



Fort Belvoir



EMPLOYEE HANDBOOK



Excellence Through Service

"DEDICATED TO EXCELLENCE"

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MWR – Morale, Welfare and Recreation

Morale, Welfare and Recreation (MWR) programs are managed by the U.S. Army Family, Morale, Welfare and Recreation Command and are vital to maintaining the Army's ability to fight and win our nation's wars. Established by the Department of the Army in 1984, the FMWRC delivers Army MWR through installation and activity MWR workforces totaling over 30,000 employees worldwide. The MWR workforce is committed to providing the highest quality programs and services in support of Soldiers (active and reserve), their families, Department of the Army civilians, and retirees.

Soldiers benefit from MWR programs ranging from child care and financial counseling to logistical preparation and assistance for families of Soldiers being mobilized or deployed, as well as entertainment and leisure activities. Field commanders view MWR as a vital tool for readiness because the programs keep Soldiers physically fit, reduce stress and anxiety, build skills and self-confidence, and help form strong esprit de corps. MWR helps the Army to attract and retain the best.

Keeping an Army ready to fight and win takes more than hard work and training. Soldiers need a balance of work and leisure. As such, a primary goal of MWR is to deliver "fun" from Army Entertainment programs such as celebrity concerts and the traveling Soldier Show, to competitive or recreational sports programs. The FMWRC also operates four major Armed Forces Recreation Centers that offer resort-style accommodations for service members and other eligible users around the world.

MWR Philosophy

Soldiers are entitled to the same quality of life as is afforded the society they are pledged to defend. The essence of the MWR mission is to foster and support improved productivity, mental and physical fitness, individual growth, positive values, and family well-being.



MWR History

Morale programs for Soldiers have existed since the Revolutionary War. Organized programs started on the battlefields of World War I, where the Salvation Army and Red Cross ministered to the needs of Soldiers as the forerunners of today's MWR personnel. In 1940, at the beginning of World War II, the Morale Division, later named Special Services, was established. Between 1946 and 1955, the core recreation programs were established and staffed by a combination of active duty military and civilians. Until the mid-1980s, active duty enlisted Soldiers and officers held military occupational specialties in Special Services at every level of command. As those specialties were discontinued, civilians continued to operate MWR programs with military oversight. Special Services underwent many reorganizations and name changes before its present configuration as MWR.

Today, Army MWR programs are recognized not only for the high value they provide the Army community, but the nation as a whole. Army child care programs are recognized as a model for child care services in America. In fact, the National Association for the Education of Young Children has accredited 100% of Army MWR Child Development Centers versus only 8% of civilian childcare centers. A recent study found that more than 90% of MWR users rated the programs and services as important or very important contributors to psychological well-being, individual fitness, and unit morale.

Mission and Vision

The FMWRC mission is to develop and formulate plans, strategies and standards to achieve "First Choice" MWR programs; support Commanders in the implementation of the Army's MWR programs; and operate and manage assigned MWR activities. The FMWRC Vision is: "A preeminent organization that achieves and sustains 'First Choice' programs that contribute significantly to the Army's Well-Being."

The Fort Belvoir MWR mission is to deliver quality MWR programs and services that enhance the well-being of the total military community. The Fort Belvoir MWR vision is to become the first choice for those who serve.



MWR Products and Services

- Child and Youth Services is available to more than 450,000 eligible children and youth (ages 4 weeks to 18 years) at 127 locations in 28 States, the District of Columbia, and nine different countries and territories.

- Army Community Service (ACS), delivering a “safety net” of social service programs to keep Soldiers and their families ready for anything Army life may bring.

- The Better Opportunities for Single Soldiers (BOSS) program, a communication vehicle linking single, young Soldiers (aged 18-25), MWR staff, and the Army chain of command.

- The MWR Academy, providing training and professional development for the entire MWR workforce.

- On-post MWR activities such as food and beverage facilities, golf courses, bowling centers, arts and crafts programs, automotive skills shops, recreation centers, and libraries, providing a variety of attractive recreational and dining opportunities.

- Leisure travel services, giving Soldiers and DOD civilian employees access to a full range of travel opportunities.

- The Army Recreation Machine Program (ARMP), operating worldwide recreation machines in Army and Army and Air Force Exchange Service (AAFES) facilities and providing a major source of revenue.

- Armed Forces Recreation Centers (AFRCs) - Chiemsee and Garmisch, Germany; Hale Koa Hotel, Honolulu, Hawaii; Dragon Hill Lodge, Seoul, Korea; and Shades of Green, Orlando, Florida, offering quality hotel facilities, excellent customer service, and value-oriented programs to all holders of DOD identification cards and their families.

- Army Entertainment programs, providing entertainment to Soldiers and their families, ranging from community theater to Soldiers in rock bands, to touring concerts. Annual programs include the Army Soldier Show, the Army “Battle of Bands” competition, and the Army Concert Series.

- The Army World Class Athlete Program and other sports, fitness, and outdoor recreation programs, providing Soldiers an opportunity to participate in a full range of individual and team sports on both local and national levels.



GENERAL INFORMATION

Important Notice Regarding This Handbook

This handbook applies to employees serviced by the Fort Belvoir Civilian Personnel Advisory Center (CPAC). The Fort Belvoir CPAC is comprised of the Non-appropriated Fund Civilian Personnel Office (NAF CPO) and the Appropriated Fund Civilian Personnel Office (APF CPO) (703-704-3009). The purpose of this handbook is to provide basic information regarding your employment with the Fort Belvoir Directorate of Morale, Welfare and Recreation (DMWR). For items not specifically addressed in this handbook, you should consult with your supervisor or contact the appropriate CPO office. Regulatory requirements, supplemental instructions, written policy, or other governing regulations or directives take precedence over the information in this handbook.

The DMWR Team

The DMWR operations comprise a team of dedicated military and civilian employees working together to accomplish a mission for the good of America's Army. The DMWR generally employs about 800 employees. You were hired because your skills and experience can make an important contribution to our mission. We are confident that you will perform your job to the best of your ability and that you will deliver excellent service to all of your customers.

Standards of Conduct

Your personal conduct and performance on and off the job are very important. As a DMWR employee, you represent DMWR, the United States Army, and the Federal Government to the general public. Public service is a public trust, and each employee has a responsibility to be loyal to the United States Government and to defend and uphold its Constitution, laws, and ethical principles above private gain. You should avoid any actions which might adversely affect the confidence of the public in the integrity of the government, or which might create the appearance of using your office or position for private gain, giving preferential treatment to any person or entity, making government decisions outside official channels, or impeding government efficiency or economy. The following are some general rules of ethics for you to follow as a government employee. If you need specific advice, you should talk to your supervisor or call the ethics counselor in the Fort Belvoir Staff Judge Advocate office (703-805-4159).



Employees shall not:

- Hold financial interests that conflict with the conscientious performance of duty.
- Engage in any personal or professional activity, or enter into any financial transactions that involve the direct or indirect use of inside information to further a private gain for themselves or others. “Inside information” refers to information obtained by reason of position that is not generally available to the public.
- Solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the DOD or Fort Belvoir, or whose interests may be substantially affected by the performance or nonperformance of an employee’s duties.
- Knowingly make unauthorized commitments or promises of any kind, purporting to bind DMWR and the Government.
- Use public office for private gain.

Employees shall:

- Put forth honest effort in the performance of their duties.
- Act impartially and not give preferential treatment to any private organization or individual.
- Endeavor to avoid any actions creating the appearance that they are violating the law or ethical standards.
- Protect and preserve federal and DMWR property and use it only for official or authorized purposes.
- Disclose waste, fraud, abuse, and corruption to the DOD Fraud, Waste, and Mismanagement Hotline (1-800-424-9098), or locally to the IG office at 806-0088.
- In good faith, satisfy their obligations as citizens, including all just financial obligations.
- Adhere to all laws and regulations that provide equal opportunity for all Americans regardless of race, color, religion, sex, national origin, age, or physical or mental disabilities.



THE WORKPLACE: General Security

FORCE PROTECTION CONDITION (FPCON) is a Department of Defense process that sets the level for a terrorist threat condition (as described below).

FPCON NORMAL: No threat of terrorist activity is present.

FPCON ALPHA: A general threat/nature and extent unpredictable.

FPCON BRAVO: An increased, more predictable threat of terrorist activity even though no particular target has been identified.

FPCON CHARLIE: An incident has occurred or is imminent.

FPCON DELTA: A terrorist attack has occurred or intelligence has been received that action against a specific location is likely.

As world events change and periods of tension occur, we will all need to remain vigilant and aware of our activities. We will, therefore, focus on items to protect our security and safety, in concert with the Defense Protective Service Directives, as required.

Parking and Transportation

All employees must register their vehicle at the Visitor Processing Operations Center located at Tulley Gate. The phone number for the center is (703-806-4891).

Lost or Stolen Items

Lost or stolen government property should be immediately reported to your supervisor. You may bring office-appropriate personal belongings into the building at your own risk.

Food and Other Services

There are several restaurants, services, and shops available on Fort Belvoir for your dining pleasure. Check out the MWR website: www.belvoirmwr.com for further details.

What to do if you are Contacted by the Media

If you are contacted by a member of the media on any subjects related to your work, Fort Belvoir, or the Department of the Army, please immediately refer the media person to the Fort Belvoir Public Affairs Office (703-805-5001) Never speak "off the record." It is important that all information released to the media be accurate, consistent, and in accordance with Fort Belvoir, Army, and Department of Defense policies. The best way to ensure that this happens is to communicate with the media through a single source, the Fort Belvoir Public Affairs Office.



What to do in Case of an On-the-Job Injury

No matter how slight an injury you may sustain at work, you should report it to your supervisor immediately. Your supervisor should arrange for first aid and necessary medical treatment. The Nonappropriated Fund Instrumentalities Act (for NAF) and the Federal Employees' Compensation Act (for APF) provide compensation benefits to an employee for disability (or death) that occurs as a result of employment.

If you are a NAF employee requiring medical treatment, your supervisor should complete and give you a copy of a Form LS-1, Request for Examination and/or Treatment (a copy of which should also be provided to DMWR). The LS-1 authorizes a physician of your choice to perform medical treatment. This authorization can only be given once for each injury incident. The claims service contractor must authorize any request for a change of the physician initially chosen in advance. Your supervisor should also complete Form LS-202 (Employer's First Report of Injury or Occupational Illness) and provide it to DMWR. You are required to submit a physician's statement authorizing a return to duty.

If you are an APF employee, you must complete a Notice of Injury Form (CA-1) within 48 hours of your injury. If you require medical treatment, your supervisor should provide a form CA-16, Authorization for Examination and/or Treatment. Copies of both forms should be provided to DMWR. Your supervisor should arrange for prompt medical treatment in emergencies. You still will be allowed a choice of physician for any additional medical care and/or treatment you may need as a result of your medical emergency.

In an emergency situation, your supervisor (or whoever is aware of the need for immediate help) should dial 911 for ambulance service, give the nature of the emergency, and then clearly describe the specific geographic location.

Fire and Police

In case of a fire, the building fire alarm system will be activated. In the event of a fire alarm warning, you should walk to the nearest exit or stairwell leading to the street level and out of the building. Do not use elevators. In case of fire or need-for-police emergencies, call 911 or 703-805-1107/1074. For non-emergency situations, call 703-806-6911 (Fort Belvoir Fire Department) or 703-806-3105/3106 (Fort Belvoir Military Police Desk Sergeant).



Personnel and Employment Information

Appointment

Shortly after you have been hired, you will receive a copy of a “Notification of Personnel Action”, DA Form 3434 (for NAF employees) or Standard Form 50 (for APF employees). This form identifies your job status. You should file this document, along with other official papers that you will receive over the course of your employment, with your important personal papers. It is a good idea to set up a personnel folder at home, specifically for work-related documents.

Official Personnel Records

As soon as you are hired, an Official Personnel Folder (OPF) will be established and maintained for you. The NAF CPO maintains the OPF for NAF employees, and the NECPOC maintains the OPF for APF employees. If you transferred to the DMWR from another federal or NAF job, your OPF will be requested from your previous servicing civilian personnel office. OPFs contain records of your work history. You will receive your own copy of documents generated through employment. You may arrange to review your OPF by contacting the appropriate CPO office. Your supervisor is expected to assure that you know how to perform your job properly and to help you understand why your job is important to DMWR’s success. Your supervisor will: give you direction and instruction; give you job standards and performance ratings; arrange for any needed training; approve or recommend approval of your leave; explain work relationships within and between functional areas; and assure that you work in an environment that is safe and free from harassment and discrimination. In addition to the assistance your supervisor gives you, you receive two important documents to help you understand your duties and performance expectations. The documents are:

1. The position guide or job description. If you are a NAF employee you will receive a position guide. If you are an APF employee, you will receive a job description. The position guide or job description is the official document describing your major duties and responsibilities. The document also shows your official job title, job series, and pay level (NAF) or grade (APF). Your supervisor should discuss your duties with you in more detail. From time to time, your supervisor may direct you to perform duties that are not specifically described in your position guide/job description. These assignments constitute work that you are expected to perform, regardless of whether such duties are specified in your duties description document. If you should ever have reason to question a directive or order, you should perform the task first and then discuss your questions with your supervisor.



Personnel and Employment Information Cont.

2. Performance standards. You will have a set of performance standards that your supervisor will use to measure your job performance. These performance standards outline what you are expected to do to achieve a satisfactory level of job performance.

Annual Performance Evaluation

If you are a permanent and/or regular full or part-time employee, your supervisor will evaluate your job performance annually. Your official performance rating will ordinarily cover the last 12 months of your regular work performance, and will be based on your performance standards. Your supervisor will discuss your rating with you and you will receive a copy of your official performance evaluation for your records.

Duty Hours and Attendance

Hours of Work

The standard duty period for most full-time DMWR employees is a five-day work week, Monday through Friday, eight hours per day for a total of 40 hours per week. Employees working on a part-time basis may work any number of hours between 20 and 39 hours per week, which may or may not constitute a five-day workweek. NAF flexible employees may work up to 40 hours per week with or without an established schedule. Supervisors will assign work hours and keep employees informed of any schedule changes.

Flextime Work Schedule (FWS)

If you have a regular work schedule of eight hours per day, five days per week, Monday through Friday, you may be authorized to work a Flextime schedule. With your supervisor's approval, you may select a work starting time between 6:00 a.m. and 9:00 a.m. Your schedule must include at least 30 minutes for lunch. Departure time may be as late as 6:00 p.m. Designated core hours, when you must be present at work, are 9:00 a.m. to 3:00 p.m. If you start work at 6:00 a.m., you must work until 3:00 p.m., and must, therefore, schedule 60 minutes for lunch.



Duty Hours and Attendance Cont.

Compressed Work Schedule (CWS)

As an alternative to the basic 5-day, 40-hour work week, you may be authorized to work the CWS known as the 5-4/9 plan. Under this plan, employees fulfill their basic biweekly pay period's 80-hour work requirement in 9 days, rather than 10. This plan consists of eight, 9-hour days, one 8-hour day, and one day off each pay period. You may request participation in the CWS program provided it does not interfere with effective mission accomplishment or your performance of duties. Your supervisor determines whether the 5-4/9 work schedule option is appropriate for you, and will obtain Director/Division Chief concurrence before approval.

Meeting the Duty Schedule

Accomplishing the DMWR's mission depends upon teamwork. If you cannot be at work when scheduled, due to an emergency or illness, inform your supervisor as early as possible, but no later than two hours from the start of the duty day. You will be charged leave for any time you are away from your job.

Lunch Breaks

If your schedule requires you to work more than 6 hours in a day, you are required to take an uncompensated lunch break entirely free of duty. Your supervisor will work with you to determine the time of your lunch break; it will be at least 30 minutes to one hour long (depending on the total number of hours in your workday).

Legal Holidays. The legal holidays observed are:

New Year's Day	First Day of January
Martin Luther King, Jr.'s Birthday	Third Monday of January
Presidents' Day	Third Monday of February
Memorial Day	Last Monday of May
Independence Day	Fourth Day of July
Labor Day	First Monday of September
Columbus Day	Second Monday of October
Veterans' Day	Eleventh Day of November
Thanksgiving Day	Fourth Thursday of November
Christmas Day	Twenty-fifth day of December

Employees in the Washington, D.C. area normally get an extra day off every four years to observe Inauguration Day. When Inauguration Day falls within the regularly scheduled tour of duty of an employee in the Metropolitan Washington, D.C. area, it is observed as a holiday.



Pay

Initial Payment of Wages

When you first start to work at DMWR, you will experience an initial delay of up to three or four weeks before you receive your first payment because of administrative processing. For example, if you begin to work on the first day of a pay period, your time and attendance report will be sent to the payroll office 14 days later. Because you are paid in arrears, you will receive your first payment two weeks after you have completed your first 14 days of work. That is, you will receive your first payment four weeks after your first day of work. Once you receive that initial payment of wages, you can expect to receive other payments every other week, or every 14 days.

Pay from More than One Position (Dual Compensation)

Employees may not receive basic pay from more than one position with the Federal Government or with a NAF activity for more than an aggregate of 40 hours in any week. The restriction applies to the total number of hours for which you may be paid in holding more than one position, not on the number of appointments you hold. For example, if you work 20 hours a week in a part-time NAF position, you would not be allowed to work and receive pay as a full-time, 40-hour-per-week, NAF/APF employee at the same time.

Overtime Compensation

Exempt Employees

Any employee in a position identified as exempt is not covered under the instructions pertaining to overtime compensation under the Fair Labor Standards Act (FLSA). Exempt employees are those in executive, administrative, and professional positions. In the DMWR exempt employees are generally those occupying NF-4 and above or GS-9 and above positions. If you are exempt from FLSA coverage, you are not entitled to receive overtime compensation unless the overtime pay or compensatory time off is officially authorized and approved in advance by your supervisor.

Non-exempt Employees

Employees identified as nonexempt (generally NF-3 and GS-8 and below in the DMWR) are covered by the FLSA instructions. Nonexempt employees must be compensated for overtime work, which they are “permitted or suffered” to perform. Normally, work must be approved prior to being performed. Nonexempt employees are paid 1 ½ times their hourly rate of pay for time worked in excess of 40 hours in a workweek.



Overtime Compensation Cont.

During Travel

If you are an exempt employee, time you spend traveling away from your official duty station is not included as hours of work for overtime compensation purposes. Exempt employees cannot be authorized overtime compensation for travel time unless actual work is performed during the travel time, and the overtime pay or compensatory time off is specifically authorized in advance by the employee's supervisor. If you are a nonexempt employee, time you spend traveling away from your official duty station may be included as hours of work in computing overtime compensation. Contact CPAC for guidance if you have questions on specific cases that apply to you.

Holiday Pay

Employees with a 5-day workweek, and any employee working under a compressed work schedule (CWS), are entitled to ten regular holidays per year. If you are required to work on a legal holiday you will receive premium pay computed on your basic rate of pay. If you are a part-time employee and working less than a 5-day workweek, you will receive holiday paid leave if the holiday falls on a day you are regularly scheduled to work.

Paid Leave

Annual Leave

Annual leave gives you the opportunity to accumulate and use paid time-off from work for vacations or to conduct personal business.

Use of Annual Leave

The use of annual leave must be authorized in advance, usually by your supervisor. You should submit your annual leave requests as soon as you know when you want to take leave. Request leave on an OPM 71 Form, Request for Leave or Approved Absence (available from your directorate's administrative support employee, timekeeper, or online). The minimum leave time charged for leave is a quarter hour (15 minutes), and additional charges are made in multiples of quarter hours.



Paid Leave Cont.

Earning Rates

You earn annual leave based on your years of NAF or APF federal service, including credit for certain types of military service. Annual leave accrues for all hours in a pay status up to a maximum of 40 hours per week at the following rates:

- Employees with less than 3 years earn 4 hours of annual leave per pay period.
- Employees with 3 years but fewer than 15 years of creditable service earn annual leave at a rate of 7.5% of their nonovertime hours. For full-time employees, this is equivalent to earning 6 hours per pay period. On the last pay period of each calendar year, an additional 4 hours are credited to equal 20 days earned annual leave.
- Employees with 15 or more years of creditable service earn annual leave at a rate of 10% of their nonovertime hours. For full-time employees, this is equivalent to earning 8 hours earned per pay period, or 26 days a year.

Accumulation

Annual leave that has been accrued but not used during a given calendar year may be accumulated and carried forward from year to year, usually not to exceed 30 days (240 hours). Employees working outside the United States usually have a maximum accrual limitation of 45 days. Leave in excess of the maximum authorized carry over must be used or is lost at the end of the leave year. It is your responsibility to plan the use of your leave and to consult with your supervisor so that you can schedule and take the leave to which you are entitled. When you separate or retire from employment, you will be paid for any unused accumulated annual leave. Transferring employees normally will have their accumulated leave balance transferred with them to the new employing agency.

Sick Leave

Sick leave gives you the opportunity to accumulate and use paid time off from work for health-related and certain other reasons. Sick leave also acts as a valuable, added insurance against future medical emergencies. For NAF employees (and APF employees under CSRS), unused sick leave increases service credit in calculation of retirement annuities.



Paid Leave Cont.

Use of sick leave

The use of sick leave requires advance approval by your supervisor in situations when you know that you will be unable to work because of a future medical appointment, examination, or operation. Request sick leave on an OPM 71 Form, Request for Leave or Approved Absence (available from your directorate's administrative support employee or timekeeper). The minimum charge for sick leave is a quarter hour (15 minutes) and additional charges are in multiples of quarter hours. If you are absent because of a sudden illness, you must notify your supervisor as early as possible that you will not be at work, but no later than two hours after the start of the duty day. Should you fail to give proper notice and request leave, you may be charged with absence without leave, and you will receive no pay for the time you were absent. Your supervisor may request that you furnish administratively acceptable evidence, such as a statement from a physician, to support your use of sick leave, particularly when you are absent from work for more than 3 consecutive workdays.

Reasons for which sick leave may be granted

- For medical, dental, or optical examination or treatment.
- When incapacitated for the performance of duties because of sickness, injury, pregnancy, or childbirth.
- To provide care for a family member as a result of physical or mental illness; injury; pregnancy; childbirth; or medical, dental, or optical examination or treatment (Family Friendly Leave Act of 1994).
- For exposure to a contagious disease where the health of co-workers is endangered.
- When the employee must be absent from duty for purposes related to the adoption of a child.
- Eligibility and Earning Rates. Sick leave is credited at the beginning of each pay period at the rate of 5% of nonovertime hours, up to a maximum of 40 hours per week. This is equivalent to 4 hours earned per pay period for full-time employees, or 13 days a year.



Paid Leave Cont.

Accumulation of sick leave

There is no maximum limit established for sick leave. Your unused sick leave will accumulate in full from year to year. No payment is authorized for any accumulated sick leave balance upon termination of employment; however, your unused sick leave can result in a larger annuity by increasing your creditable service when you retire from either NAF employment or APF (Civil Service Retirement System only) employment. If you transfer employment from DMWR to another federal agency, your accumulated sick leave balance will normally be transferred with you to your new employing agency.

Military Leave

Military leave for training purposes is limited to a maximum of 120 hours during each fiscal year, regardless of the number of training periods in the year, and regardless of whether taken intermittently or all at one time. Any part of this excused absence that is not used in any fiscal year accumulates for use in succeeding years not to exceed a 120-hour maximum carry over. Therefore, an eligible employee could have a maximum total of 240 hours to his/her credit for use during a fiscal year.

Court Leave

If you are called as a witness in a judicial proceeding and one of the parties is the U.S. Government, the District of Columbia, or a state or local government, you are authorized to receive pay during your absence without charge to your leave account. If you serve on a jury, you are authorized full pay with no charge to leave; however, any fees earned for service must be turned in to the DMWR. You may keep payments received for court-designated expenses (e.g., transportation and meals). Court leave (either as a witness or as a jury member) does not apply to judicial proceedings involving only private parties (i.e., when neither party is the federal, state, D.C., or local government). You must present the court order, subpoena, or summons, if one was issued, as far in advance as possible. Upon return to duty, you must furnish written evidence of court attendance to your supervisor.

Excused Absences

Excused absences are authorized in a number of situations. Severe weather or other emergency conditions may warrant closure of DMWR by the commander, releasing employees from having to report for duty. You should ask your supervisor for guidance in weather emergencies and listen to the local weather reports for official status for Federal Government employees. You still may be required to report in later for work if conditions warrant. Employees may be excused from duty with no charge to leave under limited circumstances (for example, to vote in a national or local election, to give blood, or to serve as a bone marrow or organ donor). Your supervisor will advise you when excused absences are permitted.



Unpaid Leave

Leave Without Pay (LWOP)

LWOP is a temporary, nonpay leave status granted at an employee's request. The permissive nature of LWOP distinguishes it from absence without leave or AWOL. Extended LWOP may be approved for such purposes as attending to parental or other family matters or recovery from illness or disability, and limited LWOP may be used to participate in children's school activities (Family and Medical Leave Act). LWOP also may be used for reservists and National Guard personnel who enter on authorized military training duties not covered by military leave and for employees injured in the performance of their duties while covered under worker's compensation.

Absence Without Leave (AWOL)

AWOL is a nonapproved absence from duty, which may result in disciplinary action. If you do not report for duty and if you do not have your supervisor's permission to be absent, you are considered to be AWOL and you will not be paid for the period of AWOL. NAF employees in an AWOL status for three consecutive workdays may be separated for abandonment of position.

Family Leave Policies

Family and Medical Leave Act (FMLA) of 1993

Regular employees who have completed 12 months of service are entitled to up to a total of 12 administrative work weeks of LWOP during any 12-month period for one or more of the following reasons:

- Birth of a child and the care of that child (within 12 months of the birth).
- Placement of a child with the employee for adoption or foster care (within 12 months of the placement).
- To care for a spouse, child, or parent, who has a serious health condition (includes such conditions as cancer, heart attacks, strokes, severe injuries, Alzheimer's disease, pregnancy, and childbirth - not intended to cover short-term conditions for which treatment and recovery are very brief - the common cold, the flu, earaches, upset stomach, headaches (other than migraines), routine dental or orthodontia problems, etc. are not serious health conditions unless complications arise).
- A serious health condition that makes the employee unable to perform the essential functions of the position.

You should provide a 30-day written notice, when possible, prior to the start date of FMLA leave. A request for leave based on medical conditions must be supported by certification issued by the health care provider.



Family Leave Policies Cont.

Sick Leave to Care for a Family Member With a Serious Health Condition

Regular employees may use a total of up to 12 weeks of sick leave each leave year to care for a family member with a serious health condition. A “family member” is a spouse, and parents thereof; children, including adopted children, and spouses thereof; parents; brothers and sisters, and spouses thereof; and any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship. A “serious health condition” is as defined previously under FMLA. The same limitations apply to the use of sick leave to care for a family member with a serious health condition as it applies to the use of sick leave for general family care or bereavement purposes, which is described below.

Sick Leave to Care for a Family Member or for Bereavement Purposes

Regular employees may use a total of up to 104 hours (13 workdays) of sick leave each leave year to provide care for a family member who is incapacitated as a result of physical or mental illness, injury, pregnancy, or childbirth; to provide care for a family member as a result of medical, dental, or optical examination or treatment; or to make arrangements necessitated by the death of a family member or attend the funeral of a family member. You may use 40 hours (5 workdays) of sick leave each leave year for these purposes. You may use an additional 64 hours (8 workdays) of sick leave if you maintain a balance of at least 80 hours of sick leave in your account. “Family member” is defined in the paragraph immediately above.

Sick Leave for Adoption

Regular employees are permitted to use sick leave for purposes related to the adoption of a child. You may use sick leave for appointments with adoption agencies, social workers, and attorneys; court proceedings; required travel; and any other activities necessary to allow the adoption to proceed.

Leave to Serve as a Bone Marrow or Organ Donor

You are entitled to up to seven days (56 hours) of paid administrative leave each calendar year to serve as a bone-marrow donor. You are also entitled to up to 30 days (240 hours) of paid administrative leave to serve as an organ donor.

Leave Transfer Program

The Army Leave Transfer Program permits employees to donate annual leave to other employees who have documented medical emergencies. For purposes of the Leave Transfer Program, a medical emergency is an employee’s or employee’s family member’s medical condition for which the employee must be absent from duty for at least two weeks. In addition, the employee would otherwise experience a substantial loss of income because their accumulated paid leave is insufficient to cover their absence. Participation in the program, either as a leave recipient or leave donor, is strictly voluntary.



Family Leave Policies Cont.

To Apply as a Leave Recipient

Whether a NAF or APF employee, you can apply for leave donation by submitting a written memorandum to the CPAC . Blank memo formats are available from CPAC. If you are unable to complete the request personally, you may designate a personal representative to submit the written request on your behalf. The request must contain the following information:

- Your name, position title and grade.
- Reasons leave is needed, including a brief description of the nature, severity and anticipated duration of the medical emergency, and (if it is a recurring one) the approximate frequency of the medical emergency.
- Certification from one or more physicians or other appropriate experts regarding the nature of the medical emergency and any additional information necessary to support your request.

Send the request through your immediate supervisor to the CPAC for review and approval action. If your application is approved, an announcement will be made to DMWR employees to inform them of your request for leave donations.

To Donate Leave

If you want to donate leave to another employee, send a donation memorandum to CPAC for review and processing. Memo formats for this purpose are available in CPAC. The authorization for donation will be forwarded to the appropriate payroll office for further processing.

The following guidelines apply:

- Only annual leave may be donated.
- Leave may be donated only to an approved leave recipient. NAF employees may donate only to another NAF employee; APF employees may donate only to another APF employee.
- A leave donor may donate up to half the annual leave he or she would accrue during the leave year or the amount in his/her account (whichever is less).



Family Leave Policies Cont.

Use of Donated Leave

A leave recipient may use annual leave donated to his/her account in the same manner and for the same purposes as if he/she had accrued the leave in the normal manner. It is the responsibility of the leave recipient to notify CPAC once the medical emergency has ended.

Additional Information

The information above is a basic description of the Leave Transfer Program, and may not fit every case. Consult your supervisor or CPAC if you have questions not covered above.

Incentive Awards

As a DMWR employee, you are eligible to earn and receive both monetary and honorary awards for special achievement or sustained superior performance.

- **Sustained Superior Performance (SSP) Award**

The SSP Award is a discretionary award given in recognition of a high achievement level over a 12-month period. NAF employees paid under the Pay Band System may have their salary increased in recognition of performance and/or receive a lump sum cash award. APF employees are eligible to receive a quality step increase or a lump sum cash award.

- **Special Act or Service Award**

The Special Act or Service Award is a discretionary award given to recognize a meritorious personal effort, act, or service performed either in or out of the work environment that contributes to the efficiency, enhancement, economy, or other improvement of the organization.

- **On-the-Spot Cash Award**

The on-the-spot cash award recognizes a specific outstanding service or act that clearly exceeds the normal expectation for job performance.

- **Time-Off Award**

Reasons for a time-off award (TOA) are similar to those that apply for a monetary award. This award may be given to recognize a superior accomplishment or a special effort, act or service. If you receive a TOA, you must use it within one year of the date your award was approved. The TOA does not transfer to another organization should you change employment.



Incentive Awards Cont.

- **Honorary Awards**

An honorary (nonmonetary) award can be a certificate, pin, emblem, plaque, medal or other item, that can be worn or displayed. Honorary awards may be earned for an employee's outstanding performance ratings, commendations, or length of service. Both an honorary and a monetary award may be granted to an employee for the same act or achievement, provided the criteria for each award are satisfied. Here are some examples of honorary awards:

- **Memorandum of Appreciation**

Given in appreciation of an employee's performance and contributions while conducting assigned duties.

- **Certificate of Commendation**

Recognizes special acts or services performed within or outside assigned job responsibilities.

- **Certificate of Achievement**

Recognizes sustained superior performance of civilian employees. This certificate is often presented to the Employee of the Quarter.

- **Civilian Award for Humanitarian Service**

Recognizes an individual who has performed significant humanitarian actions, deeds, or achievements. It consists of a medal, lapel pin, and certificate.

- **Achievement Medal for Civilian Service**

This is the fifth highest DA honorary award and ranks directly below the Commander's Award for Civilian Service, recognizing noteworthy service or achievements. The award consists of a medal, lapel pin, and certificate.

- **Commander's Award for Civilian Service**

This is the fourth highest DA award and ranks above a performance award and directly below the Superior Civilian Service Award. It is appropriate for an employee with an established pattern of excellence who has previously received performance awards. The award consists of a medal, lapel pin, and certificate.

- **Superior Civilian Service Award**

Given to an employee who has performed a superior service or achievement, this is the third highest DA honorary award and ranks directly below the Meritorious Civilian Service Award. The award consists of a medal, lapel pin, and certificate. When the award is bestowed for a courageous act or for an action during an emergency, a cash award may be granted.



Incentive Awards Cont.

- **Meritorious Civilian Service Award**

The Meritorious Civilian Service Award is the second highest DA honorary award. The Secretary of the Army or his designee may grant it to an employee. The Director of the Army Staff is the designee for approving nominations of DMWR employees for this award.

- **Decoration for Exceptional Civilian Service**

This is the highest DA honorary award and must be approved by the Secretary of the Army.

- **The Order of the White Plume Award**

Bestowed by the Commander, FMWRC, the White Plume Award is given to both military and civilian personnel recognizing outstanding service and significant contributions to Army Morale, Welfare and Recreation (MWR) and family programs.

- **DMWR Awards Program**

The Awards Program is an employee driven system designed to give all employees the opportunity to recognize the contributions of their peers. For more information contact your supervisor or call 703/805-3390.

DMWR Recruitment and Placement Policy

You have been hired to fill a position in which DMWR believes your skills and abilities can best contribute to our mission. Opportunities to advance into other positions may become available to you, so you should be aware of the various methods of filling vacant positions. Selections to fill positions will be made impartially on the basis of merit and qualifications.

Vacancy Notices

Announced vacancies are posted in the CPAC. Many vacancies are not announced, but are filled through other sources. For example, many NAF and APF vacancies are filled through the MWR referral program (see section below); some APF vacancies are filled through the Army Civilian Career Evaluation System; and some vacancies are filled by employees who have mandatory placement rights. Many of the MWR referral program vacancies are posted on the Army Internet site, Civilian Personnel On Line at <http://www.cpol.army.mil> (at the main menu, click on Employment Opportunities, then Army's Vacancy Announcements, then click on the MWR Vacancies block).



DMWR Recruitment and Placement Policy Cont.

The Career Referral Program

The Career Referral Program, managed by the Human Resources Directorate, was established to attract and retain high quality employees by providing greater career opportunities for promotion, transfer, and reassignment to managerial, professional, technical, and administrative positions. The Career Referral Program is used to fill Army wide regular, full-time NAF and APF positions in MWR at pay levels NF-4 and above for NAF and grades GS-9 and above for APF. Upon request by the hiring office, the Career Referral Program provides a referral list containing names of eligible employees in the referral inventory who are qualified and requested consideration for the type and geographic location of the position being filled.

How to Register in the Career Referral Program

The Career Referral Program uses an automated referral system that simplifies and expedites the referral and selection process. The system uses advanced optical character recognition software, imaging technologies and a skills extraction system to “read” your resume. Employees who are interested in registering for NAF or APF advancement opportunities or employment should visit the web site <http://mwrjobs.army.mil>. For more information, contact the Career Management Branch in the Human Resources Directorate.

Noncompetitive Promotions or Placements

In some situations, employees may be noncompetitively placed or promoted to positions without formal competition (use of job announcements and referral lists). An employee still must meet the basic eligibility requirements of the position at the time of placement. Some examples of noncompetitive placements:

- A promotion of an employee who competed initially for a trainee position, to the target grade or pay level of the position.
- Temporary promotion or detail of an employee for a period not to exceed 120 days.
- Re-employment of a former, regular, full or part-time employee who previously resigned to enter military service in the Armed Forces of the United States.



DMWR Recruitment and Placement Policy Cont.

APF/NAF Recruitment under the DOD/Office of Personnel Management Interchange Agreement

Eligible NAF employees may voluntarily apply for civil service General Schedule (GS) positions in the competitive service (APF employment) without being referred from a Civil Service register. Eligible APF employees may apply for NAF positions for which they qualify. Eligible NAF employees may register and apply for APF career program positions (generally at GS-12 through GS-15 grade levels) that are filled through the Army Civilian Career Evaluation System (ACCES).

Both open-continuous and one-time vacancy announcements generally reflect areas of consideration for both APF and NAF applicants.

Training

General Training Guidelines

It is DMWR policy to fund training necessary to improve individual and organizational performance and to assist in achieving DMWR's mission and performance goals. The DMWR will fund or sponsor training and developmental activities for you that are mission related or that are designed to improve your performance. The DMWR is not authorized, however, to fund courses that you take for the sole purpose of obtaining a college degree.

If you want to attend training conducted during official duty hours, and/or which would result in a cost to the DMWR, you must request advance approval of the training from your Director/Division Chief (or supervisor, if delegated). You should request training on DD Form 1556 (Request, Authorization, Agreement, Certification of Training and Reimbursement), which may be obtained from your directorate administrative support person. You need to agree with and sign a Training Agreement and submit it, along with a description of the training, with the DD Form 1556. Submit your request to your supervisor in sufficient time to permit proper processing of the request prior to the beginning of the training (normally 30 days).

The DMWR Career Guide

This Guide outlines a plan of action for developing employees and leaders in the DMWR. It describes the Army Civilian Training, Education, and Development System (ACTEDS) Plan for Career Field 51 (MWR); describes each of the Army Civilian Leadership Training Common Core courses; describes the Army ACTEDS Training Catalog; provides a generic sample of the types of courses that DMWR employees should complete to progress in their careers; and provides a listing of web sites that should be useful to all employees in exploring general information about training and sources of training opportunities. A copy of the DMWR Career Guide will be available from your supervisor and/or the DMWR Training Coordinator.



Some Sources of Training

MWR Academy

The MWR Academy offers a variety of courses on a continuing basis. These courses range from specialty type management courses (e.g., golf course management) to broader topics such as contract administration and negotiation. A catalog of courses and course descriptions can be accessed through the MWR Home Page on the Internet at www.mwraonline.com.

Office of Personnel Management (OPM)

Courses are offered by OPM on a fee basis. You may access information about courses available through OPM at the OPM website: <http://www.opm.gov>.

Off-Duty Training

If you are a full-time employee, you may be reimbursed for tuition and textbook costs for approved professional or college courses in which you are enrolled during your off duty hours. To qualify for reimbursement, the course(s) must be mission related and approved by your first-line supervisor prior to enrollment. To apply for reimbursement for off-duty training, complete DD Form 1556 and attach a detailed outline of the course you wish to take. If your request is approved, you must satisfactorily complete the course with a grade of C or better. Should you receive a grade lower than a C, you must fund the training costs.

Correspondence Courses

You may find correspondence courses that apply to your training needs through both government and private-sector sources. One source of Army correspondence training is described in DA Pamphlet 351-20, Army Correspondence Course Program Catalog. The catalog lists all correspondence courses offered by Army Schools and gives preliminary requirements for enrollment and application instructions. The catalog and other information about Army correspondence courses are available at the web site <http://www.atsc.army.mil/accp/aipdnew.asp>.

Gov Online Learning Center

This is a Government-wide resource that supports development of the Federal workforce through simplified and one-stop access to high quality e-Training products and services. The creation of this Center is the first phase of the President's Management Agenda e-Training Initiative and will continue to grow with the addition of products and services that meet the common needs of the workforce. It may be accessed at the web site <http://www.golearn.gov/>.



Some Sources of Training Cont.

Computer Learning Courses

Job-related courses that teach computer skills are encouraged if your position depends on your familiarity with software applications. Computer courses are offered in a variety of instructional formats, e.g., online, CD-ROM, classroom instruction, or on-the-job training. For example, through the NEW Army CBT Training System, employees can access about 1,500 Information Technology, Business Skills, and Interpersonal Skills courses from any location, around the clock (24/7). To access the CBT Training System, go to <http://www.atrrs.army.mil/channels/eLearning/smartforce> to register (you will need your Army Knowledge Online (AKO) userid and password).

Failure to Complete Authorized Training

If you have received approval and funding for training, you are responsible for successfully completing that training. You must reimburse DMWR for any training which DMWR approves, but which you do not complete. If you fail to complete training because of negligence or willful misconduct on your part, you may receive disciplinary action.

Voluntary Separations

Resignation

If you decide to resign from employment, you should provide your supervisor with a minimum of two weeks notice in writing. Include your reason for resignation, the last day you will be at work for pay purposes, and your forwarding address for tax documents and correspondence, along with a dated signature. The appropriate form to use when giving written resignation is the DA Form 4017 for NAF or the Standard Form 52 for APF. Both forms are available in the CPAC. When you leave DMWR employment, you must out process on or before your last day of work (obtain and complete a DMWR out processing form from the CPAC for this purpose).

Retirement

When you become eligible, you may retire and receive a monthly annuity. To adequately plan and arrange for processing of retirement benefits, you should notify the CPAC as soon as you are ready to consider retirement. You should also seek our pre-retirement planning courses prior to your planned retirement. Additional information concerning retirement is contained in Appendix A for NAF employees and in Appendix B for APF employees.



Equal Employment Opportunity

As an Army agency, DMWR is an equal employment opportunity (EEO) employer. The DMWR is committed to uphold Department of the Army policy that all civilian employees and all employment applicants are afforded equal employment opportunities. The DMWR also is committed to eliminating any practice that denies equal opportunity, and will not tolerate any form of discrimination or harassment.

Employees have the right to seek advice and counsel from an equal employment opportunity officer or counselor. If you believe that you have been discriminated against because of race, color, religion, national origin, sex, age, or physical or mental disabilities, or that you have been the victim of sexual harassment or retaliation, you should contact an EEO counselor through the Fort Belvoir EEO Office (703-805-2006). Contact the EEO Office within 45 calendar days of the time the incident occurred. If you believe you have experienced a discriminatory personnel action, contact the EEO office within 45 days of the effective date of the action. In short, you must contact the EEO Office within 45 days of the date you become aware (or reasonably should have become aware) that you were discriminated against or were the victim of sexual harassment or retaliation. A counselor will conduct informal inquiries into your case and attempt to make an informal resolution.

Complaints and Grievances

It is DMWR policy that all of our employees will be treated fairly and equitably in all aspects of their employment. If you believe that you have not been treated fairly, you have a right to present your grievance(s) to your supervisor or other appropriate management officials.

A grievance is a request by an employee for resolution of a problem, concern, or dissatisfaction. Grievances should be resolved or decided at the lowest practicable organizational level and in the shortest time possible. If you have a concern or complaint, you should present your informal grievance to your immediate supervisor, or the lowest level of management (within your organizational chain) that can grant relief, within 15 calendar days of the action's occurrence or of learning of its occurrence. Grievances over continuing, persistent conditions may be presented at any time. If your grievance is not resolved to your satisfaction at the informal stage, you may submit a formal written grievance to the next higher official in your chain of command over the official who considered the grievance at the informal stage.



Complaints and Grievances Cont.

NAF grievance procedures differ from APF grievance procedures, and there are various types of issues that are excluded from formal grievance procedures. Accordingly, you should contact the appropriate CPO office if you believe you may need to initiate a formal grievance. Should you choose to present a grievance, you will be free from interference, restraint, or reprisal and you may be accompanied or assisted by a representative of your choice. You have the right to discuss your problems with a supervisory or management official of higher rank or level than your immediate supervisor, or with a representative of the CPO, and/or an EEO officer or counselor.

APPENDIX A

Nonappropriated Fund (NAF) Employment

APPOINTMENT CATEGORIES

Regular Employee

Regular NAF employees serve in continuing NAF positions on a scheduled (i.e., regularly scheduled duty hours) basis. If you are a regular NAF employee and you work a 40-hour workweek, you are a regular full-time (RFT) employee. If you are a regular NAF employee and you work between 20 and 39 hours, you are a regular part-time (RPT) employee. Regular employees, whether full or part-time, normally are required to serve one-year probationary periods. Your supervisor will evaluate your performance on a yearly basis. As a regular employee, you are eligible for paid leave and to participate in health, life, retirement, and savings plans briefly described in this Appendix.

Flexible Employee

If you have been hired as a flexible (FLEX) employee, you will serve in an indefinite position on either a scheduled or an as-needed basis. Your flexible appointment may have a maximum time limitation. Flexible employees are ineligible for benefits and do not serve probationary periods.

Limited Tenure Employee

Limited Tenure applies to a position created to meet a special work requirement that is expected to last more than one year but that will not be a permanent DMWR need. The position exists only as long as the project exists, or until a date specified at the time the position is established. The term "Limited Tenure" can be applied only to regular full-time or to regular part-time employees. If you are a Limited Tenure employee, you are entitled to the same leave and benefits as are regular employees, but you will not serve a probationary period.



Pay

Pay Under the NAF Pay Band System

NAF employees working at DMWR are paid under the guidelines issued for the Department of Defense (DOD) NAF Pay Band System. DMWR implements the guidelines AR 215-3-1 (NAF Personnel Position Management, Pay Band and Performance Administration). The NAF Pay Band System applies to all clerical, administrative, technical, managerial, professional, and executive positions. An NF designator signifies positions in these categories, and pay-level designations of 1 through 6 indicate the level of responsibility and the complexities of the position. The Pay Band System sets a minimum and maximum pay range, offering flexibility when recruiting job candidates, retaining employees, and rewarding employee performance. Under this system, an employee may advance to another position with higher pay and more responsibility without moving into a pay band level different from the previous position. Employees in NF pay levels 3 through 6 are paid under a salary or per annum basis, rather than at an hourly rate. NAF pay band salary structure is updated once a year based on national and locality pay adjustments.

Official Paydays and Pay Periods

The official payday for DMWR NAF employees is every other Wednesday. Each year, there are normally twenty-six pay periods. Each pay period begins on a Thursday and ends 14-days later on a Wednesday.

Methods of Delivering Pay

Your pay must be deposited electronically, directly into a financial institution. You receive immediate credit for your pay at your bank, credit union, or savings institution instead of having to make a deposit and wait for your paychecks to clear. When you first report to work, you will be asked to complete a request for direct deposit. You may use any type of form (e.g., the SF-1199A, Direct Deposit Sign-Up Form) or format for this purpose. Make sure your request includes your name, your social security number, the name of the financial institution to which your deposits will be made, your account number, the American Bankers Association (ABA) routing number (you must obtain this from your financial institution), and your signature. At any time during your employment, you can change the institution to which your pay is deposited by filling out a new request with your new information. Although you don't need to obtain the signature of your financial institution representative for your direct deposit request, you must make sure that your financial institution agrees to accept direct deposits into your account. You will receive your leave and earnings statements (LES) directly at your work location.

Pay Deductions

If you are a NAF employee and a U.S. citizen, deductions for Federal and State taxes, Social Security Benefits, retirement contributions, and Medicare must be withheld from your pay. You may elect to have other deductions made, such as payments for life and health insurance, and savings deposits.



Benefits

As a NAF employee you have access to a variety of benefits to include Group Health Insurance, Life Insurance, Long Term Care Insurance, NAF Retirement Plan and 401(K) Savings Plan. Further details and a break down of each plan can be accessed online through the NAF Benefits web site at www.NAFBENEFITS.com. You may also visit the NAF CPO for any questions you may have or to obtain additional information.

Business Based Action

At times, reductions in the DMWR NAF workforce may become necessary due to a reduction in funds, because DMWR no longer has a need for certain types of functions to be performed, or because the agency must reorganize due to some other reason. In a Business Based Action (BBA), involuntary nondisciplinary measures occur to adjust or realign personnel to have a minimal impact on operations. A BBA may include, but is not limited to, separation, furlough, reduction in pay rate, reduction in pay level or grade, reduction in hours of work, or change in employment category for personnel affected by the action. Employees will receive advance notices of a BBA. These actions are similar to Reduction in Force (RIF) actions in appropriated fund activities, but operate under policies that are very different from RIF rules. If a BBA is announced, employees will be notified of the policies and parameters that apply.

Separation

Separation from employment can be voluntary (for personal reasons) or involuntary (at the request of the Army). If you plan to voluntarily leave DMWR, you should advise your supervisor in writing at least two weeks before your final employment date. As far in advance as possible, contact the NAF CPO with an address where important documents can be forwarded to you after you leave. The NAF CPO also will be able to give you information on continuing your medical coverage, any payout or transfer you may be required to make from a 401(k) savings plan, and your options with respect to the NAF Retirement Plan. Involuntary separation may result from BBA, disciplinary action, AWOL, or unsatisfactory performance. Unless your termination is due to your being Absent Without Leave, you will have advance notice of the action and you will have the right to respond. Regardless of the type of separation, you must account for all government property, travel vouchers, correspondence, records, etc., and you must settle any indebtedness you have to DMWR before you will receive your final salary payment. You also will complete the DMWR out-processing form (available in the NAF CPO) before you leave.



APPENDIX B Appropriated Fund (APF) Employment

APPOINTMENT CATEGORIES

Career Conditional

Most civil service employees receive a career conditional status at the time of their initial appointment that requires them to serve a one-year probation period before their status can become permanent. During this period of adjustment, your supervisor will observe your conduct and job performance and make every effort to help you to perform effectively and to adjust to your work environment.

Career

After working for three years in a career-conditional status, you will achieve career status with the maximum rights, privileges, and protection under the Civil Service System.

Noncareer or Nonstatus

Temporary (not to exceed a specified length of time) appointments do not confer civil service status. If you are hired as a temporary employee, your rights and privileges will be explained to you during orientation. The limitation of an appointment may be found on the personnel action document, or Standard Form 50, a copy of which will be delivered to you soon after you begin work with DMWR.

Pay

Pay Under Appropriated Fund Employment

Established by the Federal Employees Pay Comparability Act (FEPCA) of 1990, the Federal Government's base pay system is comprised of a salary schedule, plus locality pay. The General Schedule (GS) pay rates normally are adjusted in January of each year based on changes in the national average cost of labor in private industry and on locality-based comparability adjustments. There are presently 26 established pay localities (one of these is the DC-MD-VA-WV area).

Computation of Pay

To compute your biweekly pay, divide your annual salary by 2,087 (the number of regular working hours per year) and round the result to the nearest cent to find your hourly pay rate. Then, multiply this hourly rate by 80 to find your total pay for each pay period.



Pay Cont.

Step Increases

You will be hired at a particular grade level and at a step ranging from 1 through 10 within that grade. Each step corresponds to a slightly different salary amount. Most new employees will start at the first step and progress after a set waiting period through the higher steps to the maximum of step 10. Within-grade step increases are authorized after the waiting periods at various GS grades, provided you demonstrate an acceptable level of performance. The waiting periods from steps 1, 2, and 3 to steps 2, 3, and 4, are 52 weeks respectively. The waiting periods from steps 4, 5, and 6 to steps 5, 6, and 7, are 104 weeks respectively. The waiting periods from steps 7, 8, and 9 to steps 8, 9, and 10, are 156 weeks respectively.

Official Pay Days and Pay Periods

The official payday for DMWR APF employees is every other Thursday. There are twenty-six pay periods each year. Beginning on a Sunday and ending two weeks later on a Saturday, all pay periods are two weeks in duration.

Methods of Delivering Pay

As a new DMWR APF employee, you must sign up for direct deposit of your pay into a financial institution. Direct deposit is fast and reliable, and saves you valuable time since your pay is automatically credited to your account. Cash award payments are sent to employees' direct deposit accounts. Leave and earnings statements (LES) are mailed to employees' home addresses. Make sure the APF CPO has your complete and current mailing address. This is important for receiving year-end tax documents and LES.

Pay Deductions

All U.S. Government employees are required to have Federal and State taxes, and either Civil Service Retirement System (CSRS) or the Federal Employees Retirement System (FERS), Social Security (if covered by FERS or if not covered by either retirement system) and Medicare deductions withheld from their pay. Other deductions, such as Federal Employee Group Life Insurance and the Federal Employee Health Benefits Program, are elective.



Benefits

As an APF employee you have access to a variety of benefits to include Federal Employees Health Benefits Program (FEHBP), Federal Employees Group Life Insurance (FEGLI), Federal Long Term Care Insurance Program and Federal Employees Retirement System (FERS). Further details and a break down of each plan can be accessed online through the Civilian Personnel website at <http://cpol.army.mil>. You may also visit the CPAC office for any questions you may have or to obtain additional information. APF employees are also eligible to contribute to the Thrift Savings Plan (TSP). For guidance and investment options, please visit their website at www.tsp.gov.

Separation

Separation from employment can be voluntary (for personal reasons) or involuntary (at the request of the Army). If you plan to voluntarily leave DMWR you should advise your supervisor in writing at least two weeks before your final employment date. As far in advance as possible, contact the APF CPO with an address where important documents can be forwarded to you after you leave. The APF CPO also will be able to give you information on continuing your medical coverage, your TSP account, retirement options, etc.

Involuntary separation may result from RIF, disciplinary action, AWOL, or unsatisfactory performance. Unless your termination is due to your being AWOL, you will have advance notice of the action and you will have the right to respond. Regardless of the type of separation, you must account for all government property, travel vouchers, correspondence, records, etc., and you must settle any indebtedness you have to DMWR before you will receive your final salary payment. You also will complete the DMWR out-processing form (available in the CPO) before you leave.



APPENDIX C Portability and Interchange

Portability of Benefits for NAF Employees Act of 1990

In 1987, Congress directed a recategorization of activities that limits the use of appropriated funds in MWR programs. Under this Act, many positions were changed from one employment system to another impacting employee benefits and entitlements of incumbents of the affected positions. The Portability of Benefits Act was enacted retroactively effective January 1, 1987, to prevent the loss of entitlements.

For DOD employees who move between NAF and Civil Service (APF) employment systems without a break in service of more than three days, the Portability Act provides pay, leave, health and life insurance coverage, and other benefit protection. Terms of the Act are applicable only for employees impacted on or after January 1, 1987. The program applies regardless of whether the move is involuntary (employee is moved with position from one system to the other) or voluntary (employee initiates the move by applying for and receiving employment in the other system), although many provisions are applied differently depending on the nature of the move.

For employees moving from DOD NAF to DOD APF positions on or after January 1, 1996, without a break in service of more than three days, another portability-related provision in the FY96 Authorization Act allows credit for regular NAF service for RIF purposes.

The National Defense Authorization Act for Fiscal Year 1996 loosened up the 1990 Act's definition of a qualifying move by changing the requirement for retirement portability from 3-days to 1-year but only for moves that occurred on or after August 10, 1996. To continue retirement coverage, you must (1) be vested in the retirement plan of the position from which you are moving, and (2) had not made a previous irrevocable retirement election.

The National Defense Authorization Act for Fiscal Year 2002 contained two portability changes. The first was that it removed the vesting requirement for moves occurring on or after December 28, 2001. You no longer had to participate in the plan 5 years to be vested. The one-year break in service between APF and NAF remained as the irrevocableness of your decision of plan participation.

The second change provided CSRS and FERS covered employees the opportunity to elect at the time of his/her retirement, credit for prior NAF service only to gain eligibility for an immediate annuity. The CSRS or FERS annuity is reduced accordingly since this law did not permit a deposit of NAF contributions to CSRS or FERS.

As you can see, the retirement election you make under these provisions is irrevocable. Whether you remain in an APF position or become a NAF employee, you will continue to be covered by the retirement system you elect for the remainder of your Federal service. Civilian personnel can help you with information concerning situations and choices.



APPENDIX C Portability and Interchange Cont.

Portability of Benefits for NAF Employees Act of 1990 Cont.

The Civilian Personnel Management Service of DOD provides policy and information on how to treat pay, leave, and benefits for both NAF and APF employees moving between the two pay systems. This information is available online at the web site http://www.cpmc.osd.mil/nafpo/index_cs.html.

DoD/Office of Personnel Management (OPM)

Interchange Agreement

If you are a NAF employee, you can apply for civil service (APF) positions without being referred from civil service registers under the terms of the DOD/OPM interchange agreement. It also allows employees serving in positions in the competitive civil service to be considered for and appointed to NAF positions.

Appointments under the interchange agreement are considered voluntary. Eligible DOD NAF employees may apply for positions at any grade level (e.g., eligible NAF employees may apply for Army APF civilian career program positions filled through the Army Civilian Career Evaluation System by registering in that system). NAF employees applying for APF positions will be considered along with applicants who are eligible to transfer from other government agencies.

To be eligible to move under this agreement, you must currently serve under a NAF appointment or under a competitive career or career conditional appointment or have been involuntarily separated from such appointment without personal cause within the preceding year. NAF employees must be or have been serving in continuing NAF positions under appointments without time limits. You must meet the qualification standards and requirements for the positions for which you are applying. If you are a NAF employee, you must have served continuously for at least one year in a NAF position before you may be appointed to a position in the competitive civil service under the authority of this agreement.

If you are an APF employee, you must have completed the one-year probationary period required for your career or career-conditional appointment before you may be appointed to a NAF position.



APPENDIX D Useful References and Internet Addresses

References

You may find the references and Internet addresses listed below helpful when researching employment issues. (Note that all are subject to change.)

- Army Regulation 215-1, Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities, implements DOD and Congressional policies. Contains administration, operation, and management policies governing the Army's MWR activities, and NAF instrumentalities. Chapter 9 of AR 215-1 concerns MWR Personnel, including recruiting, referral, and selection for MWR positions and training and professional development.
- Army Regulation 215-3, Nonappropriated Funds Personnel Policy, establishes policies and procedures for the administration of a total personnel program for NAF employees of the Department of the Army.
- Department of Defense Civilian Personnel Manual, DOD 1400.25-M, implements policy and updates responsibilities and procedures for civilian personnel management within the Department of Defense and includes Nonappropriated fund personnel management.



Internet Addresses

Army Homepage	www.army.mil
AR 215-3, NAF Personnel Policy	http://www.usapa.army.mil/pdffiles/r215_3.pdf
Civilian Personnel on Line	www.cpol.army.mil
Army NAF Employee Benefits Program	www.nafbenefits.com
Office of Personnel Management (OPM) Home Page	www.opm.gov
U.S. Government's Official Site for Jobs	www.usajobs.opm.gov
Defense Civilian Personnel Management Service	www.cpms.osd.mil
Defense Finance and Accounting Service DOD Per Diem Committee	http://www.dod.mil/dfas/
DOD Civilian Personnel Manual	www.cpms.osd.mil/cpm/cpm.html
APF Thrift Savings Plan	www.tsp.gov
THOMAS Legislative Information on the Internet	http://thomas.loc.gov
U.S. Army Publishing Agency	www.usapa.army.mil
On-line Resume Builder for MWR jobs	www.mwrjobs.army.mil
Army NAF Employee handbook	www.cpol.army.mil/library/naf/handbook/
Government Online Learning Center - free on-line courses sponsored by The Office of Personnel Management and Office of Management and Budget	www.golearn.com
The Federal Long Term Care Insurance Program	www.ltcfeds.com



Listing of Commonly Used Acronyms

AAFES	Army & Air Force Exchange System
ACAP	Army Career & Alumni Program
ACS	Army Community Service
AD	Active Duty
AER	Army Emergency Relief
AF	Air Force
AFAP	Army Family Action Plan
AFTB	Army Family Team Building
AG	Adjutant General
AGR	Active Guard Reserve
AMC	Army Materiel Command
APF	Appropriated Funds
AR	Army Regulation
ARNG	Army National Guard
ASAP	As Soon as Possible
AVC	Army Volunteer Corps Coordinator
AWOL	Absent Without Leave
BASOPS	Base Operations
BOD	Business Operations Director
BOSS	Better Opportunity for Single Soldiers
BPA	Blanket Purchase Agreement
CAC	Common Access Card
CDS	Child Development Services
CES	Civilian Education System
CFC	Combined Federal Campaign



Listing of Commonly Used Acronyms Cont.

CFC	Combined Federal Campaign
CG	Commanding General
CO	Commanding Officer
COB	Close of Business
COLA	Cost of Living Allowance
CONUS	Continental United States
CPAC	Civilian Personnel Advisory Center
CPO	Civilian Personnel Office
CPOC	Civilian Personnel Operations Center
CPMC	Capital Purchase/Minor Construction
CPO	Civilian Personnel Office
CRD	Community Recreation Division
CYS	Child and Youth Services
DA	Department of the Army
DAR	Daily Activity Report
DFAS	Defense Finance Accounting System
DLA	Defense Logistics Agency
DMWR	Directorate of Morale, Welfare & Recreation
DOD	Department of Defense
DOIM	Directorate of Information Management
DOL	Directorate of Logistics
DPW	Directorate of Public Works
DRM	Directorate of Resource Management
EAP	Employment Assistance Program
EEO	Equal Employment Office



Listing of Commonly Used Acronyms Cont.

EM	Enlisted Member
FAP	Family Advocacy Program
FCC	Family Child Care
FMBS	Financial Management Business System
FMO	Financial Management Office
FMWR	Family Morale, Welfare and Recreation
FOUO	For Official Use Only
FPCON	Force Protection Condition
FY	Fiscal Year
FYI	For Your Information
GC	Garrison Commander
GLAC	General Ledger Account Code
GS	General Schedule
GSA	General Services Administration
HQDA	Headquarters, Department of Army
HRO	Human Resource Office
IAW	In Accordance With
IDP	Individual Development Plan
IG	Inspector General
IMA	Installation Management Agency
IMO	Information Management Office
IMWRF	Installation Morale, Welfare & Recreation Fund
INSCOM	Intelligence & Security Command
ITP	Individual Training Plan



Listing of Commonly Used Acronyms Cont.

ITR	Information, Tours and Registration
JAG	Judge Advocate General
KO	Contracting Officer
LES	Leave and Earnings Statement
LV	Leave
LWOP	Leave Without Pay
MACOM	Major Army Command
MDW	Military District of Washington
MP	Military Police
MWR	Morale, Welfare and Recreation
NACI	National Agency Check Investigation
NAF	Nonappropriated Funds
NG	National Guard
NIBD	Net Income Before Depreciation
NLT	Not Later Than
NCO	Noncommissioned Officer
OCONUS	Outside Continental United States
ODR	Outdoor Recreation
OPSEC	Operational Security
PAO	Public Affairs Office
PCS	Permanent Change of Station
PMO	Provost Marshall Office
POC	Point of Contact
POV	Privately Owned Vehicle
PX	Post Exchange



Listing of Commonly Used Acronyms Cont.

RA	Regular Army
RIMP	Risk Management Program
SAS	School-Age Services
SJA	Staff Judge Advocate
SNACS	Standard Non-Appropriated Automated Contracting Services
SOP	Standing Operating Procedures
SPS	Supplemental Program Services
TDY	Temporary Duty
TLMS	Time & Labor Management System
TMP	Transportation Motor Pool
UFM	Uniformed Funding Management
UFR	Unfinanced Requirements
USN	U.S. Navy
WG	Wage Grade Employee
YS	Youth Services

Official Military Acronym Finder Website:
<https://www2.arims.army.mil/abbreviation>

