

DEPARTMENT OF THE ARMY  
 HEADQUARTERS, U. S. ARMY FIELD ARTILLERY CENTER AND FORT SILL  
 FORT SILL, OKLAHOMA 73503-5000

USAFACFS Pamphlet  
 No. 690-1

14 May 2002

Civilian Personnel  
**HANDBOOK FOR CIVILIAN EMPLOYEES**

	Paragraph	Page
Chapter 1. Introduction		
Welcome to Fort Sill, Oklahoma	1-1	2
Fort Sill Command Structure	1-2	3
Civilian Personnel Services-CPAC	1-3	4
Civilian Personnel Operations-CPOC	1-4	4
Civilian Pay-DFAS	1-5	5
Your Benefits In Review	1-6	5
Chapter 2. General Employment Information		
Suitability Determinations	2-1	7
"Open Door" Policy	2-2	8
Labor Organizations	2-3	8
Joint Ethics Regulation	2-4	8
Equal Employment Opportunity	2-5	10
Safety and Fire Prevention	2-6	11
Political Activities	2-7	11
Strikes	2-8	11
Motor Vehicles	2-9	11
Privacy Act of 1974	2-10	12
Personal Debts	2-11	12
Personal Appearance	2-12	12
Chapter 3. Personnel Information		
Appointments	3-1	12
Work Schedules	3-2	12
Hours of Work	3-3	12
Breaks	3-4	13
Payday	3-5	13
Probationary Periods	3-6	15
Performance Ratings	3-7	15
Holidays	3-8	15
Leave	3-9	15

\*This pamphlet supersedes USAFACFS Pam 690-1, Handbook for Civilian Employees, 9 August 1989.

	Paragraph	Page
Training	3-10	20
On-The-Job Injuries	3-11	21
Information Network	3-12	21
Position Classification	3-13	22
Official Personnel Folders (OPF)	3-14	22
Life and Health Insurance	3-15	23
Changes in Name, Address or Beneficiary	3-16	24
Promotion Procedures	3-17	25
Disciplinary and Adverse Actions	3-18	26
Chapter 4. Departures From Fort Sill		
Resignation	4-1	27
Transfers	4-2	28
Retirement	4-3	28
Active Duty Death	4-4	29
Appendix A. Insignia of Rank		32
Appendix B. History of Fort Sill		33

## CHAPTER 1

### INTRODUCTION

#### 1-1. WELCOME TO FORT SILL, OKLAHOMA.

a. Congratulations, you are now an employee at Fort Sill, the premier power projection platform of the United States Armed Forces. Fort Sill is the home of the Field Artillery, which is appropriately called the King of Battle. At Fort Sill we train the Field Artillery soldiers how to fight. We also develop the tactics, weapons systems and ammunition that keep the U.S. Army the most powerful and responsive fighting force in the world. Finally, we support the III Corps Artillery as they maintain a high state of combat readiness to deploy, on very short notice to anywhere in the world they are needed.

b. Fort Sill has had a cooperative partnership program with many of the businesses in Lawton for many years. Just recently, Lawton annexed the Fort Sill Installation as part of the city for population purposes, making this partnership official. Representatives of Fort Sill sit on committees with the Lawton Chamber of Commerce and Lawton City government. There are also partnership events throughout the year that further draw the Lawton and Fort Sill communities together. As an employee of this installation you are a key part of this partnership and your support is essential. For a more historical look at Fort Sill you should look at the appendixes in the back of this handbook.

## **1-2. FORT SILL COMMAND STRUCTURE.**

a. Fort Sill is under the Command and Control of the Commanding General (CG), U.S. Army Field Artillery Center and Fort Sill. Our parent command is the Training and Doctrine Command (TRADOC) located at Fort Monroe, Virginia.

b. A majority of the TRADOC organizations on Fort Sill report to the Garrison Commander (GC). All other TRADOC organizations and special staff sections, with the exception of the Field Artillery School and Army Training Center, report to the Chief of Staff (CofS), USAFACFS.

c. The Field Artillery School and Army Training Center report directly to the Deputy Commanding General-Training/Assistant Commandant (DCG-T/AC) of the Field Artillery School.

d. Key tenant units that report to other major commands, but are part of or provide support to Fort Sill missions, include:

- (1) III Corps Artillery\*
- (2) Medical Command (Reynolds Army Community Hospital)\*
- (3) U.S. Army Dental Activity (DENTAC)\*
- (4) USAOTC Fire Support Test Directorate\*
- (5) 4th Bde, 75th Division\*
- (6) CECOM Software Engineering\* & NET Section\*
- (7) 90th MP Det\*
- (8) U.S. Army TMDE Support Center\*
- (9) AMC Logistic Assistance Office\*
- (10) Defense Reutilization and Marketing
- (11) Defense Finance & Accounting Service (DFAS)
- (12) Fort Sill Commissary
- (13) Fort Sill MI Detachment
- (14) Document Automation & Production Services

(15) Fort Sill Army & Air Force Exchange

e. Those units marked with an \* are serviced in part or totally by the Fort Sill Civilian Personnel Advisory Center (CPAC). For all other units the employees should contact their supervisors to determine where their personnel support is located. In addition to the above, there are numerous contractor operations on Fort Sill that either augment post services or have replaced services previously performed by Fort Sill soldiers and civilians.

**1-3. CIVILIAN PERSONNEL SERVICES-CPAC.**

a. The Civilian Personnel Advisory Center (CPAC) currently (CY-2002) consists of 12 appropriated fund (AF) employees and 5 nonappropriated fund (NAF) employees. We are located in Building 1721, across from the Fort Sill Post Office. The office is open for serviced employees from approximately 0730 to 1600 daily. Our job information center is currently open from 0800 to 1500, each Tuesday and Thursday. The CPAC office is closed on weekends and holidays, including most military training holidays.

b. At the CPAC, we provide personnel advisory assistance to the managers and current employees, provide job information for applicants and military spouses, register employees in the DOD priority placement program, provide advice and assistance on employee benefits for employees that are inprocessing, assist managers and administrative officers with on-the-job injury cases, and train/maintain the local computer network required to ensure that the automated personnel network supports Fort Sill requirements.

**1-4. CIVILIAN PERSONNEL SERVICES-CPOC.**

a. Starting in 1996, Department of the Army began to regionalize personnel services throughout the Army. In 1997 Fort Sill's Official Personnel Folders (OPF's) were moved to the Southwest Civilian Personnel Operations Center (SWCPOC), located at Fort Riley, Kansas. SWCPOC now provides recruitment and placement services, personnel processing and OPF maintenance, classification advisories and training support.

b. Beginning in 1999, Army opened the Army Benefits Center-Civilians (ABC-C), at Fort Riley, Kansas. Their job is to provide civilian employees, Army wide, with assistance in processing their retirement, life and health insurance benefits, and Thrift Savings Plan elections. After each employee's initial inprocessing, use the services of the ABC-C to start, stop, or change any benefits options. The ABC-C center has two methods for employees to contact them.

(1) Telephone Touch Tone system called I.V.R.S. The toll free number is 1-877-276-9287. See the CPAC for a copy of the instructions to use this system. With IVRS, you can reach a counselor, if desired. The counselor can give you information to help

you make certain decisions, but cannot provide any specific advice such as which health plan is best for you, how much life insurance you need or what to do with your TSP investment money.

(2) The Employee Benefits Information System (EBIS) is the automated, “on the web” system. The web site is <https://www.abc.army.mil>. Again, see the CPAC for a copy of the instructions to use this system.

### **1-5. CIVILIAN PAY-DFAS.**

a. Of course, the corner stone of any job, including your current Federal job, is your pay. The pay of a civilian employee is dependent on the position to which you are assigned, whereas soldiers carry their rank with them, no matter what position they currently occupy. So, if you desire more pay, except for step increases and possible annual cost of living adjustments, the only way to increase your pay is to move into another job that provides a higher basic rate of pay. For a more detailed discussion, see section 3-5.

b. Prior to the regionalization of personnel services, Army regionalized their payroll services with the Department of Defense (DOD) Defense Finance and Accounting Service (DFAS). The Fort Sill TRADOC DFAS Center is currently located in Denver, Colorado. If you have pay problems that are based on a missing personnel action, such as a promotion or step increase that has not shown up, contact the CPAC for assistance. If the pay issue relates to withholding, deductions, or missing payments, contact your timekeeper and he or she will contact your local Customer Service Representative (CSR) located in the Directorate of Resources Management (DRM). Some tenant activities may have a different CSR. Discuss this with your supervisor. In any event, do not contact the Denver DFAS directly, for any reason.

c. DFAS has also established a web based information system, called Employee/Member Self Service or E/MSS. DFAS should automatically mail your PIN number soon after you are appointed. The web site is <http://emss.dfas.mil/emss.htm>. Or use their touchtone phone service at 1-877-363-3677. If all these fail, use their customer service line at 1-800-390-2348.

### **1-6. YOUR BENEFITS IN REVIEW.**

a. New permanent and term employees receive information on what benefits are available when they inprocess. However, a quick review may be beneficial for employees that may have forgotten what all their benefits and options are.

(1) Life Insurance. Each employee may elect term life insurance when inprocessing, during an open season (which is rare) or by applying and passing all the required medical tests. The options are listed later in this document.

(2) Health Insurance. Federal employees have several options for a health

insurance provider and plan. If eligible for this benefit, based on type of appointment, you can enroll when you inprocess, during each annual open season, or for certain allowable events, such as the loss of family coverage by your spouse.

(3) Leave. As discussed in detail below, each federal employee enjoys a generous leave package. Generally, you can schedule leave, both sick and annual, and use it in 1-hour increments. In addition, see later in this booklet, all the various other types of leave that are available under special circumstances.

(4) Thrift Saving Plan (TSP). Your TSP benefit is perhaps one of the most valuable benefits you have, after Health Insurance. TSP allows you to put money aside for your retirement. All the money you put into the plan, plus all earnings are tax deferred. Also, if you are an employee hired into the Federal Service after 1984, you are covered by the Federal Employees Retirement System (FERS) and are also eligible for government matching funds for some of your TSP contributions. As a FERS employee, an automatic 1% of your salary goes directly into your TSP account. If you contribute 5% of your salary into your account, the government will add an additional 4%, thus making your total contribution 10%. You may contribute additional funds, up to the current maximum (CY 2002) of 17% of your base salary, but no additional matching funds are given.

(5) Employees covered by the older Civil Service Retirement System (CSRS) may also contribute to TSP, but do not enjoy the matching funds feature. The maximum contribution, currently (CY 2002) is 7% of their base salary.

(6) Retirement Annuity. Each FERS and CSRS employee will get a life time annuity, if they work long enough to secure a retirement annuity. The normal retirement eligibilities, for optional retirement, are shown below:

- 30 years of service at age 55 or older
- 20 years of service at age 60 or older
- 5 years of service at age 62 or older

There are special provisions for early retirement or Minimum Retirement Age retirement, but these provisions may entail severe penalties and you should research them carefully, before any decision is made. For a more detailed discussion of retirement benefits, see section 4 below.

(7) TSP. The final portion of your retirement is your TSP account. Obviously, the more you contribute, over the years, the larger this amount will be to supplement your federal retirement and social security annuities. You will have several options for using this fund, including lump sum withdrawal, monthly installments, purchase annuities from a private insurer, roll the funds into an IRA, or just leave the funds in TSP for a later decision. As an example, a \$100,000 TSP balance should support a monthly

withdrawal of at least \$500, without drawing down the principle at all. If a FERS employee were to fully participate in TSP, for their entire 30-year career, they could expect a balance far exceeding \$100,000.

(8) Health Insurance. It is important to point out that Federal employees can take their valuable health insurance into retirement, at the same premium, provided they maintain it for at least the last 5 years before they retire. Your qualified dependents can also continue this coverage, in the event of your death, provided that you elect survivor benefits, when you retire.

(9) Life Insurance. Federal employees can also elect to carry some or all of their life insurance into retirement, provide they have maintained the insurance for at least the last 5 years prior to retirement. The basic option (equivalent to approximately one year of salary) can be carried at a reasonable cost. If this benefit is allowed to reduce by 75% of the value starting at age 65, there is no premium after age 65.

(10) Other benefits. Other benefits for active and retired Fort Sill civilian employees include the use of many recreational facilities, hunting and fishing areas, gyms, clubs, and two golf courses, just to name a few. There are some restrictions and military members may have a higher priority, for some facilities, at some times. In addition, as an active or retired Federal employee, you may use Army recreational facilities, on a space available basis, at such exciting vacation destinations as Florida, Hawaii and Germany. Get an active employee or retiree ID card to use these facilities. When making reservations, clearly identify your status as an active or retired civilian employee. The clerk, taking the reservations, will advise you if you are eligible for the requested services.

## **Chapter 2**

### **GENERAL EMPLOYMENT INFORMATION**

#### **2-1. SUITABILITY DETERMINATIONS.**

a. At the time of entry on duty, or before, employees must prepare forms, giving detailed information and personal data, for use by the Office of Personnel Management investigators. If you discover that, for any reason, you failed to give complete information called for by the forms, immediately notify the CPAC. To submit forms, not entirely factual or incomplete, may result in removal and, in cases of falsification, prosecution.

b. Suitable information, relating to character, reputation, and fitness, is obtained on each person under consideration for employment. No person is employed or retained, as an employee, unless his/her employment is clearly consistent with the interests of national security. Ensure that behavior, activities, and associations, both on and off the job, are above reproach and beyond suspicion, at all times.

**2-2. "OPEN DOOR" POLICY.** This Command desires to keep the administrative channels open for the interchange and expression of ideas and opinions. Supervisors and operating officials are expected to maintain an "open door" policy at all times, for employee suggestions and to discuss problems or matters of joint interest with their employees.

**2-3. LABOR ORGANIZATIONS.** Employees have the right to join or refrain from joining any labor organization. "Labor organization" means an organization composed in whole or in part of employees, in which employees participate and pay dues, and which, as a purpose, deals with agencies, concerning grievances and conditions of employment

**2-4. JOINT ETHICS REGULATION.**

a. On February 3, 1993, the Office of Government Ethics published, "Standards of Conduct for Employees of the Executive Branch," 5 CFR 2635. It applies to the Army and is the primary guide on ethics and the Standards of Conduct. On August 30, 1993, Secretary Aspin signed the DOD Directive 5500.7-R, Joint Ethics Regulation. This punitive regulation applies to all members of DOD.

b. General Principles

- (1) Use government resources only for government purposes.
- (2) Do not use public office for private gain.
- (3) Do not give preferential treatment to any private entity.

c. Gifts From Outside Sources.

(1) Do not solicit or accept gifts from a "Prohibited Source "or because of your official position.

(2) A "Prohibited Source" is any nonfederal entity that seeks official action or does business with the Army, or has interests that may be substantially affected by your official duties.

(3) Exceptions to the prohibited gifts rule include:

- a gift of \$20 or less, with a limit of \$50 per year per source
- gifts based on a purely personal relationship
- discounts or promotions available to large segments of the public

- awards and prizes given as part of a regularly established program of recognition
  - free attendance at a widely attended conference, when attendance would further Government interests
- d. Gifts Between Employees. Generally, you may not give, or solicit for, a gift to an official superior. Exceptions include:
- food and refreshments shared in the office
  - personal hospitality gifts on social occasions
  - gifts on special infrequent occasions (such as retirement) which do not exceed \$300 per gift or \$10 per donating individual.
- e. Conflicting Financial Interests. Do not take action, or provide any input, to a matter which will have a direct and predictable effect on your outside financial interests, or the interests of your spouse or children.
- f. Impartiality in Performing Official Duties. Perform your official duties fairly and impartially. Do not give special treatment to anyone affected by the performance of your duties.
- g. Misuse of Position.
- (1) Do not use your official position to coerce benefits from anyone.
  - (2) Do not use your official position to imply that the government endorses or sanctions a product, service, enterprise, or private organization.
  - (3) Do not use "inside information" for private purposes (information not available to the public).
  - (4) Do not use government property for private purposes.
  - (5) Do not use official time for private activities.
- h. Outside Activities.
- (1) The new Hatch Act has eased the limits on civilian political activities. AR 600-20 places uniformed personnel under different restrictions that generally prohibit participation in political activities.
  - (2) All federal employees are prohibited from acting as a representative, for a nonfederal party, in matters in which the government has an interest.

(3) Do not accept outside employment which conflicts with, or otherwise interferes with, the performance of your official duties.

(4) Do not accept payment for outside speaking, teaching, or writing which "relates to your official duties," or otherwise involves "remerchandising" the work you do for the Government.

(5) Do not use your official position for private fundraising efforts. Support to charities must be purely personal.

(6) You must satisfy all of your legitimate financial and legal obligations.

i. The Army Ethic:

- DUTY is doing what needs to be done at the right time despite difficulty or danger; it is obedience and disciplined performance.
- INTEGRITY means steadfast adherence to a standard of honesty, uprightness, and particularly to the avoidance of deception.
- LOYALTY to the nation, to the Army, to the unit and its individual soldiers is essential.
- SELFLESS SERVICE puts the welfare of the nation and the accomplishment of the mission ahead of individual desires.

j. The Fort Sill Ethics Officer is located in the Office of the Staff Judge Advocate (SJA). If you have any questions concerning your responsibilities, under the Joint Ethics Regulations (JER's) you must contact the Ethics Officer for an opinion. Failure to do so could result in adverse consequences, to include removal from the Federal service. As with other rules, regulations or laws, ignorance is no excuse.

## **2-5. EQUAL EMPLOYMENT OPPORTUNITY.**

a. It is the policy of the Government of the United States and Fort Sill to provide equal opportunity for all qualified persons; to prohibit discrimination in employment because of sex, race, age, religion, color, or national origin; and to promote the full realization of equal employment opportunity through a positive, continuing program and practice.

b. Complaints alleging departure from this policy are promptly and fully investigated and corrective action is taken when required. If you feel you have been discriminated against, in any aspect of the employment situation, file a complaint, in accordance with the instructions posted, on bulletin boards in all organizations.

c. Essentially, these instructions state that you must file the complaint within 45 days of the alleged act of discrimination, that an EEO counselor will promptly review and investigate, who will attempt to get the complaint resolved informally, and that if the complainant is not satisfied with the informal resolution, he/she may file a formal complaint with the Equal Employment Opportunity Office. The formal complaint is then fully investigated, by an independent Army agency.

## **2-6. SAFETY AND FIRE PREVENTION.**

a. Safety is everybody's business. Only you can prevent accidents. It is also everyone's business to call attention to unsafe operations. If you see conditions or operations that appear unsafe, notify your supervisor immediately, so that corrective action can be taken.

b. As with safety, fire prevention is everybody's business. The most effective measure in preventing fires is the attention you give this hazard in the daily performance of duties. Know the location of fire extinguishers you might be required to use in case of a fire--and how to use them. If you observe hazardous conditions or operations, notify your supervisor immediately. Know the correct procedure for reporting a fire. If you are not sure what to do in case of fire, make it your responsibility to find out from your supervisor

**2-7. POLITICAL ACTIVITIES.** You have the right to vote as you choose and express your opinions, privately and publicly, on all political subjects and candidates. However, you are prohibited by federal law (commonly referred to as the Hatch Act) from using your official authority or influence, for the purpose of interfering with an election or affecting its results, and from taking an active part in partisan political management or campaigns. You are also prohibited from candidacy in partisan election for public office in local or state governments. Refer specific questions that your supervisor cannot answer, to the Ethics Counselor in SJA.

**2-8. STRIKES.** Participating in a strike, work stoppage, or slowdown, or picketing off the installation in a labor-management dispute, if such picketing interferes with the agency's operations, is prohibited by law. If you participate in a strike, you are no longer considered an employee and will be terminated for cause.

## **2-9. MOTOR VEHICLES.**

a. Register every privately-owned motor vehicle, operated on the post, at the Provost Marshal's Office within 5 days after entrance on duty.

b Report to the Directorate of Pubic Safety with proof of insurance (see below), a valid drivers license, and current registration certificate (not the title).

c. You must cover your vehicles with liability and damage insurance of \$5,000 for each person, \$10,000 for each accident, and \$5,000 for property damage.

d. DPS will furnish decals and instructions on how to place them on your car. You are responsible for removing the decals, when you sell the car or employment is terminated.

**2-10. PRIVACY ACT OF 1974.** The Privacy Act of 1974 was established to protect private, information from being released to persons not entitled to the information and to allow individuals to access private information the government maintains on them. Below are some provisions of the act:

a. Do not keep secret records on individuals.

b. Do not disclose private information to third parties without the individual's written consent.

c. Collect private information directly, from the individual, when possible. Ensure Privacy Act statements are included on blank forms, when the employee will be providing the Privacy Act data.

d. Additional information concerning the Privacy Act is located on the following website: <http://sill-www.army.mil/doim>.

**2-11. PERSONAL DEBTS.** You are expected to discharge your private financial obligations and maintain a reputation, in the community, for honoring debts.

**2-12. PERSONAL APPEARANCE.** Take pride in your personal appearance. Maintain a neat, clean, trim appearance. Dress appropriately for the type of work performed. If you are required to wear uniforms, keep them neat, clean, and in good repair at all times. You are prohibited from wearing uniforms or parts of uniforms of the Armed Forces while performing official civilian duties.

## CHAPTER 3

### PERSONNEL INFORMATION

**3-1. APPOINTMENTS.** There are four common types of appointments to federal service for appropriated fund (AF) employees. They are career, career-conditional, term, and temporary. There are also Veteran Readjustment Appointments (VRA) and Excepted Service Appointments for special situations.

**3-2. TYPE OF WORK SCHEDULE.** There are various work schedules used at Fort Sill. The three most common are: Full-Time (40 hours per week), Part-Time (16-32 hours per week), and Intermittent-On-Call, that has no regular scheduled tour of duty.

**3-3. HOURS OF WORK.**

a. The standard administrative work hours at Fort Sill are 0730 to 1600 with a 30 minute unpaid lunch and 0730 to 1630 with a 1 hour unpaid lunch.

b. As a major military installation, with full medical facilities, it is necessary for some Fort Sill personnel to work other work shifts, to include weekends and nights. Normally this information is contained in the job announcement and your supervisor will explain in more detail.

c. In addition, depending on your organization's mission and flexibilities, you may be allowed to work various other work tours to include a compressed work schedule, an alternate work schedule, flex-time or flex-place. If these options are available to you, your supervisor will provide more information.

### **3-4. BREAKS.**

a. It is Fort Sill's policy to permit regular break periods during the daily tour of duty for--

(1) Protection of employees' health, by relief from hazardous work, or that which requires continual and/or considerable physical exertion.

(2) Reduction of accident rate, by removal of fatigue potential.

(3) Work done in confined spaces or areas where normal personal activities are restricted.

(4) Increase in or maintenance of high-quality and/or quantity production.

b. These rest periods are for 15 minutes to break up four hours of continuous work schedule and are not continuations of lunch periods or added to the start or end of any work day.

### **3-5. PAYDAY.**

a. Fort Sill employees are paid on the standard federal pay schedule, with pay periods ending every other Saturday and payment sent to a banking institution via electronic funds transfer every other Thursday. Each payment is for a total of 80 hours for a full time employee. A leave and earnings statement is mailed to your home address of record prior to each pay day.

b. At Fort Sill, for appropriated fund employees, we have two basic pay systems that cover the majority of employees. General Schedule (GS) for clerical, administrative, professional, and managerial positions and Wage Grade (WG) for trade positions. The GS pay scale has ten progression steps and the WG scale has five progression steps within each grade. Most new employees, with no prior federal service, start at step 1.

c. For GS employees the time in grade required to go to the next step is as follows:

- (1) Steps 1 through 4 is 52 weeks (1 year each)
- (2) Steps 5 through 7 is 104 weeks (2 years each)
- (3) Steps 8 through 10 is 156 weeks (3 years each)

d. For WG employees the time in grade required to go to the next step is as follows:

- (1) Steps 1 and 2 is 26 weeks (1/2 year)
- (2) Steps 2 and 3 is 78 weeks (1&1/2 years)
- (3) Steps 4 and 5 is 104 weeks (2 years each)

e. The normal payroll deductions are as follows:

- (1) Federal and Oklahoma State income taxes.
- (2) U.S. Savings Bonds (if participating in the Payroll Savings Plan).
- (3) Civil Service Retirement deduction for CSRS covered employees.
- (4) Civil Service and Social Security deduction for FERS covered employees.
- (5) Group Life Insurance and/or Health Benefits Program deductions, (if enrolled).
- (6) Union dues for employees who authorize payroll deduction, for payment of dues, to a labor union.
- (7) Combined Federal Campaign (CFC) contributions (when authorized by the employee).
- (8) Thrift Savings Plan contributions and or loan repayment (if enrolled and/or contributing).

f. Work in excess of 8 hours per day or 40 hours per week is, in most cases, paid at the overtime rate of 1 and ½ times your basic salary rate. Employees may be granted compensatory time off in lieu of overtime if they accept it voluntarily. GS employees whose rate of pay exceeds the maximum scheduled rate for grade GS-10 and are exempt from the Fair Labor Standards Act could be required to take compensatory time off in-lieu-of overtime pay. Wage grade employees can be granted

compensatory time off, but must make a written request, for the compensatory time, or be paid, at overtime rates, for any overtime work performed.

**3-6. PROBATIONARY PERIODS.**

a. Each employee new to federal service is required to serve a 1-year probationary period or trial period. During this period, we may separate the employee for unsatisfactory performance or behavior, or both, without the normal appeal or grievance rights afforded to employees who have completed their probationary or trial period.

b. Each employee that receives an appointment as a new supervisor is also required to serve a 1-year probationary period. A new employee that is also a new supervisor may serve both probationary periods at the same time.

**3-7. PERFORMANCE RATINGS.** Each employee is normally given an official performance rating during each 12-month period of service. Employees in grades GS/WG 1-8 are in the Base Level rating system and their performance ratings are due during their birth month. Employees in grades GS/WG 9-15 are in the Senior Level rating system and are due ratings on a schedule established by Department of the Army in accordance with AR 690-400, Chapter 4302. Note that some tenant activities have developed alternate rating schedules. If you are part of a tenant organization, discuss your rating cycle with your supervisor.

**3-8. HOLIDAYS.**

a. The following are legal holidays in the Federal service:

Holiday	When Observed
New Year's Day	1 Jan
Martin Luther King's Birthday	3d Monday of Jan
President's Day	3d Monday of Feb
Memorial Day	Last Monday of May
Independence Day	4 July
Labor Day	1st Monday of Sept
Columbus Day	2d Monday of Oct
Veterans' Day	11 Nov
Thanksgiving	4th Thursday of Nov
Christmas	25 December

b. If you work nonstandard tours or shifts, your actual holiday may differ from the above dates. If you work in a job that is nonstandard, discuss your holiday schedule with your supervisor or with the CPAC when clarification is needed.

**3-9. LEAVE.** As stated above, federal employees enjoy generous leave benefits and job protection for emergency situations that might arise. Some of the more common leave provisions are discussed below.

a. Annual Leave.

(1) Employees earn annual leave (AL) based on years of service. For 1 to 3 years you earn AL at the rate of 4 hours each pay period. For 3 to 15 years you will earn 6 hours AL per pay period and 10 hours the last pay period of the leave year. For 15 years and more you earn AL at the rate of 8 hours per pay period or 208 hours per year. Firefighters have special leave provisions not covered in this pamphlet.

(2) AL accrued in excess of 240 hours is called use or lose leave, because you can only carry 240 hours of AL over into the next leave year.

(3) Have AL approved, in advance, by your supervisor, except under certain emergency situations. Failure to secure prior approval could result in your absence being recorded as absent without leave (AWOL). If this is the case, you are not paid for the absence and you may receive discipline for failure to follow proper leave procedures.

(4) Any unused annual leave balance is paid, in a lump sum, when you leave federal service.

b. Sick Leave.

(1) Sick leave accumulates at the rate of 4 hours each pay period. There is no restriction on the amount of sick leave accumulated, and it is granted when employees are incapacitated for performance of duty by the following:

(a) Sickness, injury, pregnancy, or confinement.

(b) Medical, dental, or optical examinations or treatment, when it is not possible to schedule such examinations on nonworkdays.

(c) When a member of the immediate family of the employee is afflicted with a serious illness or contagious disease and medical authority requires the care and attendance of the employee.

(d) When, through exposure to a contagious disease (a disease subject to quarantine by health authorities), the presence of the employee would jeopardize other employees.

(e) Treatment by a specialist is not available in the local area.

(2) Advance request for sick leave is not required unless the absence can be foreseen, such as a routine medical appointment. Notify your supervisor as early as practicable on the first day of the absence and no later than 2 hours after your scheduled reporting time, when ill.

(3) An absence of 3 working days or less, normally, only requires the personal certification of the employee as to his/her incapacity for duty. If the absence is for more than 3 workdays, furnish a properly executed medical certificate. If there is reason to suspect abuse of sick leave, your supervisor may require you to furnish a medical certificate, regardless of duration of the absence. He/she will give you advance written notice of this requirement.

c. Maternity Leave. Accrued sick leave and/or annual leave is approved, for maternity reasons, when incapacitation is properly established by medical authority. When return to duty is contemplated and the employee so requests, director can grant advanced sick leave. Advance sick leave will not exceed 240 hours, the maximum allowed by law. Upon expiration of all accumulated sick and annual leave credits, including any advanced sick leave, leave without pay may be granted, for maternity reasons. A medical certificate, specifically stating the employee is incapacitated for the performance of duty, for the period of absence, governs the granting of sick leave, annual leave, or leave without pay.

d. Military Leave. Permanent employees of the civilian work force, who are members of the National Guard or reserve components of the Armed Forces, are eligible for military leave, under the provisions listed in (1) or (2) below. Temporary, intermittent or WAE, and part-time employees are not entitled to military leave.

(1) Annual/Active Duty/Inactive Duty Training (AT/ADT/IDT). We may grant military leave with pay to employees, who are members of military organizations, for active duty and inactive duty training. Military leave, for this purpose, is limited to 15 days (work and nonworkdays) in each fiscal year. You must provide proof of attendance to be entitled to this leave. Any portion of the 15 calendar days you do not use, you may carry it over to the next fiscal year.

(2) Aid to Law Enforcement. We may grant military leave, not to exceed 22 workdays in a calendar year, to employee members of reserve components or National Guard, for performing federal service in providing military aid to enforce the law. Under these conditions, pay, exclusive of allowances, received for military service is credited against the employee's civilian pay, for that period. This leave is in addition to the 15-day active duty training per year, but any unused leave is not carried over to the next fiscal year.

e. Court Leave. Court leave is the authorized absence of an employee from work status for jury duty or for attending judicial proceedings, in a nonofficial capacity, where the United States or a state or local government is a party to the proceedings. All employees, except those employed on an intermittent basis, are eligible for court leave. Turn in court fees received to the Civilian Pay Customer Service Representative (CSR) for your unit.

f. Absence For Voting And Registration.

(1) Where the polls are not open at least 3 hours before or after the regular hours of work, excused absence is authorized, in an amount which permits reporting for work up to 3 hours after the polls open or leaving from work up to 3 hours before the polls close, whichever requires the lesser amount of time off.

(2) When the distance to the voting place precludes compliance with the general rule or when the jurisdiction in which the person is voting requires voting in person, excused absence, not to exceed one full day, is authorized. In Oklahoma, absentee ballot is permitted if voter works in one county and has residence in another county.

(3) For personnel who vote in jurisdictions that require registration in person, time off to register is granted on substantially the same basis as for voting, except that time off shall not be granted if registration can be accomplished on a nonworkday and the place of registration is within a reasonable 1-day round-trip travel distance from the place of residence.

g. Excused Absence-Funerals.

(1) Excused absence for participating in military funerals is limited to funeral ceremonies for members of the Armed Forces whose remains are returned to the United States, from abroad, for final interment in the United States. Veterans are excused for not to exceed 4 hours in any 1 day to enable them to participate as active pallbearers, members of firing squad, or as guards of honor in funeral services.

(2) Supervisors may grant an employee up to 3 days absence without loss of pay or charge to leave, to make arrangements for or to attend the funeral or a memorial service, for immediate relative, who died as a result of wounds, disease, or injury incurred while serving as a member of the Armed Forces, in a combat zone.

(3). Under the provisions of the Family Friendly Leave Act (FFLA) employees may use their sick leave account to make arrangements and attend the funeral of a "family member" as defined by the Act (see below).

h. Excused Absence-Tardiness. Employees are expected to report promptly for work in a condition that permits them to perform their assigned duties. In ordinary circumstances, the supervisor can either excuse infrequent tardiness and unavoidable or necessary absences from duty, of less than 1 hour, for adequate reasons or handle them administratively, by requiring additional work. Such absences may also be charged against any compensatory time the employee may have to his/her credit, as a result of irregular overtime previously worked. When an employee is chronically tardy, with or without adequate excuse, the supervisor can charge such tardiness to AWOL and it may also become the basis for disciplinary action.

i. Excused Absence-Blood Donors. If mission requirements permit employees to serve as blood donors, give a maximum of 4 hours excused leave for purposes of

donating, recuperating, and for necessary travel to and from the donation site. If the required 4 hours cannot be approved, due to mission requirements, then do not permit the employee to donate blood on that day.

j. Excused Absence-Climatic Conditions. When operations are interrupted by severe weather conditions and the CG makes a decision to close all or part of an installation, employees are excused from duty without charge to leave or loss of pay. Listen to local radio and/or television stations for any announcements directing curtailment of installation operations due to hazardous driving conditions. Essential personnel will respond as required by organizational standard operating procedures.

k. Family and Medical Leave Act (FMLA).

(1) FMLA does not provide employees with an additional leave balance, but it does provide job protection to employees that must use its provisions. Employees that have served at least 12 months in their current appointment and worked for 1,250 hours over the previous 12 months, are entitled to up to 12 weeks of unpaid leave under the Act, in addition to any paid leave they are otherwise entitled. You may use FMLA for--

(a) Care for your child after birth, placement for adoption, or foster care.

(b) Care for the your spouse, son, daughter, or parent, who has a serious health condition.

(c) A serious health condition that prevents you from performing the duties of your position.

(2) You are required to invoke this entitlement and you may be required to provide medical documentation to support your request. Also provide as much advanced notice as possible under the circumstances.

(3) It is unlawful for any Employer to--

(a) Interfere with, restrain, or deny the exercise of any right provided under FMLA.

(b) Discharge or discriminate against any person who opposes practices made unlawful by FMLA or for their involvement in any proceeding, under or relating to FMLA.

l. Family Friendly Leave Act (FFLA).

(1) FFLA is also only a leave entitlement. It does not add any leave hours to any employee's leave entitlements as discussed above. Under FMLA, you are allowed to use up to 12 weeks of your sick leave to care for a family member who has a serious health condition.

(2) The definition of "family member" for sick leave purposes includes the following relatives of the employee:

- (a) Spouse and parents of spouse.
- (b) Children, including adopted children, and spouses' previous children.
- (c) Parents.
- (d) Brothers and sisters, and brothers and sisters of spouses.

(e) Any individual related by blood or affinity, whose close association with the employee is the equivalent of a family relationship.

(3) "Serious health condition" has the same meaning as found in OPM's regulations at 5 CFR 630.1202 for administering the Family and Medical Leave Act of 1993 (FMLA). The term "serious health condition" is 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

(4) For other than a serious medical condition, such as medical, dental, or optical examination, or treatment or for making arrangements necessitated by the death of a family member, or to attend the funeral of a family member, you are allowed a total of 104 hours during any leave year.

m. Organ Donation Leave. On 24 September 1999, Public Law 106-56 was signed that allows up to 30 days paid leave for organ donations. However, the leave for bone marrow donation remains at 7 days per calendar year.

### **3-10. TRAINING.**

a. Provide essential job-related training to employees at all occupational levels. As a minimum, present training to each employee to develop maximum proficiency and the skill needed to do his/her job. Make opportunities available for cross-training in other duties, attendance at various group on-site courses, or training at government expense, away from Fort Sill based upon the needs of the employee and the installation. The most common forms of job-related training include formal classroom instruction, on-the-job training, and correspondence course programs explained in detail in DA Pamphlet 351-20.

b. You are encouraged to participate in useful training activities and are supported in your efforts for training to raise your general knowledge, skill, and ability levels. For those who wish to pursue a course of self-development, a number of opportunities are available--

(1) Correspondence courses covered in DA Pamphlet 351-20 offer an excellent source of self-improvement for all employees. Hundreds of courses are offered, by Army extension schools, in areas such as data processing, management, maintenance, communication, resource management, effective writing, technical courses, instructional methods, and many more. Any employee meeting the course eligibility criteria may enroll. Participation is voluntary and there is no cost to the student.

(2) A variety of college courses, both at undergraduate and graduate level, are offered by educational institutions through facilities of the Army Education Center (AEC).

(3) Many area colleges and universities offer classes, including Cameron University in Lawton.

(4) Several state-operated vocational-technical schools are located in the commuting area. The Great Plains Vocational-Technical Center in Lawton provides a myriad of training opportunities, to include business skills, computer courses, health programs, home and hobby training, marketing and management skills, and, of course, technical and industrial trades. Contact the school for further details. Announcements are normally made in the newspaper pertaining to class schedules.

(5) Membership and participation in organizations such as International Training in Communication Clubs, civic organizations, or any other group activity that contributes to learning and understanding is encouraged.

c. For further information concerning training opportunities and available facilities, check with your organizational training coordinator.

**3-11. ON-THE-JOB INJURIES.** If you are injured, while in the performance of your official duties, you are entitled to medical, hospital, and surgical care under the provisions of the Federal Employees' Compensation Act. Advise your supervisor if injured on the job. Supervisors provide immediate authorization and assistance for an examination and treatment at Reynolds Army Community Hospital. Complete Department of Labor Forms, CA-1 and CA-16 or CA-17, on all injuries. Supervisors will provide assistance in continuation of pay and processing your claim, if required. However, it is your responsibility to properly report injuries or lost time, as a result of injuries and to request the attending physician furnish interim progress reports to your supervisor, to support any absence from duty, caused by the injury.

**3-12. INFORMATION NETWORK.** At Fort Sill, the command and DCP strive to keep all soldiers, family members, civilian employees, and contract workers informed of all matters affecting their work status, including special events, weather related problems and new programs or regulations. Accordingly, a number of media are used to keep employees informed

a. Special DCP, DA and DOD bulletins are forwarded to the workforce as needed and/or available.

b. The "Cannoneer" is a paper published weekly that contains many news stories of interest to Fort Sill personnel.

c. Local TV and radio stations broadcast current information when weather conditions require Fort Sill to close, have a late reporting time, or an early departure.

d. The command presents quarterly Town Hall meetings that are televised to the local area that allow any interested person to call in and receive instant response to their questions or complaints.

### **3-13. POSITION CLASSIFICATION.**

a. Determination of title, series and grade of position is the responsibility of the manager in your organization that has received delegated classification authority. Under regionalization, the manager classifies the positions, by application of classification standards, published by OPM. Classification changes are generally the result of major duty changes or application of new classification standards

b. Supervisors should review each position and job description in conjunction with the annual performance appraisal

c. Any employee may request a review of their classification (i.e., title, pay category, series, or grade). Employees are first encouraged to present their complaints orally to their supervisor. The supervisor will discuss the matter with the employee and explain, with assistance from the personnel management specialist, as needed, the basis upon which the job has been classified. If the employee is not satisfied with the explanation, he/she may file a formal appeal.

(1) A GS employee may file a written appeal with Department of Defense (DOD) or directly with OPM.

(2) A WG employee must go through the DOD procedure before appealing to OPM.

(3) Management officials, at any level, will afford the right of official complaint or appeal without any intimidation.

(4) Contact the personnel office if you have questions concerning the appeal procedures.

**3-14. OFFICIAL PERSONNEL FOLDER (OPFS).** Fort Sill employee OPF's are located and maintained at the SWCPOC, Fort Riley, KS. Submit a request through your organization's administrative personnel, to DCP, to review the contents of your OPF.

DCP will enter the request into SWCPOC's OPF tracker. When the OPF is received at DCP, the employee is notified to come to Building 1721 to review it. If you desire a copy of a specific document or documents, request it through your activity administrative personnel. DCP will request that SWCPOC mail or fax those documents and notify you upon receipt.

a. Personnel data is also available to organization administrative personnel electronically via the Civilian Servicing Unit (CSU) application.

b. To keep you informed on civilian personnel matters, information (regulations, standards, job descriptions, etc.) is available on numerous web sites, i.e., <http://www1.doim.sill.army.mil/dcp/> and <http://cpol.army.mil/home/home.html>.

### **3-15. LIFE AND HEALTH INSURANCE.**

a. Generally, only those full-time and part-time employees who are serving under appointments, not limited to 1 year or less, are eligible for life and health insurance benefits. Health insurance is also available to temporary employees with at least 1 year of continuous employment.

(1) Indicate, in writing, your desire to waive enrollment in basic group life insurance. Employees have 30 days from the effective date of their employment to enroll in optional life insurance. If you elect to enroll in optional life insurance, during inprocessing, enrollment is done, by completing an enrollment form, at CPAC. If you later decides to enroll in optional life insurance, but prior to the 30 day deadline, you must contact the Army Benefit Center at Fort Riley either by telephone or use the ABC website.

(2) Group life insurance has no cash, loan, paid-up, or extended insurance equities. It is not intended to substitute for any other life insurance coverage purchased by an employee. The amount of basic life insurance available depends upon the employee's salary and age. In addition, there are three optional insurance coverage's available.

(a) Option A-Standard, in the amount of \$10,000 with premium dependent upon the employee's age.

(b) Option B-Additional, in an amount equal to one, two, three, four, or five times the employee's annual basic salary with premium dependent upon the employee's age and salary.

(c) Option C-Family, insurance providing coverage for the employee's family members with the premium dependent upon the employee's age.

(3) Basic and Option A-Standard have cash payments for loss of eye or limb and double indemnity in the event of accidental death. The employee pays two-thirds of the

cost of basic insurance, and the government pays one-third. The employee pays the full cost of all optional insurance coverage. Cancel life insurance, at any time, by signing a waiver at CPAC. Give serious consideration before you sign a waiver since employees, generally, must show proof of insurability before being allowed to again elect insurance. In addition, as discussed in section 1-6a(9) above, you must carry life insurance for the 5 year period preceding retirement to be eligible to carry that life insurance into retirement.

b. The Federal Employees Health Benefits Program.

(1) Pamphlets are available for study, on the plans available, at this installation. Contact the Army Benefits Center to enroll. Make the decision to enroll or not to enroll within 60 days after the effective date of employment. The pamphlets include the cost for each plan and option. The employee's portion of the cost is deducted from the employees pay. An open season on enrollment is held annually to allow eligible employees to enroll, cancel or change their enrollment.

(2) As discussed above in section 1-6a (8), employees must carry this health insurance coverage for the 5 year period preceding retirement to be eligible to carry this benefit into retirement. There are some very limited exceptions that are explained in brochures available at the CPAC.

**3-16. CHANGES IN NAME, ADDRESS, OR BENEFICIARY.**

a. Submit changes of a personal nature to the appropriate personnel office or system. This is your responsibility as an employee. Notify your supervisor and administrative office for a change of name. The administrative office will submit a Request for Personnel Action (RPA) to the CPAC. Use the E/MSS system, discussed above, for address changes or notify your CSR. For changes in designation of beneficiary, contact the CPAC benefits coordinator for information.

b. You must file a Designation of Beneficiary if you desire to have the death benefits from retirement, insurance or unpaid compensation paid in any order other than the following "normal order of precedence:"

(1) To the widow or widower.

(2) If neither of the above, to the child or children in equal shares, with the share of any deceased child distributed among the descendants of that child.

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

(4) If none of the above survive, the order of precedence differs somewhat for retirement, insurance, and unpaid compensation claims.

c. Once filed, the Designation of Beneficiary takes precedence until changed. If there is a change in status (e.g., marriage, divorce, etc.), promptly file a change in Designation of Beneficiary with CPAC.

d. Use the E/MSS system to submit a W4 for a change in marital or dependency status that decreases the number of income tax exemptions, within 10 days after such change occurs. On or before the last day of January each year, you will receive a written statement (W2 Form) showing the amount of wages paid during the previous year and the amount of tax withheld on such wages. Employees who are separated or transferred will receive a statement of the total wages paid, with the final salary payment or within 30 days thereafter.

### **3-17. PROMOTION PROCEDURES.**

a. The SWCPOC Staffing and Promotion Plan is designed to provide a fair and impartial filling of each vacancy and to provide opportunities for advancement of qualified and deserving employees. The program is based on the principle that every effort is made to fill all civilian positions with highly-qualified employees who, within governing principles, regulations, and procedures of the Department of the Army, are selected solely on the basis of merit and fitness. Such selection is without regard to race, color, national origin, religion, marital status, political affiliation or belief, physical handicap (if minimum physical qualifications are met), age (unless related to the ability of the individual), or sex (unless job requirements or work conditions make the designation of sex imperative).

b. Supervisors will explain the operation of the merit promotion program and allow employees to read the applicable governing regulations. It operates in accordance with the following:

(1) Employees with career or career-conditional appointments, permanent excepted service appointments, and current temporary or TERM employees, who are immediately eligible for appointment to a position in the competitive service, may participate.

(2) Promotional or noncompetitive assignment opportunities are advertised to the workforce through Job Opportunity Announcements, which are processed using RESUMIX procedures. RESUMIX is an automated software program used to inventory and process resumes. Announcements provide the information necessary to compete for consideration.

(3) Employees applying for competitive placement consideration are rated against established Federal qualification standards (minimum qualifications) and requirements for the position. Applicants are required to create and submit a resume, including supplemental data information and a self-nomination to SWCPOC, electronically via e-mail, through the World Wide Web, or through surface mail.

(4) SWCPOC will screen your resume, if you meet minimum qualification standards, by the RESUMIX system, which matches an applicant's skills with specific job requirements. A referral list is generated from applicants who match the skills of the job and submitted a self-nomination for the position.

(5) If there is an excessive number of highly qualified applicants, a prioritized search plan is used to revise the search for final placement consideration. The supervisor may use any number of recognized sources of information (i.e., review of resumes, interview, inquiry of former supervisors, etc.) to assist in making the final selection.

c. To ensure the best possible chance of promotion or assignment, read the job announcement and follow directions fully and completely in preparing and submitting resume, supplemental data, and self-nomination form. It is very important that you keep official personnel records up-to-date and resumes submitted through the RESUMIX system, as you acquire new skills, experience, and/or training, and to fully detail any specific knowledge, skills, or abilities that may be required in the rating process.

(1) Employees with career or career-conditional appointments are eligible to participate.

(2) Promotional opportunities are advertised, to the work force, through merit promotion bulletins. Bulletins provide information necessary to allow you to compete for consideration.

(3) Employees, applying for promotion consideration, are rated against established federal qualification standards (minimum qualifications).

(4) Those who meet the minimum standards are rated against standards developed for the specific position being filled. Individuals who meet or exceed these standards are deemed highly qualified.

(5) If there is an excessive number of highly qualified applicants, the highest rated employees, within the group, are referred as "best qualified" to the selecting supervisor for final consideration. The supervisor may use any of a number of recognized sources of information (i.e., review of files, interview, inquiry of former supervisors, etc.) to assist in making the final selection.

### **3-18. DISCIPLINARY AND ADVERSE ACTIONS.**

a. Counseling. The supervisor will counsel an employee when his/her performance or behavior does not meet Fort Sill requirements. If the problem(s) persists, more serious action is considered. For probationary employees, termination may be appropriate. For all other employees, progressive discipline or performance-based action is normally the next step.

b. Reprimands. The least serious of the disciplinary options is the Official Reprimand. The reprimand can be oral or written. Oral reprimands are for infractions that are minor, but repetitive. The supervisor can give an employee a verbal reprimand and then confirm the conversation with a written memorandum. Letters of reprimand are part of the employees official personnel files, for a temporary period of time designated in the letter, but not for less than 1 year nor more than 3 years. A letter of reprimand will state the reasons for the letter.

c. Suspension. Suspension is the next level of disciplinary action taken for repeated misconduct or first time offenses of a more serious nature. In all suspension actions, we will inform the employee of the reason for such proposed action. He/she will be given an opportunity to reply to the charges and provided with a written notice of final decision as to action taken. The decision letter will also inform the employee of his/her right to appeal, grieve, or both.

d. Performance Improvement Period. Based Problems. The supervisor may consider imposing a Performance Improvement Period (PIP) for performance based problems. In this case the employee is given a notice stating what standard(s) are not being met, a fixed period of time to demonstrate improvement, and what assistance they can expect during this period. At the end of the PIP, if the employee's performance improves to the met level, the action is complete. If the employee's performance continues to not meet a standard, the supervisor can consider reassignment, demotion or removal.

e. Removal. Removal is the involuntary termination of an employee as the result of reduction in force, removal for cause, separation for failure to qualify during trial or probationary period, or for unsatisfactory performance of critical duties. Civil service employees are not guaranteed positions for life. We could remove you for a cause that will promote the efficiency of the Federal service. In removal actions for cause or performance, career employees are given the opportunity to clear themselves of blame. Regulations require that career employees are notified, in writing, of any proposed separation action and given a reasonable time in which to reply. The employee will also receive a written notice of a final decision as to the action taken. This notice will also inform the employee of their right to appeal, or grieve, or both.

f. Penalties. USAFACFS Regulation 690-3 contains the Department of the Army's guide of penalties for most offenses.

## **CHAPTER 4**

### **DEPARTURES FROM FORT SILL**

**4-1. RESIGNATION.** Employees may resign their position at Fort Sill at any time, but should provide as much advance notice as possible. At least 2 weeks is desirable. At that time, the supervisor should accept the resignation, on the appropriate form, and initiate a personnel action to affect your resignation on the desired date. Annual leave

is paid in a lump sum with the final paycheck. Accumulated sick leave is not paid, but recredited if a career employee ever returns to federal employment. Employees with less than 3 years service will have their sick leave re-credited, if they return to federal service, within 3 years from date of separation. CPOC, ABC Center will provide information regarding conversion of health and life insurance and withdrawal of retirement contributions.

**4-2. TRANSFER.** An employee that desires to leave Fort Sill, but wishes to continue their employment at another military installation or another government agency, may apply directly to other installations or agencies. If the employee locates a vacancy and is accepted, he/she may transfer from Fort Sill to the gaining installation or agency. The gaining installation or agency will process the necessary paperwork and arrange for the appropriate transfer date.

#### **4-3. RETIREMENT.**

a. Optional retirement, as discussed in section 1 above, is processed using the ABC-C Center. Any employee considering optional retirement should send for a detailed retirement estimate within the last year of full service. If the member owes funds for a withdrawal of retirement contributions or for prior military service, they will make arrangements to repay these sums, before retirement or be willing to accept the reduced annuity that will result. Notify your supervisor and submit your retirement package to ABC-C, at least 90 days, in advance of their desired retirement date.

(1) The basic annuity for FERS employees, under optional retirement, is 1% of their high-three year salary average times their total number of years of service. As an example, an employee with 30 years service, with their highest 3 years of earnings being \$37,500, 39,000, and 42,500 would add to \$119,000. Divide \$119,000 by 3 to get your high-three average of \$39,666. This figure times 1% equals \$396.66 times 30 years of service equals \$11,900. Divide this figure by 12 to get \$991.66, your monthly annuity before deductions for taxes, insurance (if any), and survivors benefits (if any).

(2) Some FERS employees that retire, with a normal retirement, may not yet be eligible for Social Security, which is the second part of the FERS retirement plan. In that case, the employee will receive a supplement equivalent to the missing social security annuity until reaching the age of 62. Then, an employee may draw their own social security benefit. At that time the additional supplement stops.

(3) Employees covered by the CSRS system do not pay into social security. Their annuity is also based on their high-three average, but the percentages are greater. Using the same salaries as in the FERS example above the CSRS employee's annuity would be figured using the following formulas:

(a) For the first 5 years the high 3 average of \$39,666 would be multiplied by 1.5%. This would be \$594.99 times 5 equals \$2,974.95.

(b) For the next 5 years the average would be multiplied by 1.75%. This would be \$694.15 times 5 equals \$3,470.77.

(c) For the next 20 years the average would be multiplied by 2%. This would be \$793.32 times 20 which would equal \$15,866.40. The total annuity would be the sum, or \$22,231.12 divided by 12, which would yield a monthly annuity of \$1,859.34 per month before any deductions.

b. Disability retirement is when a federal employee becomes disabled for their current position and Fort Sill cannot accommodate the disability. The employee may file for disability retirement, provided they meet the time in service requirement of at least 18 months creditable service, at the time of the disability. If you require more information on this type of disability, contact the CPAC Benefits Coordinator.

c. Deferred Retirement is when an employee completes at least five creditable years of Federal Service and does not withdraw retirement funds from their Office of Personnel Management retirement account. At age 62, they can apply for the deferred retirement. Make direct contact with the Office of Personnel Management in this case.

#### **4-4. ACTIVE DUTY DEATH.**

a. The organization or next of kin (NOK) will notify the Benefits Coordinator located in the CPAC, as soon as possible, in the event of an active duty employee death. The Benefits Coordinator will provide specific instructions on what actions are required by the organization and how the NOK should proceed to process the claim.

b. There are two basic types of active duty death cases. One is job related (on-the-job accidents or occupational disease) and the other is for nonjob related deaths (natural causes or accidents away from work). Death benefits vary, depending on whether it was or was not job related, what retirement system the employee was in, and how many years of federal service he/she had at time of death.

##### **(1) Job Related Death.**

(a) If an employee dies because of a job related accident, the family of the deceased may be eligible to receive workers' compensation benefits. Compensation benefits are administered by the Department of Labor's, Office of Workers' Compensation Programs (OWCP). The following rates apply:

1 Surviving spouse with no children will receive compensation equal to 50% of the employee's monthly pay until death or remarriage, before reaching age 55.

2 Surviving spouse with children will receive compensation at the rate of 45% of the employee's monthly pay plus 15% for each child, but the total percentage may not exceed 75%.

(b) If there is a child entitled to compensation and no surviving spouse, compensation for one child equals 40% of the employee's monthly pay. Each additional child is awarded 15%, not to exceed 75% and the total amount is equally divided among all dependent children.

(c) If the deceased employee has a minimum of 18 months of creditable CSRS service or 10 years of credible FERS service, retirement benefits would be available. However, compensation benefits from OWCP and retirement benefits from civil service are not payable, for the same period of time. The survivor must choose between the two benefits. In most cases, the primary benefit is paid by the Department of Labor. The Office of Personnel Management (OPM), which administers both Civil Service Retirement System (CSRS) and the Federal Employees Retirement System (FERS), would coordinate with Department of Labor. If the eligible survivor chooses compensation from OWCP, the total amount of money paid into the deceased's retirement account, would be payable to the beneficiary. The FERS retirement system also has a one time basic death benefit that is currently \$21,783.34 plus 50% of the deceased employee's annual salary. This benefit is payable even if the deceased did not have the required 10 years of creditable service.

(d) If an employee was enrolled in the Thrift Savings Plan, at the time of their death, eligible beneficiaries are entitled to the available amount in the deceased employee's account.

(e) Life Insurance is payable to the beneficiary, if the deceased employee was enrolled in the Federal Employee's Group Life Insurance program. Contact the agency immediately. When the agency is notified of the death, they will supply any forms the survivors need and give full instructions about how to proceed.

(f) If the deceased was enrolled in the family health benefits program and any of the survivors are eligible for a monthly survivor annuity, from the Office of Personnel Management (OPM), the family coverage can be continued after their death. If only one survivor is eligible for health benefits coverage, OPM will change the enrollment from family to self-only. Note, however, if the deceased had self-only coverage at death, the survivors cannot enroll for health benefits coverage, based on the deceased's federal employment.

(2) Active Employee Death-Not Job Related.

(a) Your widow or widower, former spouse (if any), and children may qualify for a survivor annuity, if your death occurs while you are employed, subject to the Civil Service Retirement System (CSRS) or the Federal Employees Retirement System (FERS). Employees covered by CSRS must have completed 18 months of creditable service and employees covered by FERS must have completed 10 years of creditable service.

(b) To qualify for a survivor annuity, the spouse must have been married to the decedent for a total of 9 months. That requirement does not apply, if there is a child born of the marriage or the death was accidental.

c. A spousal survivor annuity is 55% of an annuity an CSRS employee would have received if the employee had retired on a disability retirement, as of the date of death. A spouse receives 55% of the HIGHER of (1) or (2) below:

(1) An annuity computed under the general formula, based on the deceased employee's high-three average salary and length of service to date of death, including credit for unused sick leave.

(2) A "guaranteed minimum" which is the LESSER of--

(a) 40% of the deceased employee's high-three average salary.

(b) The regular annuity, obtained after increasing the deceased employee's length of service, by the period of time between the date of death and the date he or she would have been age 60.

d. Amount of Survivor Benefit under (FERS):

(1) A spousal survivor annuity is computed as if the employee retired optionally (with no age reduction) on the date of death. The survivor receives 50% of the employee's basic annuity, based on the deceased employee's type of service, age, length of service, and high-three average salary, at date of death

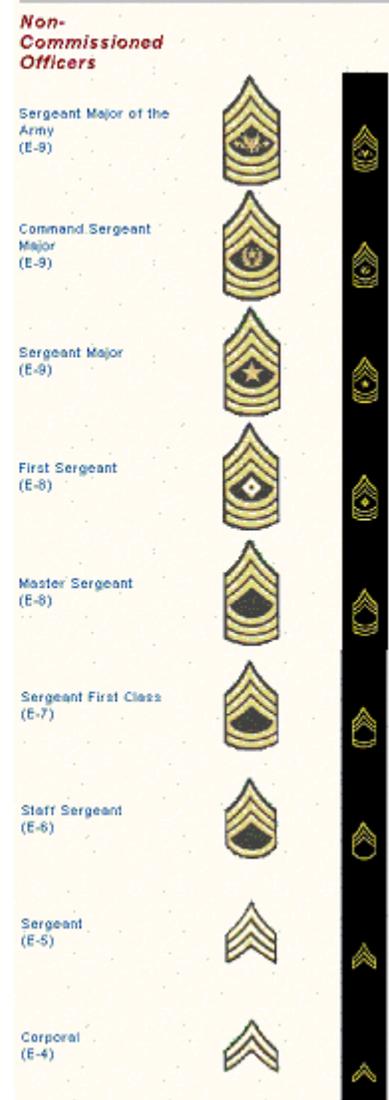
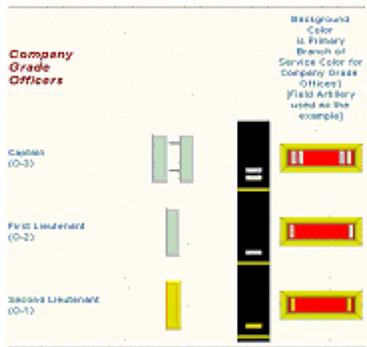
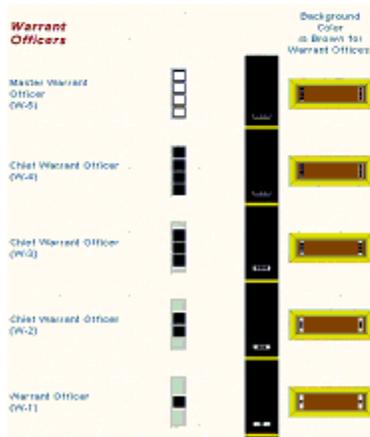
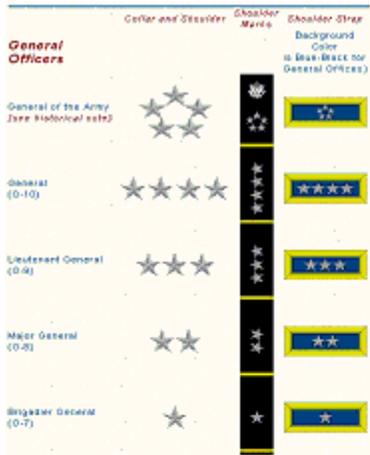
(2) Children qualify for survivor annuities if they are under 18 and unmarried. A child 18 or older may also qualify for a survivor annuity, if incapable of self-support because of a disability incurred prior to age 18. In addition, a son or daughter 18 or older may be eligible for a survivor annuity up to age 22 if he or she is a full-time student at a high school, college, or other recognized educational institution. Each child of a surviving spouse or former spouse is entitled to a monthly benefit.

e. TSP, FEGLI and Health Insurance benefits are the same for all active employee deaths. NOK is eligible for payment of any life insurance, thrift savings balance, and to continue health insurance, if the employee was enrolled at their time of death

## APPENDIX A

### INSIGNIA OF RANK

It is important for all civilian employees to know the rank of Army personnel, recognize the insignia, and know how to address them. The officer and enlisted rank insignia are shown below.



## **APPENDIX B**

### **HISTORY OF FORT SILL**

a. Fort Sill came into existence during General Philip H. Sheridan's bitter winter campaign of 1868-69 to suppress and pacify the warlike Kiowa, Comanche, and Southern Cheyenne Indians, whose far-flung raids ranged from Kansas and Colorado Territory to Texas and the interior of Mexico. Established by General Sheridan on 8 January 1869, the post was named in memory of Brigadier General Joshua W. Sill, who had been killed leading a charge of one of Sheridan's brigades at the Battle of Stone River, Tennessee, in 1862.

b. As an isolated Cavalry post for the next several decades, Fort Sill served as the military center for the Indian Territory that now comprises the State of Oklahoma. Its mission was to keep the peace in the Indian country and to protect the Indian lands from encroachment by the bordering settlements. This mission ended in 1901 when the vast Kiowa-Comanche-Apache Reservation was opened to homesteaders following individual land allotments to the Indian inhabitants. From 1894 to 1913, the post was also the home of several hundred Apache prisoners of war from Arizona and New Mexico.

c. Arrival of the 29th Battery of Field Artillery in 1902 signaled the first step in the transformation of the post from a Cavalry station to a Field Artillery Center. Assignment of a provisional regiment of field artillery in 1905 preceded the division of the Artillery Corps into separate branches for Field Artillery and Coast Artillery in 1907.

d. In June 1911, the School of Fire for Field Artillery, now the world-renowned U.S. Army Field Artillery School, was founded at Fort Sill. It provided the Army with its first centralized school for uniform instruction in field artillery tactics and techniques.

e. In 1913, the U.S. Army Infantry School, then known as the School of Musketry, moved to Fort Sill. It functioned here through World War I, relocating at its present home, Fort Benning, Georgia, in the fall of 1918.

f. In 1915, the first air unit in the U.S. military service, the 1st Aero Squadron, was stationed here. In 1917, the Air Corps established Henry Post Airfield at Fort Sill, which became the site of the School for Aerial Observings and the Air Service Flying School in 1918. Concurrently, Camp Doniphan, a huge National Army cantonment, was established in 1917 west of the new post and the 35th Division trained here, before going overseas.

g. Air Corps units continued to be based at Fort Sill until 6 June 1942 when Army Aviation was established here. On 7 December 1945, the Army Aviation

School was founded here and functioned at Fort Sill until August 1954 when it moved to its present home, Fort Rucker, Alabama.

h. In World War I, World War II, the Korean Conflict, and again in the Vietnam action, the Artillery School repeatedly demonstrated its capacity for rapid mobilization and expansion of the student body to meet Department of the Army requirements in time of war and national emergency.

i. The Artillery Center was established at Fort Sill on 1 November 1946. On 13 April 1955, the Artillery Center and the Artillery School became, respectively, the Artillery and Guided Missile Center and the Artillery and Guided Missile School. On 1 July 1957, the designations were changed to the U.S. Army Artillery and Missile Center and the U.S. Army Artillery and Missile School; on 20 January 1969, they were changed to the U.S. Army Field Artillery Center and the U.S. Army Field Artillery School. The latter change resulted from separation of Field Artillery and Air Defense Artillery into two separate branches.

(ATZR-X)

FOR THE COMMANDER:



ROBERT A. CLINE  
COL, FA  
Chief of Staff

NICHOLAS L. BONACCI  
Director of Information  
Information

DISTRIBUTION:  
Fort Sill Internet