#### FORT STEWART & HUNTER ARMY AIRFIELD, GEORGIA



# EMPLOYEE & SUPERVISOR HANDBOOK



**MARCH 2019** 



#### 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

10 January 2019

MEMORANDUM FOR All U.S. Army Garrison (USAG) Fort Stewart (FS) and Hunter Army Airfield (HAAF) Army Civilians

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

1. It is our honor and pleasure to welcome you to the United States Army Garrison (USAG), Fort Stewart (FS) and Hunter Army Airfield (HAAF), and the Installation Management Command (IMCOM) workforce. Your skills, expertise, and professionalism are instrumental in assisting us in achieving our vision: "Be the world's best installation for Armed Forces to train, deploy, live and raise a Family". You can directly influence this vision through the positive relationships you create when providing services to our many customers.

2. The USAG FS/HAAF team is dedicated to ensuring readiness by supporting the intense training requirements of our military customers to prepare for their missions, taking care of the needs of their Families, and setting the standard for delivering installation services and base 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 IMCOM and this installation's workforce, your role in providing customer service to Soldiers, Army Civilians, wounded warriors, retirees, their Families, and survivors helps to build a ready and resilient Army. You are now part of this great Army Community.

3. Ultimately, you are the face of the Army's commitment to its Soldiers and Families and all of the other segments we support. How you treat our customers, regardless of their rank or status, impacts our collective reputation. As a member of USAG FS/HAAF, you have joined a team of over 100,000 Installation Management professionals worldwide. 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 utilize 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

N. MYE CSM: USA

WESLEY A. LEVSINGER Deputy Garrison Commander

JASON A. WOLTER COL, AR Commanding

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## Employee Suggestion Program (ESP)

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

**Purpose**. To establish guidance for an Employee Suggestion Program for Department of the Army Civilians (DACs) employed by, and Soldiers assigned to, US Army Garrison (USAG) Fort Stewart (FS)/Hunter Army Airfield (HAAF).

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.

**Purpose.** The purpose and goal of this program is to provide a local option for USAG employees to submit suggestions and process improvements to make day-to-day operations in the Garrison better from all of our customers. This program will help to improve work processes and also prevent the organization from doing what has always been done. The program should promote better communication, and employee engagement and empowerment.

**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, and to cut costs, waste, and to improve organizational productivity.

There is no better way to empower, engage and motivate people than to ask for their ideas and suggestions. The goal is to get people to look at their jobs, work together, and communicate in a collaborative manner. Employees are asked to suggest cost saving ideas and ideas to improve quality and customer satisfaction. It is important to get people to consider even the smallest ideas that can improve the overall organization.

Using the form at Annex A (ESP Form), the employee will complete it down to the dotted line, and send it directly to the Workforce Training & Development (WT&D) office at: usarmy.stewart.usag.list.workforce@mail.mil. Upon receipt, the WT&D Specialist will coordinate with the Plans, Analysis, and Integration Office (PAIO) for them to review, package, and present the information to the Deputy and/or Garrison Commander. If viable, PAIO will work with the identified agency on implementation.

Should the suggestion be implemented, the Garrison Commander (GC) will recognize the individual who made the recommendation at the annual State of the Garrison. This is a different program from the USAG Supersaver Program, identified in the Civilian Incentive Awards and Recognition section.

Annex. A. ESP Form

#### Annex A

#### USAG Fort Stewart/Hunter Army Airfield Employee Suggestion Program form

Fill to dotted line

NAME OF SUGGESTOR:

DATE OF SUGGESTION:

DATE REQUIRED:

PROBLEM:

SUGGESTION:

REQUIREMENTS: (STAFF, FACILITIES, EQUIPMENT, ETC.)

ESTIMATED COST:

#### **DECISION FACTORS**

-----

ACTION POC:

DATE RECEIVED:

ANALYSIS FOR IMPLEMENTATION:

TIMELINE/ACTIONS:

**RESULTS:** 

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

#### US Army Garrison Fort Stewart and Hunter Army Airfield Guidance Regarding Federal Holidays, Military Training Holidays, and Department of the Army Civilian Liberal Leave

**Purpose**. To provide guidance and administrative procedures for the use of liberal leave by US Army Garrison (USAG) Soldiers and Department of the Army Civilian (DAC) 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 DAC 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 DAC 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.

## Guidance for Requesting Temporary Duty

#### US Army Garrison Fort Stewart and Hunter Army Airfield Guidance for Requesting Temporary Duty

**Purpose**. To establish guidance for US Army Garrison (USAG) Fort Stewart (FS)/Hunter Army Airfield (HAAF) Department of the Army Civilians (DACs) and assigned Soldiers when requesting to travel via Temporary Duty (TDY) to a location that requires either central or local funding.

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

**Responsibilities.** All USAG FS/HAAF supervisors and employees are responsible for ensuring this guidance is followed when planning to travel in a TDY status.

**Purpose.** The purpose of this guidance is to enhance accountability of personnel, inform leadership of the status of its employees and Soldiers, and track TDY funding for reporting purposes. This program will help to improve work processes and also prevent the organization from doing what has always been done. The program should promote better communication, and employee engagement and empowerment.

**Guidance**. All TDY requests will be submitted using the USAG TDY request form (see Annex A). All current forms will be up-to-date and available at the Workforce Training & Development (WT&D) Sharepoint page. All other forms are obsolete and will not be accepted.

TDY Requests will be submitted utilizing digital signatures using the following routing process:

a. Prepare the USAG TDY Request and the DD Form 93 (see Annex B) and route through supervisory chain for director approval. All TDY requests, both centrally- and locally-funded, must be sent to the Garrison for tracking purposes with all of the estimated dollar amounts annotated. When travel includes both central and local funding, the local funding reason and dollar amount should be annotated in the Remarks section. When the TDY request is for Conference attendance, employees must also submit a completed Non-DoD Conference Attendance Request (see Annex C) and a Non-DoD Conference Attendance Approval form (see Annex D) when routing to the director.

b. Director-approved TDY Requests, will be submitted to the <u>WT&D Office</u> for tracking purposes. The DD Form 93 is NOT required by the WT&D Office.

c. The WT&D Specialist will log the request and send it back to the requesting agency with a tracking number.

d. If the TDY request is for USAG funding that is more than \$5K per person, or for Conference attendance, the tracked request will then be routed (with all of the associated documentation) to the Garrison Executive Officer (XO). Conference attendance requests must be submitted at least 60 days prior to the TDY dates.

#### US Army Garrison Fort Stewart and Hunter Army Airfield Guidance for Requesting Temporary Duty

e. Conference-attendance requests will be considered by the Deputy Garrison Commander (DGC) and upon approval, will then be escalated to IMCOM-Readiness for processing.

f. A TDY Cost Comparison (see Annex E) is only necessary when requesting to drive a Privately-Owned Vehicle (POV), and the one-way distance is greater than 400 miles.

The Point of Contact for this guidance is the Garrison XO at 767-2864.

#### References.

Department of the Army Memorandum, G1, Casualty Procedures for Department of the Army Civilian Employees, 7 December 2018

IMCOM Memorandum, Command Travel Approval Process, 13 January 2015

#### Annexes.

- A. USAG TDY Request
- B. DD Form 93 Record Emergency Data
- C. Non-DoD Conference Attendance Request Template
- D. Non-DoD Conference Attendance Approval Template
- E. Cost Comparison

#### Annex A

#### USAG Fort Stewart/Hunter Army Airfield TDY Request Form

#### 7) JUSTIFICATION FOR ATTENDANCE:

8) IMPACT IF NOT APPROVED:

9) ACTUAL TRAINING FACILITY IS: \_\_\_\_\_

| 10) TOTAL ESTI  | MATED COST:     |               | COST PER TRA        | AVELER: \$         |              |
|-----------------|-----------------|---------------|---------------------|--------------------|--------------|
| Airfare: \$     | Lodging: \$     | M&IE: \$      | _ POV Mileage: \$   | Parking: \$        | Baggage: \$  |
| Rental Car: \$  | Fuel: \$        | Taxi: \$      | Hotel/Sales Tax: \$ | Tuition / Registra | tion Fee: \$ |
| 11) ISR-SERVICE | CLS SUPPORTED   | D:            | PRESCRIBE           |                    | EVEL:        |
| DIRECTOR'S SIG  | NATURE:         |               |                     | DD Form 93 inclu   | ded? Y N     |
| XO'S REVIEW / A | CTION IAW AR 1- | 50 & IMCOM PC | DLICY:              |                    | SIGNATURE    |
| DEPUTY GARRIS   | ON COMMANDER    |               |                     | SIGNATURE          |              |

#### Annex B

|  | RECORD OF   | EMERG   | ENCY I  | DATA   |   |
|--|---|---|---|--|---|
| AUTHORITY: 5 USC 552, 10 USC 655, 1475 to<br>PRINCIPAL PURPOSES: This form is used by m<br>as civilians, when applicable. For military perso<br>death. It is also a guide for disposition of that me<br>the person(s) the Service member desires to be n<br>process in the event of an emergency and/or the<br>may not be applicable.<br>ROUTINE USES: None.<br>DISCLOSURE: Voluntary; however, failure to pro<br>the processing of benefits to designated beneficia | 1480 and 2771, 38 U<br>nilitary personnel and<br><b>nnel</b> , it is used to de:<br>mber's pay and allow<br>otified in case of em<br>death of the member. | Departme<br>signate bel<br>vances if ca<br>ergency or<br>. The purp | 44 USC 3<br>nt of Defe<br>neficiaries<br>ptured, m<br>death. Fo<br>ose of sol | 101, and EO 9397<br>nse civilian and c<br>for certain benefi<br>issing or interned<br>or civilian persor<br>iciting the SSN is | ontractor personnel, collectively referred to<br>ts in the event of the Service member's<br>. It also shows names and addresses of<br>nnel, it is used to expedite the notification<br>to provide positive identification. All items  |
| INSTRUCTIONS TO SERVICE  | MEMBER  |   |   | INSTRU   | ICTIONS TO CIVILIANS  |
| This extremely important form is to be used by<br>addresses of your spouse, children, parents, and<br>would like notified if you become a casualty (othe<br>and, to designate beneficiaries for certain benefit<br>RESPONSIBILITY to keep your Record of Emerg<br>your desires as to beneficiaries to receive certain<br>show changes in your family or other personnel li<br>of marriage, civil court action, death, or address of                                  | any other person(s)<br>r family members or<br>s if you die. IT IS YO<br>ency Data up to date<br>death payments, and<br>sted, for example, as              | you<br>fiance),<br>)UR<br>to show<br>d to                           | names a<br>other per<br>Not even<br>by the D<br>the case                      | nd addresses of y<br>rson(s) you would<br>y item on this form<br>epartment of De<br>of emergencies<br>forms you may ha         | nt form is to be used by you to show the<br>your spouse, children, parents, and any<br>like notified if you become a casualty.<br>n is applicable to you. This form is used<br>fense (DoD) to expedite notification in<br>or death. It does not have a legal impact<br>ave completed with the DoD or your |
| IMPORTANT: This form is divided into two set<br>Information. READ THE INSTRUCTIONS ON F  |   |   |   |  | Section 2 - Benefits Related  |
|  | ECTION 1 - EMERGE   |   |   |  |   |
| 1. NAME (Last, First, Middle Initial)  |   |   |   | 2. SSN   |   |
|  |   |   |   |  |   |
| 3a. SERVICE/CIVILIAN CATEGORY  |   |   |   |  | b. REPORTING UNIT CODE/DUTY STATION   |
| 4a. SPOUSE NAME (If applicable) (Last, First, Middl  | e Initial)  | b. ADDRE  | SS (include   | e ZIP Code) AND TI   | ELEPHONE NUMBER   |
| 5. CHILDREN  | b. RELATIONSHIP   | c. DATE (   |   | d. ADDRESS /inc  | lude ZIP Code) AND TELEPHONE NUMBER   |
| a. NAME (Last, First, Middle Initial)  |   | (YYYYW  | IMUU)   |  |   |
|  |   |   |   |  |   |
|  |   |   |   |  |   |
|  |   |   |   |  |   |
|  |   |   |   | · · · · · · · · · · · · · · · · · · ·  |   |
|  |   |   |   |  |   |
| 6a. FATHER NAME (Last, First, Middle Initial)  | b. ADDRESS (Include   | e ZIP Code)   | AND TELE  | PHONE NUMBER   |   |
| 7a. MOTHER NAME (Last, First, Middle Initial)  | b. ADDRESS (Include   | e ZIP Code)   | AND TELE  | PHONE NUMBER   |   |
| 8a. DO NOT NOTIFY DUE TO ILL HEALTH  | b. NOTIFY INSTEAD   |   | 1   |  |   |
| 9a. DESIGNATED PERSON(S) (Military only)   | •••••••••••••••••   |   | SS (Include   | ZIP Code) AND TE   | LEPHONE NUMBER  |
| 10. CONTRACTING AGENCY AND TELEPHONE   | NUMBER (Contracto   | ors only)   |   |  |   |

| SEC <sup>-</sup>  | TION 2 - BENEFI      | TS RELATED INFORMATION  |                              |
|---|----------------------|---|------------------------------|
| 11a. BENEFICIARY(IES) FOR DEATH GRATUITY<br>(Military only)                         | b: RELATIONSHIP      | c. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER                    | d. PERCENTAGE                |
|   |                      |   |                              |
|   |                      |   |                              |
|   |                      |   |                              |
|   |                      |   |                              |
|   |                      |   |                              |
| 12a. BENEFICIARY(IES) FOR UNPAID PAY/ALLOW<br>(Military only) NAME AND RELATIONSHIP | ANCES                | b. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER                    | c. PERCENTAGE                |
| 13a, PERSON AUTHORIZED TO DIRECT DISPOSITI  | ON (PADD)            | b. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER                    |                              |
| (Military only) NAME AND RELATIONSHIP   |                      |   |                              |
| 14. CONTINUATION/REMARKS  |                      | <u>l</u>  |                              |
|   |                      |   |                              |
|   |                      |   |                              |
|   |                      |   |                              |
|   |                      |   |                              |
|   |                      |   |                              |
|   |                      |   |                              |
|   |                      |   |                              |
|   |                      |   |                              |
|   |                      |   |                              |
|   |                      |   |                              |
|   |                      |   |                              |
|   |                      |   |                              |
| 15. SIGNATURE OF SERVICE MEMBER/CIVILIAN (In<br>or grade if applicable)             | clude rank, rate, 10 | 6. SIGNATURE OF WITNESS (Include rank, rate, or grade as appropriate) | 7. DATE SIGNED<br>(YYYYMMDD) |
|   |                      |   |                              |

#### Annex C



DEPARTMENT OF THE ARMY US ARMY INSTALLATION MANAGEMENT COMMAND HEADQUARTERS, US ARMY GARRISON, FORT STEWART / HUNTER ARMY AIRFIELD 954 WILLIAM H. WILSON AVENUE FORT STEWART, GA 31314

**IMSH-DGC** 

MEMORANDUM FOR Director, U.S. Army Installation Management Command -Readiness, Building 8-1808, 4700 Knox Street, Fort Bragg, NC 28310

SUBJECT: Request Approval for Army Attendance at the 2017 Combined Federal Campaign Training, 15-16 February 2017

1. Reference: Army Regulation 1-50, Army Conference Policy, 2 July 2018.

2. The United States Army Garrison – Fort Stewart requests the IMCOM Directorate - Readiness Director's approval for Army attendance to the following non-DOD conference:

a. Event: 2017 Combined Federal Campaign Training, 15-16 February 2017, at Wyndham San Antonio Riverwalk, 111 Pecan Street East, San Antonio, TX 78205. (Complete address including zipcode)

b. Attendee(s): Number attending is 1. Attendees are Mr. Ernest Tafoya, Deputy to the Garrison Commander, Hunter Army Airfield.

c. Justification: PLEASE COMPLETE THIS BLOCK. (Please include a complete justification for attendance. Additionally Conference requests that include attendance by more than one person from the same organization must include compelling justification as to why multiple persons.)

d. Demonstrable Benefit. PLEASE COMPLETE THIS BLOCK. (Please show the demonstrable benefit to the Army not just the individual.)

e. Cost: Total estimated cost for attendance is \$3,478.00, using United States Army Garrison – Fort Stewart, OMA funding.

3. All applicable travel policies will be enforced. This includes ensuring costs within the travel per diem rate, deduction of meals provided, and rental car authorized only when use is justified to be more cost effective than other modes of transportation. Use of proffered funds, actual expense allowance or spouse travel is not authorized.

4. The point of contact for this request is the Garrison XO, Charles W. Stephens at (912) 767-2864 or email Charles.w.stephens14.civ@mail.mil.

Encls 2 Conference Agenda Director Approval Memo WESLEY A. LEISINGER GS15, DAC Deputy to the Garrison Commander

#### Annex D



#### DEPARTMENT OF THE ARMY US ARMY INSTALLATION MANAGEMENT COMMAND - READINESS BUILDING 8-1808, 4700 KNOX STREET FORT BRAGG, NORTH CAROLINA 28310

IMSR-ZA

MEMORANDUM FOR Commander, United States Army Garrison – Fort Stewart, 954 William H. Wilson Ave, Fort Stewart, GA 31314-5000

SUBJECT: Request Approval for Army Attendance at the Request Approval for Army Attendance at the 44th Annual National Organization for Victim Assistance (NOVA) Training Event, 20-23 August 2018

1. References:

a. Army Regulation 1-50, Army Conference Policy, 2 July 2018.

b. Memorandum, IMSH-DGC, 20 July 2018, subject: Request Approval for Army Attendance at the Request Approval for Army Attendance at the 44th Annual National Organization for Victim Assistance (NOVA) Training Event, 20-23 August 2018.

2. In accordance with reference 1.a., attendance at the 44th Annual National Organization for Victim Assistance (NOVA) Training Event, 20-23 August 2018, to be held in Jacksonville, FL, for one (1) Army personnel at an estimated cost of \$1,542.53 is approved.

3. This approval is contingent on your continued attention to this event to ensure the best use of Government funds and adherence to all applicable policies.

BRENDA LEE MCCULLOUGH Director

#### Annex E

| NAME OF TRAVELER   | GI JOE  |  |   |                | INTE   | RNET INFOR   | RMATION                                   |   |
|--|---|--|---|----------------|--|--|---|---|
| BRANCH   | DHR   |  |   | PER DIEM       |  | http://www.g   |   | diem  |
| PURPOSE OF TDY:  | Worker Bee  |  |   | MILEAGE'       | https:   | //www.defens   | etravel.oso                               | d.mil/dts/site  |
| OCATION OF TDY:  | Fort Knox, KY   |  |   |                |  |  |   |   |
| TRAVEL DAYS:   | 29 April & 4 M  | Nav 20XX   |   |                |  |  |   |   |
| DATE OF TDY:   | 30 April - 4 M  |  |   |                |  |  |   |   |
|  |   | ay 20/01   |   |                |  |  |   | \$600.  |
|  |   |  |   |                |  |  |   | φ000.   |
| RAVEL DAY  | GOING   | M&IE RATE  | \$51.00   | (75%)          | х  | 1  | =   | \$38.   |
| TDY  |   | LODGING  | \$93.00   | . ,            | Х  | 5  |   | \$465.  |
| TDY  |   | M&IE RATE  | \$51.00   |                | Х  | 5  | =   | \$255.  |
| FRAVEL DAY   | RETURN  | M&IE RATE  | \$51.00   | (75%)          | Х  | 1  | =   | \$38.   |
|  |   |  |   |                |  |  |   |   |
| REGISTRATION FEE   |   |  |   |                |  |  |   | <b>\$</b> 0.  |
| Mis/CTO FEE  |   |  |   |                |  |  |   | \$0.  |
| COST FOR TRANSPORTAT   | TION TO AND FRO   | OM ALL AIRPORTS  | 80  | MILES          | Х  | 0.545  | =   | \$43.   |
| COST FOR RENTAL CAR  |   |  |   |                |  |  |   | \$215.  |
| FUEL FOR RENTAL CAR  |   |  |   |                |  |  |   | \$50.   |
| BAGGAGE FEES   |   |  |   |                |  |  |   | \$50.   |
| AIRPORT PARKING FEES   |   |  |   |                |  |  |   | \$60.   |
| TOTAL COST TO FLY  |   |  |   |                |  |  |   | \$1,815.  |
| POV TO / FROM (400 miles   | or less = 1 Trave   | el Day each way; 401-800 = 2   | Travel Days e   | ach way, 8     | 01-1200  | = 3 Travel Da  | ays each v                                | vay)  |
|  |   |  |   |                |  |  |   |   |
|  |   |  |   |                |  |  |   |   |
| ROUNDTRIP MILEAGE  | (F  | POV RATE EFF 1 JAN 16)   | <mark>1276</mark>   | MILES          | Х  | 0.545  | =   | \$695.  |
|  | -   | POV RATE EFF 1 JAN 16)   |   | MILES          | X<br>X   | 0.545<br>0.545   | =   |   |
| N AND AROUND MILEAGE   | -   |  |   |                |  |  |   |   |
| N AND AROUND MILEAGE   | -   | M&IE RATE  |   |                |  |  |   | \$54.   |
| N AND AROUND MILEAGE   |   | M&IE RATE<br>LODGING   | 100   | MILES          | Х  | 0.545  | =   | \$54.   |
| N AND AROUND MILEAGE   |   | M&IE RATE  | 100<br>\$51.00  | MILES          | X<br>X   | 0.545  | =   | \$54.<br>\$38.<br>\$93.   |
| N AND AROUND MILEAGE   | GOING   | M&IE RATE<br>LODGING   | 100<br>\$51.00<br>\$93.00   | MILES          | X<br>X<br>X  | 0.545  | =<br>=<br>=                               | \$54.<br>\$38.<br>\$93.<br>\$0.   |
| N AND AROUND MILEAGE<br>IST TRAVEL DAY<br>2ND TRAVEL DAY   | GOING   | M&IE RATE<br>LODGING<br>M&IE RATE  | \$51.00<br>\$93.00<br>\$51.00   | MILES          | X<br>X<br>X<br>X   | 0.545  | =<br>=<br>=                               | \$54.<br>\$38.<br>\$93.<br>\$0.<br>\$0.   |
| N AND AROUND MILEAGE<br>IST TRAVEL DAY<br>2ND TRAVEL DAY   | GOING   | M&IE RATE<br>LODGING<br>M&IE RATE<br>LODGING   | 100<br>\$51.00<br>\$93.00<br>\$51.00<br>\$93.00   | MILES          | X<br>X<br>X<br>X<br>X<br>X   | 0.545  | =<br>=<br>=<br>=                          | \$54.<br>\$38.<br>\$93.<br>\$0.<br>\$0.<br>\$51.  |
| N AND AROUND MILEAGE<br>IST TRAVEL DAY<br>2ND TRAVEL DAY   | GOING   | M&IE RATE<br>LODGING<br>M&IE RATE<br>LODGING<br>M&IE RATE  | 100<br>\$51.00<br>\$93.00<br>\$51.00<br>\$93.00<br>\$51.00  | MILES          | X<br>X<br>X<br>X<br>X<br>X<br>X  | 0.545<br>1<br>1<br>1<br>1  | = = = =                                   | \$54.<br>\$38.<br>\$93.<br>\$0.<br>\$0.<br>\$51.<br>\$93.   |
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## Civilian Time and Attendance Guidance

**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.

#### 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.).
- 1. 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.

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

#### **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.

- 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.

#### **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 New Employee Pay Orientation training (<u>http://jko.jfcom.mil/</u> 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 asneeded basis.
- d. The Garrison super-user will manage training compliance to include collecting/retaining training documentation and notifying personnel of training opportunities and suspenses.

#### 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 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. 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).

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 caseby-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.
- 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 biweekly 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.
- 1. The Tour of Duty for each employee will be properly annotated in the applicable time keeping system (e.g., ATAAPS).
- 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.
- 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.**

<u>Approval Authority.</u> Directors and selected Deputies and Division Chiefs are the approval authority for all overtime and compensatory time within their directorate. These Deputies and Division Chiefs are:

- DHR Education Services Officer,
- DHR Chief Military Personnel Division,
- ACS Operations Officer,
- ACS Officer HAAF,
- DPTMS Deputy Director,
- DPW Business Operations, and the
- Integration Division Chief.
- a. This authority cannot be further delegated. 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.
- 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.

<u>Scheduled Overtime</u>. 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".

<u>Emergency overtime</u>. 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".

<u>Callback Overtime</u>. 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".

<u>Compensatory Time.</u> 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.

<u>Compensatory Time Off for Travel.</u> 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.

<u>Holiday Work.</u> 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.

<u>Night Differential.</u> 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.

<u>Annual leave</u>. 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".

<u>Maximum Annual Leave</u>. 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 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.

<u>Advanced Annual Leave</u>. 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.

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 adoptionrelated 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.

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.

<u>Advanced Sick Leave</u>. 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.

<u>Leave Without Pay.</u> 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.

<u>Holiday Leave.</u> 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.

<u>Military Leave</u>. 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.

- 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.
- 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.

# <u>General.</u>

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

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

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/dcdismissal.pdf

ATAAPS Timesheet Codes

| ATAAPS CODE                    | ATAAPS CODE  |
|--------------------------------|--|
| RG - Regular Work (Graded)     | KG - Military Furlough (LWOP) – Called to<br>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                                |

Leave Conversion Table

| Type of Excess Leave               | Order of Precedence (DCPS) |
|------------------------------------|----------------------------|
| Sick                               | 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 | 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        | 1. Use or Lose Annual      |
| Member (Serious Condition)         | 2. Compensatory            |
|                                    | 3. Annual Leave            |
|                                    | 4. Restored Leave          |
|                                    | 5. Donated Leave           |
|                                    | 6. Credit Hours            |
|                                    | 7. Leave Without Pay       |
| Annual                             | 1. Compensatory            |
|                                    | 2. Restored Leave          |
|                                    | 3. Donated Leave           |
|                                    | 4. Credit Hours            |
|                                    | 5. Leave Without Pay       |
| Compensatory                       | 1. Annual Leave            |
|                                    | 2. Restored Leave          |
|                                    | 3. Credit Hours            |
|                                    | 4. Leave Without Pay       |
| Military                           | 1. Use or Lose Annual      |
|                                    | 2. Compensatory            |
|                                    | 3. Annual Leave            |
|                                    | 4. Restored Leave          |
|                                    | 5. Credit Hours            |
|                                    | 6. Leave Without Pay       |

| Military Law Enforcement | 1. Use or Lose Annual |
|--------------------------|-----------------------|
|                          | 2. Compensatory       |
|                          | 3. Annual Leave       |
|                          | 4. Restored Leave     |
|                          | 5. Credit Hours       |
|                          | 6. Leave Without Pay  |
| Home                     | 1. Use or Lose Annual |
|                          | 2. Compensatory       |
|                          | 3. Annual Leave       |
|                          | 4. Restored Leave     |
|                          | 5. Credit Hours       |
|                          | 6. Leave Without Pay  |
| Shore                    | 1. Use or Lose Annual |
|                          | 2. Compensatory       |
|                          | 3. Annual Leave       |
|                          | 4. Restored Leave     |
|                          | 5. Credit Hours       |
|                          | 6. Leave Without Pay  |
| Restored Annual          | 1. Use or Lose Annual |
|                          | 2. Compensatory       |
|                          | 3. Annual Leave       |
|                          | 4. Restored Leave     |
|                          | 5. Credit Hours       |
|                          | 6. Leave Without Pay  |
| Credit Hours             | 1. Use or Lose Annual |
|                          | 2. Compensatory       |
|                          | 3. Annual Leave       |
|                          | 4. Restored Leave     |
|                          | 5. Leave Without Pay  |
| Time-Off Incentive Award | 1. Use or Lose Annual |
|                          | 2. Compensatory       |
|                          | 3. Annual Leave       |
|                          | 4. Restored Leave     |
|                          | 5. Credit Hours       |
|                          | 6. Leave Without Pay  |

# Mandatory Training

Check Mandatory Training site for most up-to-date guidance.

Department of the Army Civilian (DAC) Employee Mandatory Training will be accomplished by all new employees, and then annually and biennially by all employees as indicated below:

# (A) <u>All New Employees:</u>

(1) Antiterrorism Training (AT) Level I: register and complete online <u>https://jkoditect.jten.mil/Atlas2/page/login/Login.jsf</u>, then click on the *Course Catalog* tab, enter US007 and click *Search*. Employees can then enroll in *Level I Antiterrorism Awareness Training*.

(2) EEO Anti-Harassment and No FEAR Training: register online at\_ <u>https://www.atrrs.army.mil/</u>. 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.

(3) Cyber Awareness Training: register and complete online at\_ <u>https://cs.signal.army.mil/</u> (Also required ANNUALLY on employment/training anniversary).

(4) Ethics: register and complete online at <u>https://www.jagcnet.army.mil/</u> by clicking on *Legal Services*, then selecting *Initial Ethics Training for New Personnel* under the *Ethics* sub-heading.

(5) Prevention of Violence in the Workforce – Employees: register and complete online at <u>http://media.cpms.osd.mil/faslerd/employee/menu.htm</u>

Prevention of Violence in the Workforce – Supervisors: register and complete online at <u>http://media.cpms.osd.mil/faslerd/supervisor/menu.htm</u>

(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\_

<u>https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf</u>. 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) Information Security (INFOSEC) Program Training: register and complete

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

(8) SHARP (Sexual Harassment/Assault Response and Prevention) training: register and complete online at <u>https://www.lms.army.mil/</u> by clicking on the *Mandatory Training* link on the left-side menu, and selecting *Launch* next to *SHARP (Sexual Harassment/Assault Response and Prevention): Standing Strong.* Employees may also attend the course in a face-to-face training capacity when available. Only one aspect (online OR face-to-face) is required.

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

(10) Threat Awareness and Reporting Program (TARP) course: register and complete online at <u>https://www.lms.army.mil/</u> 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 *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 aspect (online OR face-to-face) is required.

(11) Constitution Day training: register and complete online at\_ http://constitutionday.cpms.osd.mil/

(12) 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.

(13) 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).

(14) Operational Excellence (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 Service Culture Initiative (SCI)

#### (B) Annually by All Supervisors of Civilian Employees:

(1) EEO Anti-Harassment and No FEAR Training: register online at\_ <u>https://www.atrrs.army.mil/</u>. Once logged in, search for the training by clicking *Course Catalog* and enter 203B in the *Course Number* section. Once the registration has been approved, employees will receive an email and the training will be conducted using the ALMS platform.

#### (C) Annually by All OGE 450 Filers:

(1) Ethics: register and complete online at <u>https://www.jagcnet.army.mil/</u> by on *Legal Serivikingthen selecting Online Ethics Training* under the *Ethics* sub- heading.

#### (D) <u>Annually by All Employees with a Secret (or higher) Clearance:</u>

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

#### (E) Biennially (every other year) by All Employees:

(1) Antiterrorism Training (AT) Level I: register and complete online <u>https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf</u>, then click on the *Course Catalog* tab, enter US007 and click *Search*. Employees can then enroll in *Level I Antiterrorism Awareness Training*.

(2) EEO Anti-Harassment and No FEAR Training (**non-supervisory ONLY**): register online at <u>https://www.atrrs.army.mil/</u>. Once logged in, search for the training by clicking *Course Catalog* and enter 203A (non-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 ALMS platform.

(3) Prevention of Violence in the Workforce – Employees: register and complete online at <u>http://media.cpms.osd.mil/faslerd/employee/menu.htm</u>

Prevention of Violence in the Workforce – Supervisors: register and complete online at http://media.cpms.osd.mil/faslerd/supervisor/menu.htm

#### (also required when an employee's JOB CHANGES within the Garrison)

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

(5) SHARP (Sexual Harassment/Assault Response and Prevention) training: register and complete online at <u>https://www.lms.army.mil/</u> by clicking on the *Mandatory Training* link on the left-side menu, and selecting *Launch* next to *SHARP (Sexual Harassment/Assault*)

*Response and Prevention): Standing Strong.* Employees may also attend the course in a face-to-face training capacity when available. Only one aspect (online OR face-to-face) is required.

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

(7) Threat Awareness and Reporting Program (TARP) course: register and complete online at <u>https://www.lms.army.mil/</u> 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 *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 aspect (online OR face-to-face) is required.

#### (F) **<u>Required when appointed and then as prescribed:</u>**

(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 <a href="https://www.lms.army.mil/">https://www.lms.army.mil/</a> 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 <u>https://www.lms.army.mil/</u> 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.

#### (G) 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 on or 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 GS10-12 and equivalent pay band/scale. Non-supervisors at the appropriate grade levels can attend in a voluntary status.

(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

**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 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 Garrison Commander (GC), Garrison Command Sergeant Major (GCSM), Deputy to the 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

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 Deputy to the Garrison Commander (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 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.

# **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 <u>once</u> 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.

Directorates with GCAOE nominees will not be permitted to submit members to serve on the Virtual Award Panel.

### **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.

It will take the Defense Logistics Agency (DLA) until approximately June 2020 to have the Army service/retired lapel buttons stocked in the supply system. Once available, units/agencies must order lapel buttons online through the DLA FedMall website. In the interim, units/agencies may procure the lapel buttons from The Institute of Heraldry's (TIOH) certified manufacturers

(noted below) IAW local command procedures. All units/agencies will be required to purchase the lapel buttons through DLA once the lapel buttons become available. Commercial procurement will no longer be authorized (there is significant cost savings when purchasing through DLA vice commercial sources). Additional information regarding a cutoff date for local purchases will be provided at a later date.

Recommended Certified Manufacturers for interim purchases include:

- a. Ira Green Inc., 177 Georgia Avenue, Providence, RI 02905, 401-680-7904, http://www.iragreen.com/
- b. Vanguard Military Equipment Corp, 2440 Impala Drive, Carlsbad, CA 92008, 800-433-1334, www.vanguard.com/
- c. International Insignia Corporation, 1280 Eddy Street, Providence, RI 02905, 401-784-0000, http://www.internationalinsignia.com/
- d. Sweet Mass Production, 28 John Williams Street, Attleboro, MA 02703, 401-738-0702, www.usainsignia.com/

**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 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 OPORD 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 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 applicable to employees who have not been granted a QSI in the previous 52-week period. 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 initiated on the QSI Award Request (See Award Guidance – Annex B), include required supporting documentation, and routed through the DRM for the Personnel Management Board (PMB) 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: <u>Civilian Incentives & Awards</u>

### 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.

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-04/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:

<u>Category 1:</u> 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).

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

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

Nominations (See Award Guidance – Annex A) are submitted to the Workforce Training & Development Specialist by 15 September (4<sup>th</sup> Quarter nominations), 15 January (1<sup>st</sup> Quarter nominations), 15 April (2<sup>nd</sup> Quarter nominations), and 15 July (3<sup>rd</sup> Quarter nominations) of each year. The Annual criteria and deadline will be announced after the 4<sup>th</sup> Quarter winners have been determined for that FY.

Quarterly winners will compete against each other in a separate competition to select the Annual GCAOE. The annual award competition will be comprised of an additional task or requirement, such as an essay 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.

#### **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 <u>AND</u> 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).

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: <u>Civilian Incentives & Awards</u> Submission deadlines for the Quarterly Supersaver Award are the same as those for the GCAOE: 15 September (4<sup>th</sup> Quarter nominations), 15 January (1<sup>st</sup> Quarter nominations), 15 April (2<sup>nd</sup> Quarter nominations), and 15 July (3<sup>rd</sup> 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 Code, Chapter 45, Incentive Awards.

Title 5, Code of Federal Regulations, Part 451, Awards.

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.

#### Annexes.

A. Award Nomination FormB. Supersaver Nomination FormC. QSI Award RequestD. Award Panel NDA

#### All associated documents can be found at: Civilian Incentives & Awards

# Annex A

# GCAOE OR SUPERSAVER AWARD NOMINATION FORM

| GCAOE Category:       | Date:          |    |
|-----------------------|----------------|----|
| Employee Last Name:   | First          | MI |
| Employee Title:       | Employee Grade |    |
| Employee Directorate: | Section        |    |

JUSTIFICATION / SUGGESTION:

# GCAOE OR SUPERSAVER AWARD NOMINATION FORM, CONT.

| Nominator Name  | Work Number | Signature |
|-----------------|-------------|-----------|
| Supervisor Name | Work Number | Signature |
| Director Name   | Work Number | Signature |

#### Annex B

#### **Garrison Supersaver Nomination Form**

| _  |      |            |  |  |  |
|----|------|------------|--|--|--|
| Fm | าเกเ | yee Name:  |  |  |  |
|    | 510, | yee munic. |  |  |  |

Employee Position: \_\_\_\_\_\_ Job Series & Grade: \_\_\_\_\_\_

Employee Directorate: \_\_\_\_\_

Justification: Please explain how the Garrison could save money/cut costs by changing a process or eliminating a wasteful practice.

Employee Signature: \_\_\_\_\_

Submission Date: \_\_\_\_\_

\* Please send to Ms. Barbara Cardinal in the Garrison RMO office at: barbara.cardinal3.civ@mail.mil.

# Annex C

# USAG FS/HAAF QSI Award Request

| Awardee Name (Last, First, M):                   |                                     |  |
|--|-------------------------------------|--|
| Recommended to Paygrade/Step:                    | Date of last QSI:                   |  |
| Recommended Award Amount: \$                     | which equals% of salary             |  |
| If approved, QSI increases next FY payroll by \$ | Payroll Functional Area:            |  |
| Beginning QSI Allocation: Remaining QSI Balance: |                                     |  |
| Award Justification – Explanation as to how empl | oyee is in the top 5% of workforce: |  |
|  |                                     |  |
|  |                                     |  |
|  |                                     |  |
|  |                                     |  |

Required documents to support request:

| Performance Appraisal | Last ten awards with date and amount |
|-----------------------|--------------------------------------|
|                       |                                      |

\_\_\_\_ This completed QSI Award Request

Director Signature:

| Deputy Garrison | Commander: |
|-----------------|------------|
|-----------------|------------|

Signature

Date

# Non-Disclosure Agreement (NDA)

SUBJECT: GCAOE/Supersaver Virtual Award Panel NDA

1. Intending to be legally bound, I hereby accept the obligations contained in this Agreement in consideration of my being a member of the GCAOE and/or Supersaver Virtual Award Panel within USAG Fort Stewart/Hunter Army Airfield.

2. I agree not to disclose or divulge information pertaining to, or made a part of this Virtual Award Panel to anyone except (a) the USAG Workforce Training & Development (WT&D) Specialist; (b) other Virtual Award Panel members; (c) the Deputy Garrison Commanders for USAG Fort Stewart/Hunter Army Airfield; (d) a properly appointed Investigating Officer authorized to conduct an investigation into the Garrison Virtual Award Panel; or (e) an official who, by law or regulation, is specifically authorized access to the information. Information pertaining to, or made a part of, the Virtual Award Panel includes, but is not limited to, award nominations, scoring sheets and matrices, and any other documents submitted for consideration.

3. I understand that unauthorized disclosure may result in administrative sanctions up to, and including, my removal from Federal service. I also understand that unauthorized disclosure of information that is protected by the Privacy Act may result in civil and/or criminal sanctions.

4. These provisions are consistent with and do not supersede, conflict with, or otherwise alter the employee obligations, rights, or liabilities created by existing statute or Executive Order relating to (1) classified information, (2) communications to Congress, (3) the reporting to an Inspector General of a violation of any law, rule, or regulation, or mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety, or (4) any other whistleblower protection. The definitions, requirements, obligations, rights, sanctions, and liabilities created by controlling Executive Orders and statutory provisions are incorporated into this agreement and are controlling. 5 U.S.C. 2302(b).

5. I have read this Agreement and agree to accept its provisions.

Printed Name:

Signature:

Date:

# 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 Department of the Army Civilian (DAC) 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 DACs 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: <u>usarmy.stewart.usag.list.workforce@mail.mil</u>

# **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 forms can be found at: <u>Civilian Fitness Program (CFP)</u>

#### Annex A

#### Responsibilities

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

Appoint Garrison CFP Coordinators for FS/HAAF.

Coordinators will provide program orientation (Phase II) execution and control in support of the USAG CFP.

Coordinators will provide support by providing six hours of the first two weeks of the CFP for each participant (can be individual or group-based) Phase II Orientation, which will include completing a Fitness assessment, a facility and equipment introduction, defining personal fitness goals, types of training, benefits, fitness opportunities, and options for instruction.

If requested by employee, supervisor, or leadership, provide proof of training attendance and/or appointment during Phase II Orientation.

#### USAG Workforce Training & Development (WT&D) Specialist:

Proponent for this garrison policy and related staff actions.

Monitor CFP and communicate opportunities to workforce.

Establish and monitor CFP data and survey results as required by senior leadership.

Process CFP enrollments, confirmation, and related administrative requirements.

Serve as liaison to installation agencies on the Civilian Fitness Program.

#### **Army Medical Command:**

#### Army Wellness Center.

Provide wellness appointments, services and related test results to DACs.

Provide CFP participants pre-, mid-, and post-assessment appointments.

Advertise program services and training opportunities.

If requested by employee, supervisor, or leadership, provide proof of training attendance and/or appointment.

#### Army Public Health Clinic.

Conduct pre- and post-screenings at the Army Wellness Center as needed.

If requested by employee, supervisor, or leadership, provide proof of training attendance and/or appointment.

#### Supervisors:

Support program participation by promoting healthy lifestyle behaviors and access to appropriate education resources.

Coordinate employee enrollment in the CFP which authorizes three (3) hours of Administrative Leave per week to engage in physical training and/or wellness classes for a consecutive six month period of time, once in a DACs career.

Monitor and track their employee's training and attendance in the CFP.

Ensure installation supported resilience programs and wellness appointments, e.g., metabolic, immunizations, blood, fitness, etc., are an Excused Absence as part of an employee's regular duty time. If enrolled in the CFP, appointments during the six month program window will be documented as Administrative Leave per AR 600-63.

Include fitness and wellness information as part of employee quarterly performance counseling.

May request proof of attendance from employee via the fitness center Webtrak or training agency representative, however, not all fitness opportunities are monitored (e.g., quick track, running trails, and tennis courts).

# **Employees**:

Include resiliency training and wellness interests as part of your Individual Development Plan (IDP) and performance counseling sessions.

Coordinate and receive supervisor approval to attend installation supported resilience and wellness related training and appointments during regular duty time as an excused absence.

Coordinate and receive supervisor approval to enroll in and participate in the CFP for up to three (3) hours of Administrative Leave per week to engage in physical training and/or wellness classes for a consecutive six month period of time, once in a DAC career. Training dates cannot exceed the six month period regardless of mission, leave, or temporary duty schedule.

While enrolled in the CFP, ensure personal timecard reflects CFP time accurately.

Schedule and complete Army Wellness Center and Army Public Health appointments to include the Civilian Fitness Program initial, mid-point, and final assessments.

Employees who require physical fitness, medical testing, and immunizations as part of the position description and/or duties will use regular duty time for appointments, and schedule as directed by their supervisor.

If requested by supervisor, provide proof of training attendance and/or appointment from the supporting agency, if possible.

# Annex B

# **Civilian Fitness Program Instructions and Timelines**

Congratulations on taking part in a one-time Army initiative designed to assist you in creating healthy habits to reduce stress, enhance your life, promote mission readiness, and overall personal wellness. The Civilian Fitness Program authorizes enrolled employees to use three (3) hours of Administrative Leave per week to engage in physical training and/or wellness classes for a consecutive six month period, once in their Department of Army Civilian career.

| PHASE I - | - ENROLL AND ASSESS (PRIOR TO START DATE)   |
|-----------|---|
| 1.        | Enrollment packets are accepted on a continuous basis.                            |
| 2.        | Completed packets will be emailed to  |
|           | usarmy.stewart.usag.list.workforce@mail.mil.                                      |
| 3.        | Packets will include:   |
|           | a. Civilian Fitness Program Enrollment Form (Appendix 3)                          |
|           | b. Employee Health History Form (Appendix 4)                                      |
|           | c. Employee Release/Waiver of Liability (Appendix 5)                              |
| 4.        | Confirmation and personalized instructions will be emailed back to the employee   |
|           | and supervisor.   |
| 5.        | After receipt of confirmation, you will immediately contact the Army Wellness     |
|           | Center (AWC) at 767-4077 to schedule appointments for coaching, body              |
|           | composition, and a Metabolic Assessment.  |
| 6.        | The Army Public Health Clinic conducts Glucose and Cholesterol screenings at the  |
|           | AWC – you can also schedule those tests, but they aren't required.                |
| 7.        | Notify the WT&D Specialist that you have completed your AWC tests at              |
|           | usarmy.stewart.usag.list.workforce@mail.mil to confirm Phase II start date,       |
|           | location and time.  |
| PHASE II  | - ORIENTATION AND EXECUTION (START DATE AND FORWARD):                             |
| 1.        | Orientation: The first two weeks of the program (6 hours over specific days) will |
|           | be spent at a local fitness center at a specific time receiving program, physical |
|           | health, and facility and equipment orientation, with a personalized physical      |
|           | assessment.   |
| 2.        | After orientation: You are on your own to schedule your three hours per week in   |
|           | coordination with your supervisor. You may use any installation fitness center or |
|           | wellness class available to you. Use the attached CFP Workout Log to track your   |
|           | workouts and schedule.  |
| 3.        | Approximately 90 days into the program, schedule a mid-point assessment with      |
|           | the AWC.  |
|           | I - POST ASSESSMENT (END DATE AND COMPLETE):                                      |
| 1.        | At 6 months, schedule and complete post-assessment appointment at the AWC.        |
| 2.        | Complete a follow up Glucose and Cholesterol screening with the Army Public       |
|           | Health Clinic if you did choose to get one initially.                             |
| 3.        | Notify the WT&D office that you have completed your tests at                      |
|           | usarmy.stewart.usag.list.workforce@mail.mil to receive your program survey.       |
| 4.        | Submit the completed CFP survey, and ensure your Individual Development Plan      |
|           | (IDP) and performance counseling reflect completion of the program.               |

#### Annex C

#### **Civilian Fitness Program Agreement Form**

| Name of Employee:      | Work phone:       |
|------------------------|-------------------|
| Employee Email:        | Unit:             |
| Supervisor Name:       | Supervisor Phone: |
| Supervisor Work Email: |                   |

We understand and agree that (employee name) will be participating in the command-sponsored Civilian Fitness Program. The employee may use up to 3 one-hour sessions each week over a consecutive 6 month period. We understand and agree that the wellness/exercise location will be the place of duty during authorized time for program execution. We also understand and agree that:

- Employee can dis-enroll within one month from the start date, and keep eligibility to enroll (one more time) at a later date.
- Employee is accountable for actions, and maintaining his/her program schedule.
- Employee is expected to use designated time as outlined in the program. Any CFP time not used for Fitness training or wellness classes will be spent in the workplace.
- Exercise periods are official duty time. Misconduct during these periods will be considered a workplace infraction, and could be subject to disciplinary action.
- Exercise days and times may be periodically amended with prior approval of the supervisor to support the mission.
- Unused exercise hours may not be carried forward to subsequent weeks.
- The program end date will not be extended to make up for exercise periods missed due to leave, temporary duty, or any other reasons.
- Employee understands that if he/she chooses to use personal trainers, exercise gear, fitness classes, etc., that the cost is his/her sole financial responsibility.
- Failure to complete the post assessment may result in an "Incomplete" notification to be forwarded to your supervisor. Supervisors may then request that the time granted for the program as "Administrative Leave" be replaced as "Annual Leave" or "LWOP" if the employee fails to complete the post-assessment portion (Phase III).
- Employee timesheets will be coded as "Administrative Leave" for any time taken towards the CFP part of the duty day.
- Employee is not authorized to start the CFP until receipt of enrollment confirmation with designated start and end date.

I understand that this is a one-time opportunity, comply with the above agreement, and certify that I have not been enrolled in the US Army Civilian Fitness Program at any other location before today. Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

I understand and comply with the above agreement, and have counseled my employee as to his/her responsibilities in support of this program. Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

# Annex D

# **Employee Health History Form**

Before engaging in the Civilian Fitness program, certain medical or health issues need to be addressed. Ask yourself the following questions to determine if you should get a medical screening before starting the program. This questionnaire is not designed to detect unfit individuals, but to identify potential medical problems related to starting a regular exercise program.

#### YES NO

| Do you have or have you ever been diagnosed with a cardiac condition that  |
|--|
| requires supervised physical activity by your medical provider?  |
| Do you have chest pain that is brought on by physical activity?  |
| Have you developed or experienced chest pain in the past month?  |
| Do you have bone(s) or joint(s) that could be aggravated by any physical activity?   |
| Do you tend to lose consciousness or fall over as a result of dizziness?   |
| Has a doctor ever recommended medication blood pressure or a heart condition?  |
| Do you become extremely short of breath with mild exercise?  |
| Do you feel or experience frequent skipped heartbeats?   |
| Are you more than 20 pounds over your recommended body weight for your height?   |
| Are you pregnant or have you been within the last 3 months?  |
| Within the last 6 months, have you been involved in regular exercise?  |
| Are you aware, through your own experience or a doctor's advice, of any other physical prohibition that would prevent you from participating in exercise activity without medical supervision? |

**NOTE:** If you answered yes to any of the above questions or have a temporary illness (cold), we recommend you get a health screening from your Medical Provider before beginning this program.

Person to Contact in Case of Emergency: Name: \_\_\_\_\_

Relationship Phone Number:

Address:

#### Annex E

#### **Civilian Fitness Program Release/ Waiver of Liability**

I know that participating in a physical fitness program can be a potentially hazardous activity. I will not enter this program unless I am medically fit. I assume all risks associated with participating in this program, including, but not limited to injuries related to falls, heart attack, stroke, heat related injuries, contact with other participants, infectious diseases, and equipment conditions.

In consideration of the opportunity to participate in the physical fitness program, I UNDERSTAND AND DO HEREBY AGREE TO ASSUME ALL OF THE ABOVE RISKS AND OTHER RELATED RISKS WHICH MAY BE ENCOUNTERED IN SAID PHYSICAL FITNESS PROGRAM. I do hereby agree to hold the United States Government, its officials, and personnel harmless from any and all liability, actions, cause of actions, claims, expenses, and damages on account of injury to my person or property, even injury resulting in death, which I now have or which may arise in the future in connection with my participation in any other associated activities of the Civilian Fitness Program (release and waiver of liability does not prevent me from receiving available emergency medical care or medically-related entitlements routinely available to me if I am Military/Family Member or Federal employee).

I expressly agree that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the law of the applicable State, and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. This release contains the entire agreement between the two parties hereto and the terms of this release are contractual and not a mere recital.

I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELASE AS MY OWN FREE ACT. This is a legally binding document which I have read and understand.

| Printed Name: |  |  |
|---------------|--|--|
|---------------|--|--|

| Signature: |
|------------|
|------------|

| Date: |
|-------|
|       |

# Annex F

# **Civilian Fitness Program Workout and Appointment Log**

(For CFP Participant use only - WT&D office does not require)

Employee Name: \_\_\_\_\_

Goal: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Beginning Date: \_\_\_\_\_

| Week     | Mon /<br>Workday 1  | Tue /<br>Workday 2  | Wed /<br>Workday 3    | Thu /<br>Workday 4 | Fri /<br>Workday 5 |
|----------|---------------------|---------------------|-----------------------|--------------------|--------------------|
| Week 1   |                     | 4/5/11              |                       | 4/7/11             |                    |
| (Sample) |                     | 1000 – 1100<br>Walk |                       | 1300-1400<br>Walk  |                    |
| Week 1   |                     |                     |                       |                    |                    |
| Week 2   |                     |                     |                       |                    |                    |
| Week 3   |                     |                     |                       |                    |                    |
| Week 4   |                     |                     |                       |                    |                    |
| Week 5   |                     |                     |                       |                    |                    |
| Week 6   |                     |                     |                       |                    |                    |
| Week 7   |                     |                     |                       |                    |                    |
| Week 8   |                     |                     |                       |                    |                    |
| Week 9   |                     |                     |                       |                    |                    |
| Week 10  |                     |                     |                       |                    |                    |
| Week 11  |                     |                     |                       |                    |                    |
| Week 12  |                     |                     |                       |                    |                    |
| Midpoint | Midpoint Assessment |                     | Army Wellness Center: |                    |                    |
| Week 13  |                     |                     |                       |                    |                    |
| Week 14  |                     |                     |                       |                    |                    |
| Week 15  |                     |                     |                       |                    |                    |
|          |                     |                     |                       |                    |                    |

| Week    | Mon /<br>Workday 1 | Tue /<br>Workday 2 | Wed /<br>Workday 3    | Thu /<br>Workday 4 | Fri /<br>Workday 5 |  |  |
|---------|--------------------|--------------------|-----------------------|--------------------|--------------------|--|--|
| Week 16 |                    |                    |                       |                    |                    |  |  |
| Week 17 |                    |                    |                       |                    |                    |  |  |
| Week 18 |                    |                    |                       |                    |                    |  |  |
| Week 19 |                    |                    |                       |                    |                    |  |  |
| Week 20 |                    |                    |                       |                    |                    |  |  |
| Week 21 |                    |                    |                       |                    |                    |  |  |
| Week 22 |                    |                    |                       |                    |                    |  |  |
| Week 23 |                    |                    |                       |                    |                    |  |  |
| Week 24 |                    |                    |                       |                    |                    |  |  |
|         |                    |                    |                       |                    |                    |  |  |
| Post As | sessment           | Army W             | Army Wellness Center: |                    |                    |  |  |
| Contact | t WT&D office      | to complete su     | irvey:                |                    |                    |  |  |

Notes:

#### Annex G

#### **Civilian Fitness Program Opportunities and General Information**

#### Fitness Opportunities: Fort Stewart & HAAF Fitness Options

**Aqua Fit** - A fun aquatic activity that uses the resistance of the water to provide smooth and variable resistance through full range of motion, improving strength, endurance, flexibility, and well-being in a low-impact and near weightless environment.

Aqua Zumba - A Latin-inspired, easy to follow calorie burning, dance fitness party that makes working out a splash.

**Functional Fitness -** A training and strength program consisting mainly of a mix of aerobic drills, gymnastics, and weightlifting.

**High Intensity Interval Training (HIIT)** - Interval training alternating various body sculpt moves and aerobic exercises on the step, with barbells, bands, or weights. A body-shaping, fat-burning, and strength training class that will whip you into shape.

**Indoor Cycling -** This is a high intensity, high energy cycling workout. This class is great for anyone looking to challenge themselves, build endurance and get fit. This class is adaptable to all Fitness levels.

**MiXXedFit** - People-inspired fitness program that combines explosive dance movements with bodyweight toning.

**WellBeats -** The In-Facility WELLBEATS Player offer a wide variety of fitness programming on-schedule or on-demand. This fully automated system is perfect for any dedicated commercial fitness space. WELLBEATS helps you break down barriers to create a convenient, approachable experience that engages a wider audience throughout the day.

Army Wellness Center Classes - AWC Website Phone: 767-4077

**Body Composition Analysis/Wellness Coaching (45 minute appointment) -** Individual will receive results for body composition analysis. Coaching to assist you in setting and reaching wellness related goals.

**Metabolic Assessment (30 & 60 minutes: Two appointments) -** An oxygen measurement to determine your individual calorie needs; Upping Your Metabolism Class: Receive your personal results for your calorie needs and receive information about metabolism and personal weight management.

**Physical Fitness Assessment (75 minute appointment) -** Includes: Treadmill or Cycle assessment to measure cardio respiratory Fitness; Assessment of musculoskeletal strength, endurance, and flexibility; an exercise prescription based on your Fitness goals; Wellness Report Card.

**Stress Management/ Biofeedback (60 minute class & 45 minute individual biofeedback sessions) -** An introductory class about stress management; Four to six biofeedback sessions-working on stress management techniques such as deep breathing, relaxation and how to control heart rate

**Individual Wellness Coaching -** Coaching to assist you in utilizing your Resting Metabolic Rate Testing Results and adopting a healthy eating plan; Coaching to assist **you** in setting and reaching Fitness related goals; weekly, bi-weekly, or monthly goal setting.

**Department Wellness Classes** - Schedule a class on nutrition, physical Fitness, stress management, healthy sleep habits, or the Performance Triad. Please schedule 30 days in advance. The AWC team will come to your department or you can utilize the AWC classroom.

# Employee Assistance Program - EAP Website Phone: 767-5672/5974

The Employee Assistance Program (EAP) provides services for government employees in identifying and resolving personal problems that may affect their job performance and wellbeing. To assist management in addressing productivity issues, and promote installation work/life/wellness programs Hiring Guidance for 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.

**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 preapproved by the DGC.

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. 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**.

<u>Validation and Authorization</u>. 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 to the PMB clearly stating and justifying the organizational need to take the proposed personnel action (Appendix 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 (SOA)**. The procedures set forth in this guidance are applicable to equivalent NAF positions.

a. <u>GS-12 positions and above</u>. 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. <u>GS-11 positions and below</u>. 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.

<u>Approval of Crediting Plans</u>. 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 (Appendix B).

**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 Appendix 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.

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

a. <u>Garrison EEO Representative to Panels</u>. A representative from the Garrison EEO will advise all selection panels involving GS-12 positions and above and will be present for interviews for GS-13 positions and above. A representative from the Garrison EEO will also be available, upon request, to advise any other selection panels.

b. <u>Military Representation on Panels</u>. 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. <u>Minority and Protected Status Representation on Panels</u>. 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. <u>GS-09 to GS-13 Non-division Chief positions</u>. 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. <u>GS-13 Division Chief/Branch Chief and GS-14 positions and higher</u>. 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. <u>Convening the Panel</u>. 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. <u>Scoring Written Submissions/Resumes</u>. Panel members will score the candidate's written submissions/resumes using the approved crediting plan and record their scores on the provided scoring matrix. Panel members will return their completed scoring matrix and all other associated notes used to evaluate the candidates to the SO.

(1) Compiling Scores. SOs will compile the individual scores from each 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, and tier two, and tier three 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.

h. <u>Interviews</u>. 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 Appendix 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.

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

(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. <u>Tabulating Final Composite Scores</u>. 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. <u>Selections</u>. SOs will normally 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.

<u>Additional Requirements for GS-12 and above positions</u>. 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 USA Staffing Online. The approval package must include:

a. An Executive Summary (EXSUM) identifying the selected candidate and alternates (if possible). The EXSUM 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

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 will assign a sponsor when an offer is accepted.

**<u>Retention and Disposition of Records</u>**. 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. 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</u>. 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. 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 of 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 for meeting 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.

<u>Internal Transfers</u>. 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 FS/HAAF Deputy Garrison Commander.

#### **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

Operations Order 13-077, 12 Jan 13, Subject: U.S. Army Installation Management Command (IMCOM) Civilian On Board Strength (OBS) Force Reduction and Reshape.

#### 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:* <u>*Hiring Guidance*</u>

#### Annex A

# NON-DISCLOSURE AGREEMENT

SUBJECT: Civilian Hiring Action

2. I agree not to disclose or divulge information pertaining to, or made a part of, this civilian hiring action to anyone except to (a) the selecting official \_\_\_\_\_\_; (b) other panel members; (c) the Garrison Commander or the Deputy to the Garrison Commander for USAG Fort Stewart/Hunter Army Airfield; (d) a properly appointed Investigating Officer authorized to conduct an investigation into the civilian hiring action; or (e) an official who, by law or regulation, is specifically authorized access to the information. Information pertaining to, or made a part of, a civilian hiring action includes, but is not limited to, interview questions, resume and interview scoring sheets and matrixes, applicants' resumes, and any other document the applicant submitted for consideration.

3. I understand that unauthorized disclosure may result in administrative sanctions up to, and including, my removal from Federal service. I also understand that unauthorized disclosure of information that is protected by the Privacy Act may result in civil and/or criminal sanctions.

4. These provisions are consistent with and do not supersede, conflict with, or otherwise alter the employee obligations, rights, or liabilities created by existing statute or Executive order relating to (1) classified information, (2) communications to Congress, (3) the reporting to an Inspector General of a violation of any law, rule, or regulation, or mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety, or (4) any other whistleblower protection. The definitions, requirements, obligations, rights, sanctions, and liabilities created by controlling Executive orders and statutory provisions are incorporated into this agreement and are controlling. 5 U.S.C. 2302(b).

5. I have read this Agreement and agree to accept its provisions.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date:

#### Annex B

# USAG FS/HAAF INTERVIEW PROCEDURES AND SAMPLE QUESTIONS

Immediately greet interview candidates (either in-person or over the phone/VTC), thank them for their participation in the job selection process, and chat informally for a few minutes (keep topics limited to weather, traffic, etc.). One can build rapport by giving candidates an idea of how the interview process will unfold.

As the formal interview begins, provide candidates with a brief overview of the job and mission of the agency, and introduce the panel members, their job titles/organizations, and how the questions will be asked. Next, begin asking candidates the questions that have been pre-approved and prepared for the interview.

The following offer some sample questions and should be modified as they apply to the particular requirements of the position. <u>Interview questions should not be limited to these questions or to these categories of questions</u>.

- **People skills:** Describe your people skills. How do you lead people? How do you manage your staff? How do you interact with your team members? What unique qualities, talents and skills do you have that would increase the productivity and efficiency of the organization? Why do people skills matter?
- Attention to detail: Describe a project or task that required your exact attention in order to keep the project on track and produce a quality project. How did these matters come to your attention? How did you handle them?
- **Change management:** We often face changes in the workplace. Describe a specific situation in which you feel you were especially effective in adapting to an unanticipated change.
- **Clerical skills:** Describe the type of routine office procedures that you have had to follow. What volume of paperwork have you been responsible for? What experience have you had in handling confidential records? How do you ensure confidentiality and security of information and records maintained in the office?
- Skill areas: Please describe the skills, abilities and experience you have that qualify you for this position.
- **Customer service:** In this job you will be interacting with a variety of individual both within and outside the agency. Occasionally, you will interact with individuals who are dissatisfied with the service they received. Describe a difficult customer situation you have encountered and how you solved it.
- **Decision making:** Describe some examples of decisions or recommendations you are called upon to make in your current or past position? What has been a stubborn or recurring problem area you would like to solve in your current job? How would you solve it?
- **Interpersonal skills:** How would you describe your relationship with your most recent supervisor and coworkers? If I were to contact them today, what would they say about you?
- **Teamwork:** Provide me with an example of when you worked very effectively as a member of a team. What was your role and what was the task? How many people were involved?

After the panel has finished asking the candidates all of the questions, allow them the opportunity to ask questions of the panel members. This is an excellent opportunity for the panel to elaborate on the agency and details of the job. In conclusion, inform the candidates of the anticipated time frame for when the determination will be made.

Good Day!

John Doe has been referred for the XX-XXX-XX Generic position that we have vacant at Ft. Stewart/Hunter Army Airfield, GA and s/he listed you as a professional reference. It is very important that we get a well-qualified employee, who can represent Directorate XYZ professionally with leaders at all levels in a military environment. Can you please provide the following information about the applicant?

1) What is/was your relationship to the applicant?

2) How long have you known this individual?

3) What period of time did the applicant work for/with you?

4) Can you briefly describe the work this applicant performed on which you are basing your recommendation?

5) What was the date of the last performance appraisal and what was the rating awarded?

6) Can you detail this individual's work ethic and work habits? Professional strengths? Professional weaknesses?

7) Do you have any reservations about recommending this person? If yes, what are they?

8) If given the opportunity, would you rehire this individual? If no, why?

9) Is there anything else you would like to add?

On a scale of 1 to 5, with 5 being the highest level and 1 being the lowest, how would you rate the applicant in terms of:

a) Dependability:
b) Initiative:
c) Ability to work independently:
d) Technical competence:
e) Analytical ability:
f) Motivation:
g) Ability to work as part of a team:
h) Attitude:
i) Communication skills:

If you would prefer to answer these questions telephonically, please feel free to call me directly at the number listed below, or respond to this email with a date/time that is best for me to call you.

We appreciate any assistance and insight that you can provide.

Sincerely, SIGNATURE BLOCK

#### (UNCLASSIFIED)

#### EXECUTIVE SUMMARY

#### XX XXX 20XX

#### (U) Selection of XXXXXXXXXX, Duty Location Fort Stewart or HAAF, GA, GS-XXXX-XX/NF-XXXX-XX.

Five candidates were referred for the XXXXXXXXX, GS/NF-XXXX-XX position located at Ft. Stewart, GA:

- 1) Ruud van Driver
- 2) Guy Mann
- 3) Sue Shei
- 4) Hans Down
- 5) Hilary Ouse

All applicants were rated by the hiring panel. Reference checks were performed and were positive for all candidates. The top 3 candidates based on resume scores were van Driver, Mann, and Down. Due to the fact that Shei never responded to my emailed request for reference information, and Ouse did not return any of my phone messages, we only interviewed Driver, Mann, and Down. Telephonic interviews were conducted with all three, and based on the combined resume and interview scores of the rating panel, Hans Down is the best qualified candidate. Hans Down, during his active duty service, was a Cadre/Squad Leader and a Unit Training NCO. He is experienced with regards to XXXX evidenced by the fact that he worked in the program as a Soldier, where he was also a Government Purchase Card holder and Supply Sergeant. His references, including his current supervisor, all emphasized his propensity for hard work and being a quick learner. Those factors, along with his outstanding interview presence, make him the appropriate selection. The 1<sup>st</sup> alternate choice, based on combined resume and interview scores, is Guy Mann.

Trinity Eldersnop/IMSH-ABC/767-5555 Approved By: Skip Leapwell, Director

|  |                              | nnex E  |   |                                   |                |
|--|------------------------------|---|---|-----------------------------------|----------------|
| INSTALLATION MANAGEMEN<br>HIRING REQUES  |                              | (IMCOM)   | Tracking                                  | g Number:                         |                |
| For use of this form see IMCOM OPORD 13-077, 182312Z JAN 13, the proponent is G1 |                              |   | Unit Identification Code (UIC):<br>W0VAAA |                                   | Add Attachment |
| 1  | Section I - Un               | it information  |   |                                   |                |
| 1. Organization (Garrison/Region/HQ/AEC):  |                              | 2. Organization (UIC) Functional POC:   |   |                                   |                |
| USAG Fort Stewart/HAAF   |                              | Directorate of XXXX   |   |                                   |                |
| 3, Organization (UIC) Administrative POC:  |                              | 15646   | *****                                     | 6 10 to 2                         |                |
| Gerald I. Joseph, 912-767-5555   |                              |   |   |                                   |                |
| Se   | ction II - Posi              | tion information  | 1   |                                   |                |
| 4. Position Title/Series/Grade:  | 5. Salary Range:             |   |   | 6. PCS Requested:                 |                |
| Generic Administrative Duties, GS-XXXX-07  | \$47,923 - \$62,297          |   |   | No                                |                |
| 7. Number Requested:   | 8. CPO ID/PD #:              |   |   | 9. Type of Appointment Requested: |                |
| 1  | DWXXXXXXX                    |   | 1999.<br>                                 | Permanent                         |                |
| 10. TDA Paragraph and Line Number:   | , 11. AMSCO: (e.g. 131034AO) |   |   | 12. Funding Source to be used:    |                |
| 003/02   | 131034U0                     |   |   | OMA Direct                        |                |
| 13. MDEP: (e.g. QMIS, QNMG)  | 14. Vice Name:               |   |   | 15. Recruitment Source:           |                |
| QMIS   | Josephine                    |   |   | Internal Army                     |                |
| 16. New Position:  | 17. Vice Has Return Rights:  |   |   | 18. Over-Hire:                    |                |
| No   | Νο                           |   | No  |                                   |                |
| 18. TDA Used:  |                              | - 2000 - 2000 - 2000 - 2000 - 2000 - 2000 - 2000 - 2000 - 2000 - 2000 - 2000 - 2000 - 2000 - 2000 - 2000 - 2000 |   |                                   |                |
| FY 20  |                              |   |   |                                   |                |
| Sectio   | Bull-Comme                   | udane untiliza  | tion                                      |                                   |                |

22. This justification must explain impact if not approved, reason for mission failure or critical skills gap if not approved. Explain how the work is being performed currently, why work cannot be distributed among other staff. If overtime is being used list the total number of hours and duration. In addition, identify funding impact.

This position is a permanent authorization with a duty location at Fort Stewart, GA. The departing employee, Gennal Josephine, is PCSing to Ft. Huachuca, AZ effective 1 May XXXX. This position supports the IMCOM Readiness Priority and is mission critical responsible for front-line customer service, triage of customer needs, and referral to internal and external resources. The duties of this position include meeting/ greeting customers, answering telephones, sorting customers prior to them meeting with other team members, performing duties as the Government Purchase Card holder, key control for the facility, maintaining personnel records, and ATAAPS timekeeping. If not approved, front-line customer service will be reduced, budgetary/CIVPAY actions will be negatively impacted, and associated services severely downgraded with inefficient processing of requests, with increased customer wait times and complaints.

| Section IV - Certification  |                  |
|---|------------------|
| 23. IOL POC's Signature: With this signature you are certifying that IOL has been reviewed for this request<br>and IOL has been updated to confirm a valid vacancy or a pending loss with the date of departure annotated<br>within IOL.  | 24. Date Signed: |
| 25. Director's Signature: With this signature you are certifying that all surplus employees have been reviewed and considered for placement in this position to include modifications of qualifications, re-training and that the currently used FY PBG target and strength has been considered prior to submitting this request. | 26. Date Signed: |
| 27. Authorized Approval Authority's Signature:This signature is validating and approving this request.  | 28. Date Signed: |

No

# 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.

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

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

Annex A

# U.S. Army

Procedures for Providing Reasonable Accommodation for Individuals with Disabilities

March 17, 2009

#### US Army Procedures for Providing Reasonable Accommodation for Individuals with Disabilities

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Introduction

Army Policy

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- Section 6. Reassignments
- Section 7. Denial of Requested Accommodation
- Section 8. Information Tracking

Section 9. Informal Dispute Resolution and EEO Complaints

#### **APPENDICES**

- A Contact Information for Reasonable Accommodation
- B Confirmation of Request for Reasonable Accommodation
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- D-1 Selected Reasonable Accommodation Resources
- D-2 Computer/Electronic Accommodations Program (CAP)
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- E Denial of Accommodation Request
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# INTRODUCTION

# 1. Purpose.

These written procedures are established in accordance with Executive Order (EO) 13164, "Requiring Federal Agencies to Establish Procedures to Facilitate the Provision of Reasonable Accommodation," dated 26 July 2000, which requires federal agencies to implement effective written procedures for processing requests for reasonable accommodation under Section 501 of the Rehabilitation Act of 1973, as amended. This Army Guidance provides written procedures for processing reasonable accommodation requests made by Army employees and applicants with disabilities, throughout Army. These procedures will assist the Army in fulfilling its obligations for ensuring that individuals with disabilities who request reasonable accommodation receive a proper response within the shortest time possible. Further, these procedures establish criteria for collecting and annually reporting data on the numbers and types of reasonable accommodation requests received and processed throughout Army.

# 2. Applicability.

These procedures apply to all Department of the Army appropriated or non-appropriated fund activities, their employees and applicants for employment. These procedures do not apply to uniformed members of the military, parsons employed or applying for positions in the Army and Air Force Exchange System, Army National Guard technicians, uniformed members of the military working part-time off duty for non-appropriated fund activities or the Army and Air Force Exchange Service, It also does not apply to non-U.S. citizens employed by the Army outside of the United States, or to U.S. citizens employed as indirect hire employees outside of the United States.

# 3. Authority.

The Rehabilitation Act of 1973, as amended, Title 29, United States Code, section 791 et seq.

The Americans with Disabilities Act of 1990, Title 42, United States Code, section 12101, et seq.

Title 29, Code of Federal Regulations, part 1630 Executive Order 13164, dated 26 July 2000

# 4. Effective Date.

This document is effective March 17, 2009.

# 5. Expiration Date.

These procedures will remain in effect until rescinded or superseded.

#### 6. Originator.

Deputy Assistant Secretary of the Army (Equal Employment Opportunity and Civil Rights) (EEO&CR), Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA (M&RA)). Requests to modify or change these procedures should be submitted to

EEO&CR, ATTN: Director, Program for Individuals with Disabilities, 1225 S. Clark Street, CG 2, Suite 207, Arlington, VA 22202-4572.

# 7. Proponent and Exception Authority.

The proponent of these procedures is the Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA (M&RA)). The proponent has the authority to approve exceptions that are consistent with overall Army policy, controlling laws, regulations and Executive Orders.

# 8. Supplementation.

Supplementation of this Guidance and establishment of command, regional or local forms are prohibited without prior approval.

# 9. Labor Relations Obligations.

Where these procedures have an Impact on bargaining unit employees, activities are reminded to satisfy their statutory labor relations obligations prior to implementing these procedures. Questions concerning labor relations obligations can be addressed to the servicing Civilian Personnel Advisory Center and servicing agency attorney/labor counselor.

# ARMY POLICY

The Army's policy is to fully comply with the reasonable accommodation requirements of the Rehabilitation Act of 1973, as amended. Under the law, Federal agencies must provide reasonable accommodation to qualified employees or applicants with disabilities, unless to do so would cause undue hardship. The Army is committed to providing reasonable accommodations to its employees and applicants for employment in order to assure that individuals with disabilities have full access to equal employment opportunity. These requirements cover applicants for and employees in part-time, temporary, term, and full time positions.

The Army will promptly process requests for reasonable accommodation and, where appropriate, provide reasonable accommodation in a prompt, fair, and efficient manner.

# Section 1. Key Terms

# 1.1. Agency Attorney/Labor Counselor.

The agency attorney/labor counselor provides legal advice and assistance to military and civilian managers and supervisors regarding civilian personnel, labor relations, and EEO-related issues, including reasonable accommodation issues. Agency attorneys / labor counselors are available to provide advice to decision makers and to Disability Program Managers at the earliest possible stage to ensure that management's actions not only comply with applicable laws, directives, regulations, and guidance but that they also are legally defensible and otherwise appropriate.

# 1.2. Alternative Dispute Resolution (ADR).

A variety of techniques and methods used to resolve disputed issues informally, including but not limited to facilitation, mediation, fact-finding or any combination thereof.

# **1.3.** Computer/Electronic Accommodations Program (CAP).

The Computer/Electronic Accommodations Program, a centrally funded reasonable accommodations program, provides assistive technology and services to people with disabilities, federal managers, supervisors, and Information Technology professionals. CAP increases access to information and works to remove barriers to employment opportunities by eliminating the costs of assistive technology and accommodation solutions. See Appendix D-2.

# 1.4. Decision Maker.

The decision maker is an agency official within the employee's chain of command, usually the employee's immediate supervisor. In the case of an applicant, the decision maker will usually be the selecting official, an agency official in the selecting official's chain of command, or a Human Resources staff member assigned to process the vacancy.

# **1.5.** Department of the Army Disability Program Director.

The Department of the Army Disability Program Director under the Office of the Deputy Assistant Secretary of the Army (EEO & Civil Rights), OASA (M&RA), is responsible tor developing and evaluating Army-wide policies and procedures for the Army Disability Program and providing leadership to Army Commands (ACOM), Army Service Component Commands (ASCC), and Direct Reporting Units (DRU).

# 1.6. Disability Program Manager.

A Disability Program Manager will be appointed at the headquarters of all Army Commands (ACOM), Direct Reporting Units (DRU), and Army Service Component Commands (ASCC). Based on Army doctrine, these commands will determine where subordinate command Disability Program Managers will be appointed. The Disability Program Manager (DPM) is familiar with the principles of personnel management and serves as a resource for supervisors and managers with respect to potential reasonable accommodations and assists in obtaining medical documentation. The DPM facilitates the reasonable accommodation process and shall not serve as an employee advocate. The DPM also oversees the information tracking and provides ongoing assessment of the organization's reasonable accommodation program.

# 1.7. Equal Employment Opportunity (EEO) Officer.

The individual designated by the activity commander to administer the activity's EEO program. This includes managing the Special Emphasis Programs to include the Individuals with Disabilities Program.

# 1.8. Essential Functions.

The fundamental job duties of the employment position the individual with a disability holds or desires. A function is "essential" if, among other things, the reason the position exists is to perform that function; there are a limited number of other employees available among whom the performance of that job function could be distributed; or, the function is highly specialized so that the incumbent is hired based on her/his expertise or ability to perform it. Determination of the essential functions of a position must be made on a case-by-case basis.

# 1.9. Individual with a Disability.

An individual who has (1) a mental or physical impairment that substantially limits one or more major life activities; (2) a record of such impairment; or (3) is regarded as having such impairment. Individuals who are solely regarded as having a disability are not entitled to reasonable accommodation.

# 1.10. Major Life Activities.

Functions such as caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating; and working. A major life activity also includes the operation of major bodily functions such as functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions. This is not an exhaustive list, but is representative of the types of activities that are considered major life activities.

# 1.11. Occupational Medicine Physician (OMP).

The Occupational Medicine Physician provides services necessary to anticipate, identify, assess, communicate, mitigate and control occupational disease and injury threats. The Occupational Medicine Physician may review medical documentation to assist in assessing functional abilities.

#### 1.12. Physical or Mental Impairment.

a. Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic skin, and endocrine; or

b. Any mental or psychological disorder such as mental retardation, organic brain syndrome, traumatic brain injury, emotional or mental illness, and specific learning disabilities.

# 1.13. "Qualified" Individual with a Disability.

An individual with a disability, who satisfies the requisite skill, experience, education, and other job-related requirements of the position, and who with or without reasonable accommodation can perform the essential functions of the position.

# 1.14. Reasonable Accommodation.

A change in the work environment or in the way things are customarily done that would enable an individual with a disability to enjoy equal employment opportunities. There are three categories of reasonable accommodations:

a. Modifications or adjustments to the application process to permit an individual with a disability to be considered for a Job (such as providing application forms in alternative formats, e.g., large print, Braille);

b. Modifications or adjustments necessary to enable a qualified individual with a disability to perform the essential functions of the job, e.g., providing a sign language interpreter;

c. Modifications or adjustments that enable individuals with disabilities to enjoy equal benefits and privileges of employment, e.g., removing physical barriers in buildings.

# 1.15. Undue Hardship.

A specific accommodation that would cause significant difficulty or expense. This determination, which must be made on a case-by-case basis, considers factors such as the nature and cost of the accommodation needed and the impact of the accommodation on the operations of the Army.

#### Section 2. Initiating the Reasonable Accommodation Process

**2.1.** An individual may start the reasonable accommodation process by making an oral or written request for a reasonable accommodation. The written or oral request for accommodation by an individual may be for an adjustment or a change at work or in the application process for a reason related to a medical condition. The request does not require the individual to mention the Rehabilitation Act or use the phrase "reasonable accommodation" or "disability." A request for accommodation may be made at any time.

**2.2.** Contact and Confirmation Sheets. The Contact Information Sheet for Reasonable Accommodation at Appendix A must be made readily available in the workplace by posting on bulletin boards, websites or provided as handouts.

**2.3.** The obligation to consider an individual's request begins when the request is made to any of the following personnel: his/her supervisor, a supervisor or manager in the individual's immediate chain of command; the organization's EEO Office or the servicing EEO Office, the Human Resources Office or Disability Program Manager; and, for an applicant, any Army employee with whom the applicant has had contact in connection with the application process.

**2.4.** Those individuals requesting accommodation must submit a written confirmation of the request for reasonable accommodation using Confirmation of Request for Reasonable Accommodation at Appendix B, available through the appropriate supervisor or the Disability Program Manager. A copy of the confirmation form must be provided to the Disability Program manager, who will assign it a log number and return it to the supervisor.

**2.5.** A decision maker must begin processing an oral request immediately upon receipt of such a request and should not wait for the written confirmation.

**2.6.** A family member, health professional or other representative may request a reasonable accommodation on behalf of an Individual seeking reasonable accommodation. The decision maker should confirm that the employee in fact wants an accommodation.

**2.7.** Military personnel are covered by separate laws, regulations, and policies. The Equal Opportunity (EO) program for military personnel is implemented by Army Regulation 600-20, Army Command Policy. Military personnel and family members on their behalf who request assistance from the Disability Program Manager will be referred to the appropriate command EO Office or medical authority.

# Section 3. Processing Requests for Reasonable Accommodation

**3.1.** The request for accommodation begins an interactive and flexible process between the requester and the decision maker. This process may include communicating with the requester to clarify the request, obtaining and exchanging information with the requester to the extent necessary regarding needs and alternatives, searching for solutions, consulting Army and outside resources, and evaluating possible accommodations and additional information, if needed.

**3.2.** If the person receiving the request for reasonable accommodation does not have authority to approve the request, the request must be forwarded promptly to the appropriate official, with a copy to the Disability Program Manager. A copy of the request will also be forwarded to the servicing agency attorney/labor counselor for information purposes.

3.3. If a decision maker does not immediately grant a requested accommodation, s/he

should consult directly with the Disability Program Manager. Disability Program Managers will coordinate, as needed, with the servicing agency attorney/labor counselor prior to providing a decision maker with any recommendations in connection with a request for accommodation. Legal reviews must be conducted for all proposed denials of a reasonable accommodation or the accommodation requested.

**3.4.** As soon as the decision maker determines that an accommodation will be provided s/he shall immediately communicate the decision orally or in writing to the individual. If the decision maker initially communicates the determination orally, s/he must follow-up in writing.

**3.5.** A decision maker granting a request is responsible for following through and making any necessary arrangements to ensure that the accommodation is provided within the applicable time limit. Each organization will determine how funding will be provided to support the provision of reasonable accommodation not covered through the Computer/Electronic Accommodations Program (CAP).

**3.6.** The decision maker or any other official who receives information in connection with a request for reasonable accommodation may share information that is confidential and connected with that request with other Anny officials only when those other Army official(s) need to know the information in order to make determinations on an accommodation request, or to assist the decision maker in making such a determination.

**3.7.** Information that must be kept confidential includes the fact that someone is receiving an accommodation or has a disability. Should questions arise from coworkers about what is perceived as "different" or "special" treatment of an accommodated employee, managers should explain the policy of assisting any employee who encounters difficulties in the workplace. The manager also may find it helpful to point out that many of the workplace issues encountered by employees are personal, and that, in these circumstances, it is the agency's policy to respect employee privacy.

**3.8.** Any EEO Office staff member who has any involvement in processing a request for Reasonable Accommodation should recuse her/himself from participating in the processing of any subsequent formal or informal complaint challenging the activity's handling of the accommodation request. Recusal is a safeguard against actual or apparent conflicts of interest. In EEO offices where there are limited EEO resources, a higher-level EEO command official may be designated to handle the complaint or transfer it to the nearest EEO Office to avoid a conflict of interest. An EEO Officer should also take steps to safeguard against actual or apparent conflicts of interests arising with respect to formal or Informal complaints where a Disability Program Manager and EEO counselors are co-located in the same EEO office.

**3.9.** Resources for assistance with reasonable accommodation possibilities and lists o/ other resources may be found at Appendices D-1, D-2, and D-3.

# Section 4. Time Limits

**4.1.** The activity will process requests for reasonable accommodations and provide accommodations, when appropriate, as soon as reasonably possible. All parties, however, should recognize that the time necessary to process a request will depend on the nature of the accommodation requested and whether it is necessary to obtain supporting information and or medical documentation.

**4.2.** A decision maker receiving a request for reasonable accommodation may be able to grant the request immediately. Absent extenuating circumstances, the requested accommodation should be granted, modified, or denied within 30 business days from the date the decision maker receives the initial request. The 30 business day time period stops running while waiting to receive information from the requester or a heath care provider. Once the medical information has been received, however, the time period begins to run again.

**4.3.** Extenuating circumstances are very limited and include only such situations as waiting for information/documentation from an individual's health care provider or factors that could not reasonably have been anticipated or avoided in advance of the request for the accommodation, such as where equipment must be back-ordered or where reassignment is being explored as an accommodation.

**4.4.** Where there is a delay in either processing a request for or providing a reasonable accommodation, the decision maker must notify the individual of the reason for the delay. If there is a delay, the decision maker must consider whether a provisional accommodation should be provided. A decision maker could consider, for example, a temporary job restructuring or the use of equipment that might permit the individual to perform some of the functions of the job.

# **Section 5. Medical Information**

**5.1.** When the disability and/or need for accommodation is not obvious, the employee or applicant seeking accommodation may be asked to provide appropriate medical information related to the functional impairment and/or limitations at issue and the requested accommodation. The decision maker must seek the assistance of the Disability Program Manager prior to obtaining any medical documentation. The Disability Program Manager, in coordination with the servicing agency attorney/labor counselor as needed, will assist in obtaining appropriate medical documentation. Medical information will only be requested to the extent reasonably necessary to establish that the requester is an individual with a disability and/or needs the requested accommodation, such as:

a. The past, present, and expected future nature, severity, and duration of the Impairment (e.g., functional limitations, symptoms, side effects of any treatments, etc.);

b. The activity or activities the impairment limits;

c. The extent to which the impairment limits the individual's ability to perform the activity or activities; and /or

d. Why the individual requires the particular accommodation requested, and how the accommodation will assist the individual to apply for a job, perform the essential functions of the job, or enjoy a benefit of the workplace.

**5.2.** Based on the medical documentation provided, the decision maker may elect to approve the request for reasonable accommodation. On a case-by-case basis, the Disability Program Manager may submit medical documentation to an OMP or other medical expert for assistance in assessing functional abilities.

**5.3.** Authorization for Disclosure of Medical or Dental Information (Department of Defense (DD) Form 2870) will be used to request the use and/or disclosure of an individual's protected health information in order for the Disability Program Manager to process the reasonable accommodation request. The applicant or employee should check "OTHER," Block 7 of DD Form 2870 and write "reasonable accommodation request" in the space provided. In most cases, entire medical records may not be requested or furnished because they are likely to contain information unrelated to whether an applicant or employee can perform the essential job functions.

**5.4.** Supplemental medical documentation may be requested when the information already submitted is insufficient to document the (1) existence of a disability, and (2) the need for reasonable accommodation. Additional documentation may be requested to:

a. Clearly explain the nature of or functional limitations due to the disability and the need for reasonable accommodation, or

b. Clarify how the requested accommodation will assist the employee to perform the essential functions of the job or enjoy the benefits and privileges of the workplace.

**5.5.** If the supplemental request does not result in sufficient information, the activity may require the employee requesting the accommodation to be examined by a health care professional of the agency's choice at the activity's expense.

**5.6.** Disability Program Managers, decision makers and other persons who have access to information necessary to make a decision on a request for reasonable accommodation must maintain this information in a secure location and may no! further disclose this information except as provided below. Officials must be informed about the confidentiality requirements where medical information is disclosed to any of the officials below.

a. Supervisors and managers who need to know may be told about necessary restrictions on the work or duties of the employee and about necessary accommodation(s).

b. Building managers and others planning for emergency evacuations may be told, in order to Include special provisions in emergency evacuation planning and procedures.

c. First aid and safety personnel may be told If the disability might require emergency treatment.

d. Government officials may be given information necessary to investigate the Anny's compliance with the Act.

e. The information may in certain circumstances be disclosed to workers compensation offices or insurance carriers.

f. Other agency officials who have an official need to know in order to execute their mission; for example, agency attorneys/labor counselors, Human Resources personnel, the OMP/medical expert, and EEO specialists.

# Section 6. Reassignments

**6.1.** Reassignment is the accommodation of last resort. Reassignment is available only to employees, not to applicants. A reassignment will only be considered if no accommodations are available to enable the individual to perform the essential functions of the current job, or if the only effective accommodation would cause undue hardship. Reassignment may be made only to a vacant position, not to create new positions or displace employees from their jobs.

**6.2.** If reassignment is being considered, the decision maker should explain to the employee why s/he cannot be accommodated in the current position. The decision maker should determine the employee's preferences with respect to the reassignment, such as whether:

a. The employee is willing to be reassigned outside the facility or outside the commuting area, including outside the geographical area, and if so, to what locations;

b. The employee is willing to be reassigned to a different type of position for which she may be qualified, and if so to what type(s);

c. The employee is willing to be reassigned to a different sub-component of the department, and if so, to which one(s):

d. The employee is willing, If no position is available at her or his current grade/pay band level, to be reassigned to a lower-grade/pay band position, and if so, down to what grade/pay band.

**6.3.** If a reassignment is being considered, the decision maker must consult with the servicing Civilian Personnel Advisory Center. The servicing Civilian Personnel Advisory Center will conduct a vacancy search based upon the employee's expressed preference and qualifications.

**6.4.** A qualified employee with a disability requesting accommodation can be offered a reassignment as a reasonable accommodation to a position for which a vacancy announcement has been published as long as a selection to fill the position has not been made and there are no pending DoD Priority Placement matches. If an employee is being reassigned to a different geographical area, the employee must pay for any relocation expenses unless the activity routinely pays such expenses when granting voluntary transfers to other employees.

# Section 7. Denial of Requested Accommodation

**7.1.** Decision makers must consult directly with the Disability Program Manager prior to denying a request for accommodation or the particular accommodation requested. Legal reviews must be conducted for all proposed denials of a reasonable accommodation or the particular accommodation requested.

**7.2.** When an individual's request for an accommodation is denied, the individual must be notified in writing of the denial and the specific reasons for the denial (e.g., why the medical documentation is inadequate to establish that the individual has a disability or needs reasonable accommodation, why the requested accommodation would not be effective, or why the accommodation would pose an undue hardship). The decision maker must use the Denial of Accommodation Request at Appendix E and include the following information:

a. The name of the manager who made the decision

b. If a specific requested accommodation has been denied and another offered in its place, the reasons for the denial and the reasons the decision maker believes the offered accommodation will be effective

c. Information about the individual's right to file an EEO complaint and to invoke other statutory processes, and

d. Information about the availability of the informal dispute resolution process.

**7.3.** In determining whether a proposed reasonable accommodation poses an undue hardship, the overall resources and options available to the Army must be considered, not just the budget or resources of an individual segment, sub-component, or division within the Army.

# Section 8. Information Tracking

**8.1.** The EEO Office will establish a system of record keeping to track the processing of requests for reasonable accommodation. At Appendix F is the Reasonable Accommodation Information Report.

**8.2.** The records related to the employee that requested reasonable accommodation will be maintained at a minimum for the duration of the employee's tenure. This will ensure that an employee is not asked to provide medical information previously submitted. Subsequent to an employee's tenure, records must be maintained by the Disability Program Manager in accordance with the Army's records retention policies.

**8.3.** The EEO Office will retain information or any cumulative records used to track the activity's performance with regard to reasonable accommodation for at least three years. Tracking performance over a three year period is critical to enable the activity to assess whether it has adequately processed and provided reasonable accommodation.

**8.4.** Information will be summarized in the annual Management Directive 715 (MD 715) Report to the Equal Employment Opportunity Commission (EEOC) through command channels. On an annual basis, activities will report the following information through the MD 715 process:

a. The number of reasonable accommodations, by type, that have been requested for the application process and whether those requests have been granted or denied.

b. The types of reasonable accommodations that have been requested by job series.

c. The number of reasonable accommodations, by type, for each job that have been approved/denied.

d. The number of requests for reasonable accommodations, by type, that relate to the benefits or privileges of employment, and whether those requests have been granted or denied.

e. The reasons for denial of requests for reasonable accommodation.

f. The amount of time taken to process each request for reasonable accommodation.

g. The sources of technical assistance that have been consulted in trying to identify possible reasonable accommodations.

**8.5.** Relevant information will be examined during Army's on-site EEO Program reviews. The Army review will evaluate the organization's performance in responding to requests for reasonable accommodation. Reviews will include the following:

a. Length of time it takes to respond to requests for different types of reasonable accommodations;

b. Whether there are particular types of reasonable accommodations that the Army has been unable to provide;

c. Whether there are activities that are consistently not granting reasonable accommodations; and

d. The various reasons for denial of a request for reasonable accommodation, Section

# 9. Informal Dispute Resolution and EEO Complaints

**9.1.** The Army's preferred method of informal dispute resolution is Alternative Dispute Resolution (ADA). An individual whose request for accommodation has been denied has the option to initiate ADA through any applicable ADA process established by the Army that covers such disputes.

**9.2.** An individual whose request for accommodation has been denied may file an EEO complaint in accordance with AR 690-600. An employee whose request for accommodation has been denied and who is covered by a collective bargaining agreement may elect to file a claim of discrimination under a negotiated grievance procedure which covers such claims or through the EEO complaint process, but not both. An employee filing an EEO complaint at any stage of the complaint process also may request the use of ADA.

**9.3.** The informal dispute resolution process does not affect the time limits governing the EEO complaint process. An individual's participation in the ADA procedures does not satisfy the requirements for bringing a claim under the EEO, Merit Systems Protection Board (MSPB). or union grievance procedures, When a request for reasonable accommodation is denied, the individual wishing to pursue the EEO complaint process must do so within 45 days of the denial, even ifs/he has already requested participation in the ADA process.

#### **APPENDIX A** (of Annex A)

#### CONTACT INFORMATION FOR REASONABLE ACCOMMODATIONS

## Employees are encouraged to contact their supervisors as the first step in connection with requests for reasonable accommodation.

**Organization** 

Name

Location

Website

#### EEO Officer

Name

Phone

Fax

Email

Disability Program Manager

Name

Phone

Fax

Email

Alternative Dispute Resolution Contact

Name

Phone

Fax

#### **APPENDIX B** (of Annex A)

#### CONFIRMATION OF REQUEST FOR REASONABLE ACCOMMODATION

| 1. INDIVIDUAL INFORMATION                    |                     |
|--|---------------------|
| Applicant or Employee Name (last, First, MI) | Phone               |
| Pay Plan, Series, Grade                      | Email               |
| Job Title                                    | Date of Request     |
| Organization                                 |                     |
| Form Completed By                            | Date Form Completed |
| Phone  | Email               |

2. ACCOMMODATION REQUESTED (Be as specific as possible, e.g., adaptive equipment, reader, interpreter)

3. REASON FOR REQUEST

If accommodation is time sensitive, please explain:

Return Form to Supervisor

(Disability Program Manager will assign number)

4. Log Number:

Date:

Note: This form should be completed by the employee making the reasonable accommodation request and provided to his/her supervisor. An applicant should return the form to any Army employee with whom the applicant has had contact in connection with the application process. If a third party is completing the form on behalf of the employee or a management official is documenting an oral reasonable accommodation request, a copy of the completed form will be provided to the employee to confirm receipt of the reasonable accommodation request. Supervisors must provide a copy of this form to the EEO Disability Program Manager, who will assign a log number and return a copy of the form to the supervisor

#### **APPENDIX C** (of Annex A)

#### Reasonable Accommodation Request Resource

• A discussion between management and an employee as part of the interactive process to discuss or clarify the employee's need for an accommodation or to explore potential accommodations might include topics such as the following (as applicable to the particular situation):

• How is the employee's ability to perform job duties affected by the medical condition?

- Which job duties are affected?
- What suggestions does the employee have for accommodation?
- Is there more than one accommodation that would allow the employee to perform the essential functions of the position?

• If a meeting with the employee is needed as part of the interactive process, has the Civilian Personnel Advisory Center (CPAC) coordinated with the employee's bargaining unit representative (if applicable)?

• Which, if any, of the accommodations being considered are available? Which are reasonable?

• Is there a need to consult with a resource specializing in rehabilitation and accommodation issues, such as the Computer/Electronic Accommodations Program (CAP) officials?

· Is any coordination needed with facilities or fiscal managers?

• Prior to implementing a reasonable accommodation, has the CPAC coordinated with the employee's bargaining unit representative (if applicable)?

• Has the Disability Program Manager been consulted prior to requesting medical information?

• Has the servicing agency attorney/labor counselor conducted a legal review prior to the denial of a requested accommodation or the particular accommodation requested?

#### **APPENDIX D-1** (of Annex A)

#### Selected Reasonable Accommodation Resources

DIRECTOR, DISABILITIES PROGRAM Equal Employment Opportunity and Civil Rights Office Office of Deputy Assistant Secretary of Army (Manpower & Reserve Affairs) 1225 S. Clark Street Crystal Gateway 2, Suite 207 Arlington, VA 22202-4572 Phone: (703) 604-0616 Fax: (703) 607-0685 Web site: http://www.eeoa.army.mil

COMPUTER/ELECTRONIC ACCOMMODATIONS PROGRAM (CAP) Defense Medical System Support Center 5111 Leesburg Pike, Suite 810 Falls Church, VA 22041-3206 Phone: (703) 681-8811 (Voice/TTY) Fax: (703) 681-9075 Web site: http://www.tricare.mil/cap

COMPUTER/ELECTRONIC ACCOMMODATIONS PROGRAM TECHNOLOGY EVALUATION CENTER (CAPTEC) Pentagon, Room 2A259 Phone: (703) 693-6189 (TTY) (703) 693-5160 (Voice) Email: cap@tma.osd.mil

JOB ACCOMMODATION NETWORK (JAN) 918 Chestnut Ridge Road Suite 1, West Virginia University P.O. Box 6080 Morgantown, WV 26506-6080 1-800-526.7234 (Voice/TDD) Web site: http://www.jan.wvu.edu

#### DISABILITYINFO.GOV

This user-friendly Web site contains links to information of interest to people with disabilities, their families, employers, service providers and other community members. President George W. Bush's <u>New Freedom Initiative</u> directed federal agencies to create DisabilityInfo.gov. This interagency Web site connects people with disabilities to the information and resources they need to pursue their personal and professional ambitions - delivering on America's promise of equal access to opportunity for all citizens.

#### **APPENDIX D-2** (of Annex A)

#### Department of Defense (DoD) Computer/ Electronic Accommodations Program http://www.tricare.mil/cap

The Computer/Electronic Accommodations Program (CAP) offers assistive technology, devices, and services at no cost to the activity. CAP provides assistance identifying, evaluating, and selecting the appropriate modification or adjustment to your work environment that enables you to perform the essential functions of your job. CAP was established as a centralized point of contact to assist DoD components and the military services to secure reasonable accommodation equipment for individuals with disabilities.

#### **DoD CAP's charter is:**

a. To provide assistive technology and accommodations to ensure individuals with disabilities have equal access to the information environment and opportunities in DoD.

b. To assist DoD components in providing assistive technology for individuals with disabilities.

c. To support the DoD goals of increasing representation of employees with targeted disabilities to 2% of the civilian workforce.

d. To assist DoD components and military services to comply with existing laws and regulations.

#### The CAP Initiatives include support to the:

a. Workforce Recruitment Program for College Students with Disabilities by providing assistive technology and services to activities and students who participate in the Program.

b. Healthy Work Practices Program offers prevention and accommodation services to DoD commands; teaming with workers compensations officials to assist employees in their return to work process; and assists DoD managers in implementing telework through workstations/assistive equipment.

c. Military Treatment Facilities (MTF) Partnership. GAP works closely with MTF staff to provide information, resources, and assistive technology to wounded service members and their families. Soldiers recover at MTFs due to injuries sustained on active duty.

d. The Exceptional Family Members Program (EFMP). The Exceptional Family Member Program (EFMP) is a mandatory enrollment program that works with other military and civilian agencies to provide comprehensive and coordinated community support, housing, and educational, medical, and personnel services to families with special needs.

e. DoD Education Activity (DoDEA) schools serve the children of military service members and Department of Defense civilian employees throughout the world.

f. Operation Warfighter, Always a Soldier, U.S. Army Wounded Warrior Program, and CARES (Civilian Army Recruitment of Exceptional Soldiers) initiatives.

#### Requesting COMPUTER/ELECTRONIC ACCOMMODATIONS, Equipment, or Services

Provided through the Department of Defense Computer/Electronic Accommodations Program (CAP)

#### TO MAKE INITIAL REQUEST FOR:

- ELECTRONIC EQUIPMENT
- COMPUTERS
- SOFTWARE PROGRAMS

Confirm request in writing, preferably by completing the <u>"CAP" Request Form</u>

- 1. CAP Form available in alternative formats on web at: http://www.tricare.mil/cap/
- 2. Submit completed form to CAP

#### APPENDIX D-3 (of Annex A)

#### Selected EEOC Resources on Reasonable Accommodation

### Persons using these resources are cautioned of the need to determine if the resource has been updated to incorporate new developments in the law.

Notice Concerning the Americans with Disabilities Act Amendments Act of 2008 *September 2008* 

Revised Enforcement Guidance: Reasonable Accommodation and Undue Hardship Under the Americans With Disabilities Act October, 2002

See also: ADA Technical Assistance Manual: Addendum October, 2002

EEOC Policy Guidance on Executive Order 13164: Establishing Procedures to Facilitate the Provision of Reasonable Accommodation October, 2000

See also: <u>Questions And Answers: Policy Guidance On Executive Order 13164:</u> <u>Establishing Procedures To Facilitate The Provision Of Reasonable</u> <u>Accommodation</u>

Enforcement Guidance on Disability-Related Inquiries and Medical Examinations of Employees Under the Americans with Disabilities Act (ADA) July, 2000

**See also**: <u>Questions and Answers: Enforcement Guidance on Disability-Related</u> <u>Inquiries and Medical Examinations of Employees Under the Americans with</u> <u>Disabilities Act (ADA)</u>

EEOC Policy Guidance on Executive Order 13145: To Prohibit Discrimination in Federal Employment Based on Genetic Information July, 2000

See also: Questions and Answers: EEOC Policy Guidance on Executive Order 13145: To Prohibit Discrimination in Federal Employment Based on Genetic Information

EEOC Enforcement Guidance on the Effect of Representations Made in Applications for Benefits on the Determination of Whether a Person Is a "Qualified Individual with a Disability" Under the Americans with Disabilities Act of 1990 (ADA) February, 1997

EEOC Enforcement Guidance: Worker's Compensation and the ADA September, 1996

Compliance Manual Section 902: Definition of the Term Disability March, 1995

**See also**: <u>Executive Summary: Compliance Manual Section 902</u>: Definition of the <u>Term Disability</u> *June*, *1993* 

#### **APPENDIX E** (of Annex A)

#### DENIAL OF ACCOMMODATION REQUEST

|    | Log Number  |  |
|----|---|--|
| 1. | . Individual Requesting Reasonable Accommodation:   |  |
| 2. | . Type(s) of accommodation requested:   |  |
| 3. | <ul> <li>Request for accommodation denied because (may check more than one box):</li> <li>Accommodation Would Cause Undue Hardship</li> <li>Medical Documentation Inadequate</li> </ul> |  |

Accommodation Would Require Removal of one or more essential job functions
Other (Please identify)

4. Detailed Reason(s) for the denial of a requested accommodation (Must be specific, e.g., why accommodation is ineffective or causes undue hardship):

5. If the individual proposed one type of reasonable accommodation which is being denied, but rejected an offer of a different type of reasonable accommodation, explain both the reasons for denial of the requested accommodation and why the chosen accommodation is effective.

6. An individual who disagrees with the denial of an accommodation request is encouraged to initiate alternative dispute resolution (ADR) through any applicable ADA process established by the Anny.

7. If the individual wishes to file an EEO complaint, or pursue Merit Systems Protection Board (MSPB) appeal and union grievance procedures, s/he must take the following steps. The time limits for those steps apply whether or not the individual has initiated ADR:

• For an EEO complaint pursuant to 29 C.F.R. 1014, contact an EEO counselor in the Equal Employment Opportunity office *within 45 days from the date of this notice of denial of accommodation request*, or

• For a collective bargaining claim, file a written grievance in accordance with the provisions of the Collective Bargaining Agreement; or

• Initiate an appeal to the MSPB *within 30 days of an appealable adverse action* as defined in 5 C.F.R, § 1201.3.

Printed/Typed Name Signature of Deciding Official Date Requested Accommodation Denied

Employee Signature Acknowledging Receipt

Date of Receipt

#### **APPENDIX F** (of Annex A)

#### REASONABLE ACCOMMODATION INFORMATION REPORT

To be completed by manager/official who processed the accommodation request. Submit to local Disabilities Program Manager (EEO Office). (Use additional sheets if necessary)

- 1. Request for accommodation: (Check one)
  - \_\_\_\_ Approved

Denied (Attach copy of the written denial memo sent to individual.)

- 2. Date reasonable accommodation requested:
- 3. Who received the request:
- 4. Date reasonable accommodation request referred to decision maker:
- 5. Name and position of Decision Maker:
- 6. Date request approved or denied:
- 7. Date reasonable accommodation provided (if different from date approved):
- 8. If time frames outlined in the Reasonable Accommodation Procedures were not met, please explain why.
- 9. Job held or desired by individual requesting reasonable accommodation (include occupational series, grade level/or equivalent NSPS information and office):
- 10. Reasonable accommodation needed for: (check one)
  - Application Process

Performing Job Functions or Accessing the Work Environment Accessing a Benefit or Privilege of Employment (e.g., attending a training program)

- 11. Type(s) of accommodation requested (e.g., adaptive equipment, staff assistant, removal of architectural barrier).
- 12. Type(s) of reasonable accommodation provided {if different from what was requested)
- 13. From what organization was adaptive equipment obtained?
- 14. Was medical information required to process this request? If yes, explain why.
- 15. Sources of technical assistance, if any consulted in trying to identify possible reasonable accommodations (e.g., Job Accommodation Network, Computer/Electronic Accommodations Program, Disability Program Manager).

#### Submitted by (Name, Organization, Phone, and Email Address):

# Eligibility 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.

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 telephones are NOT to be used for Internet access (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.

Text messaging is authorized on cellular telephones. This will result in charges to the user. 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.

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 15 minutes of cell phone usage, less than 15 minutes of Direct Connect usage, or less than 100MB 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 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.

#### 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, 20 September 2014.

Annex. A. USAG Wireless Standards Acceptable Use Agreement

#### Annex A

#### USAG Wireless Standards Acceptable Use Agreement

- This phone/Smart Phone (hereafter called a device) is issued to you to carry out responsibilities associated with your official duties. If you change duty positions, you must turn in the device. You will not transfer your phone to anyone without first contacting your Information Management Officer (IMO)/ Telephone Control Officer (TCO) who will then contact the Garrison S6 (912-767-9379).
- Do not remove the SIM Card from the device for any reason. If your device is damaged or if it stops working, do not attempt to repair it. Bring it to your unit representative who will contact Garrison S6.
- In addition to signing this User Agreement, you may also be required to sign a hand receipt from your unit hand receipt holder.
- Calls will not be made on mobile phones in lieu of established wired/landline telecommunications networks. In other words, if you are at or near your desk, use your desk phone. If you are at your desk and someone calls you on your cell phone and you know the call will be a long one, get their number and call them back from a land line.
- Minimize. Keep mobile calls as brief as possible. If the call can wait until you get to a land line, wait.
- Forwarding your cell phone to another phone is NOT authorized unless certified as **mission** essential in writing by your Director or Deputy Director.
- If identified through the bill that you have made unauthorized calls, you may be required to reimburse the government and your service may be cancelled.
- Bluetooth devices are authorized only with Bluetooth 2.0 or greater, Class I or II devices with encryption. If the device has a camera feature, it is disabled by a policy unless certified by your directorate as mission critical. Exceptions may be requested in writing through Garrison S6.
- All Mobile phones will be returned with all accessories (power adaptor, car charger, USB Sync Cable, secure clip, welcome book, quick reference guide and user manual, etc.) as listed on your hand receipt.
- Calls to Directory Assistance incur additional charges per call. If at all possible, use other means to get a phone number (Internet lookup, call someone and ask them to look it up for you, etc.)
- You will not disclose any passwords related to your device or transmit any classified information over this device. Smart phones may contain Data at Rest (DAR) with Personally Identifiable Information (PII) and must be safeguarded as such.
- You must report the loss of any device within one business day to your TCO/IMO who will notify the USAG S6.
- You may be required to replace and/or pay for the device and any other issued items if they are lost or damaged. Treat it/them as if you own it/them.
- <u>Cell phone use while operating a motor vehicle is prohibited on FSGA/HAAF. Talking and Texting while driving is prohibited by GA law.</u>

My signature on this form indicates I understand and agree to the conditions above:

# 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.

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

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 <u>WT&D Sharepoint</u> page.

# FORT STEWART & HUNTER ARMY AIRFIELD

# SERVING THE RUGGED PROFESSIONAL

## WE ARE THE ARMY'S HOME