

The following document is a summary of the entitlements and benefits offered to Federal employees who are on a Temporary Change in Duty Station (TCS) or Temporary Duty (TDY) assignment in Iraq, Afghanistan, and Pakistan, in support of the Civilian Expeditionary Workforce (CEW) Program. Be advised that pay, entitlements, and benefits may vary by location and status (TDY\TCS). CEW employees are eligible for several enhanced forms of compensation, **BUT YOU MUST APPLY via the SF-1190 (Foreign Allowances Application, Grant, and Report) since they are not automatic.**

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## COMPENSATION

### Locality Pay or Local Market Supplement

Employees deployed on TDY, up to 12 months, will continue to receive the General Schedule (GS) Locality Pay, National Security Personnel System (NSPS) Local Market Supplement (LMS) or Defense Civilian Intelligence Personnel System (DCIPS) Local Market Supplement (LMS) of their permanent duty station, if applicable.

#### Locality Pay

**Current Rates:** Annually approved by the President <http://www.opm.gov/oca/09tables/index.asp>

**Tax Status:** *Taxable*

**Reference(s):** *Sec. 5304 of Title 5, U.S.C*

**Eligibility:** *All DoD employees assigned (TDY) to IRAQ, AFGHANISTAN, and PAKISTAN, except Senior Executive Service (SES)*

Under the General Schedule, locality pay is based on a wage comparison of the private sector (non-Federal workers) and the local government in defined geographic areas. The amount of locality pay will depend on the geographic of the employee's official duty station, not where they live. *Senior Executive Service (SES) members do not receive locality pay in Iraq, Afghanistan, and Pakistan. Senior Executive Service (SES) members do not receive locality pay. Employees in positions that are classifiable above the GS-15 level, but do not meet the SES functional criteria: (Senior- Level (SL), or Scientific/Professional (ST)) stopped receiving locality pay April 11, 2009.*

#### Local Market Supplement (LMS)

**Current Rates:** Set annually by Secretary of Defense <http://www.cpmc.osd.mil/nsps/compensation.html> (NSPS); <http://dcips.dtic.mil/index.html> (DCIPS)

**Tax Status:** *Taxable*

**Reference(s):** *5 CFR (9901.332 AND 9901.333) (NSPS), Section 1602, Title 10, United States Code (DCIPS)*

**Eligibility:** *All DoD employees assigned (TDY) to IRAQ, AFGHANISTAN, and PAKISTAN*

Under the National Security Personnel System (NSPS), the LMS replaces locality pay and special salary rates. Employees are eligible for an LMS adjustment if they have a performance rating of Level 2 (Fair) or higher. Under the Defense Civilian Intelligence Personnel System (DCIPS), the LMS replaces locality pay. Employees are eligible for an LMS adjustment if they have a performance rating of Level 2 (Minimally Successful) or higher.

#### Cost of Living Allowances (COLA)

*With the exception of a Separate Maintenance Allowance (SMA), only employees who are deployed to Iraq, Afghanistan, and Pakistan **from an overseas post** will be eligible for some of the allowances listed below.*

COLA is a balancing factor designed to permit employees to spend the same portion of their basic compensation for current living as they would in Washington, D.C., without experiencing a lower standard of living because of the higher costs of goods and services at the post. COLA, never less than 10 percent of spendable income, is reviewed several times a year by the State Department and may fluctuate. Information about specific allowances can be found in *The Department of State (DoS) Standardized Regulations (DSSR)*.

#### Post Allowance

**Current Rates:** Set by the Department of State: <http://aoprals.state.gov/Web920/cola.asp>

**Tax Status:** *Non-taxable*

**Reference(s):** *(DSSR 220)*

**Eligibility:** *All DoD employees assigned (TDY) to IRAQ, AFGHANISTAN, and PAKISTAN from an overseas post where Post Allowance was granted*

**What to Submit:** SF-1190 (Foreign Allowances Application, Grant, and Report)

If an employee is currently receiving a Post Allowance due to his/her assignment at an overseas post prior to deployment in a TDY status, once he/she leaves the country of assignment, their Post Allowance will continue for 30 days. On the 31st day, the Post Allowance will be terminated, except for employees who have family members that remain in the country of assignment; in which case Post Allowance will still be received but the family size used to compute Post Allowance will be reduced by one member. Employees on TCS from an overseas post will lose their Post Allowance the day they commence travel to their new duty station. Post Allowance is calculated by applying the local cost-of-living index to each employee's "Spendable" income. Spendable income is defined by the State Department as that portion of base salary available to an employee for purchase of food, household operations, home furnishings and equipment, apparel, transportation, health care, entertainment, personal care items, reading material, education, alcohol, tobacco, and misc. goods and services. . *Payment is determined based on salary level and number of dependents (See DSSR 229).*

### **Living Quarters Allowance (LQA)**

**Current Rates:** Set by the Department of State: <http://aoprals.state.gov/Web920/cola.asp>

**Tax Status:** *Non-taxable*

**Reference(s):** *(DSSR 132.2(c), 5 U.S.C 5923, [DoD 1400.25-M, Subchapter 1250](#))*

**Eligibility:** *All DoD employees assigned (TDY) to IRAQ, AFGHANISTAN, and PAKISTAN from an overseas post where LQA was granted*

**What to Submit:** SF-1190 (Foreign Allowances Application, Grant, and Report)

Employees on TDY from an overseas post will continue to receive the Living Quarters Allowance assigned to the employee's original post of assignment. LQA is intended to be a recruitment incentive for U.S. citizen civilian employees, living in the United States, to accept Federal employment in a foreign area. LQA covers substantially all annual costs for suitable, adequate living quarters for employee and family while living in the overseas area. However, LQA is not an entitlement or automatic salary supplement. LQA rates are established by Department of State and based on duty location, grade level, and number of family members. TCS employees receive SMA instead of LQA while deployed. LQA is based on the annual cost of living quarters and is paid biweekly. The annual LQA rate is divided by the number of days in the calendar year to obtain a daily rate and then multiplied by 14 to obtain a biweekly rate.

### **Separate Maintenance Allowance (SMA)**

**Current Rates:** Set by the Department of State: [http://aoprals.state.gov/content.asp?content\\_id=215&menu\\_id=81](http://aoprals.state.gov/content.asp?content_id=215&menu_id=81)

**Tax Status:** *Non-taxable*

**Reference(s):** *(SR 260)*

**Eligibility:** *All DoD employees assigned (TCS) to IRAQ, AFGHANISTAN, and PAKISTAN who leave family at an overseas post*

**What to Submit:** SF-1190 (Foreign Allowances Application, Grant, and Report)

This is an allowance to assist an employee who is compelled by reason of dangerous, notably unhealthful, or excessively adverse living conditions at the post of assignment in a foreign area, or for the convenience of the Government, to meet the additional expense of maintaining family members elsewhere than at such post. This can be available for voluntary reasons, but not under circumstances of legal separation or

divorce. *Payments are made directly to the employee and are in lieu of all other allowances and benefits for his/her dependents for as long as they remain away from post.* Employees must request a separate maintenance allowance once they arrive at post. Since deployment to Iraq, Afghanistan, and Pakistan is considered an Involuntary SMA, eligibility for payment begins the first day of separation provided an 1190 is filled out. Rates vary by the number of dependents. Family members may visit you for up to 30 days without reduction in the allowance. Only children under 18 years of age can be included in your separate maintenance allowance. **Important Note:** If an employee receives a separate maintenance allowance for a dependent child under 18 years of age who did not move to post with that employee (i.e., child did not PCS), then **he/she is not eligible** for an educational travel allowance for that child. Dependent children, including sisters and brothers, must be under age 21 or incapable of self-support, unless they are attending secondary school (i.e., grades 9-12). Both TDY and TCS employees may be eligible for a SMA; however, **if an employee is receiving Living Quarters Allowance from their home station, SMA is not payable. TDY is duty at one or more locations away from the permanent duty station (PDS). Since an employee's PDS has not changed, they are not eligible for SMA.**

### **Nonforeign Area Cost of Living Allowance**

**Current Rates:** Set by The Office of Personnel Management

**Tax:** *Non-taxable*

**Reference(s):** *(5 CFR Part 591, Subpart B, Appendix A)*

**Eligibility:** *All DoD employees permanently assigned to a nonforeign area (as defined in 5 CFR 591.205) sent to Iraq, Afghanistan, or Pakistan via TDY*

**What to Submit:** No additional documentation should be required

If an employee is currently receiving a nonforeign cost of living allowance (COLA) due to his/her assignment at an overseas post prior to deployment in a TDY status, the COLA will continue while deployed. If an employee is deployed via TCS, the nonforeign COLA will terminate on the effective date of the transfer to the new official duty station.

### **Per Diem**

**Current Rates:** Set by Dept of State: [http://aoprals.state.gov/content.asp?content\\_id=184&menu\\_id=78](http://aoprals.state.gov/content.asp?content_id=184&menu_id=78)

**Tax:** *Non-taxable*

**Reference(s):** *(SR 010, 925, JTR, Vol. 2)*

**Eligibility:** *All DoD employees assigned (TDY/TCS) to IRAQ, AFGHANISTAN, and PAKISTAN*

**What to Submit:** Applicable Expense Report upon completion of tour of duty

In general, deployed civilians only receive the standard overseas (OCONUS) ONBASE incidental portion of per diem (**\$3.50 per day or \$105 per month**) as lodging and meals are available throughout the theater. All per diem is typically paid to an employee when they return from their deployment upon settlement of a travel voucher.

### **Danger Pay**

**Current Rates:** Set by Dept of State: *35% for Iraq and Afghanistan, 25 – 35% for Pakistan:*

[http://aoprals.state.gov/Web920/danger\\_pay\\_all.asp](http://aoprals.state.gov/Web920/danger_pay_all.asp)

**Tax Status:** *Taxable* **Reference(s):** *(DSSR 650, 920, 5 U.S.C. 5928)*

**Eligible:** *All DoD employees assigned (TDY/TCS) to IRAQ, AFGHANISTAN, and PAKISTAN*

**What to Submit:** SF-1190 (Foreign Allowances Application, Grant, and Report)

Employees will be eligible to receive danger pay, calculated as a percentage of basic pay for regular duty hours only (currently 35% for Iraq, Afghanistan). Danger pay begins to accrue after four hours of service in-country, and is paid only for hours for which basic compensation is paid. As such, it is not earned for overtime or weekends, and is *subject to change without notice*. Danger Pay is terminated when a person leaves the country for which it is granted. As such, if an employee leaves the country for which Danger Pay is authorized, he/she must submit an updated SF-1190 indicating the period of time outside the specific country. Danger Pay will resume once the employee returns and any discrepancies with the dates on the SF-1190 will be rectified. Danger Pay is considered an "incentive" rather than a "reimbursement" and therefore is taxable. Danger Pay is additional compensation above basic compensation for service at designated Danger Pay posts where civil insurrection, terrorism, or war conditions threaten physical harm or imminent danger to all U.S. Government civilian employees. Neither overtime and other premium pay nor other allowances are factored into the calculation of Danger Pay.

Example of Danger Pay: If employee's hourly rate is 50.00 then  $50.00 \times .35 = 17.5 \times 80$  hrs for the biweekly pay cycle.  $50.00 \times .35 = 17.5 \times 80 = \$1,400.00$  in additional compensation that the employee would receive for danger pay.

## **Imminent Danger Pay**

**Current Rates:** Set by Dept of State and locations identified by Secretary of Defense: \$225/month

**Tax Status:** *Taxable*

**Reference(s):** (SR 652(g), DoD Financial Regulation, Volume 8, Chapter 3, 5 U.S.C. 5928)

**Eligible:** *NOT available for Iraq, Afghanistan, or Pakistan*

**What to Submit:** SF-1190 (Foreign Allowances Application, Grant, and Report)

An Imminent Danger Pay allowance is authorized for Federal civilian employees who accompany U.S. Military forces designated by the Secretary of Defense as eligible for imminent danger pay for designated areas. The amount of imminent danger pay shall be the same flat rate amount paid to uniformed military personnel as Imminent Danger Pay (\$225 per month at all times). Imminent Danger Pay authorized will not be paid for periods of time that the employee either receives regular danger pay or post differential, since that would duplicate the political violence credit which is already included in the differential rate. *Designated imminent danger pay areas can be found at:* [http://www.defenselink.mil/comptroller/fmr/07a/07a\\_10.pdf](http://www.defenselink.mil/comptroller/fmr/07a/07a_10.pdf)

## **Post Differential (Hardship Duty Pay)**

**Current Rates:** Set by Dept of State: 35% for Iraq and Afghanistan, 20 – 30% for Pakistan:

<http://aoprals.state.gov/Web920/hardship.asp>

**Tax Status:** *Taxable*

**Reference(s):** (SR 500)

**Eligible:** *All DoD employees assigned TCS (on date of arrival at post ) to IRAQ, AFGHANISTAN, and PAKISTAN ; after 42 continuous days for those assigned TDY*

**What to Submit:** SF-1190 (Foreign Allowances Application, Grant, and Report)

Employees will be eligible for Post Differential in accordance with State Department regulations. It applies to service at places in foreign areas where conditions of the environment differ substantially from those in the United States. Post Differential is paid only for hours for which basic compensation is paid. As such, it is not earned for overtime or weekends, and is *subject to change without notice*.

## **When Post Differential Starts**

Where there is widespread warfare, U.S. combat troop involvement in hostilities, and a Danger Pay designation, foreign Post Differential for TDY employees is earned after serving 42 continuous days on post or posts currently eligible for Post Differential payment: Kuwait, Qatar, Iraq, Afghanistan, etc. After 42 days, the post differential will be payable back to the first day (this applies only to employees assigned to duty in Iraq or Afghanistan, in Pakistan there is no payment for the first 42 days). Time spent in a non-differential post will not count toward the 42 day eligibility period but it will not cause the 42-day eligibility period to restart, unless the period in the non-differential post exceeds 42 days. If the employee has met the 42-day eligibility period and travels to the U.S. en route to another non-permanent differential location, but remains in the U.S. less than 14 consecutive days and the travel in the U.S. is for the convenience of the government, then differential ELIGIBILITY continues BUT no differential is paid during period in U.S. *Hardship differential may continue when an employee assigned to Afghanistan and Iraq is on leave in the U.S. for up to 30 days.* Employees on TCS (Temporary Change of Station) receive this differential on the date of arrival at post.

### **When Post Differential Ends for TCS Assignments**

Post Differential shall terminate as of the close of business on the earliest of the following dates:

- The date the employee commences travel under orders for a transfer;
- The date the employee commences travel under orders for travel to the U.S.;

#### *Exceptions:*

- *Hardship differential may continue up to 42 consecutive calendar days when the primary purpose of the travel to the US is for detail or medical evacuation and an eligible family member remains at the post.*

- *Hardship differential may continue during "Family Visitation Travel" from a hostile area to the U.S.*

- *Hardship differential may continue when an employee assigned to Afghanistan and Iraq is in the U.S. on leave for up to 30 days.*

The date the employee leaves the post due to emergency evacuation;

The date of separation if the employee separates in the foreign area;

The date the employee departs the post for leave in the United States. However, if leave is taken in a foreign area en route to the United States, post differential ends when the employee arrives in the United States;

#### *Exception:*

- *When an employee assigned to Afghanistan or Iraq is in the US for up to 30 days.*

The 42nd consecutive calendar day of the employees temporary absence from the post;  
The day immediately preceding the effective day of transfer, if during the first 42 consecutive calendar days absence from his/her post the employee is on detail or leave at the place to which transferred;

The date of first departure of other employees from his/her post under emergency evacuation orders if the employee is already on detail or leave away from post;

The date the employee departs his/her post for leave or detail during period when the post is in an emergency evacuation situation.

### **When Post Differential Ends for TDY Assignments:**

Employees on TDY will still be eligible for Post Differential during periods of leave and other absences from the Hardship Post, including travel to the U.S for 30 days or less. Leave of 30 days or less will not interrupt the hardship differential for either eligibility or payment purposes. An

employee on leave from the Hardship Post for more than 30 days will be required to complete the 42-day eligibility requirement again, upon return to the Hardship Post.

Example of Post Differential Pay: If employee's hourly rate is 50.00 then  $50.00 \times .35 = 17.5 \times 80$  hrs for the biweekly pay cycle.  $50.00 \times .35 = 17.5 \times 80 = \$1,400.00$  in additional compensation that the employee would receive for post differential pay.

### **Example of Post Differential Payments for TDY Assignments:**

Days 1-5 spent in Kuwait en route to Iraq or Afghanistan— count towards the 42 day waiting period but will not translate into post differential payment. i.e., the days spent waiting or in travel status have no monetary value;

Days 6-42 in Iraq/Afghanistan combined with days 1-5 in Kuwait would mean employee could start receiving the differential on day 43 forward (at the Iraq/Afghanistan rate, as the payment is based on the employee's location at the time of eligibility);

Days 43- onward, Iraq/Afghanistan differential is paid each day while in Iraq/Afghanistan;

Day 47 - [Iraq/Afghanistan differential payable and] employee would have spent 42 consecutive days on detail in Iraq/Afghanistan and could be reimbursed for days 6-42 (the "look back")

Once the 42 day eligibility requirement has been established for Post Differential, in this case Iraq or Afghanistan, an employee may earn the Post Differential assigned to other countries, e.g. Kuwait

### **Hazardous Duty Pay (HDP)/Environmental Differential Pay (EDP)**

**Current Rates:** Set by the Office of Personnel Management:

<http://frwebgate.access.gpo.gov/cgi-bin/get-cfr.cgi?TITLE=5&PART=550&SUBPART=I&TYPE=TEXT>

**Tax Status:** *Taxable*

**Reference(s):** (5 U.S.C. 5545(d), 5548(b), 5 CFR part 550, subpart I, 5 CFR 532.511)

**Eligible:** *All DoD employees assigned (TDY/TCS) to IRAQ, AFGHANISTAN, and PAKISTAN*

**What to Submit:** Management will determine if this pay is warranted

Environmental Differential Pay (EDP) applies to Federal Wage System (FWS; WG, WL, WS) employees and Hazardous Duty Pay (HDP) applies to white-collar (GS&NSPS, and equivalent) employees. Danger pay may be paid concurrently with either EDP or HDP. HDP/EDP may be paid only to employees who are assigned hazardous duties or duties involving physical hardship for which a differential is authorized. It may not be paid to an employee who undertakes to perform a hazardous duty on his or her own, without proper authorization, either expressed or implied.(5 CFR 550.904(a)). EDP/HDP is paid for exposure to hazards, physical hardships, or working conditions of an unusually severe nature that cannot be eliminated or significantly reduced by preventive measures, including the use of safety equipment and protective clothing.

Management is responsible for determining whether the additional pay is warranted. An employee may receive no more than 25 percent of his or her rate of basic pay as Hazard duty pay. If an employee is covered by chapter 51 (Classification) and subchapter III of chapter 53 (General Schedule Pay Rates) of title 5, United States Code, then he or she may be eligible to receive hazardous duty pay. To receive hazardous duty pay, a General Schedule (GS) employee must also meet the requirements in 5 CFR 550.904 if a hazardous duty is performed on a day on which paid leave is taken. If an employee performs a hazardous duty for 1 hour and then takes annual leave for the 7 hours remaining in his or her workday, the employee is paid hazardous duty pay for the entire 8-hour workday. *An employee may receive hazardous duty pay during overtime hours* because an

employee is in a pay status during overtime hours. However, the hazardous duty pay is computed on the employee's hourly rate of basic pay, not his or her hourly overtime rate. Hazardous duty pay may not be more than 25 percent of the employee's rate of basic pay.

Hazard pay differentials are not payable to employees in occupations or jobs in which unusual physical risk is an inherent characteristic of the occupation or job, such as police officer, emergency medical technician, and test pilot.

Environmental Differential Pay (FWS employees) may be payable for hours of exposure, or for all hours in a pay status, depending on the nature of the exposure (see Appendix A to Subpart E of 5 CFR Part 532). Environmental Differential pay is computed based on the rate for WG 10, step 2 on the wage schedule applicable to the employee.

### **Applying for Allowances, Differentials, and Danger Pay**

*Employees MUST use SF-1190 to apply for all Allowances, Differentials, and Danger Pay.* An SF-1190 can be found at: <http://www.state.gov/documents/organization/80162.pdf>

A Foreign Location Record must also be completed by Deployed Army Civilians

<http://www.eustis.army.mil/cpac/FORMS/1190LocationRecord.doc>

### **Employee's SF-1190 Responsibilities**

Prior to deployment (HR will work with employees to prepare the SF-1190). You must submit a SF-1190 and Foreign Location Record (Army) to the servicing Civilian Personnel Operations Center (CPOC) or equivalent human resource office of your duty station upon each of the following events and within the prescribed timeframe:

Arrival in a foreign area (to begin entitlements, submit within one week)

Each change in foreign duty location (can be round-trip for short periods, submit numerous changes together if occurring within a two-week period, one-way for extended periods; submit within two weeks)

Departure and return to the assigned post, as would be the case for R&R Trips (submit within two weeks)

Final SF-1190 package (submit within four weeks). You must submit a “final” package to include a SF 1190 (signed by you and your permanent supervisor at your home duty station), travel orders, and a copy of the submitted travel voucher/Foreign Location Record to the servicing CPOC or equivalent human resource office of your home duty station within four weeks of your return to CONUS (or home base duty station.).

DCIPS employees should follow their component’s guidelines for submission of the SF-1190.

The prescribed timeframes for document submissions is intended to help prevent overpayment and indebtedness situations.

In order to include the required signatures, your documents must be mailed, faxed, or scanned prior to forwarding (via email or other available mail service) to your servicing CPOC or equivalent human resource office of your home duty station. Your supervisor must sign the SF 1190 in block #22, Approving/Reviewing Official.

Note: If the expected duration of deployment is 30 days or less, it may not be possible for payment to commence due to administrative time constraints. In such instances, payment would be made after you return and submit the required documentation.

<b>Event for Submission of SF 1190 &amp; Foreign Location Record</b>	<b>Authentication Documents must be signed by you and:</b>	<b>Timeframe for Submission</b>
Arrival in foreign location <i>(to begin entitlements)</i>	Your supervisor at foreign location	Upon arrival and no later than 1 week
Changes in foreign duty location, if any	Your supervisor at foreign location	Upon arrival and no later than 2 weeks (can be round-trip for short periods; submit numerous changes together if occurring within a two-week period, one-way for extended periods)
Interim Final <i>(to terminate entitlements and avoid overpayment)</i>	None	Upon return to your permanent duty station but no later than 1 week (document any location changes since your last submission through the end of your tour, if any).
Final Package	Your supervisor at home duty station	Within 4 weeks after arrival at the permanent duty station

### **Payment**

Danger and Post Differential Pay are typically paid biweekly with regular salary. Payments are computed as a percentage of an employee's basic pay excluding allowances, differentials, or other additional compensation; with the exception of locality rates and local market supplements which are considered basic pay in computing danger and post differential pay for employees detailed to Danger Pay areas.

### **Work Schedules**

Work schedules are determined by the local (deployed) commander and may include up to 7 days. Tour of Duty Middle East schedule is typically Sunday-Thursday, 40 hours per week. SES employees may be required to work more than 40 hours per week with no additional compensation or time off.

Employees should follow the timekeeping procedures of their respective component.

Individuals are encouraged to submit time and attendance info to current/on-site supervisor via e-mail and "cc" permanent/parent command supervisor, timekeeper and/or payroll rep. Current/on-site supervisor will "reply to all", concurring or noting required changes; thus notifying all concerned of pertinent action. Then the parent support command will enter approved time into pay system. NOTE: supervisory approval is MANDATORY, not optional. Individual deployment tours shall not exceed 2

years. Consecutive deployments should generally not be approved without at least a 90-day period of reintegration between deployments and assurance that medical clearance requirements are met

## **Premium Pay**

Employees receive additional compensation for time worked outside of their regular shift (overtime – see below) and for time worked at night, on holidays, and on Sundays. Premium Pay is a taxable benefit. Premium Pay is computed by using Adjusted Rate of Pay (basic pay + locality pay or local market supplement).

Under the waiver authority, a covered employee may receive premium pay in calendar year 2009 to the extent that such premium pay would not cause the employee's aggregate amount of basic pay and premium pay payable in calendar year 2009 to exceed \$227,300 (See [CPM 2008-19](#).), notwithstanding 5 U.S.C. 5547 (Section 1101 of P.L. 110-417, for GS employees, 5 CFR 9901.313 for NSPS employees, and 10 U.S.C 1601 – 1603 for DCIPS employees). Employees assigned to Iraq and/or Afghanistan for at least 42 days are deemed to meet the eligibility requirements for the increased premium pay cap.

Eligibility for the waiver include employees who performs work while in an overseas location that (1) are in the area of responsibility of the Commander of the United States Central Command (CENTCOM) or (2) were formerly in the CENTCOM area of responsibility but has been moved to the area of responsibility of the Commander of the United States Africa Command (AFRICOM). The qualifying overseas work must meet one of two additional qualifying conditions:

- (1) Performance of work in direct support of or directly related to a military operation (including a contingency operation as defined in 10 U.S.C. 101(a)(13)) or
- (2) Performance of work in direct support of or directly related to an operation in response to an emergency declared by the President.

## **Overtime**

All overtime must be ordered or approved, and work must be performed.

The overtime rate of pay is linked to the Fair Labor Standards Act (FLSA) designation:

FLSA Exempt – GREATER of 1.5x adjusted rate of pay for GS-10 step 1 or employee's adjusted rate of pay

FLSA Non-Exempt – pay is determined by multiplying the employee's "straight time rate of pay" by all overtime hours worked PLUS one-half of the employee's "hourly regular rate of pay" times all overtime hours worked. For example please see <http://www.opm.gov/oca/pay/HTML/computeflsa.asp>

ALL employees assigned to any foreign country, or any territory under the jurisdiction of the United States *other than* the following locations: a State of the United States, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, the Outer Continental Shelf Lands as defined in the Outer Continental Shelf Lands Act (67 Stat. 462), American Samoa, Guam, Midway Atoll, Wake Island, Johnston Island, and Palmyra for full workweeks are EXEMPT..

Overtime performed on Sunday or a Holiday is paid at the overtime rate.

*SES employees are not eligible for overtime*

**Under General Schedule:**

**If employee's rate of basic pay is less than rate of basic pay for GS-10, step 1**

Multiply hourly rate of basic pay by 1.5.  $\$ 24.15 \times 1.5 = \$ 36.23$ .

**If employee's rate of basic pay is more than rate of basic pay for GS-10, step 1**

Use the greater of (1) the GS-10, step 1, hourly rate of basic pay multiplied by 1.5 OR (2) the employee's hourly rate of basic pay. (5 CFR 550.113)

GS-10, step 1 = \$ 55,512.  $\$ 55,512 / 2,087 \text{ hours} = \$ 26.60$ .  $\$ 26.60 \times 1.5 = \$ 39.90$ .

GS-14, step 1 = \$ 102,721.  $\$ 102,721 / 2,087 \text{ hours} = \$ 49.22$ .

**Under NSPS:**

Based on the pay band level to which the employee is assigned, the overtime hourly rate is either the employee's hourly adjusted rate of pay or the hourly adjusted rate of pay multiplied by 1.5.

The employee's adjusted rate of pay serves as the overtime hourly rate for:

Pay band 3 of the following schedules:

- (YA) Professional and Analytical
- (YD) Engineering and Scientific Professional
- (YH) Medical Professional
- (YK) Investigative and Analytical
- Pay band 4 - (YL) Fire Protection
- Pay bands 2 and 3 of the Supervisor/Manager pay schedule
- Employees assigned to all other pay bands (including YA 2) are paid for overtime at the employee's hourly adjusted rate multiplied by 1.5.

1. In this example, the employee's hourly rate of basic pay (\$49.22) is greater than the GS-10, step 1, hourly rate of basic pay multiplied by 1.5 (\$39.90). Therefore, the employee's title 5 overtime hourly rate is equal to his or her hourly rate of basic pay.

**Night Differential**

Computed as 10 percent of adjusted rate of pay. Paid to employee for regularly scheduled work (overtime and non-overtime) performed between 6:00 p.m. - 6:00 a.m.

For posts located outside the United States, the head of an activity may designate a time after 6 p.m. and before 6 a.m. as the beginning and end, respectively, of night work to accommodate the customary hours of business in the locality.

Multiply hourly rate of basic pay by 10%. (5 CFR 550.121)

GS-9, step 1 = \$ 50,408.  $\$ 50,408 / 2,087 \text{ hours} = \$ 24.15$ .  $\$ 24.15 \times 0.10 = \$ 2.42$ .

**Night Shift Differential (Federal Wage System/Prevailing Rate employees)**

Paid for all hours in the regularly scheduled nonovertime tour of duty, at

7 ½ percent (of the basic rate of pay) if a majority of the regularly scheduled nonovertime hours fall between 3 p.m. and 11 p.m., and

10 percent (of the basic rate of pay) if a majority of the regularly scheduled nonovertime hours fall between 11 p.m. and 8 a.m.

An employee who is called back to perform irregular or occasional work at night is *not* entitled to receive night pay.

**Sunday Pay**

Computed as 25 percent of the adjusted rate of pay. Paid to employees whose regular work schedule includes NON-overtime work on Sunday (i.e. any part of their regularly scheduled daily tour of duty occurs on a Sunday).

Up to 8 hours (or the daily tour for a compressed work schedule) of regularly scheduled, NON-overtime work can be considered Sunday work.

OVERTIME work performed on Sunday is paid at the overtime rate.

Multiply hourly rate of basic pay by 25%. (5 CFR 550.171)  $\$ 24.15 \times 0.25 = \$ 6.04$ .

### **Holiday Pay**

Computed as 2 x adjusted rate of pay for each hour of holiday work, not to exceed 8 hours (or the daily tour for a compressed work schedule). Paid to employees whose regular work schedule includes NON-overtime work on a designated holiday.

Holiday pay is paid in addition to night pay or premium pay for Sunday work, as applicable.

An employee who is called back to work during his or her regularly scheduled basic (nonovertime) tour of duty on a holiday is entitled to receive a minimum of 2 hours of holiday premium pay. Employees generally are **not** entitled to holiday premium pay for the time they spend in work-related travel during holiday hours of their tours of duty. Holiday premium pay is paid only to employees who perform work on a holiday. (See 5 U.S.C. 5546(b).)

OVERTIME work performed on a holiday is paid at the overtime rate (1.5x), except for NSPS employees, in which case the overtime is twice the employee's hourly adjusted rate of pay (2x). (5 CFR 9901.362(e)).

Multiply hourly rate of basic pay by number of nonovertime hours worked on holiday (not to exceed 8 hours or the number of nonovertime hours of a compressed work schedule). (5 CFR 550.131 and 5 CFR 610.407)

$\$ 24.15 \times 8 \text{ hours} = \$ 193.20$ .

### **Aggregate Compensation**

The aggregate limitation on pay is a limit on the total amount of allowances, differentials, bonuses, awards, or other similar payments authorized under title 5, United States Code, an employee may receive in a calendar year in addition to the employee's basic pay. The aggregate limitation on pay will NOT apply to GS or DCIPS employees for calendar year 2009 (P.L. 110-417). All GS or DCIPS employees assigned to Iraq or Afghanistan will receive payments immediately rather than having such payments deferred until 2010. The aggregate limitation on pay WILL apply to NSPS employees for calendar year 2009. When the aggregate limitation on pay under 5 U.S.C. 5307 is applied, payments (other than basic pay) in excess of the aggregate limitation must be deferred and are generally paid as a lump-sum payment at the beginning of the following calendar year. NSPS employees' total compensation that exceeds \$227,300 for calendar year 2009, will receive the amounts that were deferred because they were in excess of the applicable aggregate limitation as a lump-sum payment at the beginning of the following calendar year. Under the following conditions an agency must pay any amount that was deferred because it was in excess of the applicable aggregate limitation, regardless of the calendar year limitation—

If an employee dies, the agency must pay the entire excess amount as part of the settlement of accounts. If an employee separates from the Federal service, the employing agency must pay the entire excess amount following a 30-day break in service.

*Aggregate compensation* means the total of—

- Basic pay received as an executive branch employee or as a General Schedule employee in the legislative or judicial branch;
- Continuation of pay under 5 U.S.C. 8118;
- Danger pay allowances under 5 U.S.C. 5928;
- Extended assignment incentives under 5 U.S.C. 5757;
- Incentive awards and performance-based cash awards under 5 U.S.C. chapters 45 and 53;
- Lump-sum payments in excess of the aggregate limitation of pay as required by 5 CFR 530.204;
- Physicians' comparability allowances under 5 U.S.C. 5948;
- Post differentials under 5 U.S.C. 5925;
- Post differentials based on environmental conditions for employees stationed in nonforeign areas under 5 U.S.C. 5941(a)(2);
- Premium pay (including Hazardous Duty Pay (HDP)): under 5 U.S.C. chapter 53, subchapter IV;
- Premium pay under 5 U.S.C. chapter 55, subchapter V;
- Recruitment and relocation incentives under 5 U.S.C. 5753 and retention incentives under 5 U.S.C. 5754;
- Supervisory differentials under 5 U.S.C. 5755; and
- Similar payments authorized under title 5, United States Code, **excluding**—
  - Back pay awarded to an employee under 5 U.S.C. 5596 because of an unjustified personnel action;*
  - Lump-sum payments for accumulated and accrued leave upon separation under 5 U.S.C. 5551 or 5552;*
  - Nonforeign area cost-of-living allowances under 5 U.S.C. 5941(a)(1);*
  - Overtime pay under the Fair Labor Standards Act of 1938, as amended, and 5 CFR part 551;*
  - Severance pay under 5 U.S.C. 5595; and*
  - Student loan repayments under 5 U.S.C. 5379.*

## **Sure Pay/Direct Deposit**

In order to ensure continuation of pay while detailed to support deployed military operations, Army policy requires civilian employees to join a direct deposit/electronic funds transfer (DD/EFT) program at their home installation before deployment. Once under DD/EFT the employee must remain in the program. All emergency essential employees are required to join a DD/EFT program as a condition of their employment. Salary deductions do not change while on deployment.

## **LEAVE and TRAVEL**

### **Family Medical Leave**

The Family and Medical Leave Act (FMLA) of 1993 provides Federal employees with an entitlement of up to 12 workweeks of unpaid leave during any 12-month period for the following purposes:

- the birth of a son or daughter of the employee and the care of the newborn;
- the placement of a child with an employee for adoption or foster care;
- the care of a child, spouse or parent of the employee with a serious health condition; or

a serious health condition of the employee that makes an employee unable to perform the major functions of the job.

## **Home Leave**

Home leave is earned by service abroad for use in the United States, in the Commonwealth of Puerto Rico, or in the territories or possessions of the United States.

Requires 12 months of continuous service beginning on the date of arrival at the post of duty and must be approved by the local (deployed) commander. The 12 months is extended by any time spent in the U.S. or in the territories or possessions of the United States (except on annual leave taken in connection with Rest and Recuperation travel), or sick leave status (except when on official medical travel orders for up to 180 days). The 12 months of continuous service requirement is also extended by any leave without pay status that extends beyond two weeks. The employee must be expected to return to service abroad (Iraq, Afghanistan, or another overseas location) upon completion of the home leave period, or upon the completion of an assignment in the US. However, an employee may take home leave at the end of his/her official tour of duty, if the employee is expected to return to a foreign location following the period of time in the U.S.

Service abroad prior to assignment to Iraq/Afghanistan is credited towards the 12-month service requirement if that service had been credited towards the normal 24-month service requirement specified in 5 CFR 630.606. Employees who have previously completed the 24-month service requirement are not required to complete the 12-month service agreement to be eligible. In that case the eligibility date to use home leave will be the date of arrival at the foreign location.

**Creditable service abroad:** For the purpose of establishing eligibility for travel at U.S. Government expense, creditable service abroad is continuous service as a Federal employee with any agency of the Federal Government, including service in the U.S. Armed Forces at a post of duty outside the United States, or outside the employee's place of residence, if the employee's residence is a U.S. Commonwealth or possession.

### **Sample:**

Employee had 9 months in Korea prior to 15 June 2006 and then was TDY to Iraq or Afghanistan and at the end of September of 2006, with the 9 months in Korea and 3 months in Iraq or Afghanistan would be eligible to use home leave at that time. Even though while stationed in Korea he was required to complete 24 continuous months, Iraq or Afghanistan only required a 12 month requirement to use home leave.

Once the 12-month service requirement is met, home leave is earned on a monthly basis and is currently 15 days for 12 months of service in Iraq/Afghanistan. Home leave earned but not used will be credited to the employee's account without limitation on future use. Unused home leave may be added to future accruals and used when the employee again becomes eligible and is authorized home leave travel.

Employees officially assigned to Iraq or Afghanistan for fewer than 12 consecutive months are not eligible to earn home leave under the new provisions, unless the 12 month continuous service requirements is fulfilled in its entirety by previous creditable service abroad as specified in 5 CFR 630.606, or by a combination of previous creditable service abroad and the official assignment to Iraq or Afghanistan.

Employees granted home leave shall be provided roundtrip transportation to the employee's actual residence in the U.S. or in the territories or possessions of the United States.

Employees must request for home leave on their SF-1190. The request will be indicated in the remarks section block #15 on the SF-1190. The following remarks sample will be used, and the servicing HR office (CPAC for Army) will indicate the number of days the employee is authorized, and the eligibility to use date.

**Sample:** “Home leave of \_\_\_\_\_ (days) authorized, eligibility to use date: \_\_\_\_\_”

Only extremely urgent mission needs should interfere with a request for home leave.

## **Rest and Recuperation (R&R) Travel**

### *Three R&R trips within 12-month service period*

Employees are given opportunity for rest and recuperation in order to ensure that personnel return to the Area of Operation (AO) safely, re-energized, and mentally prepared to carry out their duties for the remainder of their tour. Employees assigned to Iraq/Afghanistan for 12 consecutive months are eligible for three R&R trips within that 12-month service period, but may take the first R&R trip after 60 days in country. R&R trips must be approved by the unit commander.

Up to 10 workdays of excused absence with pay without charge to leave for each R&R trip, not to exceed a total of 20 workdays for any 12 consecutive months in Iraq/Afghanistan.

Individual trips may not exceed 21 calendar days away from the official duty station, including travel time

Employees on R&R trips are entitled to roundtrip transportation to designated locations as provided in the DoD JTR, Volume II, Appendix U. (See Below)

The sixteen countries currently designated for R&R eligibility are Afghanistan, Bahrain, Djibouti, Iraq, Jordan, Kuwait, Kyrgyzstan, Oman, Pakistan, Qatar, Saudi Arabia, Syria, Tajikistan, Uzbekistan, United Arab Emirates, and Yemen. Employees serving in contingency locations on one year tours in support to Operation Iraqi or Enduring Freedom are authorized R&R leave.

The employee's absence from post for R&R and necessary travel time is charged to annual leave, sick leave, earned compensatory time, *or* leave without pay, as appropriate. However, an employee is not entitled to any local holidays, which occur after departure from post on R&R travel orders. Once the employee starts his approved R&R trip and leaves the work location, the clock starts regardless of travel issues. If an employee experiences involuntary layovers resulting from circumstances beyond the traveler's control (e.g., local security reasons, cancelled flights or labor disputes), the theater unit Commanders may grant administrative leave, typically a maximum of three days. [5 USC Chapter 63](#) (parts 6321, 6324, and 6325), [5 CFR Part 610](#).

Weekends or non-duty workdays count toward the 21 calendar days but are not charged to authorized paid time off entitlements (e.g. annual leave, compensatory time, Home Leave (if eligible), time off awards, etc).

For travelers electing OCONUS destination, it is the INDIVIDUAL'S RESPONSIBILITY to obtain all required travel documents (Visa, etc.), meet entry requirements, and ensure country is an authorized destination.

Per Diem, meal tickets, and reimbursement for meals and lodging are not authorized for payment to the R&R leave traveler.

Participants may not use cruise or tour packages to and from their R&R Leave destinations. Participants should plan for a reasonable travel buffer (2 to 3 days) before scheduling tours, significant events, cruises, etc. The R&R program will NOT reimburse any cost associated with missed events (i.e. cruises, tour packages, wedding, etc) due to delayed R&R flights.

R&R Leave is not an entitlement and must be approved by the local commander. Mission requirements may not allow for R&R breaks. Although the travel is officially authorized, it is not for work purposes, and is therefore not covered by Compensatory Time for Travel regulations.

**Assignments of 6 months but less than 12 months to Iraq or Afghanistan:** Employees serving on temporary duty for 180 consecutive days or more are eligible for ONE R&R trip (members are authorized up to 10 administrative days of leave.) and may choose to take it **after 60 consecutive days**

**Assignments of 12 months (or longer) to Iraq or Afghanistan:** Employees are eligible for THREE R&R trips (members are authorized 20 administrative days; not to exceed 10 days on any given trip) during this period and may choose to take the first one **after 60 consecutive days**. Employees assigned to areas OTHER THAN Iraq/Afghanistan may be eligible for one R&R trips within a standard 12-month service period or TDY of at least 180 days in support of a contingency tour may take the R&R trip after 60 days in country. R&R trips must be approved by the unit commander. (Excused absence does not apply to employees assigned to areas other than Iraq and Afghanistan.) See JTR C7750.

#### **Travel requirements from Iraq and Afghanistan**

- a. R&R participants from these locations will travel via intra-theater airlift to the Theater Gateway at Ali Al Salem AB.
- b. Passengers with CONUS destinations will travel via contract commercial R&R flight to either Atlanta, Dallas, or through the Personnel Assistance Points (PAP) and then onto their final leave destinations.
- c. In general, passengers with OCONUS destinations will travel via commercial air from Kuwait City International Airport (KCIA) to the OCONUS leave address. However, some passengers may be placed on follow-on commercial flights out the Atlanta or Dallas Airports (such as leave addresses, in but not limited to Canada, South America, and Central America). Determination of all passenger routing will normally be at the most cost effective and efficient routing available to the government traveler as decided by ARCENT and the CTO office, or the local HR office.

#### **Travel requirements from Djibouti, Jordan, Kyrgyzstan, Oman, Pakistan, Somalia, Syria, Tajikistan, Uzbekistan, and Yemen**

- a. After 30 Sep 09, Horn of Africa countries (Djibouti and Somalia) are no longer authorized to participate in the USCENTCOM R&R Program.
- b. R&R participants from these locations will travel via commercial air from the commercial airport closest to their duty location to Atlanta or Dallas through the Personnel Assistance Points (PAP) and then onto their final leave destinations.
- c. Passengers with OCONUS destinations will travel via commercial air from the commercial airport closest to their duty location to the OCONUS leave address.
- d. ARCENT will provide prior approval and authorize ticketing by CTO for these flights.

**Travel requirements from Kuwait**

- a. Passengers from Kuwait will process through the Theater Gateway at Camp Ali Al Salem, travel via contract commercial R&R flight to either Atlanta, Dallas, OR BWI Airport through the Personnel Assistance Points (PAP) and then onto their final leave destination.
- b. In general, passengers with OCONUS destinations will travel via commercial air from KCIA to the OCONUS leave address. However, some passengers may be placed on follow-on commercial flights out the Atlanta or Dallas Airports (such as leave addresses, in but not limited to Canada, South America, and Central America). Determination of all passenger routing will normally be at the most cost effective and efficient routing available to the government traveler as decided by ARCENT and the CTO office.

The R&R Contract Ticketing Office (CTO) provides paid government ticketing to any approved leave destination for OCONUS travel and onward ticketing to the commercial airport nearest to the traveler’s approved leave address, as stated on the leave form. Travel to multiple leave destinations at government expense is not authorized. The R&R CTO is the only ticketing office authorized to provide R&R tickets. Itineraries or tickets from other. Travel offices will not be used for R&R travel, and **WILL NOT BE REIMBURSED**. Tickets purchased by an employee for travel to restricted areas will not be reimbursed

**Examples of authorized travel**

Employee’s leave address is Nashville, TN. The R&R Leave Program will provide contract commercial transportation from Kuwait to the Atlanta PAP. From Atlanta, the onward ticketing will be from Atlanta to Nashville, TN and return to Atlanta at leave completion.

Employee’s leave address is Frankfurt, Germany. The R&R Leave Program will provide a commercial ticket from Kuwait international airport to Frankfurt, Germany and return.

**Example of unauthorized travel**

Employee’s leave address is Nashville, TN. The R&R program flies the Employee from Kuwait to the Atlanta PAP via contract commercial transportation and then flies the Employee to Nashville, TN. The Employee then requests a return ticket from Frankfurt, Germany instead of Nashville, TN. The R&R program will NOT fly the passenger from Frankfurt, Germany to KCIA because it is not the most cost effective ticket to the government. The Employee must return to Nashville and complete the originally purchased itinerary. Moreover, if Frankfurt was not the authorized leave destination, the Employee is not authorized to travel there.

**R&R Locations/Destinations**

The following are authorized Rest and Recuperation (R&R) locations/destinations:

<b>Authorized R&amp;R Location</b>	<b>Command Region</b>	<b>Authorized OCONUS Destination</b>	<b>Authorized CONUS Destination</b>
Afghanistan	Central	Airport closest to the leave point	Airport closest to the leave point
Albania	European	Frankfurt, Germany	Baltimore, MD

Bahrain 2/	Central	Airport closest to the leave point	Airport closest to the leave point
Bosnia-Herzegovina	European	Frankfurt, Germany	Baltimore, MD
Croatia	European	Frankfurt, Germany	Baltimore, MD

1/ Only for the mission of Operation Southern Watch.

2/ Only for those providing support to Operations ENDURING FREEDOM and IRAQI FREEDOM. Before 19 December 2003, the authorized destination was the APOD. Effective 19 December 2003 the authorized destination became the APOD with funded transportation authorized from the APOD to the airport closest to the leave point. *A destination different from the authorized destinations listed above or in Appendix U of JTR may be selected, PROVIDED COST DOES NOT EXCEED COST OF GOVERNMENT PROVIDED TRANSPORTATION TO AUTHORIZED DESTINATION. Some destinations are restricted/not authorized.*

## Emergency Travel

Federal employees may receive emergency travel orders and fly back to CONUS on a Military Airlift Command flight (if space is available - Space A) should the following situations occur:

Death of employee's spouse or an immediate family member

Death of the employee or a dependent family member in the overseas area (only when the funeral is at the home of record and the surviving employee or spouse is required to return to the overseas area after the funeral)

Presence of employee or a dependent needed for welfare of seriously ill or dying immediate family member

Family problems due to serious illness or injury of immediate family member, laying a responsibility on the employee or spouse that cannot be met while overseas

Divorce cases when custody of children is an issue once a suit has been filed and a trial date has been established

Any other emergency situation in which failure of the employee or his or her dependents to return to CONUS would create severe and unusual hardship for the employee, spouse, or immediate family members

The Civilian Personnel Advisory Center (CPAC) or local military Staff Duty Office prepares the emergency travel orders that are needed prior to traveling after official verification by the American Red Cross (an official Red Cross message number is required).

It should be noted that in the event that there is no space available on a Military Airlift Command flight or if the military flight center does not have flights to the ultimate destination, any travel costs in lieu of or in addition to the space available flight are borne by the employee. Further, individuals under emergency travel orders are not entitled to per diem or travel costs reimbursement.

*There is no separate leave category for 'emergency leave.' Any leave taken is chargeable to annual, or if applicable, to sick leave.*

## Compensatory Time Off for Travel

Compensatory time off for travel is earned by an employee for time spent in a travel status away from the employee's official duty station when such time is not otherwise compensable. There is no limitation on the amount of compensatory time off for travel an employee may earn. *Members of the Senior Executive Service are not eligible for Compensatory time off, except for religious observance. Official travel shall be scheduled to occur during an employee's normal work schedule, consistent with mission requirements. Only in cases where this is not practicable will employees earn entitlement to compensatory time off for travel.*

To be eligible, travel must be officially authorized and travel must be for work purposes. (i.e. compensatory time CANNOT be earned when member travels on R&R or Pass).

For the purpose of compensatory time off for travel, time in a travel status includes—

Time spent traveling between the official duty station and a temporary duty station;

Time spent traveling between two temporary duty stations; and

The "usual waiting time" preceding or interrupting such travel (e.g., waiting at an airport or train station prior to departure). The employing agency has the sole and exclusive discretion to determine what is creditable as "usual waiting time." An "extended" waiting period—i.e., an unusually long wait during which the employee is free to rest, sleep, or otherwise use the time for his or her own purposes—is not considered time in a travel status.

Compensatory time off for travel is credited and used in increments of one-tenth of an hour (6 minutes) or one-quarter of an hour (15 minutes) in accordance with the Component's internal standard for crediting time. Please note that compensatory time off for travel will not convert to overtime pay, and will not be paid out as a lump-sum payment.

Within five workdays after returning to the official duty station, the employee must submit his/her travel itinerary, or any other documentation acceptable to the employee's supervisor, in support of the request. Supervisors and managers within the Department otherwise authorized to direct travel or approve time and attendance may approve employee requests for crediting compensatory time off for travel. An employee must request permission from his or her supervisor to schedule the use of accrued compensatory time off. The employee may submit his or her request on OPM Form 71, Request for Leave or Approved Absence, or in accordance with any other established guidelines.

**References** 5 U.S.C. 5550b 5 CFR 550, subpart N

## Leave Accrual

Full Time Employee Annual Leave Accrual	
<i>Years of Service</i>	<i>Amount Accrued</i>
0-3	4 hours per biweekly pay period
3-15	6 hours per biweekly pay period and an additional 4 hours the last full pay period of the year
15 or more	8 hours per biweekly pay period
Part Time Employee Annual Leave Accrual	
<i>Years of Service</i>	<i>Amount Accrued</i>
0-3	1 hour for each 20 hours in a pay status
3-15	1 hour for each 13 hours in a pay status
15 or more	1 hour for each 10 hours in a pay status

**Annual accrual limitations:**

The maximum accrual limitation for employees on TCS assignment is 45 days (360 hours) per leave year. (see 5 U.S.C. 6304(b))

The maximum accrual limitation for employees on TDY assignment is 30 days (240 hours) per leave year.

The normal maximum amount of leave that can be carried from one leave year to the next is 240 hours. Senior Executive Service employees and employees in SL ST positions may carry over a maximum of 720 hours from one leave year to the next. However, employees who serve on an overseas TCS assignment may accrue and carry over up to 45 days (360 hours) of annual leave each leave year. While this amount may be carried over from year-to-year for the remainder of an employee's career, once it drops below this number, that new amount becomes the maximum leave carryover.

Employees in a TDY from a duty station in the U.S. will experience no change to their leave accrual and carryover, and will be limited to the normal 240 hours

Employees who are deployed may be entitled to restoration of annual leave which may have otherwise been forfeited because they were deployed at the end of the leave year. Employees are entitled to have their excess annual leave restored without the administrative burden of scheduling and canceling such leave. In addition, the time limitations for using restored annual leave are suspended for the entire period during which employees is deployed. When the employee returns from deployment, or when the services of the employee no longer are determined to be necessary, a new time limit will be established for using all restored leave available to the employee.

Upon separation from the Federal Government, all employees are entitled to a lump-sum payment for the balance of their annual leave account.

**References**

5 U.S.C. 6304(d) and (e) 5 CFR 630.305-311

**Sick Leave**

Sick Leave Accrual	
<i>Employee Status</i>	<i>Amount Accrued</i>
Part Time	1 hour for each 20 hours in a pay status not to exceed 4 hours in a bi-weekly pay period
Full Time	4 hours each bi-weekly pay period
Uncommon Tour	5 hours and 36 minutes per 56 hour work week 7 hours and 12 minutes per 72 hour work week

There is *no limit* on accrued balances of sick leave. Sick leave is re-credited after a break in service to an employee unless the sick leave has been used in the computation of an annuity for an employee.

*Advance sick leave* is allowable in cases of serious disability or illness. Employees, except those serving under a limited appointment or with a specified termination date may be advanced up to 30 days sick leave, or equivalent for uncommon tours of duty. Employees are not paid for unused sick leave upon separation. You are allowed to use sick leave for family care or bereavement. You may

use the total number of hours of sick leave normally accrued during a leave year for family care or bereavement purposes.

Federal employees are allowed to use sick leave for purposes related to the adoption of a child. Employees may use sick leave for appointments with adoption agencies, social workers, and attorneys, court proceedings, required travel, and any other activities necessary to allow the adoption to proceed. This is in addition to unpaid leave for the placement of a child with an employee for adoption under the Family and Medical Leave Act.

*Authorities: Title 5, United States Code, Chapter 55, Sec. 5550a.; Title 5, United States Code, Chapter 63; 5 CFR, Part 550, Subpart J; 5 CFR, Part 630; 28 CFR, Part O, Subpart O, Sec. 0.75(d).*

## **Ten Paid Holidays per Year**

New Year's Day (January 1)  
Birthday of Martin Luther King, Jr. (Third Monday in January)  
Washington's Birthday (Third Monday in February)  
Memorial Day (Last Monday in May)  
Independence Day (July 4)  
Labor Day (First Monday in September)  
Columbus Day (Second Monday in October)  
Veterans Day (November 11)  
Thanksgiving Day (Fourth Thursday in November)  
Christmas Day (December 25)

(In addition to the above holidays, the U.S. Government also observes some local holidays celebrated at overseas posts of assignment.)

## **BENEFITS**

### **Federal Employment Health Benefits Plans**

Employees can choose from an extensive array of Federal Employment Health Benefits Plans, with costs shared by the Government. Employees are eligible to enroll in a wide variety of health insurance plans, including fee-for-service plans and health maintenance organizations. The employee's portion is paid through payroll deductions. More information on FEHB – plan options, coverage and costs – is available on the FEHB website [www.opm.gov/insure](http://www.opm.gov/insure)

#### **Fee-For-Service Plans**

These plans cover the employee worldwide and reimburse his or her health care provider for the cost of covered services. The employee may choose his or her own physician, hospital, and health care providers. Most fee-for-service plans have preferred providers arrangements. If the employee receives services from a preferred provider, employees usually have lower out-of-pocket expenses (i.e. a small co-payment and/or a reduced or waived deductible). All fee-for-service plans have precertification of inpatient admissions and preauthorization of certain procedures

#### **Health Maintenance Organizations**

Health maintenance organizations (HMOs) provide or arrange for comprehensive health care services on a prepaid basis through designated plan physicians, hospitals, and other providers in particular locations. An HMO sets a geographic area for which health care services will be available, called its service area. This area is described in the plan's brochure. The employee may join a particular HMO if he or she lives within its service area. Some plans also accept enrollments from employees who

work in the area even though they live elsewhere. If you have questions about whether you live or work within a HMO's service area, you should contact the plan before you enroll in it. Generally, employees must choose a primary care physician and have all care coordinated through that physician. The physician is responsible for obtaining any pre-certification required for inpatient admissions or other procedures.

Changes are usually during Open Season (mid-Nov through mid-Dec) or if you meet one of the reasons for change listed on the back of SF-2809, *Health Benefits Registration Form-Federal Employees Health Benefits Program*: [http://www.opm.gov/Forms/pdf\\_fill/sf2809.pdf](http://www.opm.gov/Forms/pdf_fill/sf2809.pdf)  
Codes 1I and 1J on SF-2809 are qualifying life events for purposes of FEHB health insurance coverage that pertain to deployment:

1J applies to a transfer from post of duty within a State of the United States or the District of Columbia to post of duty outside a State of the United States or District of Columbia, or reverse. This provision allows all those that have a change of address (TDY and TCS) from US to a post abroad to elect coverage within 60 days after arriving at the new post.

1I deals with an employee (or covered family member) enrolled in FEHB health maintenance organization (HMO) who moves or becomes employed outside of the geographic area from which the FEHB carrier accepts enrollments or, if already outside the area, moves further from this area. So, if an employee is enrolled in an HMO he/she may elect a Fee-For-Service plan upon notifying the employing office of the move. HMOs rarely exist outside the US, so if an employee is stationed overseas and doesn't have insurance they would not be covered by this provision.

If enrolled for self and family at the time of death, survivors may be entitled to continue FEHB coverage.

Additional health benefits plans may be available for intelligence personnel. DCIPS employees should contact their component for additional information.

## **Federal Employees' Compensation Act (FECA)**

The Federal Employees' Compensation Act (FECA) provides compensation benefits to federal employees for work-related injuries or illnesses and to their surviving dependents if a work-related injury or illness results in the employee's death. The FECA is administered by the Department of Labor, Office of Workers' Compensation Programs. More information may be obtained at <http://www.dol.gov/esa/owcp/dfec/>

No limit is imposed on the amount of medical expenses or the length of time for which they are paid, as long as the charges represent the reasonable and customary fees for the service.

Employees who sustain a traumatic injury in the performance of duty must notify the on-site supervisor as soon as possible, but not later than 30 days from the date of the injury. If the employee is incapacitated, this action may be taken by someone acting on his/her behalf.

Employees or someone acting on his/her behalf are required to submit compensation claims thru the following website: [http://www.cpms.osd.mil/icuc/icuc\\_index.aspx](http://www.cpms.osd.mil/icuc/icuc_index.aspx).

## **Medical Care**

*Injured DoD employees are entitled to emergency and routine medical care in military treatment facilities (MTFs) while in Iraq or Afghanistan.*

**Pre- and Post-Deployment Health Assessments:** DoD employees must complete health assessments prior to and following deployment. Pre-Deployment Health Assessment (DD Form

2795) is a required form that allows DoD personnel to record general health information and gives the employee an opportunity to share any concerns they have prior to deployment. It also helps health care providers identify issues and provide medical care before, during, and after deployment. Before deploying, Federal civilian employees must report to the MTF for pre-deployment out-processing.

- DD 2795 is mandatory for deploying personnel and can be found at <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2795.pdf>

- DD 2795 is to be completed and validated within the 60 days prior to deployment. Following deployment a Post-Deployment Health Assessment Form (DD 2796) is completed and a face-to-face interview with a credentialed health care provider is conducted. The provider will review the DD 2795 as part of the post-deployment health assessment process to note and compare health concerns and conditions pre-deployment with post-deployment health status. Deployment out-processing will also include a visit to the MTF's TRICARE Operations and Patient Administration (TOPA) Flight, to include a review of the post-deployment health assessment (PDHA) DD Form 2796. The TOPA Flight will register deploying civilian personnel in CHCS in support of pre-deployment and post-deployment assessments, per DoDI 6490.03, Deployment Health.

Post-Deployment Health Assessment Form (DD 2796) can be found at:

[http://www.brooksidepress.org/Products/Military\\_OBGYN/Forms1/Forms/DD/dd2796.pdf](http://www.brooksidepress.org/Products/Military_OBGYN/Forms1/Forms/DD/dd2796.pdf)

PDHRA DD Form 2900 will be administered to each individual 90 to 180 days after returning to home station from a deployment that required a PDHA DD Form 2796.

PDHRA DD Form 2900 can be found at:

<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2900.pdf>

The typical PDHRA process for civilian personnel consists of several steps:

1. The Unit Deployment Manager notifies civilian employee that he/she is due for a PDHRA.
2. Civilian employee contacts the MTF appointment line and requests a PDHRA appointment with primary care.

Note: Individuals with questions or concerns on eligibility for care or for problems booking an appointment should contact the MTF TOPA Flight. If the TOPA Flight is unable to provide assistance, the individual should contact the PDHRA Operations Team.

3. Civilian employee completes the PDHRA.

Note: To complete the online assessment please ensure you have access to a computer. If a computer is not available, transcribe a hard copy DD Form 2900 into PIMR.

4. Privileged provider conducts a face-to-face appointment to review the patient's answers and discuss any deployment-related health concerns he/she may have.

5. Provider support staff prints PDHRA and files it in patient's paper medical record.

Note: If the provider determines patient requires follow-up care/referral, the civilian employee should contact civilian personnel for information on completing the documentation necessary to obtain care, such as claims and worker's compensation forms. The civilian personnel office is the office of primary responsibility for briefing civilian personnel on coverage and medical benefit entitlements for illness or injury related to deployment.

**Medical Evacuation:** Injured DoD employees are entitled to medical evacuation at no charge if it is determined to be medically necessary. Transport will be provided an appropriate MTF in either the United States or overseas area. Once stabilized, injured DoD civilians may elect to leave the MTF and receive care, at no charge, at an accredited medical facility of their choosing in accordance with the FECA provisions.

**Medical Care for DoD Civilians:** Employees who become ill, contract diseases or are injured or wounded while forward deployed in support of U.S. military forces engaged in hostilities are eligible for health care treatment and services in military treatment facilities (MTF) at the same level and scope provided to military personnel. The same system used to track Active Duty patients through the Military Health System shall be used to track DoD civilian employees injured in theater while forward deployed.

Civilian employees who identify deployment-related illnesses, diseases, wounds, or injuries are eligible for treatment in the MTF or private sector medical facility. The MTF will provide care for deployment-related injuries or illnesses if they have the capacity and capability. Treatment will be provided on a space available basis IAW 32 CFR and Title 10. If feasible, the military department providing treatment shall seek reimbursement from third party payers. The Under Secretary of Defense (Personnel and Readiness) under compelling circumstances is authorized to approve additional care in MTFs on a case by case basis.

**Authority:** [DepSecDef memorandum dated September 24, 2007](#)

When the attending physician or surgeon determines in writing that the presence of the family member(s) is necessary for the health and welfare of the employee, not more than two family members (without regard to command sponsorship) of a DoD civilian employee who is seriously ill or seriously injured and hospitalized either in the CONUS or overseas, are authorized round-trip, space-required transportation at personal expense on DoD aircraft between the residence of the family member(s) and the location of the medical facility. This includes travel from the overseas areas to the CONUS, from the CONUS to overseas areas, and between overseas areas. This does not include travel in the CONUS. Individuals traveling to or from an overseas location may travel on any CONUS leg segment (i.e., on a flight with enroute stops) when no change of aircraft or mission number is involved. Commercial options must be unavailable. Transportation costs will be reimbursed by the traveler at the DoD, U.S. Government tariff (AFR 76-11, reference (e)).

**Leave Status while Injured** - Employees may elect annual leave, sick leave, leave without pay (LWOP), or COP. COP is only available for traumatic injuries.

**Continuation of Pay (COP)** - The continuation of employees' regular pay by the employing agency for a maximum of 45 days with no charge to sick or annual leave. It is given only in traumatic injury cases (not for occupational disease or recurrence). Traumatic injury means a wound or other condition of the body caused by external force, including stress or strain, which is identifiable as to time and place of occurrence and member or function of the body affected. The injury must be caused by a specific event or incident or series of events or incidents within a single work day or shift.

In order to qualify for COP, injured employees must:

Have a "traumatic injury"

Complete and submit a [CA-1 form](#) (Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation form) within 30 days of the date of the injury:

<http://www.dol.gov/esa/owcp/regs/compliance/ca-1.pdf>

Begin losing time from work due to the traumatic injury within 45 days of the injury

Even if all of the above requirements are met, the Office of Workers Compensation (OWCP) could still find the employee ineligible for COP for other reasons. If in the future OWCP denies the COP or the claim, the supervisor will need to contact the employee and request a leave slip to cover that period of time. COP will be changed on the employees leave record to LWOP, sick or annual leave based on what the employee elects. An employee is not entitled to COP if the agency successfully controverts a claim. To controvert means to dispute, challenge, or deny the validity of a claim.

**Supervisor's Responsibility in COP Cases** - Once supervisors learn of a traumatic injury sustained by employees, they shall:

Provide employees CA-1 (if a CA-16 is required, employees may obtain the from their agency)

Advise employees of the right to receive COP, and the need to elect among COP, annual, sick leave or leave without pay for any period of disability.

Advise employees of the required time frames for filing CA-1 (30 days to be eligible for COP and 3 years to have a valid claim).

Inform employees of any decision to controvert COP and/or terminate pay, and the basis for doing so.

Submit CA-1 along with all other available pertinent information (including the basis for any controversion) within 10 working days after receipt from the employee to your Command Staff Advisor or your OWCP Liaison, who will then process to OWCP.

The supervisor shall issue the CA-16 form within 4 hours of the claimed injury. If the employer gives verbal authorization for such care, the supervisor should issue the form within 48 hours. The employer is not required to issue this form if it is more than one week since the injury occurred. It is the supervisor's responsibility to ensure the injured employee secures this form. It is to be completed by the supervisor and the attending physician. The employee would need this form for his/her initial examination or treatment.

In an emergency, where there is no time to complete the CA-16 form, the Injury Compensation Program Administrator's office (ICPA) may authorize medical treatment by telephone and then forward Form CA-16 to the medical facility within 48 hours. Retroactive issuance of Form CA-16 is not allowed under any other circumstance. Your supervisor or the ICPA office may refuse to issue a CA-16 if more than one week has elapsed since the injury occurred, or the treatment is based on an Occupational Disease or Illness.

**Calculation of COP** - COP is payable for a maximum of 45 calendar days, and every day used is counted toward this maximum. The following rules apply:

a. Time lost on the day or shift of the injury does not count toward COP. The day of injury is charged to administrative leave. (See recording leave section below).

b. The first COP day is the first day disability begins following the date of injury (providing it is within the 45 days following the date of injury), except where the injury occurs before the beginning of the work day or shift, in which case the date of injury is charged to COP.

c. Any part of a day or shift (except for the day of the injury) counts as a full day toward the 45 calendar day total (i.e. an employee takes 2 hours off for a doctors appointment for a traumatic injury, the time card reflects the proper code for 2 hours of COP, but for counting COP the employee has used 1 full calendar day).

d. Regular days off are included if COP has been used on the regular work days immediately preceding or following the regular day(s) off, and medical evidence supports disability (i.e. an employee's regular work schedule is Monday through Friday, he/she is currently on COP and the doctor has said the employee needs 5 days bed rest. It is Tuesday, although the 5th day will be that Saturday, it is counted against his/her 45 days of COP. The time card will reflect COP only for Tuesday - Friday, but you need to keep track that the 5th day, Saturday, was also used).

e. Leave used during a period when COP is otherwise payable is counted toward the 45-day COP maximum as if the employee had been in a COP status.

f. For employees with part-time or intermittent schedules, all calendar days on which medical evidence indicates disability are counted as COP days, regardless of whether the employee was or would have been scheduled to work on those days.

**Compensation** - Once COP expires, if an employee was never entitled to COP or is in LWOP status, the employee will receive compensation for wage loss following a 3 day waiting period.

66 2/3% rate of the employee's regular pay if the employee has no dependents or

75% rate of the employee's regular pay if the employee has dependent(s)

***MEDICAL DOCUMENTATION IS REQUIRED FOR ALL INJURY-RELATED ABSENCES.***

***Use Of Leave In Connection With Receipt Of Compensation*** Employees do not have to use accumulated sick or annual leave before receiving compensation. They may choose to use leave or go on LWOP and claim compensation. An agency may not charge employees AWOL for days they received compensation. However, the agency may take disciplinary action against employees who fail to follow proper leave procedures. An agency may establish reporting requirements, including medical status reports, for any employees in leave status, including ones who are receiving compensation under this program. In cases of long absence, these requirements will likely be important for the agency to assess the likelihood of employees' recovery and return to duty. If employees have used sick or annual leave, they may repurchase the leave subject to agency concurrence, if a claim is approved and employee were unable to work because of injury during the period claimed. The agency does not have to grant the buy-back request.

**Traumatic Injuries** - If the injury occurs prior to the beginning of employees' actual workday, then COP begins on the day that the injury actually occurs. If injury occurs after the beginning of employees' actual workday, then COP begins the next day and the remainder of the injury day is charged to Administrative Leave.

**Occupational Disease** - Employees who are absent due to an occupational disease are ineligible for COP. They may use annual leave, sick leave or leave without pay (LWOP). **Recurrence** - Regardless of the type of injury, the same rules as stated above apply. However, for recurrence of traumatic injury, employees do not receive a new 45 day COP allowance, but are permitted to use any remaining COP days from the original submission.

**Leave Status while Undergoing Therapy and/or Rehabilitation:**

Civilians will not be charged personal leave while undergoing therapy and/or rehabilitation due to a combat, combat support, duty related or non-duty related injury incurred during deployment after

they return from deployment. See DoD Directive (DoDD) 1404.10:  
<http://www.dtic.mil/whs/directives/corres/pdf/140410p.pdf>

## **Federal Employees Group Life Insurance Program (FEGLI)**

*Being sent to a combat zone **does not** cancel Federal Employee's Group Life Insurance (FEGLI) coverage.*

The Federal Employees Group Life Insurance Program is available to eligible federal employees. FEGLI provides group term life insurance and accidental death and dismemberment insurance. The FEGLI plan offers low rates that are paid through payroll deductions. The U.S. Government pays one-third of the cost of this insurance. Participation in the FEGLI plan is voluntary. The plan is intended as a form of immediate protection against financial hardship or loss in the event of death. It is not offered as a form of term life insurance with a cash value, such as might be purchased through private insurance agents.

Death benefits (under basic and all forms of optional coverage) are payable regardless of cause of death. The Office of Personnel Management (OPM) has confirmed that civilians who are deployed with the military to combat support roles during times of crises are not "in actual combat" and are entitled to accidental death and dismemberment benefits under Basic insurance (and Option A, if the employee had that coverage), unless the employee was in actual combat or nuclear weapons were used at the time of death. Similarly, civilians carrying sidearms for personal protection are not "in actual combat".

Under FEGLI, basic coverage is equal to the employee's annual basic salary rounded to the next higher thousand plus \$2,000 or \$10,000, whichever is more in the event an employee dies. May be increased with a qualifying life event (QLE). As Emergency Essential (EE) employees, you can enroll in FEGLI once you have been notified of deployment. If an employee is newly designated as EE and has previously waived FEGLI, an employee may elect Basic coverage within 60 days of the EE designation. This benefit is non-taxable. More information can be obtained at <http://www.opm.gov/insure/life/>.

### **Employees should review the following forms prior to deployment as appropriate:**

Designation of Beneficiary, CSRS; SF 2808.  
Designation of Beneficiary, FERS; SF 3102.  
Designation of Beneficiary, FEGLI; SF 2823.  
Designation of Beneficiary, Unpaid Compensation of Deceased Employee, SF 1152.  
Designation of Beneficiary, Federal Retirement Thrift Savings Plan, TSP 3.  
Designation of Beneficiary, Lump Sum Benefits, SF 2802.  
Designation of Beneficiary, Unpaid Annuity, SF 3102.

## **Death Gratuity**

There are three, mutually exclusive death benefits provided to DoD employees. Only ONE may be chosen depending on where the death occurred.

*For DoD employees who die as a result of injuries sustained in the performance of duty in a Combat Zone<sup>1</sup> (including Iraq and Afghanistan):*

Public Law 109-234, Section 1603, as amended, authorizes DoD to pay a death gratuity equal to one year's salary of the employee at the time of death. That benefit is summarized at

<http://www.cpms.osd.mil/expeditionary/docs/signeddeathbenefits.pdf>

<<http://www.cpms.osd.mil/expeditionary/docs/signeddeathbenefits.pdf>>. The authority to pay this benefit, initially extended through September 30, 2008, was extended by Public Law 110-417, Section 1102, through September 30, 2011. The benefit is paid to designated beneficiaries.

*For DoD employees (including employees of non-appropriated fund instrumentalities) who die of injuries incurred in connection with the employee's service with an Armed Force in a contingency operation2(including Iraq, Afghanistan, and Pakistan):*

Public Law 110-181, Section 1105, authorizes a death gratuity payment of up to \$100,000 to the survivors of an employee. This gratuity is payable by the U.S. Department of Labor, Office of Workers' Compensation Programs (OWCP), as a death benefit under the Federal Employees' Compensation Act (FECA). Because of the unique order of payment precedence set out in this law, one which permits up to 50% of this gratuity to be paid to individual(s) designated by the employee who may be neither life insurance beneficiaries nor eligible for FECA death benefits, OWCP has created a form which should be given to all DoD civilians before they are deployed in a contingency zone of operations. A copy of that form can be found on the Web, at

[http://www.dol.gov/esa/owcp/dfec/DesignationForm\(4-4-08\).doc](http://www.dol.gov/esa/owcp/dfec/DesignationForm(4-4-08).doc)

<[http://www.dol.gov/esa/owcp/dfec/DesignationForm\(4-4-08\).doc](http://www.dol.gov/esa/owcp/dfec/DesignationForm(4-4-08).doc)>. OWCP generally requires that the form be signed, prior to the date of death of the employee, by both the employee and an employing agency representative before it will be recognized as valid. Once the form is signed, it should be retained by the agency in case of the death of the employee. FECA death benefits also include burial expenses payable under Sections 8133(f) and 8134(a) of FECA, as well as the costs of transporting the body from the place of death to the place of burial.

*Death in the performance of duty regardless of location:*

A \$10,000 death gratuity is payable to designated beneficiaries of deceased Federal employees under Public Law 104-208, Section 652, retroactive to August 2, 1990, regardless of where the job-related death occurred. For these benefits, however, the designated beneficiaries may be different than the individual(s) designated as beneficiaries under Public Law 110-181.

## **Next of Kin Notification**

Next of kin notification will be made in the event an employee dies, is missing, or unable to express his or her desires after becoming ill. The notification will be handled promptly in an appropriate, dignified and understanding manner by the Casualty Area Command. After official notification by the Casualty Area Command, local commanders may contact the next of kin for expressions of condolence and offers of assistance. Survivor assistance officers will be appointed as necessary. The civilian personnel officer will appoint a personnel specialist to assist the next of kin in obtaining benefits and entitlements.

## **Thrift Savings Plan**

All eligible employees may participate in the Thrift Savings Plan; a long-term savings and investment program for federal employees designed to provide retirement income.

## **Identification Card**

The Common Access Card (CAC) serves as the U.S. DoD and/or Uniformed Services Geneva Conventions identification card for civilians accompanying the Armed Forces and shall be the primary ID cards for emergency-essential employees as defined in DoD Directive 1404.10. During a

conflict, combat, or contingency operation, civilian employees with a CAC card will be granted all commissary; exchange; morale, welfare, and recreation (MWR); and medical privileges available at the site of the deployment, regardless of the statements on the ID card. The employing DoD Component shall provide the employees of the DoD Civilian Expeditionary Workforce with a valid Official Passport, Common Access Card, and required security clearances, when appropriate. DoD civilian employees who are part of the DoD Civilian Expeditionary Workforce are required to maintain:

- (a) Current and valid administrative documents and clearances.
- (b) Current Family Care Plans.

## **Storage of Household Goods**

Employees who are TDY have no entitlement to temporary storage of household goods. Employees who are TCS-ed may be provided temporary storage of household goods according to JTR2. Extended storage may be allowed when it is necessary. Employees will be subject to income taxes on the amount of extended storage expenses your agency pays. However, a relocation income tax allowance is available under JTR C5650 and part 302–17 of the Federal Travel Regulations (41 CFR 302-17) for substantially all of the additional Federal, State and local income taxes you incur on the expenses your agency pays.

## **Property Management Services**

Employees who are TCS-ed may be reimbursed for property management service expenses incurred while deployed. The term “property management services” refers to a program provided by a private company for a fee, which assists in managing an employee's residence at his/her previous official station as a rental property. Services provided by the company may include, but are not limited to, obtaining a tenant, negotiating a lease, inspecting the property regularly, managing repairs and maintenance, enforcing lease terms, collecting rent, paying the mortgage and other carrying expenses from rental proceeds and/or fund of the employee, and accounting for the transactions and providing periodic reports to the employee.

- (a) The employee will be taxed on the amount of property management expenses his/her agency pays, whether it reimburses the employee directly for his/her expenses or pays a relocation services company to manage his/her residence; and
- (b) A relocation income tax allowance for substantially all of the additional Federal, State and local income taxes the employee incurs on the expenses his/her agency pays is available under JTR C5650 and 41 CFR 302-17.

## **Living Conditions**

Field conditions are the same for civilians as the military personnel, commensurate with grade and rank equivalency as identified in the Geneva Conventions. There may be a general lack of privacy and limited opportunity for recreation during non-duty hours. Housing may consist of tents or other communal structures. Rental cars are not normally authorized. Food may be prepackaged rations or served in a military dining facility, which means special diets may be unavailable. Showers may be communal; otherwise, bathing may be from a bucket or helmet. Military chaplains provide religious services.

## **Other Benefits**

**Other Benefits:**

DoD provides housing and meals;  
Employees receive Postal, Commissary and Post Exchange privileges;  
Morale, Welfare, and Recreation services;  
Limited legal services;  
Email;  
Laundry;  
Dental services

Most contingency areas have check cashing functions, but no ATMs; so take a checkbook and/or a cash advance on the government travel card, before departing.

Civilian clothing, personal hygiene items, initial supply of medications, and other personal items are responsibility of deploying civilian.

## **WEAPONS**

Task force commanders will determine if circumstances warrant the issuance of weapons to civilians. Privately owned weapons and ammunition are prohibited. While civilians may be authorized possession of a firearm after proper training, they should not be placed in a direct combat situation and will not be required to accept a weapon.

**Weapons:**

Privately owned weapons/ammunition are not authorized under any circumstances  
Government Issued weapon and ammunition (sidearm only) for personal protection  
When approved by theater commander or [Regional Combatant Commander](#) (CCDR)  
Acceptance is voluntary for all civilian personnel  
Must be trained in proper use and care prior to issue  
Subject to legal restriction on case by case basis  
Members may not take weapons on R&R or Pass. They are required to be checked into the armory prior to departure.

General Order 1B applies to USAFCENT AOR and prohibits:

Purchase, possession, use, or sale of privately owned firearms  
Introduction, possession, sale, transfer, manufacture, or consumption of alcohol  
Possession and consumption of alcohol at Al Udeid AB is restricted by a Wing Policy Letter  
Introduction, purchase, possession, use, sale, transfer, manufacture, or consumption of controlled substances  
Introduction, possession, transfer, sale, creation, or display of pornography or sexually explicit material  
Don't use portable media storage devices to bring unauthorized material into the AOR

## **BATTLE DRESS UNIFORM (BDU)**

Civilians are not currently authorized to wear the uniform in Iraq, unless a waiver is obtained for force protection reasons. Uniforms will be issued, but may not be worn unless directed by the theater commander. If approved, TA-50 (clothing and gear) is issued by the Community Central Issue Facility at the CONUS Replacement Center (CRC).

Unit patches as authorized by the MACOM or theater commander.  
Issued same defensive personal protective gear as military.

Issued black baseball cap to be worn in lieu of BDU cap; may be worn at all times except when commander directs wear of Kevlar helmet.

Civilians authorized to wear this clothing/ equipment are expected to adhere to use and wear instructions. For Army this is contained in AR 670-1. No other dress/grooming standards exist for civilians other than for health/safety concerns.

## **UNIFORM CODE of MILITARY JUSTICE (UCMJ)**

The Uniform Code of Military Justice (UCMJ) was amended to extend UCMJ jurisdiction over persons serving with or accompanying U.S. armed forces in the field in times of declared war or a contingency operation. When offenses alleged to have been committed by civilians violate U.S. federal criminal laws, the Department shall notify responsible Department of Justice (DoJ) authorities, and afford DoJ the opportunity to pursue its prosecution of the case in federal district court.

## **TRAINING**

Employees will be required to attend training at a designated U.S. Army, Combat Readiness Center (CRC) (either Ft. Bliss or Ft. Benning). Depending on the position, an employee may take part in a 5-day course through the Foreign Service Institute at the CRC location. This course is designed to provide familiarization with the work of Provincial Reconstruction Teams (PRTs) and the Department of State. Upon arrival in Iraq you will receive an additional 3 to 5 day seminar on the specific work requirements of the PRT to which you will be assigned.

### **Training (conducted at the CRC):**

- Basic first aid
- Basic soldier field survival skills
- Laws of War/Geneva Conventions
- Prisoner of War coping skills
- Standards of Conduct
- Proper wear, use and care of all issued clothing and equipment
- Uniform Code of Military Justice
- Customs and courtesies of host country
- Side arms training, when appropriate

### **Combat Support Training if offered for Air Force personnel**

## **EMERGENCY ESSENTIAL DESIGNATION**

The Secretary of Defense or the Secretary of the military department concerned may designate as an emergency essential employee any employee of the Department of Defense, whether permanent or temporary, the duties of whose position meet all of the following criteria:

**(1)** It is the duty of the employee to provide immediate and continuing support for combat operations or to support maintenance and repair of combat essential systems of the armed forces.

(2) It is necessary for the employee to perform that duty in a combat zone after the evacuation of nonessential personnel, including any dependents of members of the armed forces, from the zone in connection with a war, a national emergency declared by Congress or the President, or the commencement of combat operations of the armed forces in the zone.

(3) It is impracticable to convert the employee's position to a position authorized to be filled by a member of the armed forces because of a necessity for that duty to be performed without interruption.

**Employees of Nonappropriated Fund Instrumentalities** ARE eligible for designation as an emergency essential employee. All deployed civilian must complete a DD Form 2365, DoD Civilian Employee Overseas Emergency-Essential (EE) Agreement, which identifies the employee and position they occupy as meeting the EE designation, and outlining the requirement to remain in the theater until relieved by appropriate authority.

### **Medical/dental/psychological qualifications**

Meet requirements for position at overseas/deployed location. The theater commander may specify theater unique medical/physical deployability criteria. Emergency Essential/deployment related medical /dental/ psychological examinations and required immunizations are at no expense to the employee

Criteria is based Army Regulation 40-501, Standards of Medical Fitness any applicable theater specific requirements. A medical professional makes the final determination of qualification, on a case by case basis.

Annual EKG if over age 40

Shall receive care for illness, disease or injury sustained overseas during contingency operations Dental work to be completed at employee's expense prior to deployment. Panorex (X-ray) will be done and maintained at the Camp Atterbury. Army civilian employees are not subject to mandatory HIV screening unless required by the host nation. Negative HIV test result within past six months if required by host nation; otherwise, HIV positive civilians can be deployed. For USAFCENT, physical requirements will be determined by [Regional Combatant Commander](#) (CCDR)

### **ARMY In/Outprocess requires management, installation, CPAC, and/or CONUS Replacement Center (CRC) support.**

Apply for Security Clearance

Apply for necessary Passport/VISA/Country clearance (EXPEDITE procedures)

Issue current DoD civilian ID card

Issue appropriate Geneva Convention Card

Issue TDY orders

Issue DD Form 93, Record of Emergency Data

Validate all deployment criteria checklists prior to departure from installation

Deploying civilian hand carries a deployment packet

## **Deployment - Mobilization Checklist**

Civilian Employees must complete the following:

1. DD Form 93 – Record of Emergency Data
2. DD Form 1056 – Authorization to Apply for a "No-Fee" Passport and/or Request for Visa (if necessary)
3. DD Form 2365 – DoD Civilian Employee Overseas Emergency Essential (EE) Position Agreement (when employee is assigned to an EE position or when deployed on a contingency operation)
4. SF 1152 – Designation of Beneficiary – for Unpaid Compensation of Deceased Civilian Employee
5. SF 2808 – Designated of Beneficiary Civil Service Retirement System (CSRS employees only)
6. SF 2823 Designation of Beneficiary – Federal Employee’s Group Life Insurance Program (if applicable)
7. SF 3102 Designation of Beneficiary Federal Employee’s Retirement System (FERS employees only)
8. TSP 3 – Thrift Savings Plan Designation of Beneficiary(if applicable)
9. Authorization for Official/Regular "No-Fee" Passport Photograph
10. Letter for Geneva Convention ID card for Civilians Accompanying the Armed Forces
11. SF-78 Certificate of Medical Exam (for most civilian positions); DA Form 8007 (Individual Medical History); and DA Form 4036-R (Medical & Dental Preparation for Overseas Movement)
12. Secret Clearance – Employees must fill out the Electronic Personnel Security Questionnaire (EPSQ) for SF-86. Submit it through the servicing personnel office. Requires 2 finger print cards, OF 306 and employee’s resume
13. Government Driver’s License and/or TMP License may be required
14. SF-1190 Foreign Allowances Application, Grant and Report – Employees who deploy must complete the SF-1190 for claim or Foreign Post Differential (FPD), Danger Pay, and Hazardous Duty Pay, (entitlements differ based on the duty location and the type of civilian appointment)
15. Civilian Tracking System (CIVTRACKS) – All employees must submit deployment data (DA civilians and Red Cross personnel)
16. Emergency Contact Data System – DA employees need to input their emergency contact data – need to ensure USAREUR guidance is followed in addition to the DA information
17. Individual Readiness Training (IRT) should be scheduled for employees who are deploying. In USAREUR, the location most commonly used is located in Hohenfels. Training classes are scheduled through the 7<sup>th</sup> ATC, ITR Hohenfels

18. For employees deploying to Iraq or Afghanistan, the supporting HR office must:

Date-track to the earliest effective date in 2009 (no earlier than January 1, 2009) that the employee became (or will become) eligible for the Increased Annual Premium Pay Limitation (CENTCOM), update the following two elements in the Payroll (attempting to get the meaning of DDF from DCPDS) DDF:

Premium Pay Limit Indicator data element to value 'C'

**And**

Aggregate Limit Indicator to value 'P' for non-NSPS and DCIPS records OR to value "V" for NSPS non-Physicians or Dentists (*Note:* For NSPS Physicians and Dentists, occupational series 0602 or 0680, the data element Aggregate Limit Indicator will already contain a value so it is not necessary to update the Aggregate Limit Indicator for these records)

**And**

Then validate the position.

This will generate NOA MSC Pay500 with a value in the Aggregate Limit Indicator in position 437 and a value in Premium Pay Limit Indicator in position 439.

In addition, the employee needs to possess - Civilian Employee Data Sheet.

**Civilian Employees are encouraged to complete the following items before they leave:**

- Build a contact book containing copies of your home station orders, CED orders and the following phone numbers

- Payroll technician

- Civilian Personnel POC

- Unit Deployment Manager

- Unit Commander/First Sergeant/Supervisor

- Local Airmen Readiness or Army equivalent (Family Support) Center

- Local Finance and DFAS offices

- Civilian Personnel Section for ID issues, entitlements, etc

- Get your personal affairs together

- Update your will - or get one done if you never had one

- Establish appropriate powers of attorney

- Update your Record of Emergency Data

- Set up bill paying plans to carry on in your absence

- Ensure Family Care Plans and Life Insurance policies are current

- Save money where you can
- Call your car insurance company to change:
  - Vehicle use from ‘work’ to ‘pleasure’, number of drivers, drop mileage rate, etc
  - Have your cell phone service temporarily shut off
- Include Red Cross notification process in Contact Book
- Make sure you and your family members know how the Red Cross notification system works
  - Contact must be initiated and processed at a stateside healthcare facility or provider
  - Contact local Red Cross chapter listed in local telephone directory or at <http://www.redcross.org/where/where.html>.
- Toll free Red Cross number is (877) 272-7337; ensure spouse/family member has your full name; grade; AF branch of service; Social Security number or date of birth ; work and home address; information about the deployed unit and home base unit

## Definitions

1. (Combat Zone) – Combat zones are designated by an Executive Order from the President as areas in which the U.S. Armed Forces are engaging or have engaged in combat. There are currently three such combat zones (including the airspace above each):

Arabian Peninsula Areas, beginning Jan. 17, 1991 -- the Persian Gulf, Red Sea, Gulf of Oman, the part of the Arabian Sea north of 10° North latitude and west of 68° East longitude, the Gulf of Aden, and the countries of Bahrain, Iraq, Kuwait, Oman, Qatar, Saudi Arabia and the United Arab Emirates.

Kosovo area, beginning Mar. 24, 1999 -- Federal Republic of Yugoslavia (Serbia and Montenegro), Albania, the Adriatic Sea and the Ionian Sea north of the 39th Parallel.

Afghanistan, beginning Sept. 19, 2001.

Public Law 104-117 designates three parts of the former Yugoslavia as a Qualified Hazardous Duty Area, to be treated as if it were a combat zone, beginning Nov. 21, 1995 -- Bosnia and Herzegovina, Croatia, and Macedonia.

In addition, the Department of Defense has certified these locations for combat zone tax benefits due to their direct support of military operations, beginning on the listed dates:

In support of Operation Enduring Freedom (Afghanistan combat zone):

Pakistan, Tajikistan and Jordan - Sept. 19, 2001

Incirlik Air Base, Turkey - Sept. 21, 2001 through Dec. 31, 2005

Kyrgyzstan and Uzbekistan - Oct. 1, 2001

Philippines (only troops with orders referencing Operation Enduring Freedom) - Jan. 9, 2002

Yemen - Apr. 10, 2002

Djibouti - July 1, 2002

Somalia - Jan. 1, 2004

2. **(Contingency Operation):** A military operation that is either designated by the Secretary of Defense as a contingency operation or becomes a contingency operation as a matter of law (10 United States code (USC) 101[a][13]). It is a military operation that: a. is designated by the Secretary of Defense as an operation in which members of the Armed Forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing force; or b. is created by definition of law. Under 10 USC 101 (a)(13)(B), a contingency operation exists if a military operation results in the (1) callup to (or retention on) active duty of members of the uniformed Services under certain enumerated statutes (10 USC Sections 688, 12301(a), 12302, 12304, 12305, 12406, or 331-335); and (2) the callup to (or retention on) active duty of members of the uniformed Services under other (non-enumerated) statutes during war or national emergency declared by the President or Congress

3. **Senior Executive Service (SES):** 5 U.S.C. 3132(a)(2) sets forth the criteria that characterize an SES position. First, the position must be classifiable above the GS-15 level, based on the level of duties, responsibilities, and qualifications required by the job. Second, the incumbent must engage in any one of the following activities:

Directs the work of an organizational unit;

Is held accountable for the success of one or more specific programs or projects;

Monitors progress toward organizational goals and periodically evaluates and makes appropriate adjustments to such goals;

Supervises the work of employees (other than personal assistants); or  
Otherwise exercises important policy-making, policy-determining, or other executive functions.

4. **Senior- Level (SL):** The Senior-Level (SL) pay system was established under the Federal Employees Pay Comparability Act of 1990 (FEPCA) to replace grades GS-16, 17 and 18 of the General Schedule, which were abolished. Positions in the SL system are classifiable above the GS-15 level, but do not meet the executive criteria characteristic of the SES nor do they involve the fundamental research and development responsibilities that are characteristic of the ST pay system. (However, the SL system is used for positions that meet SES executive criteria in certain agencies that are excluded from the SES). SL positions may be in either the competitive or excepted service.

5. **Scientific/Professional (ST):** Positions that are classifiable above the GS-15 level, but do not meet the SES functional criteria are appropriately placed in the ST (scientific and professional) system if they involve performance of high-level research and development in the physical, biological, medical or engineering sciences, or a closely-related field. ST positions are established under 5 U.S.C. 3104. All ST positions are in the competitive service.

Research and development positions are characterized by the following features:

Systematic investigation of theory, experimentation, or simulation of experiments;

Application of the scientific method including exploring and defining problems, planning the approach and sequence of steps, executing experiments or studies, interpreting findings, and documenting or reporting findings; and

Exercise of creativity and critical judgment, the variation in which may materially affect the nature of the end product.

The qualifications, stature, and contributions of an individual involved in research and development have a direct and major impact on the level of difficulty and responsibility for the work performed. ST incumbents would be expected to possess a graduate degree, significant research experience, and national or international reputation in their field. Typically, the incumbent of a ST position:

Has authored fundamental papers in the field of expertise that are widely used and cited;

Has received significant honors from major organizations for his/her accomplishments and contributions; and

Is sought as an advisor and consultant on scientific and technological problems that extend beyond his/her specialty.

6. **Continental United States (CONUS):** The contiguous 48 States and the District of Columbia.

7. **OCONUS:** Outside the continental United States (CONUS).

8. **Basic Pay:** the total amount of pay received at a rate fixed by law or administrative action for the position held by an employee, including any special rate under 5 CFR part 530, subpart B, or any locality-based comparability payment under 5 CFR part 531, subpart F, or other similar payment under other legal authority, before any deductions. Basic pay includes night and environmental differentials for prevailing rate employees under 5 U.S.C. 5343(f) and 5 CFR 532.511. Basic pay excludes additional pay of any other kind.

9. **Non-foreign area:** The States of Alaska and Hawaii, the Commonwealths of Puerto Rico, Guam and the Northern Mariana Islands, and the territories and possessions of the United States (excludes the Trust Territories of the Pacific Islands).

10. **Duty station:** The station to which an employee is officially assigned.

11. **Travel authorization (orders):** Written permission for an employee to travel away from his/her official duty station on official business.

12. **Temporary duty (TDY) location:** A place, away from an employee's official station, where the employee is authorized to travel.

13. **Official station:** The official station of an employee is the location of the employee's permanent work assignment. The geographic limits of the official station are:

(1) The corporate limits of the city or town where stationed; or

(2) If not in an incorporated city or town, the reservation, station, or other established area (including established subdivisions of large reservations) having definite boundaries where the employee is stationed.

## **NSPS Performance Management Guidance for Deployed Civilians**

References:

(A) Memorandum from the Under Secretary of Defense, dated 12 Feb 2008, Subj: Building Increased Civilian Deployment Capacity

(B) Army NSPS Interim Instruction, dated 31 Aug 2007, Appendix 5

(C) AR 690-400, Total Army Performance, dated 16 Oct 1998

The purpose of this bulletin is to ensure that we are being consistent in the way we handle performance management and appraisals for our deployed civilians. Currently DoD has a significant number of civilian employees deployed to contingency operations, and they clearly should not be disadvantaged because of their sacrifice; this is a high priority in the Department of Defense as reflected in reference (a).

Civilian employees are often assigned to contingency operations through a variety of methods and for varying periods of time. Typically, these movements are processed as temporary promotions, temporary reassignments or changes to lower band/grade, and often they last for a year or longer. In some cases, the employee may be deployed via TDY and these assignments can be fairly short in duration, i.e. 120 days or less. TCS can be provided only for assignments of at least 6 months and not more than 30 months, see 5 USC 5737

As we convert into NSPS, there are instances where employees may be covered by two different performance systems in one rating cycle (NSPS and TAPES). In many cases, the employee's supervisor during the contingency operation will not have been trained or certified in NSPS performance management and therefore should not be evaluating employee performance under NSPS standards. These supervisors can, however, provide input to the assigned rating official at the employee's permanent organization.

**Short Deployments:** For short deployments, i.e., six months or less, we recommend that, in order for employees to receive credit for their deployment when they are rated in the NSPS performance management system, a minimum of one job objective should be added to the employee's performance plan prior to his or her departure. That objective can then provide a basis for rating the employee's work while deployed. A suggested job objective follows:

"As a deployed civilian, in support of DoD contingencies, and under the operational control of the [deployed Supervisor / Commander], is expected to effectively complete assigned projects / tasks in accordance with the responsibilities of the deployed position. As such, tasks are to be carried out within agreed upon or prescribed timelines. Completed work products are evaluated to ensure that they comply with applicable regulatory / policy guidelines and that the desired results are achieved." The supervisor at the permanent organization should obtain input from the on-the-ground supervisor to enable an accurate rating of the employee on this objective. The employee's performance in the permanent position (on the other job objectives) would of course be considered in arriving at a recommended overall rating.

**Longer deployments:** It may not always be feasible to rate deployed employees under NSPS standards. For rating purposes, employees on longer assignments are treated in one of two ways (reference (B)):

(1) If they have worked sufficient time under an approved NSPS performance plan (90 days or more) in their permanent position during a rating cycle, they will be eligible to get a rating of record and a performance payout. These employees, depending on the circumstances, may also be given performance objectives that address work that will be done while they are deployed.

(2) If employees do not have sufficient time in their permanent positions under an approved NSPS performance plan, they do not get NSPS ratings but are eligible for salary increases based on their last NSPS ratings of record (if they have them), or based on the average salary increases given to the other employees in their pay pools in the same pay schedules and pay bands (the modal rating for that group). In these circumstances each employee's salary increase will be determined using whichever method benefits him or her the most.

Where possible, employees should be kept on an NSPS performance plan while deployed; however, this is not always practical. The employee's supervisor while deployed needs to be NSPS-trained and certified if the supervisor will rate the employee. Recognize that there may be systems difficulties with accessing automated performance management tools, particularly the Performance Appraisal Application (PAA), while deployed. This alone, however, should not be cause to forego use of an NSPS performance plan since the fillable form version of the performance appraisal remains available for use. Each case needs to be evaluated individually to determine the best approach to give the employee the greatest benefit.

## **USEFULL WEBSITES**

### **NAF Websites:**

- DoD Civilian Personnel Management Service –NAF Division

(<http://www.cpms.osd.mil/nafppo>)

- USAF Services Website (<http://www.usafsservices.com>)

Air Force Portal <https://www.my.af.mil>

MyPay <https://mypay.dfas.mil/addlink.aspx>