The common cold, flu, earache, upset stomach, headache (other than migraine), routine dental or orthodontia problem, etc., are not serious health conditions unless complications arise. Consult with CPAC for further definition of this term if not specified in this paragraph.

Advanced Sick Leave. Advanced Sick Leave (ASL) up to 30 days may be requested by an employee when required by the exigencies of the situation for a serious disability or ailment of the employee or a Family Member or for purposes relating to the adoption of a child. The approval authority for all ASL is the Deputy to the Garrison Commander. See Annex A for the Advanced Leave Request form.

Leave Without Pay. Leave Without Pay (LWOP) is a temporary non-pay status and absence from duty that is granted at an employee’s request. Directors may approve up to 40 hours of excused LWOP. This may not be delegated. Any request over 40 hours will be subject to approval through the employee’s Director by the Deputy to the Garrison Commander. Employees are entitled to LWOP for circumstances including, but not limited to:

- The Family and Medical Leave Act (FMLA) of 1993 provides covered employees with an entitlement to a total of up to twelve weeks of LWOP during any twelve month period for certain Family and medical needs.
- The Uniformed Services Employment and Reemployment Rights Act of 1994 provides employees with an entitlement to LWOP when employment with an employer is interrupted by a period of service in the uniformed service.
- Executive Order 5396, 17 July 1930, provides that disabled veterans are entitled to LWOP for medical treatment for a service-connected disability.
- Employees may not be in a pay status while receiving workers’ compensation payments from the Department of Labor.
- By Department of the Army (DA) policy, supervisors should grant LWOP to career and career-conditional employees who are relinquishing their positions because the family or the head of household is moving from one area to another, and who intend to seek federal employment in the new area. In this case, LWOP may be granted for a period of up to 90 calendar days and may be extended to a maximum of 180 days. LWOP in other cases should be granted only when it is apparent that it will result in a benefit to the government and will result in increased job ability, protection or improvement of employee’s health, or retention of a desirable employee.

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Holiday Leave. Employees must be in a pay status or a paid time off status (i.e. leave, compensatory time off) on their scheduled workdays either before or after a holiday in order to be entitled to regular pay for a holiday. Employees in a non-pay status for the workdays immediately before and after the holiday may not receive compensation for that holiday.

Military Leave. Eligible employees are entitled to time off at full pay for certain types of active or inactive duty in the National Guard or as a Reserve of the Armed Forces. To substantiate all types of Military Leave charges, employees are required to submit a copy of their military orders directing them to report to active military duty. Upon return to civilian status from Military Leave, employees are required to submit a certified verification of attendance. If an employee has a separate set of orders or orders that cover separate periods, with return to civilian status between the periods covered in the orders, then the Military Leave must not be charged for the time the employee is returned to civilian status.

Excused Absence.

- a. Excused Absence is an administratively authorized absence that does not result in the loss of pay or a charge to leave of any kind. Excused Absence is also often referred to as Administrative Leave.
- b. Supervisors are the approving authority for an Excused Absence, but must use the authority sparingly. Excused Absence may be approved when it clearly serves the best interest of the U.S. Government. It will not be approved when paid leave is appropriate. Established guidance is available in DoDI 1400.25, Volume 630. Managers should also consult CPAC for additional clarification of this guidance as needed.
- c. The following are examples of instances where Excused Absence may be appropriate:
 - Tardiness and brief absences of less than one hour.
 - After prolonged overtime or official travel.
 - For job interviews within DOD. Employees who are competing for positions within DOD may be granted Excused Absence for associated interviews. Employees who are under notice of separation or change to a lower grade for reasons other than personal cause may be granted Excused Absence for job searches or interviews with other employers. The period of Excused Absence for any interview or job search will not cover travel time outside the commuting area.
 - To obtain personnel or equal employment opportunity office services.

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- To participate in official special-emphasis program observances that are command-sanctioned (for example, those associated with Asian-Pacific American Heritage Month or Black History Month).
- To undergo agency-required medical examinations.
- To attend the initial counseling session resulting from a referral under the Employee Assistance Program (EAP) (i.e., alcohol, drug, financial). The employee is in a duty status during the first appointment with an EAP official that results in the referral to counseling.
- To take certification or licensing tests in an employee's functional area. An employee may be granted Excused Absence to take a test (i.e., certified public accountant examination) in his or her functional area if the certification or license would enhance the employee's professional stature, thereby benefiting DOD. This does not include time to prepare for the test.
- To vote. Generally, when the polls are not open at least 3 hours either before or after an employee's regular work hours, and excused absence may be granted. Excused absence may be granted to permit an employee to report to work 3 hours after the polls open or leave work 3 hours before the polls close, whichever involves less time away from work. For example, if the polls are open 6:30 a.m. to 6:30 p.m., an employee with duty hours of 9:00 a.m. to 5:30 p.m. may report to work at 9:30 a.m. The 30 minutes of excused absence would permit the employee to report to work 3 hours after the polls open.
- To allow employees with children enrolled in Department of Defense Education Activity (DODEA) schools or in non-DOD elementary and secondary schools the opportunity to attend scheduled parent-teacher conferences and similar events.
- To participate as a volunteer in mentoring and other officially sanctioned programs that assist teachers in DODEA schools or in non-DOD elementary and secondary schools. This is not intended to cover such activities as one-on-one tutoring of a child by the child's own parent. The employee may not be compensated for services.
- For blood donations (generally no more than 4 hours).
- To serve on command-sponsored councils, boards, or committees.

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- To participate in a one-time, command-sponsored fitness program. Excused Absence of up to 3 hours per week for up to 6 consecutive months is permitted once an employee is formally enrolled in the appropriate program.
- In association with a Permanent Change of Station (PCS). Employees authorized PCS to/from USAG FS/HAAF may be granted Excused Absence following arrival at, and before departure from, the duty station to accomplish personal tasks resulting from the move. This provision does not cover time involved in complying with PCS requirements such as obtaining passports and vaccinations, adhering to government housing authority requirements, or being present for packing and receiving of household goods. Tasks like these are conditional to the PCS and are considered to be an official duty. They are recorded as regular time

(RG in ATAAPS). USAG FS/HAAF generally considers 24 hours (3 workdays) to be a sufficient amount of duty time to complete these PCS requirements.

- d. Supervisors will, when possible, grant an employee Excused Absence to attend Family Readiness Group (FRG) functions if the employee is either of the following: 1) The spouse of a deployed Soldier or Civilian employee, and/or 2) Performing official FRG functions.
- e. Civilian employees whose spouses (military or civilian) are deploying or redeploying will be granted Excused Absence to participate in deployment and reintegration activities (i.e., deployment briefings, deployment ceremonies, welcome home, and award ceremonies, Family counseling before and after redeployment, financial and legal counseling, benefits briefings, and other officially sanctioned reintegration activities). Supervisors will approve requests for Excused Absence unless this would adversely affect the mission. Where possible, supervisors will look for alternative ways to accomplish the mission to allow spouses time off.
- f. Inclement weather releases will be accomplished according to DOD Instruction 1400.25, volume 610. The Garrison Commander will coordinate with local mission commanders to ensure consistency, to the extent practicable, in authorizing early dismissal, delayed arrival, or post closure during inclement weather. Employees who are normally scheduled to work (i.e., not in an approved leave status) will be granted Excused Absence. Employees already in an approved leave status on the date of the inclement weather will continue to have their absence charged to the appropriate approved leave category.
- g. Generally, employees participating in the telework program who are not prevented from working safely at an approved telework site during severe weather or other emergency situations will not be eligible for weather and safety leave. Exceptions to this rule are unexpected weather and unsafe telework site as further discussed in Government-wide Dismissal and Closure Procedures, November 2018.

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General.

- a. Employees input time and attendance in the Automated Time Attendance and Production System (ATAAPS) by close of business on Friday at the end of each pay period, and time is certified by the supervisor by 1100 hours on Monday after the end of the pay period unless notified differently by the DRM office. Retroactive changes in ATAAPS must be accomplished within three pay periods. Certified time and attendance source documents are subject to audit by the IG, GAO, USAAA, IR and other audit and inspection entities. Certifying officials are responsible for furnishing justification or clarification of certified time and attendance.
- b. Supervisors will monitor the use of annual leave and compensatory time to ensure comp time is used before annual leave. An annual leave plan must ensure that comp time is included to prevent the loss of annual leave and the conversion of compensatory time to payment as overtime.
- c. Employees should make timely requests and schedule all leave in advance.
- d. Automated reports showing overtime hours are available for supervisors upon request from RMO.
- e. An employee's electronic concurrence and his/her supervisor's certification in ATAAPS serves as the official signed timesheet.
- f. Point of contact for this guidance is the Garrison RMO at 767-2133.

References.

Title 5 of the United States Code (USC), Chapter 61, Hours of Work

Title 5 USC, Chapter 55, Pay Administration, Subchapter V, Premium Pay, 2001

Title 5 USC, Chapter 8, Fair Labor Standards Act

Title 5 of the Code of Federal Regulations (CFR), Part 551, Pay Administration under the Fair Labor Standards Act (FLSA)

Title 5 CFR, Part 550, Pay Administration (General)

Public Law 99-166, 1985

DOD Financial Management Regulation (DODFMR) 7000.14, Volume 5, Chapter 5, Certifying Officers, Departmental Accountable Officials and Review Officials, July 2017

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DODFMR, Volume 8, Chapter 2, 5, and 8. The DODFMR 7000.14-R can be found at the following web site: <http://www.dod.mil/comptroller/fmr/>

DODI 1400.25, Volume 630, DoD Civilian Personnel Management System: Leave, Change 2, 8 May 2015

IMA, Concept of Operations for the Automated Time Attendance and Production System (ATAAPS), dated 17 October 2005

IMCOM Regulation 690-610, Civilian Personnel Work Schedules, 15 May 2014

Audit Readiness Audit Support Handbook, General, April 2017

83 FR 15291 – Weather and Safety Leave (Federal Register Volume 83, Issue 69 (April 10, 2018))

United States Office of Personnel Management, Government-wide Dismissal and Closure Procedures, November 2018, available at <https://www.opm.gov/policy-data-oversight/pay-leave/reference-materials/handbooks/dcdissmissal.pdf>

Annex.

A. Advanced Leave Request Form (can be downloaded from the WT&D Sharepoint page)

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ATAAPS Timesheet Codes

ATAAPS CODE	ATAAPS CODE
RG - Regular Work (Graded)	KG - Military Furlough (LWOP) – Called to Active Duty
RF – Regular First Shift	LA - Annual Leave
RS – Regular Second Shift	LB - Advance Annual Leave
RT – Regular Third Shift	LG - Advanced SickLeave
CC - Comp Time Callback	LC – Court Leave
CE - Comp Time Earned	LK - Home Leave
CT - Comp Time Taken	LH - Leave Holiday
CB - Travel Comp Time Earned	LM – Leave Military
CF - Travel Comp Time Taken	LN -AdministrativeLeave
CC - Comp Time Callback	LS - Sick Leave
CD – Credit Hours Earned	LP – Restored Annual #3
CN – Credit Hours Taken	LQ – Restored Annual #2
HC - Holiday Callback	LR – Restored Annual #1
HG - Holiday Work	LV - Excused Absence
KA - Leave Without Pay	LY -Time Off Award Leave
KB - Suspension	OC - Overtime Callback
KC – Absent Without Pay (AWOL)	OS - Overtime Scheduled
KE - Furlough	OU - Overtime Unscheduled

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Leave Conversion Table

Type of Excess Leave	Order of Precedence (DCPS)
Sick	<ol style="list-style-type: none"> 1. Use or Lose Annual 2. Compensatory 3. Annual Leave 4. Restored Leave 5. Donated Leave 6. Credit Hours 7. Leave Without Pay
Sick Leave - Care of Family Member	<ol style="list-style-type: none"> 1. Use or Lose Annual 2. Compensatory 3. Annual Leave 4. Restored Leave 5. Donated Leave 6. Credit Hours 7. Leave Without Pay
Sick Leave - Care of Family Member (Serious Condition)	<ol style="list-style-type: none"> 1. Use or Lose Annual 2. Compensatory 3. Annual Leave 4. Restored Leave 5. Donated Leave 6. Credit Hours 7. Leave Without Pay
Annual	<ol style="list-style-type: none"> 1. Compensatory 2. Restored Leave 3. Donated Leave 4. Credit Hours 5. Leave Without Pay
Compensatory	<ol style="list-style-type: none"> 1. Annual Leave 2. Restored Leave 3. Credit Hours 4. Leave Without Pay
Military	<ol style="list-style-type: none"> 1. Use or Lose Annual 2. Compensatory 3. Annual Leave 4. Restored Leave 5. Credit Hours 6. Leave Without Pay

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Military Law Enforcement	<ul style="list-style-type: none"> 1. Use or Lose Annual 2. Compensatory 3. Annual Leave 4. Restored Leave 5. Credit Hours 6. Leave Without Pay
Home	<ul style="list-style-type: none"> 1. Use or Lose Annual 2. Compensatory 3. Annual Leave 4. Restored Leave 5. Credit Hours 6. Leave Without Pay
Shore	<ul style="list-style-type: none"> 1. Use or Lose Annual 2. Compensatory 3. Annual Leave 4. Restored Leave 5. Credit Hours 6. Leave Without Pay
Restored Annual	<ul style="list-style-type: none"> 1. Use or Lose Annual 2. Compensatory 3. Annual Leave 4. Restored Leave 5. Credit Hours 6. Leave Without Pay
Credit Hours	<ul style="list-style-type: none"> 1. Use or Lose Annual 2. Compensatory 3. Annual Leave 4. Restored Leave 5. Leave Without Pay
Time-Off Incentive Award	<ul style="list-style-type: none"> 1. Use or Lose Annual 2. Compensatory 3. Annual Leave 4. Restored Leave 5. Credit Hours 6. Leave Without Pay

Mandatory Training

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Check the [Mandatory Training Sharepoint](#) page for most up-to-date guidance.

Army Civilian Employee Mandatory Training will be accomplished by all new employees, and then annually by all employees as indicated below:

A. One-Time Training only:

1. Constitution Day training: register and complete online at <https://constitutionday.cpms.osd.mil/>
2. Ethics: register and complete online at <https://www.jagcnet.army.mil/> by clicking on *Legal Services*, then selecting *Initial Ethics Training for New Personnel* under the *Ethics* sub-heading.
3. Foundation Course (DL-only): required for all Civilian Employee new hires in grades GS 1-15 and equivalent pay band/scale, hired after 1 October 2006.
4. Operational Excellence (OPEX) for the Workforce: Face-to-face training required for all Army Civilians (non-supervisors and supervisors). Generally available during the Garrison New Employee Orientation (NEO). Part of IMCOM's Service Culture Initiative (SCI). Refresher training may be required.
5. OPEX for Leaders: Face-to-face training required for all Army Civilian leaders (supervisors only). Available several times per fiscal year by the Plans, Analysis, and Integration Office (PAIO). Part of IMCOM's SCI. Refresher training may be required.

B. Annual training requirements for all Army Civilians:

1. Antiterrorism Training (AT) Level I: register and complete online at <https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf>, then click on the *Course Catalog* tab, enter US007 and click *Search*. Employees can then enroll in *Level I Antiterrorism Awareness Training*.
2. Cyber Awareness Training: register and complete online at <https://cs.signal.army.mil/>
3. EEO Anti-Harassment and No FEAR Training: register online at <https://www.atrrs.army.mil/>. Once logged in, search for the training by clicking *Course Catalog* and enter 203A (non-supervisors) or 203B (supervisors) in the *Course Number* section. Once the registration has been approved, employees will receive an email and the training will be conducted using the Army Learning Management System (ALMS) platform.

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4. Information Security (INFOSEC) Program Training: register and complete online at <https://www.lms.army.mil/> by clicking on the *Mandatory Training* link on the left-side menu, and selecting *Launch* next to *Information Security Program Training*.

5. Operational Security (OPSEC) training: register and complete online at <https://www.lms.army.mil/> by clicking on the *Mandatory Training* link on the left-side menu, and selecting *Launch* next to *Army OPSEC Level I (Newcomers and Refresher)*.

6. Personal Readiness (formerly listed as separate courses of Substance Abuse and Suicide Prevention training): register and complete Alcohol and Substance Abuse Prevention and Suicide Prevention training online at <https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf>. Once logged in, click the *Course Catalog* tab, enter the course code (US011 for ASAP training and US006C for Suicide Prevention training) and click *Search*. Select enrollment in the *Joint Staff Alcohol and Substance Abuse Prevention* training and the *Joint Staff Suicide Awareness and Prevention – Civilian Only* training. Completion of both of these courses constitutes completion of the *Personal Readiness* requirement as detailed in AR 350-1.

7. SHARP (Sexual Harassment/Assault Response and Prevention) training: register and complete online at <https://jkodirect.jten.mil>, click on *Okay*, and then *Login using my CAC / VA PIV*. Once on the JKO landing page, select the *Course Catalog* tab, enter Sexual Harassment and Assault in the *Title* search block, and click *Search* just above it. When YRRP-US078 comes up, click on *Enroll* in the *Course Status* column, and then click on *Acknowledge*. The *Course Status* column should then reflect *Enrolled* and show a *Launch* button.

-- OR --

Register and complete online at <https://www.lms.army.mil/> by clicking on the *Search for Training* → *Search Catalog* link on the left-side menu. Type in *SHARP CES*, and under either the *Supervisor Lesson Course* or the *Foundation Lesson Course* (whichever is appropriate to your current position), click on *Begin Registration*. Ensure the appropriate section(s) are checked, and click on *Complete Registration*. On the following page, you can click on *Launch Content* and the *Launch* button after that if the initial page does not load. If you have your popup blocker on, you may have to unselect that for the window to populate.

Employees may also attend the course in a face-to-face training capacity when available. Only one version (online OR face-to-face) is required. Recommend performing this training using Internet Explorer or Firefox, as Flash Player is no longer compatible with Chrome.

8. Threat Awareness and Reporting Program (TARP) course: register and complete online at <https://www.lms.army.mil/> by clicking on the *Search Catalog* link on the left-side menu, entering *TARP* into the Search field, changing the Location to *Any Location*, and clicking *Search*. That search will return the result of *U.S. Army Threat Awareness and Reporting Program (TARP) Course (Version: A)*. Click on the title of the course. On the next page, click the dropdown arrow and select *Current Registerable Initial Certification Path v2* which is found next to *Select Path*. A new drop down will appear entitled *U.S. Army TARP Course#(date)-206*. Once that has populated, click *Register for Selected Path*, and then

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Complete Registration on the next page. Complete the training by clicking *Launch Content*. Employees may also attend the course in a face-to-face training capacity when available. Only one version (online OR face-to-face) is required.

C. Annual training requirement for all OGE 450 Filers:

Ethics: register and complete online at <https://www.jagcnet.army.mil/> by clicking on *Legal Services*, then selecting *Online Ethics Training* under the *Ethics* sub- heading.

D. Required when appointed and then as prescribed:

1. Manager's Internal Control Program (MICP) training: IAW AR 11-2, all designated MICP personnel will complete initial training within 30 days of duty appointment. Refresher training will be completed annually for Internal Control Administrators (ICAs), and biennially (every other year) for Senior Responsible Officers (SROs), Assessable Unit Managers (AUMs), and Evaluators. Register online at <https://www.lms.army.mil/> by clicking on the *Search Catalog* link on the left-side menu, entering *Internal Control Program* into the *Search* field, changing the Location to *Any Location*, and clicking *Search*. Select the appropriate training module, register, and launch the course.
2. Safety Committee Members Safety Course: IAW 29 CFR 1960.58, all collateral duty Safety Officers on orders are required to complete this training when appointed. Register and complete online at <https://www.lms.army.mil/> by clicking on the *Search Catalog* link on the left-side menu, entering *Safety Committee* into the *Search* field, changing the Location to *Any Location*, and clicking *Search*. Select the *Safety Committee Members Safety Course*, register, and launch the course.

E. Civilian Education System (CES):

The CES program is the Army's leader development program for all Army civilians. It provides progressive and sequential education for Army Civilians at key positions throughout their careers. Courses of instruction are provided through Distance Learning (DL) and resident instruction. CES courses are to be taken in sequence over a period of time as Army Civilians progress through their careers. Course applications are completed through CHRTAS.

1. Foundation Course (DL-only): required for all Civilian Employee new hires in grades GS 1-15 and equivalent pay band/scale, hired after 1 October 2006.
2. Basic Course (DL-only option available): Required for all Civilian Supervisors in grades GS 1-9 and equivalent pay band/scale. Non-supervisors at the appropriate grade levels can attend in a voluntary status.
3. Intermediate Course: Required for all Civilian Supervisors in grades GS 10-12 and equivalent pay band/scale. Non-supervisors at the appropriate grade levels can attend in a voluntary status.

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Army Civilian Employee Mandatory Training Guidance**

4. Advanced Course: Required for all Civilian Supervisors in grades GS 13-15 and equivalent pay band/scale. Non-supervisors at the appropriate grade levels can attend in a voluntary status.

5. Supervisor Development Course (SDC): The SDC is a DL-only course (for APF employees; NAF employees take a face-to-face course) that must be completed within the first year of placement in a supervisory position in accordance with the probationary period. Supervisors are required to complete this as re-certification within 3 years of previous completion. Employees enrolled in the SDC have 120 days to complete the course from the date of registration. If the course is not completed within this timeframe, employees will be required to re-register and restart the course.

Civilian Incentive Awards and Recognition

US Army Garrison Fort Stewart/Hunter Army Airfield Civilian Incentive Awards and Recognition

Purpose: To provide guidance for recognizing outstanding service and performance achievements in a timely, fair and equitable manner; award processing procedures, limitations and timelines; and guidance on responsibilities and delegated approval levels.

Applicability: This guidance applies to all US Army Garrison (USAG) Civilian Appropriated Fund (APF) and Non-Appropriated Fund (NAF) personnel. Please see associated OPORD for additional requirements.

Directors and Garrison Staff Office Managers:

Manage awards program to ensure employees receive prompt and fair recognition for their performance and contributions to this command and our community.

Ensure budget limitations do not result in decreased recognition of employee performance.

Ensure employees under investigation or pending disciplinary action are not considered for recognition.

Maintain award certificates and medal stock for Department of the Army (DA) Civilian honorary awards and Career Service Recognition for Colonel and below approval levels.

Ensure supervisors are supporting and promoting employee recognition.

Provide quarterly Garrison Commander Award of Excellence (GCAOE) Virtual Award Panel members upon request.

Ensure performance award nominations are done on a cyclical rating, and within 45 days of the evaluation effective date.

Ensure appropriate recognition is provided based on applicable accomplishments for employees retiring from Federal service, departing their directorate, or moving to another organization.

Per associated OPORD guidance, provide spreadsheet to the Resource Management Officer (RMO) for all Performance Evaluation Award Recommendations within 45 days after the end of the rating cycle.

Garrison Workforce Training & Development (WT&D) Specialist:

Provide advice and assistance to the FS/HAAF Garrison Commander (GC), FS Garrison Command Sergeant Major (GCSM), FS/HAAF Deputy Garrison Commander (DGC), Directors, Garrison Staff Office Managers, and their representatives.

Administer the GCAOE program. Coordinate with directorates and other agencies to compile Virtual Award Panel members, sanitize and prepare GCAOE nomination packets, collect, process, and report outcomes of the Virtual Award Panel matrix scoring, and maintain completed

US Army Garrison Fort Stewart/Hunter Army Airfield Civilian Incentive Awards and Recognition

Non-Disclosure Agreements. The Virtual Award Panel will consist of Garrison employees in the grades of GS-09/NAF-04/WG-10 and above. The DGC will chair the Virtual Award Panel and break ties if necessary. Convene the quarterly GCAOE Virtual Award Panel no later than 10 business days after the nomination deadlines of 15 October, 15 January, 15 April and 15 July of each year. Brief Virtual Award Panel members of responsibilities, expectations, and associated conduct. Communicate names of winners to Director(s) and the Garrison Staff Officers within three (3) business days of the Virtual Awards Panel results scoring completion. Review, process, and track completed award packets for the GC and higher approval. Convene the Annual GCAOE Board NLT 10 working days after last quarterly winner is informed. Process DA Form 1256(s), Feb 2019 version, and submit citation(s) to command group for processing, signature, and submission to AutoNOA. Retain copies of processed awards and panel/board results.

Directorate of Resource Management (DRM):

Provide command guidance on APF monetary awards and establish funding limits per directorate on an annual basis within the first quarter of each Fiscal Year.

Combine and submit all Performance Evaluation Award Recommendation spreadsheets from Directors for the DGC to review and approve.

Review and approve final processing on monetary award submissions.

Maintain proponency and execution of the Garrison Supersaver Award as outlined in this chapter.

Provide award data and analysis upon request.

Directorate of Family, Morale, Welfare and Recreation (DFMWR):

Process NAF awards, and ensure performance awards are done on a cyclical rating in accordance with IMCOM G9 Fiscal Year Operating Guidance.

Per associated OPORD guidance, provide spreadsheet directly to the DGC for all Performance Evaluation Award Recommendations within 30 days after the end of each rating cycle.

Review and process incentive award nominations for NAF employees as required.

Equal Employment Opportunity (EEO):

Review and sign DA Form 1256(s), Feb 2019 version, as needed and in accordance with AR 672-20.

Monitor and observe the Virtual Award Panel for fairness and equality.

Provide award data and analysis upon request.

US Army Garrison Fort Stewart/Hunter Army Airfield Civilian Incentive Awards and Recognition

Civilian Personnel Advisory Center (CPAC):

Provide assistance, review, and sign DA Forms 1256(s), Feb 2019 version, and/or 5167(s), as applicable, in accordance with AR 672-20 and AR 215-3.

Allowances and Restrictions:

Recognition will be suspended on employees who are the subject of a disciplinary action within the preceding 120 days or are under investigation and/or pending disciplinary action until a final determination has been reached.

Contract employees are not Government personnel, and are not subject to the same laws and regulations, except in the deployed environment. The Government does not have the authority to recognize contract employees even if they are members of a team. Contractors may have their own award and bonus programs through their agency. Positive comments can be sent to the Contracting Officer Representative for processing to the contractor. When in doubt, check with the Installation Legal Office (ILO), since recognition may be used against the Government in a dispute involving contract performance.

Unless stated elsewhere, anyone can nominate an employee for an award, but the recommendation must be processed through the nominated employee's chain of command.

Exceptions to this guidance will be reviewed by the DGC on a case-by-case basis.

Directors and Garrison Staff Officers (GS-13 and above) may approve individual monetary awards up to \$500.00 and/or their allowable annual limits.

Approving officials must be at least one supervisory level above the nominating official.

An honorary and monetary award can be granted for the same act or achievement if specific criteria are met. Recognition for an act or achievement can only occur once and cannot be used for a second honorary or monetary award at the same or later time.

Monetary awards are capped and formulated annually, in the aggregate, at a percentage (currently 1.5%) of the organization's total base pay. While Time Off Awards (TOAs) may be *equated* to dollar amounts, as they do not add to the Civilian Pay totals of an agency, that equivalency does not count against the percentage of the organizational capped awards total allocation. Quality Step Increases (QSIs) also do not count against that aggregate percentage.

APF and NAF guides for tangible and intangible award recommendations are located in AR 672-20, table 7-1 and 7-2, and AR 215-3, table 9-1.

The Civilian Incentive Awards Program is subject to resources and mission, and can be modified or eliminated at the discretion of the Commander. Receipt or cancelling of an award does not imply a permanent change in the working conditions of bargaining unit employees, requiring the agency to notify the Union and allow them to engage in impact and implementation (I&I) bargaining.

US Army Garrison Fort Stewart/Hunter Army Airfield Civilian Incentive Awards and Recognition

Directorate sections with GCAOE nominees will not be permitted to submit members to serve on the Virtual Award Panel. For example, if a nominee is from the DPTMS Plans and Operations section, an employee from the DPTMS Air Traffic Control section may still serve as a panel member.

Types of Awards:

Honorary Awards: Applicable to APF and NAF employees. Honorary Awards include medals, certificates, plaques, or other items that can be worn or displayed, usually accompanied by a citation. Honorary awards are requested and processed on a DA Form 1256, Feb 2019 version, (APF and NAF employees) with the proposed justification and citation (Word document). Based on the type of Honorary Award being requested, approval levels will vary. See AR 672-20, Chapter 8, for the criteria, eligibility, approval level, certificate, and medal numbers.

Career Service Recognition for Civilian Employees: Applicable to APF and NAF employees. Career service emblems and Office of Personnel Management (OPM) certificates will be awarded in recognition of career Federal service. All Federal civilian and military service will apply toward eligibility as long as the employee has served one year as a DA Civilian employee. The DGC, Directors, and Garrison Staff Officers (GS-13/Lieutenant Colonel and above) can sign career service award certificates for 5 to 25 years. The GC signs certificates for 30 to 35 years, and the Commanding General (CG), IMCOM will sign certificates for 40 years or more. See AR 672-20, Chapter 20 for additional information. Years of Service Awards can combine Military and Civilian service.

Army Civilian Service Recognition: Applicable to APF and NAF employees. This recognition is intended to make a positive impression on civilian employees and to confirm that the Army is an employer that fosters an environment of employee engagement. Army Civilian service recognition does not replace career service emblems and U.S. Office of Personnel Management certificates awarded to civilians in recognition of credited Federal Government service.

The bronze civilian service recognition pin will be bestowed on any Army Civilian employee after 1 year of service with the Department of the Army whose rating of record is fully successful or above. The silver civilian service recognition pin will be bestowed on any Army Civilian with 10 or more years of cumulative Army service whose rating of record is currently fully successful or above. The gold civilian service recognition pin will be bestowed on any Army Civilian upon retirement from the Army with a rating of record is fully successful or above. The service may be a combination of various types of creditable civilian service with organizations within the Army.

Only one lapel pin in each category may be awarded to any one person. Only time served as an Army Civilian employee will be considered in computing length of service; military service will not be considered in this computation. Army Civilians who are senior politically appointed officials are not eligible for this recognition during a Presidential election period. Approval authority for the recognition is the lowest supervisory level practicable.

Time Off Awards (TOA): Applicable to APF and NAF employees. Awarded for achievement or performance that contributes to the accomplishment of the IMCOM mission; can be awarded

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for performance or as an On-The-Spot (OTS) award. Approval up to 40 hours for a single contribution, and up to 80 hours during a leave year is delegated to the DGC, Directors, and Garrison Staff Office Managers (GS-13/LTC and above). TOA's may be used alone or in combination with other monetary or honorary awards to recognize the same employee contribution. TOAs must be used within one year of the award approval date. TOAs do not convert to cash payment under any circumstances. Guidance concerning part-time employees or employees with uncommon tours of duty is located in AR 672-20, Table 7-3, and AR 215-3, Chapter 9. Per regulatory guidance, TOAs are only to be used for achievement or performance and NOT for recognizing an individual's birthday, for example.

Monetary Awards: Directorates and Garrison Staff Offices will use their awards allotment based on the percentage of the total base pay established annually by the Directorate of Resource Management. Commendation Certificates (DA Form 2443), may be given with cash awards. Quality Step Increases will not count against this annual balance. All other monetary awards will be monitored for compliance. See AR 672-20, Chapters 6 and 7 and AR 215-3 Chapter 9 for additional guidance.

The following Monetary Awards that count against the annual ceiling are:

a. OTS Cash Award: Applicable to APF and NAF employees in recognition of a one-time achievement that is less significant than that required for a Special Act or Service Award (SASA). The authorized award value is from \$50 to \$500 for APF and NAF employees. Nominations are submitted on the DA Form 1256 (APF), Feb 2019 version, or DA Form 5167 (NAF) with written justification. Approval is delegated to the DGC, Directors, and Garrison Staff Officers (GS-13/LTC and above).

b. Special Act or Service Award (SASA): Applicable to APF and NAF employees. A SASA is a cash award requested on the DA Form 1256 (APF), Feb 2019 version, or DA Form 5167 (NAF) with written justification and a proposed citation to recognize a meritorious personal effort, act, service, scientific, or other achievement accomplished within or outside assigned job responsibilities. The act or service must result in either tangible or intangible Government benefits, and may involve more than one employee. Cash amounts may range from \$25 to \$25,000, depending on the achievement being recognized. All SASA amounts will be determined using the cash award criteria for tangible and intangible benefits listed in Chapter 7 of AR 672-20. Approval is delegated to the DGC, Directors, and Garrison Staff Office Managers (GS-13/LTC and above). See Army Regulation 215-3 for additional NAF guidance.

Performance Awards: Applicable to APF and NAF employees. Performance awards are used to reward past performance, and as an incentive to stimulate future high-level performance of the awardees. Recommendations should be submitted NLT 45 days of the approved evaluation. See associated OPOD for detailed instructions.

APF employees: A monetary award given in recognition of a Successful or higher performance for a specific period. See AR 672-20, Chapter 5 for additional guidance.

NAF Employees: Special Achievement Awards are performance awards that recognize specific levels of performance during 12 months of continuous service. Nominations are initiated on a

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DA Form 5167. See FY IMCOM G9 Operating Guidance, AR 215-3, Chapter 9 and the FS/HAAF NAF and AFGE Local 1922 Collective Bargaining Agreement, Article 37 for additional guidance.

Quality Step Increase (QSI): Applicable to General Schedule APF employees only. The QSI is an additional within-grade pay increase available to employees who have not been granted a QSI in the previous performance year. QSIs are reserved for the top 5% of the workforce receiving the highest performance rating available, and who have demonstrated sustained exceptional performance. An employee may not receive a QSI if a SASA was given during the performance period, and is based in whole or in part on the performance being recommended for recognition. The request to award an employee with a QSI will be added to the Performance Evaluation Award Recommendation spreadsheet and routed through the DRM for the Performance Review Awards Board (PRAB) and DGC approval. The QSI will not count against the annual spending limit. See AR 672-20, Chapter 6 for further guidance.

Other Incentives:

Coins purchased with Appropriated Funds are presented by the GC and/or GCSM to Army Civilians and Soldiers who demonstrate excellence in their job performance by going beyond normal duty responsibilities. These coins may only be presented for exceptional service or achievement, special recognition, or unique contributions to mission accomplishment. The coins may not be presented to contractors, peers, superiors, or for routine performance of an individual's regular duties.

Directorate-specific certificates are used to recognize individual accomplishment or organization support. These certificates are locally developed and unique to the Directorate. They are awarded to recognize employee accomplishments and approved by the Director.

Other Army, Department of Defense (DOD), Presidential, and Non-Federal Awards. Numerous awards are available to recognize individuals for specific noteworthy performance or accomplishments. A comprehensive spreadsheet listing all of those awards is available on the WT&D Sharepoint page at: [Civilian Incentives & Awards](#)

FS/HAAF-specific Awards:

Garrison Commander Award of Excellence (GCAOE):

Applicable to current (at the time of award) APF and NAF United States Army Garrison (USAG) employees.

On a quarterly and annual basis, the GCAOE recognizes Garrison employees who contribute to, or enhance, the organization's mission, teamwork, positive attitude toward self and others, customer service response, commitment to excellence, continuous improvement, stewardship of resources, personal initiative, creativity and/or professionalism reflected in the performance of daily duties.

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For quarterly award nominations (by category), based on service and accomplishments during the nominating quarter, employees can be nominated by customers, fellow employees, supervisors, or managers within the organization or external to their organizations located on FS/HAAF. However, supervisors and Directors must review and sign nominations to ensure employees who are under investigation or pending disciplinary action are not considered for recognition.

Nominations will be submitted using the fillable nomination form on the Garrison WT&D Sharepoint page, and be limited the space on the form; no attachments are allowed.

The quarterly Virtual Award Panel will consist of one EEO observer, three installation employees in the grades of GS-09/NAF-03/WG-10 and above, and be chaired by the DGC (who may also become a voting member in case of a numeric tie within a category).

Quarterly winners cannot win more than once during the same Fiscal Year, and Annual award winners cannot be selected in consecutive years.

Categories of recognition are:

Category 1: GS-8 and below; WG-11 and below; WL-09 and below; CY-01, CY-02, NF-03 and below; NA-11 and below; and NL-09 and below (non-supervisory).

Category 2: GS-9 and above; WG-12 and above; WL-10 and above; and NF-04 and above (non-supervisory).

Category 3: Supervisory. All grade levels of designated supervisors on the APF and NAF Pay Scales.

Nominations (Annex A) are submitted to the Workforce Training & Development Specialist by 15 September (4th Quarter nominations), 15 January (1st Quarter nominations), 15 April (2nd Quarter nominations), and 15 July (3rd Quarter nominations) of each year (may be adjusted due to holidays or mission requirements). The Annual criteria and deadline will be announced after the 4th Quarter winners have been determined for that FY.

Quarterly winners will compete against each other in a separate competition to select the Annual GCAOE winners. The annual award competition will be comprised of additional tasks or requirements, such as an essay and/or interview, the substance of which cannot be related to the achievement the individuals were awarded for when they won for the quarter.

Awards and presentation: GCAOE winners for each category will receive their awards from the GC at the employee's duty location or at a location determined as advantageous to the command, have it publicized via local media (both print and electronic), and their information will be displayed during the annual State of the Garrison (SOTG) or other command-sponsored public venue (e.g. Town Hall). Quarterly award recipients will receive a cash award of \$500, a Civilian Service Achievement Medal, and a 24-hour Time-Off Award. Annual award recipients will receive a cash award of \$1000, a Civilian Service Commendation Medal, and a 40-hour Time Off Award.

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Quarterly Garrison Supersaver Award:

Applicable to APF and NAF employees. The Quarterly Garrison Supersaver Award provides a way to save money for the Garrison in the current environment of shrinking resources by eliciting new ideas from the workforce; ideas that eliminate wasteful spending of taxpayer dollars. It is a hybrid competition similar to the old Army Suggestion Program and the legacy Garrison Employee of the Quarter Program. All Garrison employees may voluntarily submit ideas to Ms. Barbara Cardinal (Resource Management Office), who collects the ideas, removes names and personally identifying information, and prepares entries for consideration by the GCAOE Virtual Award Panel. The Virtual Award Panel for the GCAOE currently has 3 categories, and this becomes Category 4. In coordination with the Workforce Development Specialist, Ms. Cardinal will prepare the Category 4/Supersaver nomination packets for the GCAOE Virtual Award Panel. Additionally, Ms. Cardinal will market the competition by email, Frontline, Marne Message, and other electronic and social media venues. The evaluation criteria will be part of the scoring matrix approved by EEO, the Installation Legal Office (ILO), and the DGC. Every entry must be accompanied by a statement from the appropriate Subject Matter Expert (SME) verifying that it is an original idea that saves money for the Garrison.

The employee submitting the winning entry will receive a \$500 OTS cash award and will receive that award from the GC at the employee's duty location (or other venue advantageous to the command), have it publicized via local media (both print and electronic), and their information will be displayed at the annual State of the Garrison (SOTG) or other command-sponsored event.

At its core, it must be an idea/submission that can be implemented AND saves the Garrison money at the local level. For example, an entry that states the US could save \$32B annually by cutting off all foreign aid to countries overseas would not qualify, since it is not local, and would not save the Garrison money. Another example of a non-qualifying entry would be one that the US Army could save \$200M in annual moving costs by PCSing Soldiers every 4 years, instead of every 24 months; that is not local nor would it save money for the Garrison.

A couple of realistic examples might be:

I work in Branch X of Master Planning Division in DPW. We process real property records for all the buildings on Fort Stewart/HAAF. While driving back and forth to work I noticed that building 14250 is always empty. When I checked with the Business Operations Division I learned that we pay a lease on that building to Command Y every month of \$800. Why are we leasing an empty building? If we cancelled the lease for the empty building, the garrison could save \$9,600 a year in rental costs.

OR

I work in Z Directorate and my job is to process widgets once a month. Every time we process widgets we use a new container which ends up getting thrown out after the process. Each container costs \$200. If we just re-use the containers they should last a year or more. By re-using the containers we could save the Garrison \$2,200 a year in container costs (11 months X \$200).

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Employee suggestions can be sent via email or on the fillable Supersaver Nomination Form template available from Ms. Cardinal, the WT&D office, or at: [Civilian Incentives & Awards](#). Submission deadlines for the Quarterly Supersaver Award are the same as those for the GCAOE: 15 September (4th Quarter nominations), 15 January (1st Quarter nominations), 15 April (2nd Quarter nominations), and 15 July (3rd Quarter nominations) of each year.

Star Cards:

Applicable to APF and NAF employees. The Star Card is used by the FS and HAAF GCs to reward the civilian workforce for excellent customer service, exceptional service or achievement, special recognition, or unique contributions to mission accomplishment. The Star Card awards the recipient 59 minutes of administrative leave to use after coordination with his or her supervisor.

Award Submissions:

Appropriated Fund (APF) employee nomination packets will be initiated on a DA Form 1256, Incentive Award Nomination and Approval, and will include a written justification and proposed citation in a Word document. The DA Form 1256, Feb 2019 version, will be approved by the appropriate authority; when outside the directorate or required to process outside of the command, ensure EEO and CPAC also provide the endorsement per the regulation. Once approved, all awards will be processed through AutoNOA in the Defense Civilian Personnel Data System (DCPDS). Once the action has been authorized in AutoNOA, it must be routed through the DRM for final approval before it will be processed for payment. The approved DA Form 1256 and justification will be retained locally by the nominating office.

NAF nomination packets will be initiated on a DA Form 5167, Incentive Awards Nomination and Approval-Non-appropriated Funds, with the exception of honorary awards, which are initiated on a DA Form 1256, Feb 2019 version. Include justification and citation, if required, and submit through the Financial Management Division (FMD) to the Director, DFMWR and/or GC (depending on relevant approval authority).

For the GCAOE, the DA Form 1256(s), Feb 2019 version, and citations will be initiated by the Garrison WT&D office and further processed through the GCs office (i.e. input into AutoNOA and preparation of the DA certificate/citation). The Garrison WT&D office will retain all associated documentation regarding the awards and board results.

References:

Title 5, United States (US) Code, Chapter 45, Incentive Awards.

Title 5, US Code, sections 4501-4506, Government Employees Incentive Awards Act.

Title 5, Code of Federal Regulations, Part 451, Subpart A (Agency Awards).

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Office of Personnel Management, Chapter 29 Bonuses, Awards and Other Incentives.

DoD Instruction Number 1400.25, Volume 451, DoD Civilian Personnel Management System: Awards, 4 November 2013.

Army Directive (AD) 2015-02 (On the Spot Cash Awards), 9 December 2014.

AD 2018-20, Army Civilian Service Recognition, 4 October 2018

Army Regulation (AR) 672-20, Incentive Awards, 30 November 2018.

AR 215-3, Morale, Welfare, and Recreation Non-appropriated Funds Instrumentalities Personnel Policy, 16 September 2015.

IMCOM Regulation 672-8, Decoration, Awards, and Honors, Military and Civilian Coins, 15 October 2012.

IMCOM G9 Non-Appropriated Fund Operating Guidance.

OPORD 19-13, Performance Review Awards Board, 19 April 2019.

Annexes.

A. Award Nomination Form

B. Supersaver Nomination Form

All associated documents can be found at: [Civilian Incentives & Awards](#)

Civilian Fitness Program (CFP)

US Army Garrison Fort Stewart and Hunter Army Airfield (FS/HAAF) Civilian Fitness Program Guidance

Purpose. To establish guidance and procedures for the FS/HAAF Civilian Fitness Program (CFP) as part of the Garrison's overall efforts to build knowledgeable, resilient, and healthy behaviors within its workforce.

Applicability. This policy applies to full time Army Civilian employees.

Guidance. The FS/HAAF CFP works in three phases to support the resilience of the Civilian workforce, with details outlined in the Appendices. The program permits enrolled employees to use three (3) hours of Administrative Leave per week to engage in physical training for a consecutive six month period, once in their career. Training dates cannot exceed the six month period regardless of mission and temporary duty schedule. Employees with supervisor approval and coordination, may attend resilience and wellness training classes on regular duty time. Supervisors have the option to request proof of attendance from employee. For personal appointments, employees will continue to use their own leave. Supervisors will ensure by-name employee training, and their Civilian Fitness program enrollments are reported annually and as requested.

The CFP, as outlined in this guidance, is subject to resources and mission, and can be modified or eliminated at the discretion of the Garrison Commander (GC) or Deputy Garrison Commander (DGC). As a command-sponsored, added benefit available to Army Civilian employees under this command, approval to be part of the CFP does not imply a permanent change in working conditions of bargaining unit employees, requiring the agency the notify the Union and allow them to engage in impact and implementation (I&I) bargaining. Questions can be directed to the USAG Workforce Training & Development (WT&D) Specialist at 912-767-0302 or e-mail: usarmy.stewart.usag.list.workforce@mail.mil

References:

US Code 5 Chapter 63, Leave.

AR 350-1, Army Training and Leader Development, 13 DEC 17.

AR 600-63, Army Health Promotion, 14 APR 15.

US Army MEDCOM, 2017 Health of the Force, 8 AUG 18.

Annexes.

- A. Responsibilities
- B. CFP Instructions and Timelines
- C. CFP Agreement Form
- D. Employee Health History Form
- E. CFP Release/Waiver of Liability
- F. CFP Workout and Appointment Log
- G. Fitness Opportunities and General Information

All current, fillable Annex forms can be found at: [Civilian Fitness Program \(CFP\)](#)

Hiring Guidance for Appropriated Fund and Non-Appropriated Fund Civilian Employees

**US Army Garrison Fort Stewart/Hunter Army Airfield Guidance for Hiring,
Reassigning, and Promoting Department of the Army Appropriated Fund
and Non-Appropriated Fund Civilian Employees**

Purpose. To establish US Army Garrison (USAG) guidance to ensure recruitment and selection of the best qualified candidates, while complying with merit principles, and Office of Personnel Management (OPM), Department of Defense (DOD), and Department of Army (DA) regulations and guidance for filling vacancies through hiring actions, internal reassignments, and internal promotions.

Applicability. This guidance applies to all USAG Fort Stewart (FS)/Hunter Army Airfield (HAAF) Directorates and Support Offices (collectively referred to herein as Directorates or Directors), and Appropriated Fund (APF) and Non-Appropriated Fund (NAF) employees, with the exception of hiring Army Civilian Attorneys, who are approved at the Office of the Judge Advocate General (OTJAG) level and are therefore exempt from this guidance.

Responsibilities. The FS/HAAF Civilian Personnel Advisory Center (CPAC) is the primary source of information on the Army-wide procedures used to hire civilians. The USAG FS/HAAF Deputy to the Garrison Commander (DGC) and the Director of Resource Management (DRM) are responsible for promulgating Installation Management Command (IMCOM) and USAG FS/HAAF procedures to implement that guidance. Hiring managers, Selecting Officials (SOs), and approving officials must enforce all aspects of this policy. Nothing in this policy is intended to replace, supplant, or modify any of the references cited above.

a. In general, recruitment and selection processes are competitive. Hiring managers are to fill civilian vacancies with the best qualified and available applicants through competitive procedures utilizing a fair, impartial and objective vetting and selection process.

b. Hiring Managers must route non-competitive selections (i.e. VRA appointments, reassignments, reinstatements, etc.) through the Director for DGC approval, or DGC endorsement if the action requires Region Director approval.

c. Management-Directed Reassignments (MDRs) should be considered in advance of regular hiring procedures when they will result in a reduction of overhires within the organization and/or USAG FS/HAAF. Within a directorate, the Director has the authority to laterally-assign employees if CPAC determines the employee is qualified, but must notify the DGC and DRM prior to doing so. From one directorate to another, the DGC is the approval authority.

d. A hiring manager may opt for an abbreviated selection process for temporary and/or term hiring actions that are 120-days or less in duration but must still obtain DGC approval for the hiring action.

e. All exceptions to the recruitment and selection process outlined below must be pre-approved by the DGC.

**US Army Garrison Fort Stewart/Hunter Army Airfield Guidance for Hiring,
Reassigning, and Promoting Department of the Army Appropriated Fund
and Non-Appropriated Fund Civilian Employees**

f. In general, USAG FS/HAAF will support an overlap between inbound and outbound personnel where possible, and overlap time should be maximized for key positions. Hiring managers are responsible for initiating the recruitment process within 72 hours of notification of a vacancy as long as the current Position Description (PD) is correct. This includes vacancies due to resignation, retirement, termination, and/or notification of an approved overseas tour. In cases when the departure date of an employee is unknown, hiring managers should initiate the recruitment process as soon as they become aware of a tentative date of estimated departure.

Policy and Procedures.

Validation and Authorization. All personnel actions (except those for NAF flex employees, undertaken to recruit and fill vacant positions, reassign employees within a directorate, and promote employees), irrespective of whether such actions are permanent or temporary, will be validated through the Garrison's Position Management Board (PMB), chaired and approved by the DGC or Garrison Commander (GC), and endorsed by the IMCOM Region Director (RD) when required, before initiating a Request for Personnel Action (RPA) with the CPAC.

a. Directors must submit a hiring request (SO will sign on line 23 and agency Director will sign on line 25 of the form) to the PMB clearly stating and justifying the organizational need to take the proposed personnel action (Annex E). Directors must also clearly state why Permanent Change of Station (PCS) costs (if applicable) should be offered. (Note: The current IMCOM policy is that relocation expenses will be authorized for all permanent GS-13 and higher positions.) The PMB will validate the enterprise basis for the proposed action and send the request forward with a recommendation for approval or disapproval.

b. If approved at the Garrison level, the Resource Management Office (RMO) will forward the action to the IMCOM Region Director for an endorsement (if required). If endorsed by the IMCOM Region Director, the action will be returned to the Director to initiate a Request for Personnel Action (RPA) with the CPAC. Once a hiring action is approved, the requestor has 10 working days to submit an RPA in AutoNOA.

c. When initiating an RPA with CPAC, Directors, or their designees, shall submit the approval form(s) outlined above with the RPA and annotate the date the personnel action was approved and the form number on the notepad within DCPDS.

d. Prior to posting a vacancy announcement, hiring managers and SOs, in coordination with their CPAC representative, will determine required and desired skills to be included in vacancy announcement based on the duties cited in the approved position description. If applicable to the personnel action at hand, the vacancy announcement should state whether reimbursement of relocation expenses is authorized.

Delegation of Selecting Official Authority. The procedures set forth in this guidance are applicable to equivalent NAF positions.

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a. GS-12 positions and above. Selection is retained by the DGC for GS-12 positions and above. Directors will execute the hiring process on behalf of the DGC, and then submit a completed packet with their recommendation for primary and alternate selectees to the DGC for approval.

b. GS-11 positions and below. Selection is delegated to Directors for GS-11 positions and below. The selection may be further delegated by Directors to a Division or Branch Chief permanently serving in the grade of GS-13 and above for GS-08 positions and below.

Approval of Crediting Plans. Before the CPAC issues referral lists, SOs will develop crediting plans to rate and score written submissions, formulate interview questions (if applicable), and develop a crediting plan to rate and score interviews. The SO will provide proposed crediting plans and interview questions to the Garrison EEO for review and comment. Crediting plans must objectively rate and score the critical skills stated in the position description. Depending on the position, when developing crediting plans, SOs may provide more weight to written submissions than to interviews or vice versa. If not stated in the crediting plan, written submission and interviews will be weighed equally in determining final composite scores. Interview questions should follow a Behavioral Based Interview format (Annex B). SOs interested in seeing a template of a crediting plan may reach out to the Workforce Training & Development (WT&D) office for that information.

Confidentiality and Non-Disclosure Agreements. To protect the integrity of personnel actions subject to this guidance and to ensure an equal playing field for all applicants, individuals directly involved in the selection (i.e., Directors, SOs, panel members, recorders, administrative assistants, etc.), and staff members who routinely handle and process documents and records associated with such actions will sign a non-disclosure agreement. A sample Non-Disclosure Agreement (NDA) is provided in Annex A. The NDA ensures that panel members agree not to disclose, discuss, release, or cause to be disclosed, discussed or released the following types of information, to wit: crediting plans, evaluation criteria, the weights assigned to the evaluation criteria, individual applicant ratings, applicant resumes and submissions, interview questions, scoring sheets, and panel results to any person other than the SO, the Director, other panel members, the GC, the DGC; an Investigating Officer duly appointed to investigate a personnel action subject to this policy memorandum; or an official who, by law, rule, or regulation, is authorized access to the information. Individuals who violate an NDA can be subject to adverse personnel action, up to and including, removal from Federal service.

Selection Panels. Directors will convene selection panels for all GS-09 positions and higher. Selection panels for GS-08 positions and below are recommended, but not required. Directors and SOs may serve on panels, and will review final candidate submissions.

a. Garrison EEO Representative to Panels. A representative from the Garrison EEO will advise all selection panels involving GS-12 positions and will be present for interviews for GS-

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13 positions and above. A representative from the Garrison EEO will also be available, upon request, to advise any other selection panels.

b. Military Representation on Panels. Commissioned and Non-Commissioned Officers may serve on selection panels, provided such military members are serving in ranks at or above the civilian grade equivalents required to be part of the panel.

c. Minority and Protected Status Representation on Panels. To reflect the diversity goals of the Garrison and the Army, panels should include at least one member of an identified minority group or protected status, if possible.

d. GS-09 to GS-13 Non-division Chief positions. For GS-09 to GS-13 Non-division Chief / Non-branch Chief positions, panels must be comprised of no less than three (3) members. Panel members must be permanently serving in at least the same grade as, or preferably higher grade than, the grade of the position being filled. Absent exigent circumstances, a majority of panel members should be subject matter experts in the duties associated with the position.

e. GS-13 Division Chief/Branch Chief and GS-14 positions and higher. For GS-13 Division Chief and all GS-14 positions and higher, panels must be comprised of no less than three (3) members. Panel members must be permanently serving in at least the same grade as, or preferably higher grade than, the grade of the position being filled. Absent exigent circumstances, a majority of panel members should be subject matter experts in the duties associated with the position. At least one panel member must be from outside those personnel assigned to the Garrison, such as a tenant organization, another Garrison, IMCOM Region, or IMCOM Headquarters.

f. Convening the Panel. At the time the panel convenes and not before, the SO will provide each panel member with a copy of the rating package which will be comprised of redacted resumes, EEO-approved interview questions, the crediting plan (rating and scoring criteria), and score sheets.

g. Scoring Written Submissions/Resumes. Panel members will score the candidate's written submissions/resumes using the approved crediting plan and record their scores on the scoring matrix provided by the SO. Panel members will return to the SO their completed scoring matrix and all other associated notes used to evaluate the candidates.

(1) Compiling Scores. SOs will compile the individual scores from every panel member for each candidate and create a combined matrix reflecting the total overall score for each candidate.

(2) Rating and Ranking. SOs will rank candidates sequentially from highest to lowest based on overall combined and/or weighted scores. If desired, SOs can also rate and rank candidates based on the average of where each candidate was ranked by each panel member. Typically, employing an averaging method will reveal top tier groupings of candidates with natural "breaks" in the scores between tier one, tier two, and tier three

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candidates. By evaluating these “breaks” in scores, SOs will determine the size of the pool of candidates who should move forward in the selection process. If natural “breaks” cannot be easily established, SOs are advised to consult with their CPAC representative to help determine the size of the applicant pool that should move forward in the selection process. The SO will not have the authority to pass over higher scoring candidates in favor of lower scoring candidates without showing cause and receiving written approval from the DGC.

(3) Reference/Supervisor Checks. The SO will check references and/or supervisors for all of the candidates selected for interview and assemble copies of the notes taken and emailed responses regarding each candidate (Annex C).

h. Interviews. Interviews will be conducted to fill all positions GS-09 and above. Directors may conduct interviews to fill positions GS-08 and below, and are encouraged to do so, especially if there are a large number of highly qualified internal and local commuting area candidates on the referral list.

(1) Panel Member Substitution. In most cases, the panel members who scored the written submissions should also score interviews; however, substitutions are authorized when a panel member cannot be available to participate in all of the interviews. SOs can participate in the interview of candidates and rate candidate responses, choose to serve as non-rating panel members, or not serve on the panel and accept the recommendation from the panel. Should a panel member substitution be required, the panel member criteria in this guidance still applies.

(2) Minimum Number of Interviews. The panel will interview all candidates who had positive reference check findings and scored within the top tier of individuals who desire to continue through to the potential selection process. If fewer than three (3) candidates reach the interview stage, the next lower scoring individual(s) with positive reference checks can be added so that a minimum of three (3) candidates are interviewed.

(3) Interview Questions. To the extent practicable, interviews should be conducted using Behavior-Based interviewing techniques. A sample of potential interview questions is located at Annex B. Additional information on Behavior-Based interview questions is available online. Traditional interviewing techniques may also be used. All questions on the interview sheet must be asked in the same manner to each candidate. No deviation from the EEO-approved questions is authorized.

(4) Interview Format. To avoid claims that one candidate was given an unfair advantage over another candidate, all interviews will be conducted employing the same format, i.e., VTC, teleconference, face-to-face, etc. When candidates from outside the local commuting area are considered, the preferred method is to conduct interviews either telephonically or by VTC.

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(5) **Scoring Interviews.** Panel members will use the pre-approved crediting plan so as to rate and score each interviewee as objectively as possible.

(6) **Compiling Interview Scores.** The SO will compile the panel scores awarded to each candidate, and update the scoring matrix to reflect both individual scores given to each interviewee, along with the overall score awarded to each candidate. SOs will rate and rank each candidate from highest to lowest overall score.

i. **Tabulating Final Composite Scores.** SOs will tabulate the final composite scores from the panel process based on the pre-approved crediting plan for both written submissions and interviews.

j. **Selections.** SOs will generally select the candidate with the highest final composite score, but may consider references and supervisor input. If SOs select a candidate other than the one with the highest final composite score, they must provide a written justification as to why the lower-scoring individual is a better option to the benefit of the organization.

Additional Requirements for GS-12 and above positions. For GS-12 and above positions, SOs, through their Directors, will submit a complete approval package to the DGC, and must receive written notification of the DGC's approval before taking any action in USASTAFFING. The approval package must include:

a. An Executive Summary (EXSUM) identifying the selected candidate and alternates (if possible). The EXSUM (Annex D) will specify the panel members (name, title, series, grade, and organization). It will identify any candidates who made it to the interview stage, but were then excluded from consideration and the reason(s) for that exclusion (i.e., withdrew from consideration, failed to respond to interview requests, declined to be interviewed, etc.).

(1) The following documents should be included as addendums to the EXSUM:

- Resumés for the Primary and Alternate selectees
- Position Description for position being filled
- Job Announcement
- Referral List
- Crediting Plan
- Consolidated matrix that combines panel scores for written and verbal submissions
- Pre-approved Interview Questions
- Copies of notes taken by the panel members during interviews
- Supervisor/Reference check notes and copies of e-mail responses from those who were queried in writing and responded in that manner.
- Signed Non-Disclosure Agreements for all panel members and the SO

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b. Upon DGC approval, the hiring manager will notify CPAC of the selection and will note the selection in USASTAFFING, adding a brief justification for the selection based on merit (e.g. "Candidate was considered the best qualified candidate possessing superior skills in XXXX, for this XXX position.") All personnel processing, to include making tentative and final offers, establishing entry on duty dates, data entry, payroll coordination, and other entitlements are the CPAC's responsibility, after coordination with the hiring manager. The hiring manager or SO will assign a sponsor after an offer is accepted and has been confirmed.

c. After the selection has been made, and the applicants have all been notified through USAJobs of their selection/non-selection, applicants may reach out to the SO to ask questions about why they were not selected, what they could have done better or differently, or other pertinent questions. There is no prohibition to this contact and is the responsibility of the SO to provide or not provide a response.

Retention and Disposition of Records. All documents and records, electronic and paper, generated during the selection process, to include interview notes of all panel members and email exchanges, will be maintained IAW 29 C.F.R. § 1602.14 by the SO. Such records will be maintained for at least one (1) year from the date a candidate is hired or the date that a decision was made that no candidate would be selected. Before destroying documents or records, the SO will contact the Garrison EEO office to determine if a discrimination claim is pending over the personnel action. If a claim is pending, records must be maintained until final disposition of the claim.

Use of Special Hiring Authorities for Internal Promotions and Reassignments.

a. There are a number of special hiring authorities that allow Directorates to hire certain individuals with only internal or no competition. These authorities are intended to promote the national interest by giving certain qualifying individuals hiring preferences for specific types of jobs. There are several links that have information about hiring preferences and authorities:

[Special Hiring Authorities for Military Spouses, Family Members and Veterans Employment Opportunity Act \(VEOA\);](#)

[Special Hiring Authorities for Veterans and Schedule A;](#)

[OPM Hiring Authorities;](#)

[OPM Frequently Asked Questions;](#)

[USAJOBS Applicant Eligibilities.](#)

However, the indiscriminant use of these authorities to internally promote and reassign current employees easily gives rise to the perception of favoritism, could potentially violate Merit System Protection Principles, and might constitute a Prohibited Personnel Practice. Therefore, regardless of the grade level of a position, a Directorate's use of any special hiring authority to internally promote or reassign an employee without competition will be subject to the approval

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from the DGC and will receive a high level of scrutiny. Consequently, the use of such authority shall be well documented and justified in writing. In addition, all such actions shall be reviewed by the CPAC, Garrison EEO, and Installation Legal Office before being submitted to the DGC for decision.

b. Temporary promotions are intended to meet the needs of an agency's program when necessary services cannot be provided by other means; all proposed temporary promotions must receive DGC approval. The temporary promotion or assignment of an employee to a higher graded position for a specified period requires the employee to return to his/her permanent position upon the expiration of the temporary action. The temporarily promoted employee receives the higher graded salary for the period assigned without competition, up to 120 days. Any temporary promotions for more than 120 days must be processed under competitive procedures. For more information, refer to Title 5, United States Code, Government Organizations and Employees.

Internal Transfers. If an employee transfers from one organization to another within the Garrison, the losing Directorate will ensure that the departing employee receives a close-out appraisal or that a letter of continuity is provided to the gaining Directorate for proper dissemination.

Exceptions to Policy. The DGC may grant exceptions to this guidance on a case-by-case basis. Requests for exceptions must be submitted directly to the DGC with supporting justification.

The proponent of this guidance is the USAG DGC.

REFERENCES.

Title 5, United States Code, Government Organizations and Employees

5 United States Code, Section 2301

AR 25-400-2, The Army Records Information Management System (ARIMS), 2 October 2007.

IMCOM Policy Memorandum 690-900, 29 March 2018. Subject: Delegation of Civilian Hiring Authority

IMCOM Strategic Human Capital Plan (SHCP), 7 May 2015

Annexes.

- A. Non-Disclosure Agreement Template
- B. Sample Interview Questions and Suggested Procedures
- C. Reference Check Template
- D. Sample EXSUM
- E. Hiring Request Template

Fillable Annexes and Word formats are available at the WT&D Sharepoint link: [Hiring Guidance](#)

Reasonable Accommodation

US Army Garrison Fort Stewart and Hunter Army Airfield Procedures for Providing Reasonable Accommodations for Individuals with Disabilities

Purpose. To forward guidance from the Deputy Assistant Secretary of the Army (Equal Employment Opportunity and Civil Rights) (EEO&CR) on US Army Procedures for Providing Reasonable Accommodation for Individuals with Disabilities, 17 March 2009 (see Annex A).

Applicability. The enclosed guidance is applicable to all Department of Army Civilians (DACs) assigned to or receiving operational support from Installation Management Command (IMCOM), Headquarters, US Army Garrison (USAG) Fort Stewart (FS)/Hunter Army Airfield (HAAF) to include applicants for employment.

Guidance. The Garrison Commander (GC) is committed to the fair and equal employment of individuals with disabilities. Reasonable accommodations are the key to this non-discriminatory policy. When many individuals with disabilities can work without accommodation, other qualified applicants and employees may face barriers to employment without the accommodation process. It is this Garrison's policy to reasonably accommodate qualified individuals with disabilities unless the accommodation would impose an undue hardship. In accordance with the references listed below, accommodations will be provided to qualified individuals with disabilities when such accommodations are directly related to performing the essential function of a job, competing for a job, or to enjoying equal benefits and privileges of employment. This policy applies to all applicants, employees, and employees seeking promotional opportunities. Reasonable accommodation case law changes over time and RA requests must be determined on a case-by-case basis. Thus, it is imperative to consult with the agency's Disability Coordinator and Labor Counselor as appropriate. The EEOC offers helpful guidance such as the FAQs contained at the following link: <https://www.eeoc.gov/policy/docs/accommodation.html#other>.

For example #39 states:

Must an employer provide a reasonable accommodation that is needed because of the side effects of medication or treatment related to the disability, or because of symptoms or other medical conditions resulting from the underlying disability?

Yes. The side effects caused by the medication that an employee must take because of the disability are limitations resulting from the disability. Reasonable accommodation extends to all limitations resulting from a disability.

Example A: An employee with cancer undergoes chemotherapy twice a week, which causes her to be quite ill afterwards. The employee requests a modified schedule -- leave for the two days a week of chemotherapy. The treatment will last six weeks. Unless it can show undue hardship, the employer must grant this request.

Similarly, any symptoms or related medical conditions resulting from the disability that cause limitations may also require reasonable accommodation.

Example B: An employee, as a result of insulin-dependent diabetes, has developed background retinopathy (a vision impairment). The employee, who already has provided documentation showing his diabetes is a disability, requests a device to enlarge the text on his computer screen. The employer can request documentation that the retinopathy is related to the diabetes but the employee does not have to show that the retinopathy is an independent disability under the ADA. Since the retinopathy is a consequence of the diabetes (an ADA disability), the request must be granted unless undue hardship can be shown.

The Equal Employment Opportunity Office is the proponent for this guidance, and the Point of Contact is the Director, Equal Employment Opportunity at (912) 767-4074 or DSN 870-4074.

References.

US Army Procedures for Providing Reasonable Accommodation for Individuals with Disabilities, 17 March 2009

The Rehabilitation Act of 1973, 26 September 1973 as amended 29 U.S.C. 790-794.

The Americans with Disabilities Act of 1990, 42 U.S.C. 12101-12213 and the ADA Amendments Act of 2008, Public Law 110-325.

Executive Order 13164, dated 26 July 2000.

AR 690-12, Equal Employment Opportunity and Diversity, 22 December 2016.

Annex.

A. Procedures for Providing Reasonable Accommodation for Individuals with Disabilities (can be downloaded from the WT&D Sharepoint page)

Eligibility and Use of Wireless Communication Devices

US Army Garrison Fort Stewart and Hunter Army Airfield Guidance on the Eligibility for and Use of Wireless Communication Devices

Purpose. This guidance provides information regarding eligibility, usage, and overall program management of government-issued wireless communication devices (cellular telephones, laptops, and tablets).

Applicability. The US Army Garrison (USAG) Fort Stewart (FS)/Hunter Army Airfield (HAAF) provides Soldiers, Army Civilians, and contract personnel in positions that require the use of official government wireless communication devices in support of mission-related activities.

Responsibilities.

Deputy Garrison Commander (DGC) will:

Monitor the overall Garrison wireless communication device program.

Garrison S6 will:

Monitor units, directorates, and staff for adherence to this guidance.

Process requests to vendors.

Receive, distribute, and pay monthly cellular telephone bills.

Garrison Directors/Staff will:

Determine each employee's initial and continued eligibility for a government-issued wireless communication device. Approval authority may be further delegated to a supervisory level of GS-13 or above.

Review, sign, and submit completed Wireless Communication Device Requests to the USAG S6 Telephone Control Officer (TCO).

Notify the USAG S6 of a change in an employee's job responsibilities, such that the requirement of a wireless device is no longer applicable.

Directorate Telephone Control Officers/Information Management Officers will:

Monitor wireless device users in their activities for adherence to this guidance.

Process reimbursements in cases of unauthorized use of a wireless device.

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Notify the USAG S6 TCO of collection(s) for each billing cycle and corrective action(s) taken.

Guidance. The issuance of wireless devices to Garrison staff activities, units, and directorates is governed by the Garrison Commander (GC) through his designated representative. Wireless devices are the property of the Garrison and may be redistributed from one directorate to another to meet mission requirements or to keep number of devices at an acceptable level.

Cellular/Smartphones are NOT to be used for mobile hotspot (web surfing). This will result in charges to the user. Smart phones are authorized and have unlimited data for email and internet for official government business. Charges incurred in excess of the monthly service charge will be the responsibility of the user. Charges will result in the following misuses of the device: international calls/texts, ring tones, games, exceeding allocated minutes per month, downloading of any services, etc., neglect or abusive damage to the device or accessory.

User will complete DoD Wireless Training: Smartphones and Tablets.

<https://iatraining.us.army.mil>

Smart phones are authorized and have unlimited text messaging.

Directory assistance calls are chargeable calls. Directory assistance will be used for official government or emergency use only. The user may incur charges for use of directory assistance.

Users are prohibited from utilizing the call forward feature (forwarding incoming calls to another number) and will be liable for charges incurred from use.

Downloads such as ringtones, music, games, videos, etc., are prohibited. Authorized Applications (Apps) can be downloaded from DEM Apps or PUMA Apps ONLY. Users will be held liable for any charges incurred from downloads.

Users will limit the use of these devices to situations when a standard telephone instrument or other means of voice communication is not practical or available. All users will restrict calls on their government-issued device to authorized use only:

- a. Official use includes emergency communications and communications that the DoD Component determines are necessary in the interest of the Federal Government.
- b. Authorized purposes include brief communications made while traveling on government business to notify Family Members of official transportation or schedule changes.
- c. Emergency calls of short duration may be made or accepted if no other method of communication is available.

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d. Limit the use and duration of all calls to the absolute minimum, whenever possible. With the exception of absolutely mission critical communications and personnel safety, calls will not exceed 10 minutes in duration. Government wireless devices will NOT be used for teleconferencing.

e. Overall, the typical user utilizes an average of 100 minutes per month. Some users' duties require a significantly higher amount. This makes it hard to define over-utilization. However, directorates/activities will closely monitor destination, duration, and times of calls of all users, especially those who exceed 300 minutes per month, or have a sudden, unexplained increase in usage.

The telephone number of a government-issued wireless device will have limited distribution for legitimate government business. The number will be listed in the Global Address List (GAL) unless mission profile restricts such listing.

Conversations are not private and are vulnerable to detection, interception, and monitoring. Accordingly, classified or sensitive information and Essential Elements of Friendly Information shall not be discussed over non-secure wireless devices.

If a device is lost or stolen, users will notify their TCO immediately to terminate services and initiate an appropriate investigation. The TCO will notify USAG S6 as soon as possible.

Users will not issue or loan equipment to unauthorized personnel.

Army Audit Agency standards for under-utilization are less than 30 minutes of cell phone usage, less than 30 minutes of Direct Connect usage, or less than 75MB of data usage (for Smart Phones):

a. The Garrison S6 will monitor phone bills each month to identify devices that fall below this standard.

b. Wireless devices that fall below this standard for two consecutive months will receive a warning. Users will then need to provide justification for utilization of wireless devices. If wireless devices fall below the standard for a third time, the wireless device will be deactivated.

c. Directors may request exceptions to the under-utilization policy by submitting justification via memorandum to the Garrison S6.

Bluetooth devices are prohibited on Army Networks.

Procedures. All users will be required to sign the USAG Wireless Standards Acceptable Use Agreement (see Annex A) provided by the TCO at the time of issuance of any wireless communication device. The unit/directorate TCO will maintain agreements on file and review annually or as the user of device changes.

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Monthly review of telephone bills:

- a. The USAG S6 will e-mail each directorate/activity a copy of their portion of the phone bill each month, if requested. Otherwise the usage report is posted on the USAG S6 Sharepoint site. The USAG S6 may perform a courtesy review for devices which appear to have unusual activity.
- b. Each directorate/activity validates that all calls are authorized for their portion of the telephone bill. The method used for validation is at Directorate discretion.
- c. Each Directorate/activity e-mails USAG S6 with results of review.

Violation of this guidance may result in any or all of the following sanctions: loss or limitation of use of wireless communication devices, disciplinary or adverse actions, criminal penalties, and financial liability for the cost of unauthorized use.

The Point of Contact for this guidance is the USAG S6 767-8432.

References.

Army Regulation 25-1, Army Knowledge Management and Information Technology, 25 Jun 2013.

Department of the Army Pamphlet 25-1-1, Information Technology Support and Services, 26 September 2014.

Annex.

A. USAG Wireless Standards Acceptable Use Agreement (Form can be downloaded from the WT&D Sharepoint page)

NAF Pay Setting

US Army Garrison Fort Stewart and Hunter Army Airfield Guidance for Pay Setting Procedures for Non-Appropriated Funds Positions

Purpose. To establish guidance, responsibilities, and procedures for the administration of pay for the Directorate of Family and Morale, Welfare and Recreation (DFMWR) NAF positions. This policy applies to NF (white-collar and non-craft and trades), Child and Youth (CY) pay band positions, and Federal Wage System (FWS) positions. Where the program impacts bargaining unit employees' conditions of employment, activities will meet their statutory and contractual labor relations obligations.

Applicability. This guidance applies to DFMWR managers and supervisors of pay band and FWS Non-Appropriated Funds (NAF) employees.

Guidance. The Garrison Commander (GC) and the Deputy to the Garrison Commander (DGC) have pay setting authority for Garrison employees. They will approve pay for the Director of FMWR. The Director of FMWR has delegated authority for pay approval for all other DFMWR garrison positions.

Federal Wage System employees, as defined in AR 215-3, Chapter 3, paragraph 3-4, will be paid in accordance with Department of Defense (DoD) and Department of Army (DA) Directives, and applicable local wage schedules. Wage schedules for NAF are found at <http://www.cpms.osd.mil/wage/>.

The pay band system is designed to foster competitive wages, strengthen the link between pay and performance, and provide a streamlined and efficient classification and pay process. The system groups work of similar levels of skill and responsibility into broad bands. It assigns a pay range to each band and permits pay to be fixed within the range. Employees in the pay band system are designated NF, followed by a numerical pay level from 1 to 6; and CY, followed by a numerical pay level from 1 to 2. The approving authority will determine where within the minimum and maximum rates of the appropriate pay band to set an employee's annual rate of basic pay. Rates of pay for NF pay band positions are determined as prescribed in AR 215-3, para 3-11.

- a. Pay may be fixed at any amount within the applicable pay level upon: appointment, reemployment, reinstatement or transfer.
- b. Pay may be fixed at any amount within the applicable pay level upon voluntary or competitive reassignment, which is defined as movement between positions in the same pay level.
- c. Upon promotion, which is defined as movement from one pay level to a higher pay level, the employee must receive a minimum of 5 percent increase.
- d. Increases in pay are authorized to recognize work performance on an annual 12 month basis.
- e. Pay may be adjusted within the pay band level to achieve comparability when there is a significant variance from private sector wages in that locality for the particular occupation.

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The CY pay band system is comprised of two pay levels or bands. Band 1 has the minimum rate that is equal to the rate of GS-02, step 1, and a maximum rate equal to GS-03, step 10. Band 2 has a minimum rate equal to GS-04, step 1, and maximum rate equal to GS-05, step 10 (all rates include applicable locality pay). Rates of pay for CY pay band positions are determined as prescribed in AR 215-3, para 3-18.

a. The rate of pay at the entry level (CY-02) will be set at a rate within Band 1 competitive with other local wages that will provide qualified candidates. Factors, such as difficulty in filling positions and retention problems, must be considered in establishing pay rates.

b. Upon movement from CY-02 (Entry) to CY-03 (Skill) and from CY-03 to CY-04 (Target/Full Performance), pay is increased by a minimum of 6 percent; however, management may provide an increase greater than 6 percent within the pay band. Supervisors/Trainers are required to initiate action in sufficient time for the NAF Human Resources Office to process the increase within thirty (30) days of eligibility date.

c. Upon reemployment, reinstatement, or transfer the rate of pay will be set at the level no lower than the last rate held as a CY employee with no change to the CY level. When the CY employee's last rate held exceeds the maximum CY pay band, the employee's basic rate of pay will be set to equal the appropriate CY pay band's maximum.

d. Pay may be fixed at any rate within Band 2 for CY-05 (program leader or technician) positions.

e. Caregivers must complete training requirements in accordance with the Child and Youth Personnel Pay Program (CYPPP). Management will notify the servicing CPAC, NAF HRO (E-RPA/Supplement Training Certification) when the training and experience requirements have been met, and performance is judged to be at least satisfactory. The employee will be advanced to the next level non-competitively.

The Point of Contact is the NAF Human Resources Officer, Ms. Susan Faust, 912-767-2265, e-mail: susan.b.faust.naf@mail.mil.

References.

AR 215-3, NAF Personnel Policy, 16 September 2015.

IMCOM Regulation 230-1, NAF and Related Activities; Managing the United States Army Installation Management Command (IMCOM) NAF Pay Evaluation Program, 29 September 2007.

Negotiated Agreement between FS/HAAF, NAF and American Federation of Government Employees (AFGE) Local 1922, 20 January 2015.

**Acknowledgment of Receipt of US Army Garrison Fort Stewart/
Hunter Army Airfield Employee and Supervisor Handbook**

The US Army Garrison (USAG) Fort Stewart (FS)/Hunter Army Airfield (HAAF) Employee and Supervisor Handbook contains important information, and I understand that I should consult my supervisor and/or the Civilian Personnel Advisory Center regarding any questions not answered in the handbook. I understand that it is my responsibility to comply with the guidance contained in this Handbook.

I received a copy of the USAG FS/HAAF Employee and Supervisor Handbook on the date listed below. I understand that I am expected to read the entire Handbook. Additionally, I will sign two copies of this Acknowledgment of Receipt, retain one copy for myself, and return one copy to my supervisor for retention in my local personnel folder.

Employee Name – Printed

Signature of Employee

Date

Current fillable form available at the [WT&D Sharepoint](#) page.

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