



CPAC Newsletter

December 2003

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From the CPAC...

The CPAC has scheduled two meetings to update our customers on what is happening in the human resource community. One meeting will be held for all NAF managers and that meeting is scheduled for 9 Dec 03 at 0830 in building 810, conference room 2. This meeting will inform the NAF

managers of how their human resource program is changing and what they can expect in the next 3-12 months. There will also be a meeting for all administrative officers. At this meeting, we will share information on the human resource program changes that are occurring and that

are planned for the upcoming year. This meeting is scheduled for 9 Dec 03 from 1330-1630 in Conference Rooms 1 and 2. We have also invited our servicing branch from the NECPOC to this meeting. We hope that you will join us for these meetings.

TSP Open Season

Contribution limits are now at 14 % for FERS and 9% for CSRS! Contributions are limited based on the IRS maximum of \$13,000 for 2004. Note that Catch-Up Contributions have a separate IRS maximum; \$3,000 for 2004.

Open Season allows you to (1) begin to contribute, or (2) increase/decrease contributions. Changes pertaining to the

investment funds are no longer restricted to open season and are made directly with TSP.

To make a TSP Open Season Change (begin to contribute or increase/decrease contributions), you must contact the ABC-C via the web at <https://www.abc.army.mil> or by telephone at 1-877-276-9287. Army employees no longer complete TSP-1 forms.

Effective Dates for Open Season Changes:
 Changes made between 15 Oct-13 Dec will be effective pay period beginning 14 Dec 03 (pay date 08 Jan 04)
 Changes made between 14-27 Dec will be effective pay period beginning 28 Dec 03 (pay date 22 Jan 2004)
 Changes made between 27-31 Dec will be effective pay period beginning 11 Jan 04

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(pay date 5 Feb 2004)

Catch-Up Contributions for 2004

Remember, catch-up contributions for calendar year 2003 will end as of pay period ending 13 Dec 2003. If you wish to make a catch-up contribution election for 2004, then you must increase your regular TSP contribution to the new maximum percentage. The ABC-C systems will allow 2004 Catch-Up Contributions elections beginning 30 Nov 2003 to correspond with the first pay date in 2004. You must elect to make Catch-Up Contributions for 2004; this benefit does not continue automatically from one year to the next.

If you will reach age 50 by 31 Dec 2004, you may

begin to make TSP Catch-Up Contributions provided that you are contributing the maximum percent of TSP contributions for your retirement system, are in pay status and not in a non-contribution period following acceptance of a TSP Hardship Withdrawal.

TSP Fund Transactions/ TSP Pins

A Contribution Allocation specifies the way your current/future contributions are to be distributed between the 5 investment funds. An Interfund Transfer changes the distribution of your existing account balance between the investment funds. The above transactions are no longer considered open season changes. To make a contribution allocation or interfund transfer, you must contact TSP via the web at www.feddesk.com.

tsp.gov or the ThriftLine at 1-504-255-8777. You will need a TSP PIN to make such transactions. If you do not have a TSP PIN, you may request one by calling 1-504-255-8777. A new PIN will be mailed to your address of record in about 10 business days.

If you are planning to take a TSP loan in the near future, remember that the loan payment will be deducted in addition to your current contributions. If you feel that you may not be able to comfortably pay both, you may consider decreasing the amount of your contributions during open season rather than stopping your contributions outside of open season.

“Catch-up contributions for calendar year 2003 will end as of pay period ending 13 December 2003.”

2004 FEHB Plan Guides

2004 FEHB PLAN GUIDES - FREE

Six NEW Just Released FEHB Guides:

- * 2004 FEHB - Federal Civilian Employees (60 pages)
- * 2004 FEHB - Federal Retirees and Survivors (58 pages)
- * 2004 FEHB - TCC and Former Spouse Enrollees (58 pages)
- * 2004 FEHB - Individuals

Receiving Comp from OWCP

- * 2004 FEHB - Certain Temporary Employees Under 5 USC 8906a
- * 2004 FEHB - FDIC Employees (58 pages)

2004 FEHB Plan Guides - FREE

To download your FREE 2004 FEHB Plan Guides just visit our website <http://www.feddesk.com>

2004 FEHB RATES HANDBOOKS - FREE

The 2004 Rates for the Federal Employees Health Benefits Program (FEHBP) have just been announced.

There are now 205 different health plan choices available to enrollees. We'll give the rates to every single one of them in this FREE

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report:

2004 FEHB Rates - Postal and Non Postal Versions

- * Fee-for-Service Plans
- * HMO Plans
- * Locations
- * Plans
- * Options
- * Enrollment Codes
- * Premium Rates
- * And Everything Else You Need to Know about FEHB

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- 2003 Federal Benefits for Veterans and Dependents
- 2003 Consumer Action Handbook
- 2003 ID Theft Report
- 2004 Personal Credit Handbook
- 2003 Federal Workforce Employment Trends
- Addressing and Resolving Poor Performance
- 2003 Checklist for Performance Based Actions
- 2003 Resource Directory for Older People
- 2003 Voluntary Early Retirement Under Homeland Security
- 2003 Government-Wide Hiring Authorities

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FREE Retirement Handbooks
FREE Veterans Handbooks
FREE Finance Handbooks
FREE FEHB Handbooks
FREE Insurance Handbooks
FREE Pay and Benefits Handbooks
FREE General Handbooks

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for you, it depends on the settings you have installed). And you should also check your firewall settings to make sure that they are set so that you can download the handbooks you need at the fastest possible rate. Please note that some publications are very big and may take a few minutes to download.



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Now You can get more affordable Life Insurance

coverage from WAEPA. WAEPA's reduced rates are significantly LOWER than the rates for FEGLI Basic, Option A, Option B, and Option C.

In addition, you get MORE Coverage Options from WAEPA. WAEPA lets you select the coverage YOU want. FEGLI limits your choices based on the level of your annual pay.

WAEPA also provides more dependent coverage for your spouse (up to TEN TIMES the FEGLI maximum) and for your dependent children (DOUBLE the FEGLI maximum).

WAEPA offers coverage from \$25,000 up to \$500,000 in \$25,000 increments. Spousal dependent coverage

is also available from \$10,000 up to \$250,000.

Plus, WAEPA's rates are LOWER than FEGLI.

WAEPA is a non-profit association that has provided life and long-term care insurance to civilian federal employees and their families since 1943 - that's 60 years of service.

WAEPA also offers life insurance coverage to non-dependent adult children from \$25,000 up to \$500,000 - a benefit that is NOT available under the FEGLI program.

To learn more about WAEPA, just visit their website at <http://www.waepa.org>

Or call WAEPA today at 1-800-368-3484.



Vesting

Vesting means that you have met the service requirements that entitle you to keep the Agency Automatic (1%) Contributions and their earnings when you leave Federal service. Vesting does not apply to any other types of contributions. Therefore:

- FERS and CSRS participants are *always* vested in their own contributions and the earnings on their contributions.
- FERS participants are *always* vested in the matching contributions their agencies make, as well as the earnings on the matching contributions.

Most FERS employees become vested in their

Agency Automatic (1%) Contributions after completing 3 years of Federal civilian service. FERS employees in congressional and certain non-career positions become vested in their Agency Automatic (1%) Contributions after completing 2 years of civilian service.

All Federal civilian service counts toward vesting in your TSP account — not just your service while you are a TSP participant. Service covered by USERRA also counts toward vesting. If you are a FERS participant, your agency reports your TSP Service Computation Date (TSP-SCD), which is used by the TSP record keeper to determine whether you are

vested. Your TSP-SCD is shown on your participant statement; if you believe it is incorrect or have questions about it, contact your personnel office. (Your TSP-SCD will never be earlier than January 1, 1984.)

If you leave Federal service before satisfying the vesting requirement for your Agency Automatic (1%) Contributions, those contributions and the earnings on them will be forfeited to the TSP.

If you die before separating from service, all amounts in your TSP account will be vested automatically.

“Vesting means that you have met the service requirements that entitle you to keep the Agency Automatic (1%) Contributions and their earnings when you leave Federal Service.”

Adjusted Length of Service

Employees are listed on a RIF retention register within the veterans' preference subgroups (AD, A, and B) in order of their adjusted length of creditable Federal service. This is computed beginning with the employee's service computation date (SCD). The SCD is the date, either actual or constructed, which is used to determine leave accrual

rate, length of service for retirement, or retention standing for reduction-in-force (RIF). An employee's SCD may be the date of original appointment or it may be a constructed date to include periods of prior creditable civilian and/or military service.

Employees receive additional service credit based upon performance;

this is the "adjusted SCD". The adjusted SCD for RIF purposes is the date derived after the employee is given additional retention service credit based upon the average of his/her three most recent performance ratings of record received during the four year period ("look back period") prior to the date the agency either issues specific RIF notices

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or the established cutoff date after which no new ratings will be put on record--whichever date occurs first.

Within the Department of the Army, employees are assigned 12, 16, or 20 years additional credit for ratings of Successful Level 3, Successful Level 2, or Successful Level 1, respectively. (Note: This may not apply to Demonstration Projects with alternative provisions.) The total years earned are averaged to give the number of additional years credit for RIF. For example, an employee who began Federal service on June 1, 1980 (and has an SCD of that date) and whose three most recent ratings of record during the 4-year look back period are "Successful Level 1" will have an adjusted SCD of June 1, 1960 because he or she is given 20 years additional service credit.

There are instances, however, in which an employee has not received three ratings of record during the 4-year look back period. Until recently, the missing ratings were given a "presumed fully successful" value of 12 years. This changed when the Office of Personnel Management (OPM) issued final regulations

concerning RIF and performance management on November 24, 1997, amending Parts 351, 430, and 531 of title 5, Code of Federal Regulations. The new rules, effective within the Department of the Army on October 1, 1998, change the way in which RIF retention service credit is determined. The concept of "presumed fully successful" will no longer be used.

Under the new rules, if an employee has received only one rating, the value of that single rating is used to assign the additional retention service credit. So, if an employee has received a single rating of Successful Level 2 during the look-back period, the employee is given 16 additional years of credit. If an employee has received only two ratings, the value assigned to each rating is added together and divided by two (and rounded to the next higher whole number if the result is a fraction) to derive the amount of additional retention service credit. So, if the employee has received a rating of Successful Level 2 and Successful Level 1, the employee receives 18 additional years of service credit.

If an employee has received no ratings of record, he or she is given additional retention

service credit based upon the most common, or "modal" summary rating level. Within the Department of the Army, the modal rating is the summary rating level assigned most frequently among the actual ratings of record within the competitive area during the 12 month period preceding the date of issuance of RIF notices or the established cutoff date after which no new ratings will be put on record. If the modal rating for a particular competitive area is determined to be Successful Level 1, for example, employees within that competitive area who have no ratings of record during the look back period are assigned 20 years of additional service credit.

The new rules also address crediting performance for RIF retention service credit in situations in which there are mixed rating patterns within the competitive area. Mixed rating patterns may occur because there are eight possible patterns (A through H) ranging from the traditional five-level program used in Army to a two-level "pass/fail" program. (A chart of the eight patterns can be found in 5 CFR 430.208.) Because of the existence of different patterns, it is possible for there to be

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employees within the same competitive area who have received ratings under different patterns. For example, within the Department of Army most employees in a competitive area will have ratings of record received under the traditional five-level program (Pattern H); there may be a few employees, however, who received ratings of record from former organizations that used different rating patterns. OPM determined that agencies should have the flexibility to decide how many years of service credit within the range of 12 to 20 years to assign to particular summary rating levels, and that the method adopted will apply

only to ratings put on record on or after October 1, 1997 and only in situations in which there are mixed patterns. In the Department of the Army, the 12/16/20 formula will be used when there are mixed rating patterns within the competitive area. This means that Summary Level 3 in Patterns A through H will be assigned 12 years credit; Summary Level 4 in Patterns C, E, G, H will be assigned 16 years credit; and Summary Level 5 in Patterns B, E, F, and H will be assigned 20 years credit. For example, an employee who has a "pass" rating received under rating pattern A or under rating pattern D will receive 12 years credit for

that rating.

Performance evaluations given under a Federal agency system not covered by 5 CFR Part 430 may be considered a rating of record for RIF purposes if the evaluation was officially issued under the agency's performance evaluation system, was based on established expectations, and identifies whether the employee performed acceptably. Agency evaluations meeting those criteria may be found in the Peace Corps, General Accounting Office, and Postal Service, for example.

Drug Testing

It is the policy of the Federal government to ensure a drug-free workplace. One element of this policy is to offer, as appropriate, prevention and treatment programs and services for substance abuse among Federal employees. A second element is to test for drug use consistent with applicable law and regulation and the rights of the Federal government and Federal employees. By memorandum dated August 07, 2003, the Department of the Army forwarded the Department

of Defense's approval to expand urine testing for health care providers. On September 18, 2003, LTG James B. Peake, Army Surgeon General and Commander of the United States Army Medical Command (MEDCOM), issued a memorandum to all MEDCOM Commanders and Directors of Major Subordinate Commands (MSCs), installations and activities directing the implementation of urine testing for medical direct patient care civilians no later than the end of 2nd

Quarter, Fiscal Year 2004.

Drug testing of medical personnel has been a command concern since the late 1980s. As far back as 1987, the MEDCOM (then Health Services Command) recommended to the Department of the Army (DA) that civilian physicians, physicians assistants, registered nurses, practical nurses, pharmacists, pharmacy technicians, podiatrists, dentists, dental assistant, and emergency medical

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technicians be identified as occupying TDPs for random drug testing. To ensure that this initiative is met we are currently working to provide our current employees a training session to explain how random drug sampling will work and to ask them to complete the required Dept of Army form before any sampling is done.

The Approved Drug Testing Series/Titles are:

<u>SERIES</u>	<u>TITLE</u>
0602	Physicians
0603	Physicians Assistants
0610	Registered

0620	Nurses	648	Therapeutic Rad Techs/ Tech-nologists
0621	LPNs/LVNs		
0633	Nursing Assistants	0649	Med Instr-ument Techs
0640	Physical Therapists	0660	Pharmacists
0642	Health Technicians	0661	Pharmacy Techs
0644	Nuclear Med Technicians	0668	Podiatrists
0645	Med Tech-nologists	0680	Dentists
0647	Med Tech-nicians	0681	Dental Techs
0682	Diagnostic Rad Techs/ Tech-nologists	0682	Dental Hygienists

Draft Position Classification Standard

OPM has released a Draft Position Classification Standard for Fire Protection and Prevention Series, GS-0081. The draft is posted at the OPM website at <http://www.opm.gov/fedclass/0081/>

dgs0081.pdf. This draft represents an updated standard rather than a complete revision of the previous standard. The Department of Defense and the Department of Veterans Affairs are the

lead agencies for review and comment on the proposed standard. OPM will consider the comments received from DOD and VA before finalizing the standard."



Veterans' Rights in RIF Situations

In government layoff programs brought about by economic or other factors, Congress has given certain veterans in the federal service job priority rights over certain non-veterans.

Generally, employees with career civil service tenure who are eligible for veterans' preference in a reduction in force (except for certain "20-year military retirees") will be given job retention rights over other federal workers in the same competitive level and, if qualified, in other jobs in the same competitive area.

Although military retirees are preference-eligibles for purposes of examinations and appointments, the retention rights of "20-year military retirees" are reduced. Most of these retir-

ees are not entitled to veterans' preference for reduction-in-force. For reduction-in-force purposes, they will receive credit for periods of military service during a war, or in any campaign or expedition for which a campaign badge is authorized. Retention rights remain unchanged for military personnel retired on the basis of combat disability, as well as those retired or disabled veterans who were employed on November 30, 1964, in federal civilian positions to which the laws on veterans preference apply, and who have not had a break in service of more than 30 days thereafter (5 USC 3501).

Veterans with career-conditional tenure do not have job retention rights over non-veterans who

have career civil service tenure. However, they do have retention rights over non-veteran career-conditional or term workers. Veterans who are rated 30 percent disabled or more have higher standing over other preference-eligibles in reduction-in-force.

No job retention rights are given to employees—veterans or non-veterans—who have temporary appointments with definite time limitations.

Having veterans' preference in a reduction-in-force does not mean that the employee won't be separated. In many large-scale reductions, there are not enough jobs to go around and even veterans may be separated.

"Veterans with career-conditional tenure do not have job retention rights over non-veterans who have career civil service tenure."

Army Job Application Kit and Resume Builder

The Army Job Application Kit contains information to assist you in successfully completing your Resume. The Kit has been revised as of 14 OCT 03 and provides guidelines for using the Army Resume Builder to create your resume in order to apply for Department of the Army positions under the Resumix System. The Resumix System is an automated sys-

tem that uses state-of-the-art optical character recognition (OCR) software and a patented skills extraction system to read your Resume, extract skills and match them to job requirements. The Army uses this automated Resumix system to fill vacancies.] You can locate the Army Job Application Kit on the web at: www.cpol.army.mil Select Employment, Select

Centralized Job Kit.

The Kit explains that applying for Department of Army vacancies a two-step process. The first step is to create your Resume and supplemental data. The second step is to submit your Resume and Supplemental Data to the Army Centralized Resumix database.

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The Army Resume Builder is designed to help ensure that your Resume can be read electronically. In addition, the Resume Builder allows you to save and store your Resume for up to six months, allowing you to retrieve and update your Resume as needed. In order to receive actual consideration for vacancies, however, you must submit your Resume and Supplemental Data to the Army Centralized Resumix database. This is done by going to the e-mail Resume page, selecting Central Database and clicking on Submit. Your Resume will automatically flow into the Army Centralized Resumix database. You may then apply for vacancies by taking advantage of the quick self-nomination process. Army vacancy announcements are

posted at (<http://cpol.army.mil/>). Simply click on Employment, then select Army's Vacancy Announcements to find vacancy announcements of interest to you and for which you are within the area of consideration.

It is important to ensure that your resume is properly sent to the Central Resumix database. You can check to see that your resume has been properly sent by accessing the Army Resume Builder, and selecting "View Resume Activity Summary". This feature will allow you to see all the activity that you have had with your Army Resume, to include when you Created your resume, when you Updated your resume, where you have e-mailed your resume, and when the resume was Submitted to

the Central Resumix database. If your Resume Activity Summary does not reflect the statement "Submitted to Central Database", then your resume has not yet been fully submitted to the Central Resumix database. To ensure that your resume has been fully submitted to the Central Resumix database, you will need to ensure that you have completed both steps of the two-step application process: first creating your resume and supplemental data; and second, submitting your resume and supplemental data to the Army Centralized Resumix database.

Access the Job Application Kit today to learn how to make the most of your resume submission for Department of Army Vacancies.

"The Army Resume Builder is designed to help ensure that your resume can be read electronically."

Inclement Weather

The cold weather will soon be upon us. Time to find that winter coat, get out the gloves, dig up the boots and grab a hat and scarf. It is also time to remember a few things about inclement weather policies and procedures at Fort Detrick.

The determination of when it is necessary to dismiss employees at Fort Detrick due to adverse weather conditions will be made by the Commander, US Army

Garrison, Fort Detrick, or his designated representative, under delegated authority from the Commanding General, US Army Medical Research and Materiel Command and Fort Detrick. The goal of this centralized authority is to avoid confusion and to promote equitable treatment of employees.

All employees are to presume, unless otherwise notified, that their office or activity will be open each

regular workday regardless of weather or other conditions that may develop. However, on occasion, emergency situations arise which are beyond the control of management or employees and prevent the opening of Fort Detrick offices and activities, prevent employees from getting to work, or create the necessity to dismiss employees early.

During periods of adverse

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weather, when curtailment of operations has not been directed, radio stations will not be notified that Fort Detrick is open and operating on a normal schedule. This information will be available at the aforementioned telephone sources. Absent any notice on information sources (e.g., radio stations, telephone information lines), all personnel should assume that normal work duty hours are in affect. Supervisors may grant requests for unscheduled leave on a more liberal basis but are still responsible for the effective operation of their section.

All non-emergency personnel are expected to report for their normal tour of duty unless directed otherwise by radio broadcast or the previously listed telephonic information sources. Emergency personnel are those employees identified as necessary to continue critical operations that cannot be suspended or interrupted even though it may be necessary to excuse most employees for all or part of a day. To avoid confusion, each office/activity that has emergency personnel who provide critical services is responsible for ensuring that those individuals are informed that they

will report to work.

The following radio/television stations will be notified if Fort Detrick changes its operating hours. You may also call 301-619-7611 and 1-800-256-7621 to hear a recorded message. The messages are immediately recorded upon any decision to change operating hours. It is also posted on the Fort Detrick Web at www.detrick.army.mil. For additional information regarding inclement weather and leave contact the LMER Specialist (301) 619-2247 at the CPAC.

WAFY-FM 103.1
(Frederick, MD)

WARK/WARX 1490/106.9
(Hagerstown, MD)

WHGT-AM/WAYZ-FM 1380/104.7
(Greencastle, PA)

ALSO WWMD-101.5 (Hagerstown, MD) and WSRT 92.1-FM (Mercersburg, PA)

WBAL-AM/WIYY-FM 1090/97.9
(Baltimore, MD)

WEPM-AM/WLTF-FM 1340/97.5
(Prettyman Broadcasting)
(Martinsburg, WVA)
(ALSO WKMZ-FM 95.9
Williamsport, MD)

WFMD-AM/WFRE-FM 930/99.9
(Frederick, MD)

WGET-AM/WGTY-FM 1320/107.7
(Gettysburg, PA)

WHAG-AM/WQCM-FM 1410/96.7
(Hagerstown, MD)

WJEJ-AM 1240
(Hagerstown, MD)

WTOP-AM 1500 AM/820AM
(Washington, DC)

WMRE-AM/WXVA-FM 1550/98.3
(Charles Town, WVA)

WWVZ-FM/WWZZ-FM 103.9/104.1
(Arlington, VA)

WRQX-Mix 107.3-FM
(Washington, DC)

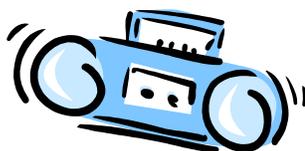
WMZQ-1390-AM/98.7-FM
(Washington, DC)

WPOC-FM 93.1 ALSO

B104.3-FM/WCAO 600-AM
(Baltimore, MD)

WCRH-FM 90.5
(Williamsport, MD)

WUSA (Channel 9)
(Washington, DC)



Verify Information on LES

With the beginning of the year just around the corner, it is recommended that you verify ALL of the information on your LES. With pay changes, possible Health Benefit and TSP changes, CFC elections, etc. that you may have made during the

open season, you need to ensure that your deductions reflect these changes. All changes should be reflected on the LES for PPE 1/24/04. If any discrepancies are noted, your activity CSR should be notified immediately for an explanation

and/or resolution. The quicker any discrepancy is reported, the quicker it can be resolved. It is the sole responsibility of each and every employee to verify this information.

Excused Absence for Employees Returning from Active Duty



On November 14, 2003, President George W. Bush directed the heads of agencies to grant Federal employees who are returning from active duty 5 days of excused absence from their civilian duties. The President's memorandum is available from OPM's Web site at <http://www.opm.gov/oca/compmemo/2003/2003-14b.asp>. The Office of Personnel Management's (OPM's) memorandum and guidance on granting the 5 days of excused absence are available at <http://www.opm.gov/oca/compmemo/2003/2003-14.asp> and <http://www.opm.gov/oca/compmemo/2003/2003-14a.asp>. The following questions and answers provide additional information to assist agencies in implementing the

President's memorandum:

Q1. When must an agency grant the 5 days of excused absence? Must an agency grant the excused absence as soon as the employee returns to civilian duty?

A1. The intent of the President's memorandum is to grant 5 days of paid time off to employees returning to Federal civilian service to aid in their readjustment to civilian life. Agencies must provide a returning employee with 5 days of excused absence upon his or her return to Federal civilian duty. Upon receiving notification from an employee of his or her intent to return to civilian duty on a specific date, an agency must grant the employee 5 days of excused absence immediately prior to the employee's actual resumption of his or her

duties. The commencement of the 5 days of excused absence represents a return to Federal civilian employment, and the employee is obligated to report for work at the end of the 5-day period. If the employee had already returned to Federal civilian service prior to November 14, 2003, he or she may take the 5 days of excused absence at a time mutually agreeable to the employee and the agency.

Q2. How does the 5 days of excused absence affect the time limits for restoring an employee to Federal civilian employment under 5 CFR part 353, subpart B?

A2. The 5 days of excused absence do not affect the time limits for exercising

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restoration rights, because the commencement of the 5 days of excused absence constitutes a return to civilian service. For example, an employee may take whatever grace period is allowed under part 353 and, *in addition*, is entitled to 5 days paid excused absence.

Q3. We have employees who have returned to Federal civilian duty, but are expected to be activated again. Can an employee receive 5 days of excused absence more than once?

A3. No. *Each employee* is entitled to 5 days of excused absence when he or she returns from active military service in connection with Operation Noble Eagle, Operation Enduring Freedom, Operation Iraqi Freedom, or any other military operation subsequently established under Executive Order 13223. Each employee will receive 5 days of excused absence, regardless of the number of activations.

Q4. Must a qualifying employee use his or her 5 days of excused absence all at once?

A4. Yes. The intent of the President's memorandum is to provide returning employees with a continuous period of paid time off to spend with their

families before returning to Federal civilian duties.

Q5. May qualifying employees return to Federal civilian duty and then take the 5 days of excused absence at a later date?

A5. No. The 5 days of excused absence must be granted as soon as the employee reports back for Federal civilian duty or notifies the agency of his or her intent to return to civilian duty. In the event that an employee had already returned to civilian duty prior to November 14, 2003, the employee should be granted 5 days of excused absence at a time that is mutually agreeable to the Federal agency and the employee. The 5 days of excused absence may not be "stockpiled" for use at a later date. In addition, the 5 days of excused absence is not to be confused with "credit hours" earned under a flexible work schedule or compensatory time off earned for overtime hours.

Q6. If an employee was activated for military service in connection with Operation Noble Eagle, Operation Enduring Freedom, Operation Iraqi Freedom, or any other military operation subsequently established under Executive Order 13223, but was not

deployed overseas, is the employee eligible for the 5 days of excused absence when he or she exercises return rights?

A6. Yes, the President's memorandum applies to all employees who were called to active duty in support of the continuing Global War on Terrorism.

Q7. If an employee who was activated was not a Federal employee when his or her tour began, but has been hired by the Federal Government since his deactivation, is the employee entitled to the 5 days of excused absence?

A7. No. The President's memorandum specifically addresses "returning Federal civil servants who were called to active duty." A new employee who was not a Federal civilian employee at the time of his or her activation does not qualify for the 5 days of excused absence.

Q8. How do agencies compute the 5 days of excused absence for part-time employees or employees on uncommon tours of duty, such as Federal firefighters? Do these employees receive 5 work days, 40 hours, or a prorated amount of excused absence?

A8. All employees are entitled to the equivalent

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of 1 workweek of excused absence. The period of excused absence for an employee on an uncommon tour of duty or an employee on a part-time work schedule will be prorated according to the number of hours in the employee's regularly scheduled workweek. For example:

Hours in the regularly scheduled workweek		
Hours of excused absence		
	20	20
	40	40
	53	53
	72	72

Q9. May the 5 days of excused absence be prorated depending upon the length of the employee's deployment?

A9. No. Each employee who was activated for military service in connection with Operation Noble Eagle, Operation Enduring Freedom, Operation Iraqi Freedom, or any other military operation subsequently established under Executive Order 13223 is entitled to 1 week of excused absence.

Family and Medical Leave Entitlements and Responsibilities

In accordance with 5 CFR 630.1203(g), each agency shall inform its employees of their entitlements and responsibilities under 5 CFR 630, Subpart L-- Family and Medical Leave (F&ML), including the requirements and obligations of employees.

Some third-party decisions have shown the importance of meeting this obligation and being able to document the fact that employees were appropriately informed and when they were informed. Our recommendation is that you establish a

standard practice of informing employees of their Family and Medical Leave entitlements, responsibilities, requirements and obligations on an annual basis. The beginning of a new calendar year is a good time to do this.

Non-Appropriated Fund Vacancies

Child & Youth Program Assistant - \$9.24/ hour, flex positions at the Child Development Center

Recreation Aid - \$7.00/ hour, Flex positions at the CAC

Administrative Assistant - \$8.50/ hour, Full Time positions at Youth Services

Recreation Aid - \$6.50/ hour, Flex positions at the Bowling Center



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