



**United States Army
Garrison Fort Johnson
Non-Appropriated Fund
Employee Handbook**



**Fort Johnson, Louisiana
9 September 2023**



"The way work is organized is being affected by the speed of change. Work processes are increasingly driven by what employees know— that is to say, how the work is done is increasingly dependent upon the level of knowledge the employee brings to the job. The more knowledgeable an employee is across disciplines, the better job she or he can do, and the more valuable she or he becomes."

"The result of this trend is that the distinction between working and learning is becoming blurred— part of every employee's job will be to keep learning about the ever-changing work to be performed."

Janice Lachance

Director, U.S. Office of Personnel Management

Human Resource Training Forum (August 1999)

Baltimore, Maryland

NAF Employee Handbook

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**RECORD OF EMERGENCY DATA AND DESIGNATION OF BENEFICIARY FOR
UNPAID COMPENSATION OF DECEASED NAF EMPLOYEE**

For use of this form, see AR 215-3; the proponent agency is DCS, G1.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 5 USC 2105(c); DoDI 140025 vols. 1401-1471.

PRINCIPAL PURPOSE: Obtain emergency data from NAF employees, obtain legal designation of beneficiary for unpaid compensation payable to the estate of a deceased employee.

ROUTINE USES: Inform appropriate authorities of name and address of individual to be notified in the event of emergency or death of NAF employee; inform NAF payroll office to whom and where to send unpaid compensation due. This information may be made available on a need-to-know basis to personnel within the Department of Defense as required in the performance of official duties. In addition to those disclosures generally permitted under 5 USC 552a(b) (Privacy Act), the information contained therein may specifically be disclosed outside the Department of Defense as routine pursuant to 5 U.S.C. 552a(b)3 as follows: Information may be disclosed to appropriate federal agencies, such as Department of Labor and the Equal Employment Opportunity Commission, to resolve and/or adjudicate matters falling within their jurisdiction. Records may also be disclosed to labor organizations in response to requests for names of employees and identifying information.

DISCLOSURE: Voluntary: Failure to provide this information may result in a delay of payment of unpaid compensation of the deceased NAF employee and may result in payment to the estate of the decedent rather than payment to the beneficiary of the decedent's choice.

CITATION: A0215-3 SAMR, NAF Personnel Records, (June 1, 200, 65 FR 35054).

PART A - EMERGENCY DATA

1. EMPLOYING NAFI ACTIVITY Army Installation Management Command	
2. EMPLOYEE'S NAME (First, Middle, Last)	3. DOB (YYYYMMDD)
4. PERSON TO BE NOTIFIED IN CASE OF EMERGENCY (Name, Address, and E-Mail Address)	5. TELEPHONE NO. (Include area code)
6. PERSON DESIGNATED TO HANDLE ESTATE IN EVENT OF DEATH (Name, Address, and E-Mail)	7. TELEPHONE NO. (Include area code)

PART B - DESIGNATION OF BENEFICIARY

I, the employee identified above, canceling any and all previous Designations of Beneficiary heretofore made by me, do now designate the beneficiary (ies) named below to receive any UNPAID COMPENSATIONS due and payable under existing law after my death. I understand that this Designation of Beneficiary will remain in full force and effect, unless or until cancelled by me in writing, so long as I am continuously employed in the above-named department or agency.

1. BENEFICIARY (ies) (Type or Print)	2. ADDRESS OF BENEFICIARY (Type or Print)	3. RELATIONSHIP	4. PERCENT TO BE PAID EACH BENEFICIARY
NAME (First, Middle Initial, Last)			
NAME (First, Middle Initial, Last)			

I hereby direct unless otherwise indicated above, that if more than one beneficiary is named, the share of any deceased beneficiary who may predecease me shall be distributed equally among the surviving beneficiaries, or entirely to the survivor. I understand that this designation of beneficiary shall be void if none of the designated beneficiaries is living at the time of my death. I hereby specifically reserve the right to cancel or change any designation of beneficiary at any time and without knowledge or consent of the beneficiary.

5. SIGNATURE OF EMPLOYEE	6. DATE OF EXECUTION (YYYYMMDD)
7. WITNESS NAME AND ADDRESS (Typed) Darion Taylor 1716 3rd St, Bldg. 250, Fort Polk, LA 71446	8. TELEPHONE NO. (Include area code) (337) 531-4777
9. NAME, TITLE, AND SIGNATURE OF AUTHORIZING OFFICIAL Darion Taylor, HR Assistant	10. DATE OF EXECUTION (YYYYMMDD)

Instructions: Please initial all the way down box 4, sign, and date in box 7a. We will go over this checklist during New Hire Orientation.

NONAPPROPRIATED FUND INPROCESSING AND OUTPROCESSING CHECKLIST		
For use of this form, see AR 215-3; the proponent agency is DCS, G1.		
1. EMPLOYEE'S NAME	2. EOD (YYYYMMDD)	
3. ITEM	4. INPROCESS (Initial)	5. OUTPROCESS (Initial)
1. Army Mission, Vision, Goals		
2. DA Appointment Affidavit (Nonappropriated Funds) (DA Form 3436)		
3. Position Guide/Job Description		
4. Supervisor's Name and Telephone Number		
5. Physicals and Certifications		
6. Background Checks		
7. Probationary Period		
8. Performance Evaluation		
9. Recognition Awards		
10. Dual Appointment		
11. Merit System Principles		
12. Workers Compensation		
13. Direct Deposit of Pay		
14. Pay Periods and Pay Days		
15. Earnings and Leave Statements		
16. IRS Form W-4		
17. Leave Benefits and Use of Leave		
18. Medical and Life Insurance Benefits		
19. Retirement Program		
20. 401(k) Plan		
21. Savings Bond Participation		
22. Holidays		
23. ID Cards/Vehicle Registration		
24. DA Form 5521 signed by employee		
25. Employee Handbook		
26. Hatch Act		
27. Negotiated Agreement		
28. Grievance Procedure		
29. Whistleblower Protection		
30. DA Form 3434 and Employment Documentation		
31. Personnel Record (eOPF) Information		
32. Forwarding Address		
33. Reinstatement/Reemployment Rights		
34. Reason for Separation		
35. Overseas Entitlements		
36. Exit Survey		
37. Leave Without Pay (LWOP) Entitlement		
38. Government Travel Card (GTC) - (Initials required in Columns 4 & 5 if applicable)		
39. Government Purchase Card (GPC) - Initials required in Columns 4 & 5 if applicable)		
40. OTHER (Specify)		
6a. PERSONNEL REPRESENTATIVE	6b. DATE (YYYYMMDD)	
7a. EMPLOYEE SIGNATURE	7b. DATE (YYYYMMDD)	
8a. AGENCY PROGRAM COORDINATOR SIGNATURE (GTC)	8b. DATE (YYYYMMDD)	
9a. PROGRAM MANAGER SIGNATURE (GPC)	9b. DATE (YYYYMMDD)	
10a. SUPERVISOR SIGNATURE (OUTPROCESSING ONLY)	10b. DATE (YYYYMMDD)	

Instructions: Please bring this form with you on your first day. Your supervisor will go over this with you and return to HR.

NONAPPROPRIATED FUND SUPERVISOR'S ORIENTATION CHECKLIST

For use of this form, see AR 215-3; the proponent agency is DCS, G1.

1. EMPLOYEE NAME	2. EOD (YYYYMMDD)
3. MUST BE RETURNED TO NAF CIVILIAN PERSONNEL UNIT NOT LATER THAN (YYYYMMDD)	
4. ITEM	5. INITIALS
1. Installation Mission, Vision, Goals	
2. Organization Mission, Vision, Goals	
3. Organizational Structure/Chain of Command	
4. Work Schedule Posting	
5. Hours of Duty	
6. Description of Duties	
7. Standards	
8. Performance Appraisal/Award Policy	
9. Training	
10. Reporting On-the-job Injuries	
11. Safety Rules and Equipment	
12. Break Policy (<i>Lunch, Smoking, Rest</i>)	
13. Leave Policy	
14. Dress Code	
15. Medical and Life Insurance Benefits	
16. Retirement Program	
17. 401(k) Plan	
18. Use of Telephone and Computers	
19. Bulletin Boards	
20. Post Facilities	
21. Property Accountability	
22. Security (<i>On and Off Duty</i>)	
23. Conduct (<i>On and Off Duty</i>)	
24. Presenting Complaints and Grievances	
25. Union Information/Shop Steward	
26. Government Travel Card	
27. Government Purchase Card	
28. Other (<i>Specify</i>)	
6a. SUPERVISOR SIGNATURE	6b. DATE (YYYYMMDD)
7a. EMPLOYEE SIGNATURE	7b. DATE (YYYYMMDD)

EMPLOYEE CODE OF STANDARDS OF ETHICAL CONDUCT

REFERENCE: DoD 5500.7-R and AR 215-3

PURPOSE AND SCOPE This regulation prescribes standards of ethical conduct required of all Department of Army (DA) personnel, regardless of assignment, to avoid conflict between private interests and official duties. Government service or employment as a public trust requires that DA personnel place loyalty to country, ethical principles, and law above private gain and other interests. DA personnel will scrupulously adhere to the DA program of equal opportunity regardless of race, color, sex, religion, reprisal, national origin, physical or mental handicap or age provided that you are at least 40 years of age in accordance with Equal Employment Opportunity Commission regulations under Title 29, Code of Federal Regulations (CFR) Section 1614.

1. I recognize that this code is designed to serve as a **GUIDE** for the conduct of all employees and as a foundation for a successful employer-employee relationship. In return for my continued employment, therefore, I ***WILL*** respect and support the Employer's goals and agree to the following:
 - a. I ***WILL*** conscientiously perform all of my assigned duties to the best of my ability.
 - b. I ***WILL*** maintain a constructive and courteous attitude, respect supervisory authority, and obey supervisory orders.
 - c. I ***WILL*** willingly cooperate and strive to maintain good working relations with my supervisors and fellow employees. I will not fight or create a disturbance that would have an adverse effect on morale production.
 - d. I ***WILL*** actively participate in and support programs designed to improve work methods and conditions.
 - e. I ***WILL*** seek to find and employ more efficient and economical ways of getting the job accomplished.
 - f. I ***WILL*** assist my supervisor in efforts to shape and direct individual employee objectives toward attainment of the organization's goals.
 - g. I ***WILL*** give a full day's work for a full day's pay.
 - h. I will ***NOT*** engage in, or involve co-workers in, private business or profit-oriented endeavors while on official duty time.
 - i. I will ***NOT*** sleep on duty.
 - j. I will ***NOT*** loaf or otherwise delay or fail to work on my assigned duties.
 - k. I will ***NOT*** gamble on duty.
 - l. I ***Understand*** that I have an obligation to conduct myself off-duty in such a way that no disgrace or disrepute will be brought upon the Department of the Army. I will do nothing to adversely affect the confidence of the public in the integrity of the Government.
 - m. I will ***NOT*** knowingly make false or malicious statements against other employees, supervisors or officials with the intent to harm or destroy their reputation, authority, or official standing.
 - n. I will ***NEVER*** discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not, and never accept, for self or family, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of my duties.
 - o. I will ***NOT*** use public office for private gain.
 - p. I will ***NOT*** conceal or fail to report to proper authorities the admission of a felony under any criminal statute.

2. In addition, I ***UNDERSTAND*** that the following types of misconduct are of such seriousness that their infraction may result in ***IMMEDIATE TERMINATION***:
 - a. Theft, fraud or other intentionally dishonest conduct.
 - b. Misuse or abuse of Government property or unauthorized use of an official motor vehicle.
 - c. Threatening or inflicting bodily harm.
 - d. Embezzling Government money or property.
 - e. Drinking intoxicants or ingest any controlled substance while on duty or reporting to duty that would interfere with the proper performance of any duty, be a menace to safety of persons or property or be prejudicial to the maintenance of discipline.
 - f. Off-duty misconduct of such major significance that the employee cannot fulfill his or her job responsibilities. Off-duty misconduct that has an adverse effect upon the Army.
 - g. Refusal to testify in a properly authorized inquiry or investigation conducted by representatives of the Department of the Army except where such refusal is based upon grounds of self-discrimination.
 - h. Indecent or immoral conduct.
 - i. Failure to obey any written regulation or order prescribed by appropriate authority whereby safety of persons is endangered, or funds or property is jeopardized.
 - j. False statements, misrepresentation, or fraud in completing application for employment or promotion or in other official records submitted to the Department of the Army.
 - k. Sleeping on duty where safety of personnel or property is endangered.



Bldg 2507 23rd St.
 P.O. Box 3678
 Ft. Johnson, LA 71459
 Office (337) 531-7679

UNION OFFICERS

Mrs. Carolyn Macon, President	Cell (337) 401-0730
Felton Maxile Acting President	Cell (337) 424-1398
Amber Cryer Chief Steward	Cell (228)
Jaketa Jones 1st VP NAF	243-8402 Cell (337)
Janice Floyd Recording Secretary	263-8449 531-7679
Tonia Rouchon Treasurer	531-7679
Amber Hollingsworth DES VP	531-7679

STEWARDS

Carolyn Macon		Cell (337) 401-0730
Felton Maxile		Cell (337) 424-1398
Amber Cryer	Chief Steward	Cell (228) 243-8402
Jaketa Jones	NAF VP	Cell (337) 263-8449
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Amber Hollingsworth	DES VP	531-7679
Jack Reed	DHA BJACH	Cell (337) 378-9330
Ricky Carver	DPW	531-8411
Tonia Rouchon	DHA BJACH	531-8833
Janice Floyd	DHA BJACH	531-3482
Brian Ellison	NEC	531-1608
Anna Bickerstaff	DHA DENCOM	531-6881

*In the event there is not a steward listed for your organization and representation is needed, you may call 531-7679 or 337 401-0730 Ms. Carolyn Macon, Union President **available 24/7**

INSTRUCTIONS FOR COMPLETING DA FORM 7428

This form is used when a new employee reports to their duty station for the first time. This form is part of the permanent record and will be filed on the right side of the Official Personnel Folder. Explain each of the items thoroughly to ensure the employee understands the conditions and benefits of Nonappropriated Fund employment. Have the employee initial the spaces provided after each item has been explained.

1. Installation Mission, Vision, Goals. Explain to the employee and provide a copy if available.
2. Organization Mission, Vision, Goals. Explain to the employee and provide a copy if available.
3. Organizational Structure/Chain of Command. Self-explanatory.
4. Work Schedule Posting. Show employee where work schedules are posted and how often they are published.
5. Hours of Duty. Self-explanatory.
6. Description of Duties. Self-explanatory.
7. Standards. Explain the degree of performance you expect in the completion of their duties and provide a copy of their standards *(remember standards must be measurable)*
8. Performance Appraisal/Award Policy. Explain performance appraisal to the employee and how performance is rewarded.
9. Training. OJT and formal training that the position requires or is mandatory for the installation if applicable.
10. Reporting On-the-job Injuries. Explain the procedures an employee must follow if ever injured on the job.
11. Safety Rules and Equipment. Self-explanatory.
12. Break Policy *(Lunch, Smoking, Rest)*. Self-explanatory.
13. Leave Policy. Explain the activity's leave procedures.
14. Dress Code. If applicable.
15. Medical and Life Insurance Benefits. Ensure employee has been made aware of the benefits available.
16. Retirement Program. Ensure employee has been made aware of benefit.
17. 401(k) Plan. Ensure employee has been made aware of benefit.
18. Use of Telephone and Computers. Self-explanatory.
19. Bulletin Boards. Ensure employee knows where they are and the types of information posted there.
20. Post Facilities. Explain to employee what post facilities they may use as a NAF employee.
21. Property Accountability. Hand receipt, equipment, etc. for which employee is responsible.
22. Security *(On and Off Duty)* Self-explanatory.
23. Conduct *(On and Off Duty)* Self-explanatory.
24. Presenting Complaints and Grievances. Self-explanatory.
25. Union Information/Shop Steward. Where applicable.
26. Government Travel Card. Self explanatory.
27. Government Purchase Card. Self-explanatory.
28. Other: Any requirements unique to the organization.

INSTRUCTIONS FOR COMPLETING DA FORM 7427

This form is used when a new employee is being in-processed or a current employee resigns or is separated from his/her position. This form is part of the permanent record and is filed on the right side of the OPF. Explain each of the items thoroughly to ensure the employee understands the conditions and benefits of Nonappropriated Fund employment. Have the employee initial the spaces provided after each item has been explained. When the employee resigns or is separated from employment, explain the items in the out-processing column, and have the employee initial each item afterward.

1. Army Mission, Vision, Goal. Explain to the employee and provide copy if available.
2. DA Appointment Affidavit (*DA Form 3436*) Include title, series, grade and address of employer.
3. Position Guide/Job Description. Self-explanatory.
4. Supervisor's Name and Telephone Number. Self-explanatory.
5. Physicals and Certifications. If applicable.
6. Background Checks. If applicable; employee should be told employment depends on satisfactory completion of checks.
7. Probationary Period. Explain the length of time an employee is on probation and that they only need complete one probationary period.
8. Performance Evaluation. Explain frequency and types of standards used to rate.
9. Recognition Awards. Types, frequency, etc. based on installation policy.
10. Dual Appointment. Explain dual compensation act and how it relates to dual appointments.
11. Merit System Principles. Self-explanatory.
12. Workers Compensation. Explain what to do in case of an on-the-job injury.
13. Direct Deposit of Pay. Self-explanatory.
14. Pay Periods and Pay Days. Self-explanatory.
15. Earnings and Leave Statements. Explain information on form and how important it is to read and keep them.
16. IRS Form W-4. Complete W-4.
17. Leave Benefits and Use of Leave. Explain different types of leave, how leave is accrued and how it is used (*include Leave Transfer Programs, Family Medical Leave and Family Friendly Leave, etc.*)
18. Medical and Life Insurance Benefits. Explain in detail. Provide brochure.
19. Retirement Program. Explain in detail. Provide brochure.
20. 401(k) Plan. Explain in detail. Provide brochure.
21. Savings Bond Participation. Self-explanatory.
22. Holidays. Self-explanatory.
23. ID Cards/Vehicle Registration. Where applicable.
24. DA Form 5521 signed by employee. Designation of beneficiary who will receive the employee's last paycheck.
25. Employee Handbook. Where applicable.
26. Hatch Act. Self-explanatory. Provide copy if available.
27. Negotiated Agreement. Where applicable provide employee a copy.
28. Grievance Procedure. Self-explanatory.
29. Whistleblower Protection. Self-explanatory.
30. DA Form 3434 and Employment Documentation. Explain information on documents and the importance of keeping their own personnel file.
31. Personnel Record (*eOPF*) Information. Employee should have a good understanding of what is kept in the file and how it is used. Also, the importance of reviewing the *eOPF* when they separate.
32. Forwarding Address. Self-explanatory.
33. Reinstatement/Reemployment Rights. Self-explanatory.
34. Reason for Separation. Self-explanatory.
35. Overseas Entitlements. All aspects of employment OCONUS (*include Transportation Agreements, Home Leave, LQA, Allowances, etc.*)
36. Exit Survey. Encourage employee to complete the automated exit survey.
37. Explain different types of LWOP Entitlements.
38. Government Travel Card (GTC). Requires the local Agency Program Coordinator's signature for outprocessing. Supervisor must ensure the employee return the GTC.
39. Government Purchase Card (GPC). Requires the local Agency Program Manager's signature for outprocessing. Supervisor must ensure the employee return the GTC.
40. OTHER (*Specify*). Some installations may have unique requirements.

Completing the New Hire (Onboarding) Process (V 3.0)



Congratulations!

You have received a **Tentative Job Offer** from the NAF Human Resources Office

Here is what you need to know to make the onboarding process as smooth and quick as possible.

ACCEPTING A TENTATIVE JOB OFFER

Step 1: You will receive an email with a Tentative Job Offer.

Step 2: Read the Tentative Job Offer in its entirety.

Step 3: Copy and paste the unique URL provided in the Tentative Job Offer to either accept, decline, or request more information about the position.

LOGIN TO YOUR ONBOARDING ACCOUNT

Step 1: After accepting the job offer, you will be directed to the login.gov page for USAJOBS.

Step 2: Use your Login.Gov account to sign into USAJOBS. If you don't have a Login.Gov account, you can create one. (URL: https://secure.login.gov/sign_up/start?request_id=f981ec94-999d-4acb-a614-5f60442d6a80)

COMPLETING ASSIGNED TASKS

Step 1: Read the 'Welcome' page. Once ready, click 'Start' to begin the process.

Step 2: Click the task 'Complete the New Hire Questionnaire' to view and access the questionnaires related to your onboarding forms assigned by the hiring office. Note: The number of questions will vary depending upon the number of forms the HR office has assigned to you.

Task Name	Details	Due	Completed
Complete New Hire Questionnaire	View	11/04/2016	
NAF (241) - Begin Physical	View	11/04/2016	
NAF (241) - Complete EGP	View	11/04/2016	
NAF (241) Complete S015-R	View	11/04/2016	
NAF (241) Complete S05-10-1F	View	11/04/2016	
NAF (241) Complete Childcare IRC	View	11/04/2016	
NAF (241) Complete Code of Ethics	View	11/04/2016	
NAF (241) Complete DA 4700	View	11/04/2016	
NAF (241) Complete DA Form 3436 Appointment Affidavit	View	11/04/2016	
NAF (241) Complete Form - 19	View	11/04/2016	

Note: Pay attention to Due Dates for each task. Many tasks are required to be completed almost immediately upon beginning the new hire process as they are **REQUIRED** to initiate local and/or national background checks, pre-employment physicals, etc.

Step 3: Click the task 'Complete the New Hire Questionnaire' to view and access the questionnaires related to your onboarding forms assigned by the hiring office.

Questionnaire Name	Status	Action
Biographic Information	Complete	Update
Employment Information	Complete	Update
Background Information	Complete	Update
Compensation Information	Complete	Update

Completing the New Hire (Onboarding) Process (V 3.0)



Step 4: To complete individual questionnaires, click 'Continue' in the Action column. Once questions within individual sections of the questionnaire are answered, the status will change 'Complete'. Click 'Close' to return to the 'Tasks' page.

Step 5: To complete remaining tasks and forms, click on each task. Some tasks may require you to enter a complete date (e.g., Complete a physical). Other tasks may require you to review a form and 'Confirm' the accuracy of the information. You may be required to print or electronically sign and submit a form back to the HR Office.

Step 6: Once all tasks are completed, the Task Page should show as 'Complete' and the progress bar at the top of the page should show at 100%.

MONITOR YOUR EMAIL

If correction to your forms are required, you will receive a system notification through email.

Step 1: After logging into your onboarding account, click 'Edit' to correct information in the New Hire Questionnaire.

Step 2: Follow the same process outlined in the 'Completing Assigned Tasks' section (above) to view, confirm, print or sign forms that are not complete.

FINAL JOB OFFER

Once all employment forms & tasks have been completed by all entities (you, HR, & outside agencies), and HR has determined that you meet all pre-employment requirements, HR will set an Entrance on Duty (EOD) Date (1st day of work with the Federal Government). You will receive a Final Job Offer email containing your final salary determination, reporting date, job location and any additional information or required documents that HR will need you to bring to your New Hire Inprocessing Appointment.

Step 1: Read the Final Job Offer in its entirety.

Step 2: Copy and paste the unique URL provided in the Tentative Job Offer to either accept, decline, or request more information.

Step 3: Coordinate closely with your HR office to complete all pending tasks/forms as not complying could prolong your EOD.

ADDITIONAL HELP

For questions or assistance with your **login.gov** account, review the online help at: <https://login.gov/help>

For technical assistance when completing and submitting forms, go to: https://help.usastaffing.gov/NewHire/index.php?title=New_Hire

For questions about position related information (job location, reporting date, salary, etc.) contact the HR representative listed on your tentative or final job offer.



For a demonstration of the Onboarding Process, check out our quick video 'Completing the Onboarding Process' (you may be prompted to 'Save' the video before you can watch it):

URL: <https://publicfileshare.chra.army.mil/index.php/s/ulDfgOMr6PWHHGS/download?path=/&files=NAF-17-VID-15%20New%20Hire%20-%20Completing%20the%20Onboarding%20Process~4095.mp4>

EMPLOYEE CODE OF STANDARDS OF ETHICAL CONDUCT

REFERENCE: DoD 5500.7-R and AR 215-3

PURPOSE AND SCOPE This regulation prescribes standards of ethical conduct required of all Department of Army (DA) personnel, regardless of assignment, to avoid conflict between private interests and official duties. Government service or employment as a public trust requires that DA personnel place loyalty to country, ethical principles, and law above private gain and other interests. DA personnel will scrupulously adhere to the DA program of equal opportunity regardless of race, color, sex, religion, reprisal, national origin, physical or mental handicap or age provided that you are at least 40 years of age in accordance with Equal Employment Opportunity Commission regulations under Title 29, Code of Federal Regulations (CFR) Section 1614.

1. I recognize that this code is designed to serve as a **GUIDE** for the conduct of all employees and as a foundation for a successful employer-employee relationship. In return for my continued employment, therefore, I ***WILL*** respect and support the Employer's goals and agree to the following:
 - a. I ***WILL*** conscientiously perform all of my assigned duties to the best of my ability.
 - b. I ***WILL*** maintain a constructive and courteous attitude, respect supervisory authority, and obey supervisory orders.
 - c. I ***WILL*** willingly cooperate and strive to maintain good working relations with my supervisors and fellow employees. I will not fight or create a disturbance that would have an adverse effect on morale production.
 - d. I ***WILL*** actively participate in and support programs designed to improve work methods and conditions.
 - e. I ***WILL*** seek to find and employ more efficient and economical ways of getting the job accomplished.
 - f. I ***WILL*** assist my supervisor in efforts to shape and direct individual employee objectives toward attainment of the organization's goals.
 - g. I ***WILL*** give a full day's work for a full day's pay.
 - h. I will ***NOT*** engage in, or involve co-workers in, private business or profit-oriented endeavors while on official duty time.
 - i. I will ***NOT*** sleep on duty.
 - j. I will ***NOT*** loaf or otherwise delay or fail to work on my assigned duties.
 - k. I will ***NOT*** gamble on duty.
 - l. I ***Understand*** that I have an obligation to conduct myself off-duty in such a way that no disgrace or disrepute will be brought upon the Department of the Army. I will do nothing to adversely affect the confidence of the public in the integrity of the Government.
 - m. I will ***NOT*** knowingly make false or malicious statements against other employees, supervisors or officials with the intent to harm or destroy their reputation, authority, or official standing.
 - n. I will ***NEVER*** discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not, and never accept, for self or family, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of my duties.
 - o. I will ***NOT*** use public office for private gain.
 - p. I will ***NOT*** conceal or fail to report to proper authorities the admission of a felony under any criminal statute.

2. In addition, I ***UNDERSTAND*** that the following types of misconduct are of such seriousness that their infraction may result in ***IMMEDIATE TERMINATION***:
 - a. Theft, fraud or other intentionally dishonest conduct.
 - b. Misuse or abuse of Government property or unauthorized use of an official motor vehicle.
 - c. Threatening or inflicting bodily harm.
 - d. Embezzling Government money or property.
 - e. Drinking intoxicants or ingest any controlled substance while on duty or reporting to duty that would interfere with the proper performance of any duty, be a menace to safety of persons or property or be prejudicial to the maintenance of discipline.
 - f. Off-duty misconduct of such major significance that the employee cannot fulfill his or her job responsibilities. Off-duty misconduct that has an adverse effect upon the Army.
 - g. Refusal to testify in a properly authorized inquiry or investigation conducted by representatives of the Department of the Army except where such refusal is based upon grounds of self-discrimination.
 - h. Indecent or immoral conduct.
 - i. Failure to obey any written regulation or order prescribed by appropriate authority whereby safety of persons is endangered, or funds or property is jeopardized.
 - j. False statements, misrepresentation, or fraud in completing application for employment or promotion or in other official records submitted to the Department of the Army.
 - k. Sleeping on duty where safety of personnel or property is endangered.

**RECORD OF EMERGENCY DATA AND DESIGNATION OF BENEFICIARY FOR
UNPAID COMPENSATION OF DECEASED NAF EMPLOYEE**

For use of this form, see AR 215-3; the proponent agency is DCS, G1.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 5 USC 2105(c); DoDI 140025 vols. 1401-1471.

PRINCIPAL PURPOSE: Obtain emergency data from NAF employees, obtain legal designation of beneficiary for unpaid compensation payable to the estate of a deceased employee.

ROUTINE USES: Inform appropriate authorities of name and address of individual to be notified in the event of emergency or death of NAF employee; inform NAF payroll office to whom and where to send unpaid compensation due. This information may be made available on a need-to-know basis to personnel within the Department of Defense as required in the performance of official duties. In addition to those disclosures generally permitted under 5 USC 552a(b) (Privacy Act), the information contained therein may specifically be disclosed outside the Department of Defense as routine pursuant to 5 U.S.C. 552a(b)3 as follows: Information may be disclosed to appropriate federal agencies, such as Department of Labor and the Equal Employment Opportunity Commission, to resolve and/or adjudicate matters falling within their jurisdiction. Records may also be disclosed to labor organizations in response to requests for names of employees and identifying information.

DISCLOSURE: Voluntary: Failure to provide this information may result in a delay of payment of unpaid compensation of the deceased NAF employee and may result in payment to the estate of the decedent rather than payment to the beneficiary of the decedent's choice.

CITATION: A0215-3 SAMR, NAF Personnel Records, (June 1, 200, 65 FR 35054).

PART A - EMERGENCY DATA

1. EMPLOYING NAFI ACTIVITY Army Installation Management Command	
2. EMPLOYEE'S NAME (First, Middle, Last)	3. DOB (YYYYMMDD)
4. PERSON TO BE NOTIFIED IN CASE OF EMERGENCY (Name, Address, and E-Mail Address)	5. TELEPHONE NO. (Include area code)
6. PERSON DESIGNATED TO HANDLE ESTATE IN EVENT OF DEATH (Name, Address, and E-Mail)	7. TELEPHONE NO. (Include area code)

PART B - DESIGNATION OF BENEFICIARY

I, the employee identified above, canceling any and all previous Designations of Beneficiary heretofore made by me, do now designate the beneficiary (ies) named below to receive any UNPAID COMPENSATIONS due and payable under existing law after my death. I understand that this Designation of Beneficiary will remain in full force and effect, unless or until cancelled by me in writing, so long as I am continuously employed in the above-named department or agency.

1. BENEFICIARY (ies) (Type or Print)	2. ADDRESS OF BENEFICIARY (Type or Print)	3. RELATIONSHIP	4. PERCENT TO BE PAID EACH BENEFICIARY
NAME (First, Middle Initial, Last)			
NAME (First, Middle Initial, Last)			

I hereby direct unless otherwise indicated above, that if more than one beneficiary is named, the share of any deceased beneficiary who may predecease me shall be distributed equally among the surviving beneficiaries, or entirely to the survivor. I understand that this designation of beneficiary shall be void if none of the designated beneficiaries is living at the time of my death. I hereby specifically reserve the right to cancel or change any designation of beneficiary at any time and without knowledge or consent of the beneficiary.

5. SIGNATURE OF EMPLOYEE	6. DATE OF EXECUTION (YYYYMMDD)
7. WITNESS NAME AND ADDRESS (Typed) Darion Taylor 1716 3rd St, Bldg. 250, Fort Polk, LA 71446	8. TELEPHONE NO. (Include area code) (337) 531-4777
9. NAME, TITLE, AND SIGNATURE OF AUTHORIZING OFFICIAL Darion Taylor, HR Assistant	10. DATE OF EXECUTION (YYYYMMDD)



Purpose: Complete form L-4 so that your employer can withhold the correct amount of state income tax from your salary.

Instructions: Employees who are subject to state withholding should complete the personal allowances worksheet indicating the number of withholding personal exemptions in Block A and the number of dependency credits in Block B.

- Employees must file a new withholding exemption certificate within 10 days if the number of their exemptions decreases, except if the change is the result of the death of a spouse or a dependent.
- Employees may file a new certificate any time the number of their exemptions increases.
- Line 8 should be used to increase or decrease the tax withheld for each pay period. Decreases should be indicated as a negative amount.

Penalties will be imposed for willfully supplying false information or willful failure to supply information that would reduce the withholding exemption.

This form must be filed with your employer. If an employee fails to complete this withholding exemption certificate, the employer must withhold Louisiana income tax from the employee's wages without exemption.

Note to Employer: Keep this certificate with your records. If you believe that an employee has improperly claimed too many exemptions or dependency credits, please forward a copy of the employee's signed L-4 form with an explanation as to why you believe that the employee improperly completed this form and any other supporting documentation. The information should be sent to the Louisiana Department of Revenue, Criminal Investigations Division, PO Box 2389, Baton Rouge, LA 70821-2389.

Block A

- Enter "0" to claim neither yourself nor your spouse, and check "No exemptions or dependents claimed" under number 3 below. You may enter "0" if you are married, and have a working spouse or more than one job to avoid having too little tax withheld.
- Enter "1" to claim yourself, and check "Single" under number 3 below. If you did not claim this exemption in connection with other employment, or if your spouse has not claimed your exemption. Enter "1" to claim one personal exemption if you will file as head of household, and check "Single" under number 3 below.
- Enter "2" to claim yourself and your spouse, and check "Married" under number 3 below.

A.

Block B

- Enter the number of dependents, not including yourself or your spouse, whom you will claim on your tax return. If no dependents are claimed, enter "0."

B.

✂️ -----
Cut here and give the bottom portion of certificate to your employer. Keep the top portion for your records.

Form L-4 Louisiana Department of Revenue	<h2 style="margin: 0;">Employee's Withholding Allowance Certificate</h2>
--	--

1. Type or print first name and middle initial	Last name	
2. Social Security Number	3. Select one <input type="checkbox"/> No exemptions or dependents claimed <input type="checkbox"/> Single <input type="checkbox"/> Married	
4. Home address (number and street or rural route)		
5. City	State	ZIP
6. Total number of exemptions claimed in Block A		6.
7. Total number of dependents claimed in Block B		7.
8. Increase or decrease in the amount to be withheld each pay period. Decreases should be indicated as a negative amount.		8.

I declare under the penalties imposed for filing false reports that the number of exemptions and dependency credits claimed on this certificate do not exceed the number to which I am entitled.

Employee's signature	Date
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The following is to be completed by employer.

9. Employer's name and address	10. Employer's state withholding account number
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**State of Louisiana Exemption from
Withholding Louisiana Income Tax**

Form L-4E

TAX YEAR 20 _____

For use by employees who: *(check a box below)*

- incurred no tax liability in the prior year and anticipate no tax liability for the current year.
- meet the conditions set forth under the Servicemember Civil Relief Act, as amended by the Military Spouses Residency Relief Act with a tax domicile in the State of _____.

PLEASE PRINT OR TYPE.

Type or print full name		Social Security Number	
Home address <i>(Number and Street)</i>			
City	State	ZIP	

Employee's certification-Under penalty of perjury, I certify that I incurred no liability for Louisiana income tax for the prior year and that I anticipate that I will incur no liability for Louisiana income tax for the current year or I certify that I meet the conditions set forth under the Servicemember Civil Relief Act, as amended by the Military Spouses Residency Relief Act and further certify that I am domiciled outside of Louisiana.

Signature

x

Date *(mm/dd/yyyy)*

Employee - File this certificate with your employer. Otherwise he must withhold Louisiana income tax from your wages.

Employer - Keep this certificate with your records. This certificate may be used instead of Form L-4 by those employees qualified to claim the exemption.

INSTRUCTIONS**Who may claim exemption from withholding of income tax:**

You may be entitled to claim exemption from withholding Louisiana income tax if you meet one of the two qualifications below.

1. You incurred no liability for Louisiana income tax for the prior year and you anticipate that you will incur no liability for such income tax for the current year. For this purpose, you incur tax liability if your joint or separate return shows tax before the allowance of any credit for income tax withheld. If you claim this exemption, your employer will not withhold Louisiana income tax from your wages.
2. You are exempt from Louisiana income taxes under the Servicemember Civil Relief Act, as amended by the Military Spouses Residency Relief Act. For your wages to be exempt from Louisiana income taxes, (a) your spouse must be a member of the armed forces stationed in Louisiana in compliance with military orders; (b) you are here in Louisiana solely to be with your spouse; and (c) you and your spouse maintain your domicile in another state.

When to claim exemption:

File this certificate with your employer as soon as you determine you are entitled to claim this exemption. You must file a certificate each year if you wish to continue to claim the exemption.

Multiple employers:

If you are employed by more than one employer, you may claim the exemption from withholding with each employer, provided that the total of your anticipated income will not cause you to incur any liability for Louisiana income tax for the current year and you incurred no liability for Louisiana income tax for the previous year.

When you must revoke this exemption:

You must revoke this exemption certificate:

1. within 10 days from the day you anticipate you will incur Louisiana income tax liability for the current year; or
2. by the first day of the last month of your current taxable year if you anticipate you will incur Louisiana income tax liability for the following year; or
3. within 10 days from the day you no longer meet the provisions of the Servicemember Civil Relief Act, as amended by the Military Spouses Residency Relief Act.

If you want to discontinue, or are required to revoke this exemption, you must file a new Employee's Withholding Exemption Certificate (Form L-4) with your employer.

VERIFICATION of REGISTRATION for Occupational Health Clinic Physical.

Registration phone numbers: 337-531-3622 or 337-531-3624 (Appointment will be set at a later time).

This document verifies that the employee named below is registered with BJACH as a Department of Army NAF selectee in order to be eligible to conduct a pre-employment physical.

Name: _____

Date Called: _____ Time Called: _____

Signature of Employee: _____

BASIC CRIMINAL HISTORY AND STATEMENT OF ADMISSION
(Department of Defense Child Care Services Programs)

OMB No. 0704-0516
 OMB approval expires:
 20241031

The public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-informationcollections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PRIVACY ACT STATEMENT

AUTHORITY: 34 U.S.C 20351, Child Care Worker Employee Background Checks Requirements for Background Checks; Public Law 115-91, Section 925, (NDAA for FY2018) Background and Security Investigations for Department of Defense Personnel (10 U.S.C. 1564 note); 5 U.S.C. 9101, Access to Criminal History Records for National Security and Other Purposes; Executive Order 10450 Security Requirements for Government Employees; DoD Instruction 1402.05, Background Checks on Individuals in DoD Child Care Services Programs; DoD Manual 1402.05, Background Checks on Individuals in Department of Defense Child Development and Youth Programs.

PRINCIPAL PURPOSE(S): To collect criminal history information of DoD personnel or contractors seeking to work with children in DoD child care services programs. Information received may be used to assess preliminary interim, on-going, or final suitability/fitness of DoD personnel or contractors working with children in these programs.

ROUTINE USES: In addition to those disclosures generally permitted under 5 U.S.C. 522a(b) of the Privacy Act of 1974, these records may specifically be disclosed outside of DoD pursuant to 552a(b)(3), including as follows: To designated officers and employees of Federal, State, local, territorial, tribal, international, or foreign agencies, or other public authorities, or to other offices or establishments in the executive, legislative, or judicial branches of the Federal Government, in connection with the hiring or retention of an employee, the conduct of a suitability, credentialing, or security investigation, the classifying of jobs, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter and the Department deems appropriate; to the appropriate Federal, State, local, territorial, tribal, foreign, or international law enforcement authority or other appropriate entity where a record, either alone or in conjunction with other information, indicates a violation or potential violation of law.

A complete list of routine uses may be found in the applicable System of Records Notice (SORN), DUSDI-02 DoD, Personnel Vetting Records System, at <https://dpold.defense.gov/Portals/49/Documents/Privacy/SORNs/OSDJS/DUSDI-02-DoD.pdf>

DISCLOSURE: Voluntary. However, failure to provide all requested information may result in an unfavorable adjudication or determination regarding suitability or fitness to work with children.

1. NAME (Last, First, and Middle Name) (Do not use initials or abridgements.)		2. OTHER NAME(S) USED	
3. DATE OF BIRTH (YYYYMMDD)	4. INSTALLATION/PROGRAM NAME	5. DATE OF HIRE (YYYYMMDD)	

6. Have you EVER been apprehended, arrested, charged, or convicted by Federal, State, or local authorities for any violation of any Federal law (including the Uniform Code of Military Justice), State law, County law or Municipal law? (Do not include traffic fines of less than \$300.) In addition, are you aware of a current allegation/investigation of child abuse/neglect or domestic violence by you, or have you otherwise been involved in any act or received notification from the Family Advocacy Program of an incident that met Department of Defense criteria for child maltreatment or domestic abuse? Mark Yes or No for each category. For any YES answers, complete columns 1-6 and provide a complete summary of the incident on page 2, block 9. Summary should include any disposition or potential mitigating information.

CHILD ABUSE/ NEGLECT: <input type="checkbox"/> Yes <input type="checkbox"/> No	DRUG OR ALCOHOL: <input type="checkbox"/> Yes <input type="checkbox"/> No	VIOLENT CRIME/ ASSAULTIVE BEHAVIOR: <input type="checkbox"/> Yes <input type="checkbox"/> No	
SEX CRIME: <input type="checkbox"/> Yes <input type="checkbox"/> No	DOMESTIC VIOLENCE: <input type="checkbox"/> Yes <input type="checkbox"/> No	OTHER: <input type="checkbox"/> Yes <input type="checkbox"/> No	

(a) Month/ Year(MM/YYYY)	(b) Offense	(c) Action Taken	(d) Court or Law Enforcement Agency (City & Country if outside the United States)	(e) State	(f) Zip Code	(g) Date of Self- Report(YYYYMMDD)

7. I certify that the information provided above is accurate. I understand that I must immediately report to my employer/supervisor or Child and Youth Program representative if I am apprehended, arrested, charged, or convicted by Federal, State, or local authorities for any violation of any Federal law (including the Uniform Code of Military Justice), State law, County law, or Municipal law referenced in block 6. In addition, I will immediately report when I am aware of a current allegation/investigation of child abuse/neglect or domestic violence, or have otherwise been involved in any act or received notification from the Family Advocacy Program of an incident that met Department of Defense criteria for child maltreatment or domestic abuse? Mark Yes or No for each category.

a. SIGNATURE	b. DATE (YYYYMMDD)
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8. ANNUAL CERTIFICATIONS (Required by Child Development and Youth Program Staff and Volunteers. Certify for the most year recent only.)
 In the past year, have you been apprehended, arrested, charged, or convicted by Federal, State, or local authorities for any violation of any Federal law (including the Uniform Code of Military Justice), State law, County law, or Municipal law? (Do not include traffic fines of less than \$300.) In addition, are you aware of a current allegation/investigation of child abuse/neglect or domestic violence by you, or have you otherwise been involved in any act or received notification from the Family Advocacy Program of an incident that met Department of Defense criteria for child maltreatment or domestic abuse? Mark Yes or No for each category.

a. 2nd YEAR (Yes or No)	(1) SIGNATURE	(2) DATE (YYYYMMDD)	b. 3rd YEAR (Yes or No)	(1) SIGNATURE	(2) DATE (YYYYMMDD)
c. 4th YEAR (Yes or No)	(1) SIGNATURE	(2) DATE (YYYYMMDD)	d. 5th YEAR (Yes or No)	(1) SIGNATURE	(2) DATE (YYYYMMDD)

Failure to provide information may result in an unfavorable adjudication decision.

**BASIC CRIMINAL HISTORY AND STATEMENT OF ADMISSION
(Department of Defense Child Care Services Programs)**

9. NOTES (Use this space to enter additional comments.)

10. AUTHORIZATION AND RELEASE CERTIFICATION

I hereby authorize the Department of Defense and other authorized federal agencies to obtain any information required from the Federal government, state agencies, and/or foreign governments, including but not limited to, the Federal Bureau of Investigation (FBI), the Defense Counterintelligence and Security Agency (DCSA), the U.S. Office of Personnel Management (OPM), the Department of Homeland Security (DHS), (if applicable), and from the State Criminal History Repository for each state where I have resided. This authorization is valid for one year from the date this form was signed or until termination of my affiliation with the Federal Government, whichever is sooner.

I have been notified of any employer's or Agency's right to require a criminal history records check as a condition of employment, or affiliation with DoD Child Care Services Programs. I understand that I may request a copy of such records as may be available to me under the law. I understand that I have a right to challenge the accuracy and completeness of any information contained in the criminal history records check report. I also understand that pursuant to the Privacy Act, the information collected will be safeguarded, including for the purpose of conducting the background check.

I release any individual, including records custodians, any component of the United States Government or the individual State Criminal History Repository supplying information, from all liability for damages that may result on account of good-faith compliance, or any good-faith attempts to comply with this authorization. This release is binding, now and in the future, on my heirs, assigns, associates, and personal representative(s) of any nature. Copies of this authorization that show my signature are as valid as the original release signed by me.

I declare under penalty of perjury that the statements made by me on this form are true, complete and correct. In addition to the annual certification, I understand that it is my responsibility to immediately inform my employer/supervisor or Child and Youth Programs representative if I am apprehended, arrested, charged, or convicted by Federal, State, or local authorities for any violation of any Federal law (including the Uniform Code of Military Justice), State law, County law, or Municipal law with a crime referenced in block 6. (Do not include traffic fines of less than \$300.). In addition, I will immediately report when I am aware of a current allegation/investigation of child abuse/neglect or domestic violence, or have otherwise been involved in any act or received notification from the Family Advocacy Program of an incident that met Department of Defense criteria for child maltreatment or domestic abuse? Mark Yes or No for each category. I also understand that if I am a family child care provider that I will make the same report for the same offenses for members in my household.

WARNING: False statements are punishable by law and could result in fines and/or imprisonment for up to five years.

a. SIGNATURE

b. DATE SIGNED (YYYYMMDD)

11. PARENT CONSENT FOR MINORS:

If the applicant is a minor, a Parent or Legal Guardian must grant permission below for the background checks. The Parent/Legal Guardian is certifying they understand the purposes of these checks and hereby provide consent for the background checks.

a. SIGNATURE OF PARENT/GUARDIAN (if under age 18)

b. DATE SIGNED (YYYYMMDD)

INSTRUCTIONS

This Department of Defense Form is to be completed by prospective or current employees, volunteers, DoD contractors or employees of DoD contractors, Family Child Care (FCC) providers, and adults residing in the FCC home upon application for any position within a Department of Defense Child Care Services Programs. The form will be utilized for initial certification that said individual has not been apprehended, arrested, charged, or convicted by Federal, State, or other Local authorities for any violation of any Federal law (including the Uniform Code of Military Justice), Military law, State law, County law, or Municipal law, Regulation or Ordinance, nor have they been apprehended, arrested, charged or held by Federal, State or Local Authorities for any crime or offense involving any of the following: Crime involving a child, sex crime, drug or alcohol offense, domestic violence, violent crime/assaultive behavior, or other. FCC providers will also report the same offenses for members in their household. Individuals who work and volunteer in DoD Child Development and Youth Programs must update this form on an annual basis.

Completion of this form is voluntary; however, failure to provide requested information may result in an unfavorable adjudication or determination regarding suitability or fitness to work with children in support of DoD child care services programs

1. Provide your last, first, and middle name. Do not use initials or abridgements.
2. Provide any other names used to include maiden name.
3. Provide your date of birth in YYYYMMDD format.
4. Provide the installation and DoD program where you seek employment or to volunteer; if operating or residing in a FCC home, provide the address of the FCC home.
5. Provide the date of hire. *To be completed by HR or Security Manager.*
6. Place an X in the appropriate box based on whether you EVER been apprehended, arrested, charged, or convicted by Federal, State, or local authorities for any violation of any Federal law (including the Uniform Code of Military Justice), State law, County law, or Municipal law? (Do not include traffic fines of less than \$300.) In addition, are you aware of a current allegation/investigation of child abuse/neglect or domestic violence by you, or have you otherwise been involved in any act or received notification from the Family Advocacy Program of an incident that met Department of Defense criteria for child maltreatment or domestic abuse? Mark Yes or No for each category. Be sure to disclose any covered charges or incidents, even if they were expunged, and/or even if you would not otherwise need to disclose them on an employment application or forms, as they may be identified in the background check process. You must also disclose all covered incidents, even if you did so on a previous consent and self-disclosure form and/or even if the incident was previously adjudicated.

If you answered "Yes," explain your answer in the space provided. If additional space is needed, use block 9.

Use column 6.g for subsequent self-reports (as applicable).

7. Sign and Date.
8. On an annual basis, for the most recent year only, select the appropriate answer (yes or no) or write in the appropriate response indicating if you have been apprehended, arrested, charged, or convicted by Federal, State, or local authorities for any violation of any Federal law (including the Uniform Code of Military Justice), State law, County law or Municipal law? (Do not include traffic fines of less than \$300.) In addition, are you aware of a current allegation/investigation of child abuse/neglect or domestic violence by you, or have you otherwise been involved in any act or received notification from the Family Advocacy Program of an incident that met Department of Defense criteria for child maltreatment or domestic abuse? Mark Yes or No for each category.
9. If needed, use this space for additional comments to explain blocks 6 and/or 8.
10. Sign and date.

COMPARISON OF SELF-DISCLOSURE QUESTIONS

<p>OF 306 FORM (Declaration for Federal Employment)– Question 9</p> <p>During the last 7 years, have you been convicted, been imprisoned, been on probation, or been on parole? (Includes felonies, firearms or explosives violations, misdemeanors, and all other offenses.)</p> <p><i>For questions 9, 10, and 11, your answers should include convictions resulting from a plea of nolo contendere (no contest), but omit (1) traffic fines of \$300 or less, (2) any violation of law committed before your 16th birthday, (3) any violation of law committed before your 18th birthday if finally decided in a juvenile court or under a Youth Offender law, (4) any conviction set aside under the Federal Youth Corrections Act or similar state law, and (5) any conviction for which the record was expunged under Federal or state law.</i></p> <ul style="list-style-type: none"> • Asks if the individual has been convicted, imprisoned, been on probation or parole in last 7 years. • Offenses do not have to be disclosed IF AND ONLY IF the incident occurred before an applicant's 16th birthday, or any violation of law committed before their 18th birthday IF finally decided in a juvenile court or under a Youth Offender law. <i>Note:</i> Not every offense occurring between the 16th and 18th birthday will be considered a youthful offense, and obvious proof needs to be supplied that the offense was handled in a juvenile court or under a Youth Offender law. 	<p>DA-3433 FORM (Application for Nonappropriated Fund Employment) – Question 18</p> <p>Have you ever been convicted of any offense against the law or forfeited collateral or are you now under charges for any offense against the law? (You may omit: (1) Traffic violations for which you paid a fine less than \$150 unless the violation was alcohol or drug related, and (2) any offense committed before your 21st birthday which was finally adjudicated in a juvenile court or under a youth offender law.)</p>	<p>CSSC Consent/Release Statement (IRCR) FORM – Question 3</p> <p>Have you ever been convicted of any offense against the law or forfeited collateral or are you now under charges for any offense against the law? (You may omit: (1) Traffic violations for which you paid a fine of less than \$300 unless the violation was alcohol or drug related, and (2) any offense committed before your 21st birthday which was finally adjudicated in a juvenile court or under a youth offender law.)</p>
<ul style="list-style-type: none"> • Asks if the individual has EVER been convicted or forfeited collateral <i>(example: payment of a fine)</i>, or is currently under charges for an offense against the law. • Offenses do not have to be disclosed IF a traffic fine was less than \$150, or IF AND ONLY IF the offense was committed before the applicant's 21st birthday AND was finally adjudicated in a juvenile court or under a youth offender law. <i>Note:</i> Not all offenses occurring before an applicant's 21st birthday will be considered a youthful offense, and obvious proof needs to be supplied that the offense was handled in a juvenile court or under a Youth Offender law. 	<ul style="list-style-type: none"> • Asks if the individual has EVER been convicted or forfeited collateral, or is currently under charges for an offense against the law. • Offenses do not have to be disclosed IF the fine was less than \$300, or IF AND ONLY IF the offense was committed before the applicant's 21st birthday AND was finally adjudicated in a juvenile court or under a youth offender law. <i>Note:</i> Not all offenses occurring before an applicant's 21st birthday will be considered a youthful offense, and obvious proof needs to be supplied that the offense was handled in a juvenile court or under a Youth Offender law. 	<ul style="list-style-type: none"> • Asks if the individual has EVER been convicted or forfeited collateral, or is currently under charges for an offense against the law. • Offenses do not have to be disclosed IF the fine was less than \$300, or IF AND ONLY IF the offense was committed before the applicant's 21st birthday AND was finally adjudicated in a juvenile court or under a youth offender law. <i>Note:</i> Not all offenses occurring before an applicant's 21st birthday will be considered a youthful offense, and obvious proof needs to be supplied that the offense was handled in a juvenile court or under a Youth Offender law.

I HAVE READ AND UNDERSTAND THE REQUIREMENTS FOR COMPLETING THE ABOVE REFERENCED PRE-EMPLOYMENT FORMS.

ACKNOWLEDGE RECEIPT: _____

DATE: _____

REQUISITION #:

EMPLOYEE DEMOGRAPHICS

Last, First Name:

Middle Name:

SSN:

Address:

City:

State:

Zip:

Phone:

DOB:

Place of birth (City and state): _____

Emergency Contact:

Relationship:

Phone:

HR completes below this point:

DOH:

FLSA: NON-EXEMPT or **E**

Pay Rate:

(#Emp. code) Pay Policy: **(1) RFT** **(5)RPT** **(4)FLEX**

Full NAFI#:

Dual Appointment: (0)YES or **(1)NO**

Position Title & Pay Plan/Series/Grade:

ADAPCP CLIENT'S CONSENT STATEMENT FOR RELEASE OF TREATMENT INFORMATION

For use of this form, see AR 600-85; the proponent agency is DCS, G-1.

SECTION A - CONSENT

I, _____, this _____ day of _____, 20____,
(client's full name)
do hereby voluntarily consent to the release of the following information by HQDA ASAP
(name of installation ADAPCP)
pertaining to my identity, diagnosis, prognosis, or treatment from any Army record maintained in connection with
alcohol or other drug abuse education, training, treatment, rehabilitatiton, or research to Child/Youth Svcs Suitability Prog
_____ for the purpose of completing a background check requirement in accordance with
Department of Defense Instruction 1402.05 and Army Directive 2014-23.

_____ namely,

*** see above***

(extent or nature of information to be disclosed)

SECTION B - EXPIRATION/REVOICATION

(Check applicable paragraph)

1. I understand that this consent automatically expires when the above disclosure action has been taken in reliance thereon and that, except to the extent that such action has been taken, I can revoke this consent at any time.

- Or -

(For disclosure to civilian criminal justice officials under the provisions of paragraphs 6-9b(4)(b) and 6-10e(3), AR 600-85)

2. I understand that this consent automatically expires 60 days from today's date or when my present criminal justice system status changes to _____

Further, I understand that if my release from confinement, probation, or parole is conditioned upon my participation in the ADAPCP, I cannot revoke this consent until there has been a formal and effective termination or revocation of my release from such confinement, probation, or parole.

SIGNATURE OF CLIENT

DATE

NAME OF WITNESS (Type or print)

SIGNATURE

DATE

SECTION C - APPROVAL AUTHORITY FOR RELEASE OF INFORMATION

NOTE: *Other than the MEDCEN/MEDDAC Commander, approval authority for release of information may be delegated to the Program Physician or the Clinical Director.*

In my judgment, the release of an evaluation of the present or past status of _____
(client's name)
in the alcohol or other drug treatment and rehabilitation program will not be harmful to him/her.

NAME OF MEDCEN/MEDDAC COMMANDER OR DESIGNATED REPRESENTATIVE (Type or print)

DATE

SIGNATURE

**U.S. ARMY NONAPPROPRIATED FUND PRE-APPOINTMENT CERTIFICATION
STATEMENT FOR SELECTIVE SERVICE REGISTRATION**

For use of this form, see AR 215-3; the proponent agency is DCS, G-1.

IMPORTANT NOTICE If you are a male born after 31 December 1959, are at least 18 years of age, and want to be employed by the Department of the Army, Nonappropriated Fund (NAF), you must be registered with the Selective Service System, unless you meet certain exemptions under Selective Service law. If you are required to register, but knowingly and willingly fail to do so, you are ineligible for appointment by executive agencies of the Federal Government.

PRIVACY ACT STATEMENT

Data Required by the Privacy Act of 1974 (5 U.S.C 552a)

AUTHORITY: 5 U.S.C. Section 3328 and AR 215-3.

PRINCIPAL PURPOSE: We need information on your registration with the Selective Service System to see whether you are affected by the laws we must follow in deciding who may be employed by NAF.

ROUTINE USES: This form is used for the applicant to self-certify Selective Service registration. In addition to those disclosures generally permitted under 5 U.S.C. 552a (b) (Privacy Act), the information contained therein may specifically be disclosed outside the Department of Defense as routine pursuant to 5 U.S.C. 552a (b) 3 as follows: Information may be disclosed to appropriate federal agencies, such as Department of Labor and the Equal Employment Opportunity Commission, to resolve and/or adjudicate matters falling within their jurisdiction. Records may also be disclosed to labor organizations in response to requests for names of employees and identifying information.

DISCLOSURE: Completion of this form is voluntary; however, failure to complete the form may result in no further consideration of an applicant. In addition, incomplete, misleading, or untruthful information provided on the form may result in delays in processing the form for employment, or termination of employment.

NON REGISTRANTS UNDER AGE 26: If you are under age 26 and have not registered as required, you should register promptly at a United States Post Office, or consular office if you are outside the United States.

NON REGISTRANTS AGE 26 OR OVER If you were born in 1960 or later, and are 26 years of age or older, and were required to register but did not do so, you can no longer register under Selective Service law. Accordingly, you are not eligible for appointment to a NAF position unless you can prove to the Garrison Commander or equivalent that your failure to register was neither knowing nor willful. The determination of whether a failure to register was neither knowing nor willful will be made on a case-by-case basis with the approval of the Garrison Commander or equivalent. You may request a decision through your servicing Human Resources Division that was considering you for employment by returning this statement with your written request for a determination by the Garrison Commander or equivalent and any explanation and documentation you wish to furnish to prove that your failure to register was neither knowing nor willful.

PLEASE COMPLETE, SIGN, AND DATE BELOW IN INK. YOUR SIGNATURE * INDICATES YOU HAVE READ AND UNDERSTAND THE ABOVE.

CERTIFICATION OF REGISTRATION STATUS

<input type="checkbox"/> I CERTIFY I AM REGISTERED WITH THE SELECTIVE SERVICE SYSTEM	REGISTRATION NUMBER	DATE REGISTERED
	<input type="checkbox"/> I CERTIFY I AM NOT REGISTERED WITH THE SELECTIVE SERVICE	<input type="checkbox"/> I CERTIFY I HAVE NOT REACHED MY 18TH BIRTHDAY AND UNDERSTAND I AM REQUIRED BY LAW TO REGISTER AT THAT TIME.
<input type="checkbox"/> I CERTIFY I HAVE BEEN DETERMINED BY THE SELECTIVE SERVICE SYSTEM TO BE EXEMPT FROM THE REGISTRATION PROVISIONS OF SELECTIVE SERVICE LAW.		

PLEASE PRINT OR TYPE YOUR NAME

SIGNATURE (PLEASE USE INK)

DATE SIGNED (YYYYMMDD) (PLEASE USE INK)

PART A. TO BE COMPLETED BY APPLICANT OR EMPLOYEE

1. NAME (LAST - FIRST - MIDDLE INITIAL)

2. BIRTH DATE (MONTH, DAY, YEAR)

3. SEX

- MALE
 FEMALE

4. DO YOU HAVE ANY MEDICAL DISORDER OR PHYSICAL IMPAIRMENT WHICH WOULD INTERFERE IN ANY WAY WITH THE FULL PERFORMANCE OF THE DUTIES SHOWN IN PART B, NO. 3?

YES NO (IF YOUR ANSWER IS YES, EXPLAIN FULLY TO THE PHYSICIAN PERFORMING THE EXAMINATION)

5. ADDRESS (Including City, State, and Zip Code)

6. E-MAIL ADDRESS

7. TELEPHONE NUMBERS (With Area Code)

8. APPLICANT OR EMPLOYEE CONSENT AND CERTIFICATION

I certify that all of the information I have provided on this form is complete and accurate to the best of my knowledge, and that submitting information that is incomplete, misleading, or untruthful may result in termination criminal sanctions, or delays in processing this form for employment. Furthermore, consistent with the Privacy Act Statement, I authorize the release to my servicing Human Resources Division of all information contained on this examination form and all other forms generated as a direct result of my examination.

9. SIGNATURE (Do not print)

10. DATE (Month, Day, Year)

Agency Agreement Number	OPM Use Only	OPM Codes	Case Number
-------------------------	--------------	-----------	-------------

AGENCY USE ONLY (COMPLETE ITEMS 1 THROUGH 14 USING INSTRUCTIONS FROM THE BACK)

1. SUBJECT'S FULL NAME				2. DATE OF BIRTH	
Last Name	First Name	Middle Name	Abbrev.	Month Day Year	

3. PLACE OF BIRTH Use the 2 Letter Code for the State				4. Social Security Number	
City	County	State	Country		

5. OTHER NAMES AND DATES WHEN USED					
Name	Month/Year	Month/Year	Name	Month/Year	Month/Year
	to			to	
Name	Month/Year	Month/Year	Name	Month/Year	Month/Year
	To			to	

6. SEX (Mark one box) <input type="checkbox"/> Female <input type="checkbox"/> Male		7. SPECIAL AGREEMENT CODES		POSITION TITLE	
--	--	----------------------------	--	----------------	--

9. SON	10. SOI	11. IPAC-ALC NUMBER	12. ACCOUNTING DATA
--------	---------	---------------------	---------------------

13. OTHER INFORMATION REQUIRED BY AGREEMENT

(CODE 8) Child Care searches- Complete additional information needed for State Criminal History Repository checks. Fill in subject's address for every place lived in the past 5 years, beginning with the present (#1) and working backwards. If additional space is needed, attach a continuation sheet to this form.

Month/Year to Month/Year 1. to	Street Address	Apt. #	City	State	Zip
Month/Year to Month/Year 2. to	Street Address	Apt. #	City	State	Zip
Month/Year to Month/Year 3. to	Street Address	Apt. #	City	State	Zip
Month/Year to Month/Year 4. to	Street Address	Apt. #	City	State	Zip
Month/Year to Month/Year 5. to	Street Address	Apt. #	City	State	Zip
Month/Year to Month/Year 6. to	Street Address	Apt. #	City	State	Zip
Month/Year to Month/Year 7. to	Street Address	Apt. #	City	State	Zip

14. Requesting Official Name and Title	Signature	Telephone Number (including area code)	Date
--	-----------	--	------



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT JOHNSON
6661 WARRIOR TRAIL, WOODFILL HALL
FORT JOHNSON, LOUISIANA 71459-5339

AMIM-POW

14 June 2023

MEMORANDUM FOR

FOR CPAC, ATTN: Nonappropriated Fund

SUBJECT: Designation of Key or Essential Personnel

1. The JRTC and Fort Johnson Installation Crisis Management Plan requires the identification of personnel who are determined to be key or essential in the event of curtailment or cessation of operations at Fort Johnson.
2. The following positions are deemed key/essential to critical operations within Directorate of Family and Morale, Welfare and Recreation (DFMWR):
 - All Child and Youth Services positions,
 - All personnel assigned to Sports,
 - All supervisory, management and lead positions.
3. Regardless of the conditions that may develop during duty or non-duty hours, personnel assigned to these positions are expected to be prepared to remain at work, or report to work as scheduled, unless specifically excused.
4. These positions are emergency-essential (E-E). In the event of a crisis situation, personnel assigned to these positions or a designated alternate, must continue to perform the E-E duties until relieved by proper authority. They or the designated alternate, may be required to take part in readiness exercises. These positions cannot be vacated during a national emergency or mobilization without seriously impairing the capability of the organization to function effectively; therefore, the position is designated "key," which requires them or designated alternate, to be screened from military recall status.
5. Point of contact is Mark A. Cole, DFMWR Security Manager, (337) 531-7937, or email mark.a.cole95.naf@army.mil.

Digitally signed by
TIPPIT, STORMIE, NICHOLE.137
4350052
Date: 2023.06.14 17:45:18 -05'00'

Acting

JONATHAN D COLE
Director of Family and Morale,
Welfare and Recreation



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT JOHNSON
6661 WARRIOR TRAIL, WOODFILL HALL
FORT JOHNSON, LOUISIANA 71459-5339

AMIM-POW

14 June 2023

MEMORANDUM FOR

FOR CPAC, ATTN: Nonappropriated Fund

SUBJECT: Designation of Key or Essential Personnel

1. The JRTC and Fort Johnson Installation Crisis Management Plan requires the identification of personnel who are determined to be key or essential in the event of curtailment or cessation of operations at Fort Johnson.
2. The position you occupy is key/essential to critical operations. Regardless of the conditions that may develop during duty or non-duty hours, you are expected to be prepared to remain at work or report to work as scheduled, unless specifically excused.
3. This position is emergency-essential (E-E). In the event of a crisis situation, you or a designated alternate must continue to perform the E-E duties until relieved by proper authority. You or the designated alternate may be required to take part in readiness exercises. This position cannot be vacated during a national emergency or mobilization without seriously impairing the capability of the organization to function effectively; therefore, the position is designated "key", which requires you or designated alternate, to be screened from military recall status.
4. Request you acknowledge receipt of this letter by your signature and date, as indicated, on the record copy.
5. Point of contact is Mark A. Cole, DFMWR Security Manager, (337) 531-7937, or email mark.a.cole95.naf@army.mil.

ORIGINAL SIGNED BY:

JOANTHAN D COLE
Director of Family and Morale,
Welfare and Recreation

ACKNOWLEDGEMENT OF RECEIPT AND AGREEMENT OF CONTENTS

I acknowledge receipt of this notice and understand that I am to be at work as scheduled in the event of an emergency. I agree to perform the duties of the E-E position during a crisis situation until released by proper authority.

SIGNATURE

DATE

LAW ENFORCEMENT: The individual(s) designated above is/are considered key/essential to critical Fort Johnson operations under emergency conditions. Request above name individual be allowed passage. Direct any questions to the Fort Johnson Emergency Operations Center, 531-4224.

FORT JOHNSON
Army NAF Benefit Enrollment Form
Open season elections will take effect 01 JAN 2023

Name: _____ Date: _____ Phone Number: _____

Email: _____ SSN: _____

Current Address: _____

__ I have no open season elections for this year.

Please select your preferred health plan for 2023: (Please see benefits packet)

- DOD Health Benefit Plan(Aetna Choice POS II)
- High Deductible Health Plan
- Stand Alone Dental Plan
- No Changes
- Opt out of Health Benefits

Please Select Coverage: (Please see benefits packet for pricing)

- Single **w/o** Dental
- Single plus Children **w/o** Dental
- Single plus Spouse **w/o** Dental
- Family **w/o** dental
- Single **w/** Dental
- Single plus children **w/** Dental
- Single plus Spouse **w/** Dental
- Family **w/** Dental

Life Insurance:

- Basic Life Insurance (includes Dependent/AD & D Coverage):
 - 1x Salary
 - 2x Salary
- Optional Life Insurance(Add-on to Basic Life Insurance)
- No Changes
- Opt out of Life Insurance

Flexible Spending Accounts: (FSAs)

- Contribute \$_____ to my FSA
- No Changes
- Opt out

401(k) Savings Plan:

- Contribute _____%
- Adjust my plan to _____%
- No Changes
- Opt out of the 401(k) plan

Health Savings Account (HSA):

- Contribute \$_____ to my FSA
- No Changes
- Opt out

FORT JOHNSON
Army NAF Benefit Enrollment Form
Open season elections will take effect 01 JAN 2023

It is mandatory to participate in the retirement plan for 6 months. If you wish to opt-out after 6 months, please contact HR. Please designate a **beneficiary* below.

Name (last, first, MI) Mailing Address	Relationship	Gender	Date of Birth (mm/dd/yyyy)	Social Security Number	Benefit (H) (LI) (R) (401)
		<input type="checkbox"/> M <input type="checkbox"/> F			Yes <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Primary <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Secondary <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> M <input type="checkbox"/> F			Yes <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Primary <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Secondary <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> M <input type="checkbox"/> F			Yes <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Primary <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Secondary <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> M <input type="checkbox"/> F			Yes <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Primary <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Secondary <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> M <input type="checkbox"/> F			Yes <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Primary <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Secondary <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Signature: _____
Employee Signature

Date: _____

Received by: _____
Human Resources Representative

Date: _____



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
2405 GUN SHED ROAD
JOINT BASE SAN ANTONIO FORT SAM HOUSTON, TEXAS 78234-1223

January 1, 2016

Subject: U.S. Army Nonappropriated Fund (NAF) 401(k) Savings Plan

Dear NAF Employee:

Congratulations and welcome to the Army's NAF 401(k) Savings Plan. The Plan is a convenient way to invest for retirement. You'll also get matching contributions, or "Free Money" from the NAF Instrumentality. Your contributions to the Plan come out of your pay pre-tax, and they stay un-taxed until you retire or withdraw your funds. In the meantime, they can grow steadily over time.

You are automatically enrolled in the Plan for 2016 and subsequent years. One percent (1%) of your salary will be contributed to the Plan each pay period. You can choose to contribute more than 1% or you can opt out of the Plan at anytime.

When you join the 401(k) Savings Plan, you can choose from among several mutual funds. If you make no selection, all of your contributions (100%) will be placed in the default fund, the Fidelity Balanced K Fund. To change your investment selections, call the Fidelity Investments toll free telephone line at 1-800-835-5093, or access your account on line at www.401k.com.

You always own your own contributions, and after three years of NAF service you will also own (be vested in) the employer's share of your Plan contributions. So, when you retire or terminate your employment, the employer's share goes with you. You can call Fidelity Investments to request a payout of your account, at the earliest, 30 days after you retire or separate from NAF employment. But pay attention to the rules to avoid taxes and penalties for early withdrawal.

To see further details, go to the Plan's Summary Plan Document (SPD) located on the U.S. Army NAF Benefits Website at www.nafbenefits.com.

Sincerely,

Ronald K. Heuer
Chief, NAF Personnel Services

Yes - I elect to auto enroll. No - I elect not to auto enroll. Please circle one

Employee Name (Printed)

Employee Signature and Date

APPLICATION FOR USANAF EMPLOYEE 401(K) SAVINGS PLAN ENROLLMENT FORM

For use of this form, see AR 215-3; the proponent agency is DCS, G-1.

1. EMPLOYEE'S NAME (Last, First, Middle Initial)		2. DATE OF APPOINTMENT WITH CURRENT AGENCY	
3. LAST 4 OF SSN	4. DOD ID NUMBER	5. DATE OF BIRTH (DOB)	6. MARITAL STATUS

7. CONTRIBUTION INFORMATION:
I ELECT ONE OF THE FOLLOWING:

<input type="checkbox"/> START CONTRIBUTIONS	<input type="checkbox"/> STOP CONTRIBUTIONS	<input type="checkbox"/> CHANGE CONTRIBUTIONS
--	---	---

I CHOOSE TO CONTRIBUTE THE FOLLOWING PERCENTAGE OF MY PAY _____ %

(PERCENTAGE AMOUNTS MUST BE IN WHOLE PERCENTAGES BETWEEN 1% AND 92% INCLUSIVE)
EFFECTIVE DATE OF THIS ELECTION WILL BE THE DATE THE EMPLOYEE SIGNS THE FORM CONTRIBUTIONS WILL BEGIN TO BE DEDUCTED ON THE FIRST DAY OF THE FIRST FULL PAY PERIOD ON OR AFTER THE DATE OF ELECTION CANNOT EXCEED ANNUAL MAXIMUM CONTRIBUTION AMOUNT DETERMINED BY THE INTERNAL REVENUE SERVICE.

8. DESIGNATION OF BENEFICIARY(IES) FOR USANAF 401(K) SAVINGS PLAN:
As a participant in the U.S. Army NAF Employee 401(k) Saving plan. I hereby designate the following person(s) as the beneficiary(ies) of any amounts distributable upon my death. If I have designated both a primary beneficiary(ies) and secondary beneficiary(ies), all of the amounts distributable from the Plan will be distributed at the time of my death to each surviving primary beneficiary. If no primary beneficiary survives me, each surviving secondary beneficiary(ies) shall receive all amounts distributable from the Plan. I can change the designation at any time by filing a new designation with the U.S. Army NAF Employee Benefits Office. This designation is subject to the terms of the Plan, and is effective if received in the U.S. Army NAF Employee Benefits Office prior to my death. Include full name, social security number, date of birth, relationship, complete mailing address, zip code.

Please designate whether the beneficiary is a Primary Beneficiary (Left Box) or a Secondary Beneficiary (Right Box) by checking the appropriate box.

	PRIMARY (PRIM)	SECONDARY (SECD)						
<input type="checkbox"/>	<input type="checkbox"/>		PERCENT-AGE	FULL NAME	SSN	DOB	ADDRESS	RELATIONSHIP
<input type="checkbox"/>	<input type="checkbox"/>		PERCENT-AGE	FULL NAME	SSN	DOB	ADDRESS	RELATIONSHIP
<input type="checkbox"/>	<input type="checkbox"/>		PERCENT-AGE	FULL NAME	SSN	DOB	ADDRESS	RELATIONSHIP
<input type="checkbox"/>	<input type="checkbox"/>		PERCENT-AGE	FULL NAME	SSN	DOB	ADDRESS	RELATIONSHIP
<input type="checkbox"/>	<input type="checkbox"/>		PERCENT-AGE	FULL NAME	SSN	DOB	ADDRESS	RELATIONSHIP
<input type="checkbox"/>	<input type="checkbox"/>		PERCENT-AGE	FULL NAME	SSN	DOB	ADDRESS	RELATIONSHIP

9. STATEMENT OF UNDERSTANDING

NOTE: UPON MY INITIAL ENROLLMENT IN THE USANAF 401(k) SAVINGS PLAN, I UNDERSTAND THAT MY DEFERRAL PERCENTAGE WILL BE INVESTED IN THE DESIGNATED 401(K) DEFAULT FUND. IT IS MY RESPONSIBILITY TO CONTACT FIDELITY AFTER THE FIRST WITHHOLDING FROM MY PAY TO TRANSFER MY MONEY FROM ONE FUND TO ANOTHER. I MAY CONTACT FIDELITY AT 1-800-835-5093 OR I MAY ACCESS MY ACCOUNT AT WWW.401K.COM TO CHANGE MY INVESTMENT OPTIONS. I UNDERSTAND THAT CONTRIBUTIONS WILL NOT BE DEDUCTED RETROACTIVELY. CONTRIBUTIONS WILL BEGIN TO BE DEDUCTED ON THE FIRST DAY OF THE FIRST FULL PAY PERIOD ON OR AFTER THE DATE OF ELECTION.

EMPLOYEE INITIALS _____





10. AUTHORIZATION

EMPLOYEE SIGNATURE: _____	DATE (YYYYMMDD) _____
HR SIGNATURE: _____	DATE (YYYYMMDD) _____

Aetna Choice® POS II Medical Plan

Department of Defense Nonappropriated Fund Health Benefits Program

Summary of Benefits effective January 1, 2023

Plan Provisions	Preferred (In Network)	Non-Preferred (Out of Network)*
Calendar-Year Deductible¹		
 Employee only	\$600	\$1,800
 Family (employee + one or more dependents)	\$1,800	\$5,400
Out-of-Pocket Maximum		
This is the maximum amount you pay for your share of covered expenses in a calendar year. It includes deductibles, coinsurance ² and copays. It does not include prescription eyewear, Choose Generics penalties and expenses covered at 50% and non-covered expenses.		
 Employee only	\$5,000	\$10,000
 Family (employee + one or more dependents) ³	\$10,000	\$20,000
Lifetime maximum	Unlimited	Unlimited
Health Incentives		
Earn incentive monies toward your deductible and coinsurance ¹ expenses by completing certain healthy actions. The monies do not apply to copays. Employees can earn up to \$300 each year. Covered spouses can earn an additional \$300, for a total of up to \$600 a year. For more details, visit NAFHealthPlans.com > Wellness > Health Incentives Program.		
Hospital Precertification		
Certain services require precertification. Please see your Summary Plan Description (SPD) for details.	Network physician handles	You handle; \$500 penalty for failure to precertify
Preventive Care (Deductible is waived for preventive care services.)		
	Plan pays	Plan pays
Routine physical exam (one per calendar year) and immunizations	100%, no copay	Not covered
Well-child care and immunizations (Birth to age 7. Please see your SPD for age and frequency schedule.)	100%, no copay	Not covered
Routine gynecological exam, including Pap test and related lab fees (one per calendar year)	100%, no copay	Not covered
Routine mammogram (one per calendar year for women age 35 and over)	100%, no copay	Not covered
Routine colonoscopy (one every 10 years, age 45 and over)	100%, no copay	Not covered
Routine prostate screening exam (one per calendar year for men age 40 and over)	100%, no copay	Not covered
Routine eye exam and/or contact lenses fitting (one each per calendar year)	100%, no copay	Not covered
Prescription eyewear – lenses, frames and contacts You are also eligible to use Aetna® vision discounts.	100%, no copay, up to a \$150 maximum benefit per person per calendar year	100%, no copay, up to a \$150 maximum benefit per person per calendar year
Pediatric vision (dependent children up to age 22), one pair of basic frames and lenses per calendar year ⁴	100%, no copay	100%, no copay
Routine hearing exam (one per calendar year)	100%, no copay	Not covered
Hearing aids (\$3,000 maximum every 3 years) You are also eligible to use the Amplifon Hearing Health Care Discount Program.	90% after deductible	60% after deductible

¹ In-network expenses and out-of-network expenses accumulate separately. In-network expenses are applied to the in-network deductible only; out-of-network expenses are applied to the out-of-network deductible only.

² Coinsurance is the percentage of your covered expenses you pay after you meet the deductible.

³ In compliance with the Affordable Care Act, if one individual under family coverage has \$9,100 applied toward the in-network out-of-pocket maximum, that individual will have the plan pay 100% for covered services for the remainder of the plan year.

⁴ Covered codes are: V2020, V2100-2199, V2200-2299, V2300-2399, V2121, V2221, V2321.

Aetna Choice® POS II Medical Plan

Department of Defense Nonappropriated Fund Health Benefits Program

Plan Provisions	Preferred (In Network)	Non-Preferred (Out of Network)*
Physician Services	Plan pays	Plan pays
Office visits for treatment of illness or injury	100% after copay: \$40 PCP ⁵ / \$60 specialist; no deductible	60% after deductible
Walk-in clinic visit	100% after \$40 copay	60% after deductible
Diagnostic lab and X-ray		
• When part of an office visit (not billed separately or provided by an independent lab that may be located in your doctor's office)	100% (no additional copay)	60% after deductible
• Separate office visit	100% after copay: \$40 PCP ⁵ / \$60 specialist; no deductible	60% after deductible
• Independent facility (not affiliated with a doctor's office that may be located in the same location)	90% after deductible	60% after deductible
Maternity care office visits	100% after copay: \$40 PCP ⁵ / \$60 specialist for first visit; subsequent visits are included in the delivery fee and paid at 90% after deductible	60% after deductible
In-office surgery	100% after copay: \$40 PCP ⁵ / \$60 specialist; no deductible	60% after deductible
Physician hospital visits	90% after deductible	60% after deductible
Anesthesia	90% after deductible	60% after deductible
Allergy testing, serum and injections	100% after copay: \$40 PCP ⁵ /\$60 specialist when part of office visit; copay/deductible waived if there is no office visit charge for the injection	60% after deductible
Second surgical opinion	100%, no copay, no deductible	100%, no deductible
Teladoc^{®6}		
General medicine	100%, no copay	N/A
Behavioral health	100% after \$60 copay	N/A
Dermatology	100% after \$60 copay	N/A
Hospital Services		
Inpatient hospital room and board and ancillary services	90% after deductible plus \$200 per-confinement fee ⁷	60% after deductible plus \$400 per-confinement fee ⁷
Inpatient and outpatient surgery	90% after deductible	60% after deductible
Outpatient services	90% after deductible	60% after deductible
Pre-operative testing	90%, no deductible	60%, no deductible
Other hospital services	90% after deductible	60% after deductible
Urgent and Emergency Care		
Hospital emergency room	90% after \$350 emergency room copay (waived if admitted); no deductible	90% after separate \$350 emergency room deductible (waived if admitted); no deductible
Hospital emergency room for non-emergency care	50% after deductible plus separate \$350 emergency room copay	50% after deductible plus separate \$350 emergency room deductible
Urgent care facility	100% after \$40 copay	60% after deductible
Ambulance	80% after deductible	80% after deductible

⁵ A primary care physician (PCP) can be an internist, pediatrician, family practitioner or general practitioner. A provider who does not meet this definition is considered a specialist.

⁶ Teladoc may not be available in all states and is not available overseas.

⁷ Hospital confinement fee is waived for newborns and for subsequent hospital confinements for the same condition within the same calendar year.

Aetna Choice® POS II Medical Plan

Department of Defense Nonappropriated Fund Health Benefits Program

Plan Provisions	Preferred (In Network)	Non-Preferred (Out of Network)*
Other Health Care	Plan pays	Plan pays
Convalescent facility (up to 90 days per calendar year)	90% after deductible	60% after deductible
Home health care (up to 90 visits per calendar year)	90% after deductible	60% after deductible
Private duty nursing (up to 70 eight-hour shifts per calendar year)	90% after deductible	60% after deductible
Hospice (inpatient and outpatient)	100%, no copay, no deductible	100%, no deductible
Independent lab and X-ray facilities	90% after deductible	60% after deductible
Voluntary sterilization	100% after \$100 copay, no deductible	60% after deductible
Outpatient short-term rehabilitation (60-visit maximum per course of treatment)	80% after deductible	80% after deductible
Habilitative physical therapy	\$60 copay, deductible waived	60% after deductible
Habilitative occupational therapy	\$60 copay, deductible waived	60% after deductible
Habilitative speech therapy	\$60 copay, deductible waived	60% after deductible
Autism behavioral therapy (combined with outpatient mental health visits)	Refer to Mental Health Care benefits below	Refer to Mental Health Care benefits below
Autism applied behavior analysis (covered same as any other outpatient mental health – all other)	Refer to Mental Health Care benefits below	Refer to Mental Health Care benefits below
Autism physical therapy	\$60 copay, deductible waived	60% after deductible
Autism occupational therapy	\$60 copay, deductible waived	60% after deductible
Autism speech therapy	\$60 copay, deductible waived	60% after deductible
Durable medical equipment	80% after deductible	80% after deductible
Spinal disorder (chiropractic) (20-visit maximum per calendar year)	100% after \$60 specialist copay; no deductible	60% after deductible
Bariatric surgery	90% after deductible	Not covered
Mental Health Care		
Inpatient (no maximum number of days)	90% after deductible plus \$200 inpatient per-confinement fee	60% after deductible plus \$400 inpatient per-confinement fee
Outpatient (no maximum number of visits)	100% after \$60 copay per visit; no deductible	60% after deductible
Outpatient – all other ⁸ (no maximum number of visits)	90% after deductible	60% after deductible
Substance Abuse Treatment		
Inpatient (no maximum number of days)	90% after deductible plus \$200 inpatient per-confinement fee	60% after deductible plus \$400 inpatient per-confinement fee
Outpatient (no maximum number of visits)	100% after \$60 copay per visit; no deductible	60% after deductible

⁸ Includes transcranial magnetic stimulation (TMS), psychological/neuropsychological testing (PTS), psychiatric & substance use disorder (SUD) home care services, psychiatric & SUD partial hospitalization (PHP), psychiatric & SUD intensive outpatient (IOP), outpatient detox (OPD) and applied behavior analysis (ABA).

Aetna Choice® POS II Medical Plan

Department of Defense Nonappropriated Fund Health Benefits Program

Plan Provisions	Preferred (In Network)	Non-Preferred (Out of Network)*
Prescription Drug Benefits (Aetna Standard Plan Formulary)	You Pay	You Pay
Participating Retail Pharmacy Program (up to a 30-day supply) ⁹		
• Tier One – Generic drugs	\$10 copay	Not covered
• Tier Two – Preferred brand-name drugs	\$35 copay	Not covered
• Tier Three – Non-preferred brand-name drugs ¹⁰	35% – The minimum you pay per prescription is \$60; the maximum is \$125.	Not covered
• Tier Four – Specialty drugs	40% – The minimum you pay per prescription is \$60; the maximum is \$125.	Not covered
Maintenance Choice®: CVS Caremark® Mail Service Pharmacy or CVS Pharmacy® (for a 31- to 90-day supply) ⁹		
• Tier One – Generic drugs	\$20 copay	Not covered
• Tier Two – Preferred brand-name drugs	\$70 copay	Not covered
• Tier Three – Non-preferred brand-name drugs ¹⁰	35% – The minimum you pay per prescription is \$120; the maximum is \$250.	Not covered
Prescriptions purchased overseas		
• Generic drugs	Not applicable	100% after deductible
• Brand-name drugs ¹⁰	Not applicable	80% after deductible
Smoking-cessation medications Covers a 180-day supply of the following FDA-approved medications with a valid prescription: Bupropion SR, nicotine gum, nicotine inhaler, nicotine lozenge, nicotine nasal spray, nicotine patch and varenicline. Includes 8 counseling sessions per calendar year.	No copay	Not covered
Anti-obesity medications ¹¹	0% after applicable Tier Two or Tier Three copay	Not covered

⁹ With Maintenance Choice, it is **mandatory** that you get a 90-day supply of certain maintenance medications, such as drugs that treat conditions like arthritis, asthma, diabetes or high cholesterol, by using either CVS Caremark Mail Service Pharmacy or a CVS Pharmacy near you. **After two 30-day fills, the plan will no longer cover 30-day fills. You will be responsible for paying the full cost of the drug, and it will not count toward your out-of-pocket maximum.** View the Maintenance Choice drug list at NAFHealthPlans.com > Health Benefits > Pharmacy Program.

¹⁰ With the Choose Generics program, your pharmacy will automatically fill your prescription with a generic drug, if one is available. If you choose the brand name instead, you will pay the difference in actual cost between the brand name and generic equivalent plus the Tier Three copay. If you choose a brand drug, the amount that is the difference between the actual brand cost and actual generic cost does NOT go toward your plan's calendar-year out-of-pocket maximum.

¹¹ Learn more at Aetna.com/products/rxnonmedicare/data/2014/MISC/antiobesity.html.

* Non-preferred benefits are subject to recognized charges. Covered dependents who live outside the Aetna Choice POS II network area will receive the Traditional Choice® indemnity plan level of benefits. Please see your Human Resources representative for details.

Aetna Passive PPO Dental Plan

Department of Defense Nonappropriated Fund Health Benefits Program

Summary of Benefits effective January 1, 2023

Plan Provisions	Preferred (In Network)	Non-Preferred (Out of Network)
Calendar-Year Deductible		
Individual	\$100	\$100
Family of 2	\$200 (2 times individual)	\$200 (2 times individual)
Family of 3 or more	\$300 (3 times individual)	\$300 (3 times individual)
Calendar-year benefits maximum	\$2,500 per person	\$2,500 per person
Preventive Care		
	Plan pays	Plan pays
Routine oral exams and cleanings – two per calendar year ¹	100%, no deductible ²	100%, no deductible ³
Problem-focused exams – two per calendar year	100%, no deductible ²	100%, no deductible ³
X-rays (frequency limits apply), fluoride (no age limit) and sealants to age 18	100%, no deductible ²	100%, no deductible ³
Basic Care		
Fillings, root canal therapy, extractions, general anesthesia, space maintainers to age 19, palliative treatments	80% after deductible ²	80% after deductible ³
Restorative Care		
Inlays, crowns, fixed bridgework, gold fillings (Alternative treatment rule may apply. See Summary Plan Description for details.)	50% after deductible ²	50% after deductible ³
Oral Surgery		
Services that are dental in nature	100% of first \$1,000; then 80% thereafter, not subject to the deductible and calendar-year maximum ²	100% of first \$1,000; then 80% thereafter, not subject to the deductible and calendar-year maximum ³
TMJ Treatment		
Temporomandibular joint dysfunction	50%, no deductible ² \$750 lifetime maximum per person	50%, no deductible ³ \$750 lifetime maximum per person
Orthodontia for Adults and Children		
Includes TMJ appliances	50%, no deductible ² \$2,000 lifetime maximum per person	50%, no deductible ³ \$2,000 lifetime maximum per person

Network savings and convenience

When you receive care from a dentist who participates in the Aetna® dental network, you pay less for your share of the dental expense because network dentists have agreed to accept the Aetna contracted rates. A network dentist will file your claim.

When you use a non-participating dentist, your coverage is subject to recognized charges. You may be responsible for filing claims when care is provided by a non-participating dentist.

¹ A third cleaning will be covered for those who qualify due to certain medical conditions, such as pregnancy, diabetes or heart disease. Contact Aetna Member Services for details.

² Based on contracted rates.

³ Subject to recognized charges.

These charts show only a general description of your benefits under the DoD NAF Health Benefits Program. If there is a conflict between the benefits shown in the charts and those in the Summary Plan Description (SPD), the terms of the SPD will be used to determine coverage and benefits.

Aetna High Deductible Health Plan

(for Aetna Choice® POS II network)

Department of Defense Nonappropriated Fund Health Benefits Program

Summary of Benefits effective January 1, 2023

Plan Provisions	Preferred (In Network)	Non-Preferred (Out of Network)*
Calendar-Year Deductible¹ (includes pharmacy)		
Employee only	\$1,500	\$4,500
Family (employee + one or more dependents)	\$4,500	\$9,000
Out-of-Pocket Maximum		
This is the maximum amount you pay for your share of covered expenses in a calendar year. It includes deductibles and coinsurance. ² It does not include prescription eyewear, Choose Generics penalties, expenses covered at 50% and non-covered expenses.		
Employee only	\$6,000	\$12,000
Family (employee + one or more dependents)	\$12,000 ³	\$16,000
Lifetime maximum	Unlimited	Unlimited
Health Incentives		
Earn incentive monies toward your deductible and coinsurance ¹ expenses by completing certain healthy actions. The monies do not apply to copays. Employees can earn up to \$300 each year. Covered spouses can earn an additional \$300, for a total of up to \$600 a year. For more details, visit NAFHealthPlans.com > Wellness > Health Incentives Program.		
Hospital Precertification		
Certain services require precertification. Please see your Summary Plan Description (SPD) for details.	Network physician handles	You handle; \$500 penalty for failure to precertify
Preventive Care (Deductible is waived for preventive care services.)		
Plan pays	Plan pays	Plan pays
Routine physical exam (one per calendar year) and immunizations	100%, no deductible	Not covered
Well-child care and immunizations (Birth to age 7. Please see your SPD for age and frequency schedule.)	100%, no deductible	Not covered
Routine gynecological exam, including Pap test and related lab fees (one per calendar year)	100%, no deductible	Not covered
Routine mammogram (one per calendar year for women age 35 and over)	100%, no deductible	Not covered
Routine colonoscopy (one every 10 years, age 45 and over)	100%, no deductible	Not covered
Routine prostate screening exam (one per calendar year for men age 40 and over)	100%, no deductible	Not covered
Routine eye exam and/or contact lenses fitting (one each per calendar year)	100%, no deductible	Not covered
Prescription eyewear – lenses, frames and contacts You are also eligible to use Aetna® vision discounts.	100%, no deductible, up to a \$150 maximum benefit per person per calendar year	100%, no deductible, up to a \$150 maximum benefit per person per calendar year
Pediatric vision (dependent children up to age 22), one pair of basic frames and lenses per calendar year ⁴	100%, no deductible	100%, no deductible
Routine hearing exam (one per calendar year)	100%, no deductible	Not covered
Hearing aids (\$3,000 maximum every 3 years) You are also eligible to use the Amplifon Hearing Health Care Discount Program.	75% after deductible	60% after deductible

¹ In-network expenses and out-of-network expenses accumulate separately. In-network expenses are applied to the in-network deductible only; out-of-network expenses are applied to the out-of-network deductible only.

² Coinsurance is the percentage of your covered expenses you pay after you meet the calendar-year deductible.

³ In compliance with the Affordable Care Act, if one individual under family coverage has \$9,100 applied toward the in-network out-of-pocket maximum, that individual will have the plan pay 100% for covered services for the remainder of the plan year.

⁴ Covered codes are: V2020, V2100-2199, V2200-2299, V2300-2399, V2121, V2221, V2321.

Aetna High Deductible Health Plan

(for Aetna Choice® POS II network)

Department of Defense Nonappropriated Fund Health Benefits Program

Plan Provisions	Preferred (In Network)	Non-Preferred (Out of Network)*
Physician Services	Plan pays	Plan pays
Office visits for treatment of illness or injury	75% after deductible	60% after deductible
Walk-in clinic visit	75% after deductible	60% after deductible
Diagnostic lab and X-ray		
• When part of an office visit (not billed separately or provided by an independent lab that may be located in your doctor's office)	75% after deductible	60% after deductible
• Separate office visit	75% after deductible	60% after deductible
• Independent facility (not affiliated with a doctor's office that may be located in the same location)	75% after deductible	60% after deductible
Maternity care office visits	75% after deductible	60% after deductible
In-office surgery	75% after deductible	60% after deductible
Physician hospital visits	75% after deductible	60% after deductible
Anesthesia	75% after deductible	60% after deductible
Allergy testing, serum and injections	75% after deductible	60% after deductible
Second surgical opinion	100% after deductible	100% after deductible
Teladoc⁵		
General medicine	100% after deductible	N/A
Behavioral health	75% after deductible	N/A
Dermatology	75% after deductible	N/A
Hospital Services		
Inpatient hospital room and board and ancillary services	75% after deductible	60% after deductible plus \$400 per-confinement fee ⁶
Inpatient and outpatient surgery	75% after deductible	60% after deductible
Outpatient services	75% after deductible	60% after deductible
Pre-operative testing	75% after deductible	60% after deductible
Other hospital services	75% after deductible	60% after deductible
Urgent and Emergency Care		
Hospital emergency room	75% after deductible	75% after deductible
Hospital emergency room for non-emergency care	50% after deductible plus separate \$350 emergency room copay	50% after deductible plus separate \$350 emergency room copay
Urgent care facility	75% after deductible	60% after deductible
Ambulance	75% after deductible	75% after deductible

⁵ Teladoc may not be available in all states and is not available overseas.

⁶ Hospital confinement fee is waived for newborns and for subsequent hospital confinements for the same condition within the same calendar year.

Aetna High Deductible Health Plan

(for Aetna Choice® POS II network)

Department of Defense Nonappropriated Fund Health Benefits Program

Plan Provisions	Preferred (In Network)	Non-Preferred (Out of Network)*
Other Health Care	Plan pays	Plan pays
Convalescent facility (up to 90 days per calendar year)	75% after deductible	60% after deductible
Home health care (up to 90 visits per calendar year)	75% after deductible	60% after deductible
Private duty nursing (up to 70 eight-hour shifts per calendar year)	75% after deductible	60% after deductible
Hospice (inpatient and outpatient)	100% after deductible	100% after deductible
Independent lab and X-ray facilities	75% after deductible	60% after deductible
Voluntary sterilization	75% after deductible	60% after deductible
Outpatient short-term rehabilitation (60-visit maximum per course of treatment)	75% after deductible	60% after deductible
Habilitative physical therapy	75% after deductible	60% after deductible
Habilitative occupational therapy	75% after deductible	60% after deductible
Habilitative speech therapy	75% after deductible	60% after deductible
Autism behavioral therapy (combined with outpatient mental health visits)	75% after deductible	60% after deductible
Autism applied behavior analysis (covered same as any other outpatient mental health – all other)	75% after deductible	60% after deductible
Autism physical therapy	75% after deductible	60% after deductible
Autism occupational therapy	75% after deductible	60% after deductible
Autism speech therapy	75% after deductible	60% after deductible
Durable medical equipment	75% after deductible	75% after deductible
Spinal disorder (chiropractic) (20-visit maximum per calendar year)	75% after deductible	60% after deductible
Bariatric surgery	75% after deductible	Not covered
Mental Health Care		
Inpatient (no maximum number of days)	75% after deductible	60% after deductible plus \$400 inpatient per-confinement fee
Outpatient (no maximum number of visits)	75% after deductible	60% after deductible
Outpatient – all other ⁷ (no maximum number of visits)	75% after deductible	60% after deductible
Substance Abuse Treatment		
Inpatient (no maximum number of days)	75% after deductible	60% after deductible plus \$400 inpatient per-confinement fee
Outpatient (no maximum number of visits)	75% after deductible	60% after deductible

⁷ Includes transcranial magnetic stimulation (TMS), psychological/neuropsychological testing (PTS), psychiatric & substance use disorder (SUD) home care services, psychiatric & SUD partial hospitalization (PHP), psychiatric & SUD intensive outpatient (IOP), outpatient detox (OPD) and applied behavior analysis (ABA).

Aetna High Deductible Health Plan

(for Aetna Choice® POS II network)

Department of Defense Nonappropriated Fund Health Benefits Program

Plan Provisions	Preferred (In Network)	Non-Preferred (Out of Network)*
Prescription Drug Benefits (Aetna Standard Plan Formulary)	You pay	You pay
Participating Retail Pharmacy Program (up to a 30-day supply) ⁸		
• Tier One – Generic drugs	0% after deductible	Not covered
• Tier Two – Preferred brand-name drugs	35% after deductible; \$75 maximum	Not covered
• Tier Three – Non-preferred brand-name drugs ⁹	50% after deductible; \$125 maximum	Not covered
• Tier Four – Specialty drugs	50% after deductible; \$125 maximum	Not covered
Maintenance Choice®: CVS Caremark® Mail Service Pharmacy or CVS Pharmacy® (a 31- to 90-day supply) ⁸		
• Tier One – Generic drugs	0% after deductible	Not covered
• Tier Two – Preferred brand-name drugs	35% after deductible; \$150 maximum	Not covered
• Tier Three – Non-preferred brand-name drugs ⁹	50% after deductible; \$250 maximum	Not covered
Preventive Drug List (up to a 30-day supply)		
• Tier One – Generic drugs	Deductible waived; 0%	Not covered
• Tier Two – Preferred brand-name drugs	Deductible waived; 35% with \$75 maximum	Not covered
• Tier Three – Non-preferred brand-name drugs ⁹	Deductible waived; 50% with \$125 maximum	Not covered
Prescriptions purchased overseas		
• Generic drugs	Not applicable	0% after deductible
• Brand-name drugs ⁹	Not applicable	20% after deductible
Smoking-cessation medications ¹⁰		
• Tier One – Generic drugs	0% after deductible	Not covered
• Tier Two – Preferred brand-name drugs	35% after deductible; \$75 maximum	Not covered
• Tier Three – Non-preferred brand-name drugs ⁹	50% after deductible; \$125 maximum	Not covered
Anti-obesity medications (up to a 30-day supply) ¹¹		
• Tier One – Generic drugs	0% after deductible	Not covered
• Tier Two – Preferred brand-name drugs	35% after deductible; \$75 maximum	Not covered
• Tier Three – Non-preferred brand-name drugs ⁹	50% after deductible; \$175 maximum	Not covered

⁸ With Maintenance Choice, it is **mandatory** that you get a 90-day supply of certain maintenance medications, such as drugs that treat conditions like arthritis, asthma, diabetes or high cholesterol, by using either CVS Caremark Mail Service Pharmacy or a CVS Pharmacy near you. **After two 30-day fills, the plan will no longer cover 30-day fills. You will be responsible for paying the full cost of the drug, and it will not count toward your out-of-pocket maximum.** View the Maintenance Choice drug list at NAFHealthPlans.com > Health Benefits > Pharmacy Program.

⁹ With the Choose Generics program, your pharmacy will automatically fill your prescription with a generic drug, if one is available. If you choose the brand name instead, you will pay the difference in actual cost between the brand name and generic equivalent plus the Tier Three coinsurance. If you choose a brand drug, the amount that is the difference between the actual brand cost and actual generic cost does NOT go toward your plan's calendar-year out-of-pocket maximum.

¹⁰ Covers a 180-day supply of the following FDA-approved medications with a valid prescription: Bupropion SR, nicotine gum, nicotine inhaler, nicotine lozenge, nicotine nasal spray, nicotine patch and varenicline. Includes eight counseling sessions per calendar year.

¹¹ Learn more at Aetna.com/products/rxnonmedicare/data/2014/MISC/antiobesity.html.

* Non-preferred benefits are subject to recognized charges. Covered dependents who live outside the Aetna Choice POS II network area will receive the Traditional Choice® indemnity plan level of benefits. Please see your Human Resources representative for details.

Aetna Passive PPO Dental Plan

Department of Defense Nonappropriated Fund Health Benefits Program

Summary of Benefits effective January 1, 2023

Plan Provisions	Preferred (In Network)	Non-Preferred (Out of Network)
Calendar-Year Deductible		
Individual	\$100	\$100
Family of 2	\$200 (2 times individual)	\$200 (2 times individual)
Family of 3 or more	\$300 (3 times individual)	\$300 (3 times individual)
Calendar-year benefits maximum	\$2,500 per person	\$2,500 per person
Preventive Care		
	Plan pays	Plan pays
Routine oral exams and cleanings – two per calendar year ¹	100%, no deductible ²	100%, no deductible ³
Problem-focused exams – two per calendar year	100%, no deductible ²	100%, no deductible ³
X-rays (frequency limits apply), fluoride (no age limit) and sealants to age 18	100%, no deductible ²	100%, no deductible ³
Basic Care		
Fillings, root canal therapy, extractions, general anesthesia, space maintainers to age 19, palliative treatments	80% after deductible ²	80% after deductible ³
Restorative Care		
Inlays, crowns, fixed bridgework, gold fillings (Alternative treatment rule may apply. See Summary Plan Description for details.)	50% after deductible ²	50% after deductible ³
Oral Surgery		
Services that are dental in nature	100% of first \$1,000; then 80% thereafter, not subject to the deductible and calendar-year maximum ²	100% of first \$1,000; then 80% thereafter, not subject to the deductible and calendar-year maximum ³
TMJ Treatment		
Temporomandibular joint dysfunction	50%, no deductible ² \$750 lifetime maximum per person	50%, no deductible ³ \$750 lifetime maximum per person
Orthodontia for Adults and Children		
Includes TMJ appliances	50%, no deductible ² \$2,000 lifetime maximum per person	50%, no deductible ³ \$2,000 lifetime maximum per person

Network savings and convenience

When you receive care from a dentist who participates in the Aetna® dental network, you pay less for your share of the dental expense because network dentists have agreed to accept the Aetna contracted rates. A network dentist will file your claim.

When you use a non-participating dentist, your coverage is subject to recognized charges. You may be responsible for filing claims when care is provided by a non-participating dentist.

¹ A third cleaning will be covered for those who qualify due to certain medical conditions, such as pregnancy, diabetes or heart disease. Contact Aetna Member Services for details.

² Based on contracted rates.

³ Subject to recognized charges.

These charts show only a general description of your benefits under the DoD NAF Health Benefits Program. If there is a conflict between the benefits shown in the charts and those in the Summary Plan Description (SPD), the terms of the SPD will be used to determine coverage and benefits.

DoD NAF HBP Vision

DoD NAF HBP includes a vision benefit that provides for a \$150 hardware allowance per calendar year. One routine eye exam is covered at 100% per calendar year. Your benefits also include a contact lens exam per calendar year if performed on the same day as the routine eye exam. Please note that Aetna Standard is to cover either vision exam OR contact lens fitting but not both so some vision providers will not be familiar with covering both. Please note that Aetna Standard is to cover either vision exam OR contact lens fitting but not both so some vision providers will not be familiar with covering both.

Aetna provides member eligibility and plan coverage details to EyeMed to enable EyeMed to file vision claims with Aetna on your behalf. Some services may not be processed through EyeMed – but that will be invisible to the member. Please use the information below for details that can help utilize your Vision Benefits.

HELPFUL INFORMATION WHEN USING VISION BENEFIT:

- If an EyeMed provider states, they are being advised that they are not eligible for coverage at the time of the visit and if it is during the Member Services normal business hours, contact Member Services and the Aetna call representative will review the account and contact EyeMed to verify what they show and get any updates and approvals done.
- Please remember when paying for eyewear, get a fully itemized receipt. Advise the provider it is needed for insurance filing purposes.
- You may use your Health Care FSA debit card to cover the portion of the cost for eyewear/contacts over the \$150 allowance. The first \$150.00 should be paid for using another payment method, as this amount will be reimbursed to you after you submit your vision claim for up to a \$150 vision reimbursement from your Aetna Medical plan. Once Aetna has processed the vision claim, and you have received your Explanation of Benefits (EOB), you will then need to submit the EOB to PayFlex for documentation (i.e., if you used your FSA debit card to pay for the portion of the cost for eyewear/contacts that were over the \$150 allowance). If you choose to pay the full cost for your eyewear/contacts using another method of payment, once your vision claim has been processed and you have received your EOB, you can file a reimbursement claim with PayFlex and provide the EOB to receive reimbursement for the amount exceeding \$150.00.
- When utilizing the Pediatric Vision Benefit, it is covered under the medical plan as DoD NAF HBP's vision coverage is included with the medical coverage. The DoD NAF HBP website, www.nafhealthplans.com, outlines the specific codes that are covered under this benefit. The EyeMed providers will not be familiar with this benefit as its non-standard so you will be required to pay out of pocket. Please make sure you request a fully itemized receipt, with appropriate coding, and submit as a claim for reimbursement.

Pediatric Vision Coverage

- Covered dependent children up to age 22 will have one pair of basic frames and lenses covered per calendar year at 100% with no copay (both in and out of network). Basic frames and lenses covered under this benefit have very specific vision codes associated with them called V codes. **The V Codes covered under this benefit are V2020, V2100- 2199, V2200-2299, V2300-2399, V2121, V2221, V2321.** Please note: these codes are detailed on your Medical Summary of Benefits which can be found at www.nafhealthplans.com. You may find it helpful to print this off and bring it with you for your vision care visit.
- In order to have this benefit paid at 100%, you may have to pay for the frames and lenses out of pocket and submit a claim to Aetna for reimbursement of the covered charges.
- Pediatric vision benefit claims are processed manually as it is non-standard to have vision benefits covered under medical plan. As DoD NAF HBP vision is part of medical, the pediatric vision benefit was required to be HCR compliant. Most vision plans are “standalone” (eligibility is separate from medical).

5% increase to Medical/RX Rates

2023 Bi-weekly Premiums for CPII and TC Plans

2023 Payroll Cost Comparison	Choice POS II (CPII) and Traditional Choice (TC) Plans	2023 Dollar Increase Bi-weekly
Employee ONLY	\$108.28	\$5.16
Employee + Spouse	\$250.14	\$11.92
Employee + Child(ren)	\$208.98	\$9.95
Employee + Family	\$331.35	\$15.78

No Plan Changes for HDHP in 2023

5% increase to NAF Dental Rates

2023 Dental Payroll Cost Comparison	2023 Bi-weekly Dental Premium	2023 Bi-weekly Dental Premium Increase
Employee ONLY	\$4.72	\$0.22
Employee + Spouse	\$10.90	\$0.52
Employee + Child(ren)	\$9.10	\$0.42
Employee + Family	\$14.44	\$0.68

0% increase to Stand Alone Dental (SAD) Rates

2023 Bi-Weekly Dental Premium Rates

- There is a 5% rate increase from 2022 to 2023 for the Passive PPO Dental Plan.
- There is no rate increase for the Stand Alone Dental Plan.

Passive PPO Dental Plan - if you're covered by a NAF medical plan	
Employee Only	\$4.72
Employee + Spouse	\$10.90
Employee + Child(ren)	\$9.10
Employee + Family	\$14.44

Stand Alone Dental - if you're not covered by a NAF medical plan	
Employee ONLY	\$15.54
Employee + Spouse	\$31.08
Employee + Child(ren)	\$34.97
Employee + Family	\$50.51

2023 Premium rates	The amount you'll pay each bi-weekly pay period for medical benefits		2023 annual premium savings with HDHP
	For Choice POS II or Traditional Choice plans	For the HDHP	
Employee only	\$108.28	\$83.29	You save \$649.74
Employee + spouse	\$250.14	\$192.41	You save \$1,500.98
Employee + child(ren)	\$208.98	\$160.76	You save \$1,253.72
Employee + family	\$331.35	\$254.88	You save \$1,988.22

2023

* A & E CYCLE PPE

JANUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JULY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER						
S	M	T	W	T	F	S
						1
				2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER						
S	M	T	W	T	F	S
						1
				2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

CYCLE	PAY YEAR ENDS	LEAVE YEAR ENDS
A & E	12/13/2023	01/10/2024
R	12/06/2023	01/03/2024

A & E CYCLES QUARTER ENDING DATES	
1ST QTR	20240308
2ND QTR	20240614
3RD QTR	20240906
4TH QTR	20241213 (EARNINGS ONLY)
4TH QTR	20240110 (LEAVE ONLY)

R CYCLE QUARTER ENDING DATES	
1ST QTR	20240315
2ND QTR	20240607
3RD QTR	20240913
4TH QTR	20241206 (EARNINGS ONLY)
4TH QTR	20240103 (LEAVE ONLY)

NON APPROPRIATED FUNDS EARNINGS AND LEAVE STATEMENT

SSN:	WORK CENTER:	GR/BAND:	SHIFT: 1
HRLY RATE:	DUAL APPT:	PAY PLAN:	SHIFT PD:
PAY PERIOD END:	IN STL:	STEP: 00	RET CD:
LEAVE YEAR END:		EUR WC:	FLSA: E

Name
Address

CURRENT PAY PERIOD EARNINGS			DEDUCTIONS			
TYPE	HOURS	AMOUNT	TYPE	CURRENT	YTD	MISC
BASIC	80.0		FITW		##	
OVERTIME	.0	.00	OASDI		#	
ND	.0	.00	MEDICARE		#	
			RETIREMENT		# CUM	#
			401K/TSP		# MATCH	#
			GLI		# CD	
GROSS PAY			CHAR		.00	
			HMO		.00 CD	
NET PAY			ORG DUES			
			ST TAX			LA

NET BANK DEPOSIT \$		TOT DED	#
---------------------	--	---------	---

LEAVE	BAL FWD	EARN YTD	TKN YTD	CURR BAL	EARN PP	TKN PP	USE/LOSE
ANNUAL	#	#	#	#	4.0	.0	.0
SICK	#	#	#	#	4.0	.0	
COMP				#	.0	.0	
HOME LV							
TVL COMP				.0	.0	.0	

OTHER #	TKN PP	8.0	RSTD1	BALANCE
BRAC	CURR BAL		RSTD2	BALANCE
AWOP	TKN PP	.00	RSTD3	BALANCE
AWOP	TKN YTD	#		
AWOP	SINCE LAST INCR	.00		

REMARKS	YTD	CD	EXEMPT OPTIONAL
	GROSS #	FED 2	00
NAF OPEN ENROLLMENT 6 NOV-1 DE C 17 PPE 10/18/17 TO 12/13/17	TAXABLE #	ST 1 2	00
		ST 2	
		LOC 1	
		LOC 2	
		NRC 1	
		NRC 2	

Explanation of NAF Earnings and Leave Statement

1. **INST:** Installation; FT – designates Fort Polk as the installation where you are employed
2. **WORK CENTER:** Identifies work site; management assigns this number
3. **SOC SEC NO:** Your Social Security Number; Check periodically for accuracy
4. **DUAL:** If you work only one job at Fort Polk there will be a “0” in this block; a second or concurrent job will appear as “1”.
5. **PAY PLAN:** This will be NF, CY, NA, NL, or NS depending on the position in which you’re appointed to.
6. **GRADE:** The grade of your position.
7. **STEP:** The step of your grade. If NF or CY, steps do not apply. All others are steps 1 – 5
8. **HRLY RATE ASSIGNED:** Denotes how much money you are paid per hour based on the type of position (#5), grade (#6), step (#7)
9. **SHIFT ASSIGNED:** If you work days, 1 for 1st shift will appear; there is a shift 2 and 3. (Three 8 hour shifts in 24 hours). If the majority of the hours worked on your shift occur after 1500 (3 o’clock), you will be paid night differential. Check with your supervisor. Code 9 is a combination of shifts.
10. **SHIFT PD:** Actual shift you were paid for; should match shift assigned (#9). If not, see your supervisor for explanation regarding the reason for the difference.
11. **RET CD:** Retirement Code. If you are eligible and enrolled in retirement an “R” will appear in this block. If you are flexible and ineligible for retirement an “I” will appear in this block.
12. **FLSA:** Shows whether you are an exempt or non-exempt employee. “E”, exempt; “N”, non-exempt.
13. **PAY PERIOD END:** Payroll period ending (PPE) date; not the date you receive your check.
- 14/15. **ANNUAL LEAVE/SICK LEAVE:** Your leave information. Opening balance will be the amount of leave carried over from the year before, if any. Also appearing in this area will be leave earned for the pay period, taken during the pay period, taken year-to-date, and leave to be forfeited if not used. Any discrepancies in leave should be brought to the attention of your supervisor.
16. **YEAR-TO-DATE-INFORMATION:** All pay periods combined and totaled for the year.

17. **REG (1st Column):** Regular hours worked for PPE date appearing in block #13
18. **REG (2nd Column):** Base pay in dollars and cents; to determine hourly rate, divide the amount in this block by number of hours (#17). This figure should match with hourly rate assigned (#8). If more, and you are a prevailing rate employee, it could be night differential or an adjustment of some sort, e.g. retroactive within grade increase. Any variance needs to be reported to your supervisor for explanation.
19. **OT (1st Column):** Hours of overtime worked during the PPE date.
20. **OT (2nd Column):** Amount of overtime pay (1 ½ times hourly rate multiplied by the number of hours).
- 21/22. **NIGHT DIFF:** Eliminated except for Desk Clerks. Amount of night differential for all other pay plans will appear in block #16 along with base pay.
- 23/24/25. **PREMIUM PAY:** Premium pay codes are listed on reverse side of earnings and leave statement and are self-explanatory. Any questions should be directed to your supervisor.
- 26/27. **OTHER PAY & ALLOWANCES:** Codes are listed on the reverse side of earning and leave statement to identify other pay.
28. **TIP ALLOC:** Tip allocations for tipped employees, such as, waiters, bartenders, etc.
29. **EIC:** Earned Income Credit.
30. **FEDERAL TAX:** Amount deducted for federal tax determined from information in blocks 54, 55, and 56 which you supplied when completing the W-4
31. **OASDI:** Old Age Survivor Dependent Insurance (Social Security).
32. **MEDICARE:** Medicare tax deducted from gross pay (Regular Status Employees Only).
33. **CHARITY:** Amount you designated to be paid to charity (i.e. United Way, Combined Federal Campaign, etc.), if any.
34. **ALMT:** Amount of allotment to another account, if any. If you should want to start an allotment see the NAF HR Office for the proper forms.
35. **RETIREMENT:** Amount paid into retirement plan for pay period (Regular Status Employees Only).
36. **401K:** Employee percentage of contributions to 401K Savings Plan (Regular Status Employees Only).
37. **LIFE INSURANCE:** Amount withheld for Life Insurance (Regular Status Employees Only).

38. **HMO:** Amount of premium you are paying for medical insurance depending on coverage you selected, if any (Regular Status Employees Only).
39. **ORGN DUES:** If you are a dues paying member of the Union (NFFE), the amount of the deduction.
40. **STATE TAX:** Amount of Louisiana state tax deducted.
41. **BONDS:** Amount being deducted for purchase of the US Savings Bonds, if any.
42. **CUM:** Total amount you have paid into the retirement plan as of the PPE date shown on earnings and leave statement (Regular Status Employees Only).
43. **MATCH:** Employers contribution to 401k Savings Plan (Regular Status Employees Only).
44. **CD:** Life Insurance Code.
45. **CD:** Medical Insurance Code
46. **CD:** LA is for state you're paying taxes to.
47. **CUR BAL:** Your current annual and sick leave balances (Regular Status Employees Only).
48. **USE/LOSE:** Your use or lose annual leave balances.
49. **COMP:** Comp time balances.
50. **AWOP:** Any amounts appearing as absent without pay should be discussed with your supervisor for an explanation; holidays which you are paid and did not work will be code 8 and the number of hours will appear. LWO P hours will be listed also. LWOP (Leave without Pay);
51. **TOTAL DEDUCTIONS:** Total amount of deduction from gross pay – item numbers #30 through #41.
52. **GROSS PAY:** Pay before taxes/deductions.
53. **DED:** Total deductions withheld from check.
54. **NET PAY:** Amount of check or deposit to a financial institution. Gross pay (amount in #51) with the total deduction subtracted (amount in #52) will equal your net pay (amount in #53).
55. **MAR STAT:** Marital status married or single as reported to NFS; 1 is for single and 2 is for married and 3 is for married but withholding at a higher rate.. This information was determined by what you supplied to us on your W-4.
56. **TAX EXEMPT:** The number of exemptions will appear here.
57. **LOCAL TAX:** Not Applicable.

Use your existing PIN

No need to get a new PIN. Just use your existing E/MSS PIN to access myPay.

Why use myPay?

As a DoD employee, military member, retired service member, or annuitant you will have unprecedented control over your pay account. You'll have immediate access to your information and can change your pay preferences online. **You will save time. Your Service will save money.**

How safe is myPay?

The unique combination of a SSN, PIN, and a DoD-specific telephone number needed to access myPay ensures a secure environment.

Is assistance available?

Yes, help is always available for myPay online. You can also call customer support at 1 800 390.2348, Monday through Friday between 7 a.m. and 7:30 p.m. Eastern for assistance.

Can the PIN be changed?

Yes, you can change your PIN online in myPay. To change your PIN, select the "Change PIN" option from the main menu.

myPay awards

2001 USD (Comptroller) Financial Management Award

2001 ASMC Distinguished Performance Award

2001 e-Gov Trailblazer Award

2002 e-Gov Pioneer Award

myPay is brought to you by:



Your Financial
Partner @ Work

For assistance, call customer support at
1 800 390.2348, Monday - Friday
between 7a.m. and 7:30 p.m. Eastern.

Produced by the Corporate Communications Directorate
Defense Finance and Accounting Service

www.dfas.mil

email: askdfas@dfas.mil
HR In-processing Packet

myPay

The Key to Controlling Your Pay

Easier and More Secure

Faster and More Reliable



myPay puts you in control

myPay, formerly E/MSS, offers faster enhanced services, security, accessibility and reliability to all customers of DFAS worldwide.

With myPay, you can:

- View, print, and save leave and earnings statements
- View and print tax statements
- Change federal and state tax withholdings
- Update bank account and electronic fund transfer information
- Manage allotments
- Make address changes
- Purchase U.S. Savings Bonds
- View and print travel vouchers
- Control Thrift Savings Plan enrollment

Features may vary by Armed Service and status.

myPay is secure

myPay combines strong encryption and secure socket layer (SSL) technology with your social security number (SSN) and personal identification number (PIN) to safeguard your information from any unauthorized access.

Start using myPay now

Use your existing E/MSS PIN to log on at mypay.dfas.mil.

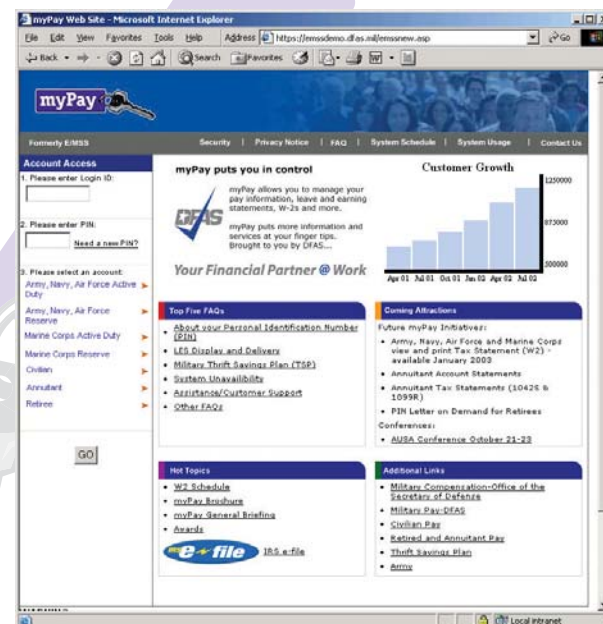
Need a new PIN?

- Civilians, active Air Force and Marine Corps, all Reservists, and military retirees receive PINs by mail. If you need a new PIN, just click “need new PIN.” Log on once you receive your PIN in the mail.
- Active Army and Navy may request PINs by faxing name, social security number, phone number, signature, and copy of a government ID to DFAS at 216 522.5800. Then, log on following the instructions provided.

myPay is easier than ever

myPay’s new design helps you find the information and complete the transactions you want in just three clicks. Available nearly around the clock, myPay means no waiting in lines or holding on the phone.

With clear confirmation messages, myPay means confidence in knowing your pay is going where it should, when it should.



STANDARDS OF CONDUCT SUMMARY FOR NEW EMPLOYEES

The purpose of this bulletin is two-fold. First, it is intended to serve as a reminder that as Federal employees, we, supervisors and employees alike, have a responsibility to observe and maintain a high standard of conduct and to respect and observe the rules and/or procedures of our employer, the Department of the Army. In doing so, however, we also have a right to know what is expected of us and what the consequences of not fulfilling those expectations will be.

On February 3, 1993, the U.S. Office of Government Ethics published "Standards of Conduct for Employees of the Executive Branch, 5CFR 2635. It applies to the Army and is your primary source of guidance for ethics and the Standards of Conduct. On August 30, 1993, Secretary Aspin signed DoD Directive 5500.7R, "Joint Ethics Regulation". It supplements the OGE Standards, and covers additional topics. This is a punitive regulation applicable to all members of DoD.

General Principles

- Use government resources only for Government purposes.
- Do not use public office for private gain.
- Do not give preferential treatment to any private entity.

Gifts from Outside Sources

- You may not solicit or accept a gift from a "Prohibited Source" or a gift given because of your official position. A "Prohibited Source" is a non-Federal entity that seeks official action or does business with the Army, or; has interest that may be substantially affected by your official duties.

Exceptions to the Prohibited Gifts Rule Include

- a gift of \$20 or less, with a limit of \$50 per year per source
- gifts based on a purely personal relationship
- discounts or promotions available to a large segment of the public
- awards and prizes given as a part of a regularly established program of recognition
- free attendance at a widely attended conference, when attendance would further Government interests.

Avoid Conflicts

- You may not take action, or provide any input to a matter which will have a direct and predictable effect on your financial interests, or the interests of your spouse or children.

Impartiality in Performing Official Duties

- You must perform your official duties fairly and impartially. You may not give special treatment to anyone affected by the performance of your duties.

Misuse of Position

- You may not use your official position to coerce benefits from a private party.
- You may not use your official position to imply that the Government endorses or sanctions a product, service, enterprise, or private organization.

- You may not use information for private purposes (information not available to the public).
- You may not use Government property for private purposes.
- You may not use official time for private activities.

Outside Activities

- The Hatch Act (as of October 9, 1993) limits civilian employee's political activities. AR 600-20 imposes restrictions on uniformed personnel that generally prohibit participation in political activities.
- All Federal employees are prohibited from acting as a representative for a non-Federal party in matters in which the Government has an interest.
- You may not accept outside employment that conflicts with, or otherwise interferes with, the performance of your official duties.
- You may not be paid for outside speaking, teaching or writing which "relates to your official duties", or otherwise involves "remerchandising" the work you do for the Government.
- You may not use your official position for private fundraising efforts. Support to charities must be purely personal.
- You must satisfy all of your legitimate financial legal obligations.

THE ARMY ETHIC

DUTY is doing what needs to be done at the right time despite difficulty or danger; it is obedience and disciplined performance.

INTEGRITY means steadfast adherence to a standard of honesty, uprightness, and particularly to the avoidance of deception.

LOYALTY to nation, to the Army, to the unit and its individual soldiers is essential.

SELFLESS SERVICE puts the welfare of the nation and the accomplishments of the mission ahead of individual desires.

We trust that the knowledge of what is expected of us as Federal employees and the consequences of our actions will motivate us to continue to conform to acceptable standards of conduct, thereby facilitating mission accomplishment.

If you have any questions about the Standards of Conduct, you should contact the Ethics Counselor assigned to your organization.

This pamphlet attempts to answer the questions most frequently asked by our NAF employees when an on the job injury occurs.

NAF employees who are disabled as a result of an injury arising out of and in the course of his or her employment are entitled to benefits under the Longshore and Harbor Workers' Compensation Act. This is a Federal Law that is regulated by the Department of Labor.

Should you have additional questions that are not addressed in this pamphlet, please contact your civilian personnel office.



SERVING AMERICA'S ARMY

**U. S. ARMY
NONAPPROPRIATED FUND
WORKERS' COMPENSATION
PROGRAM**

Q To whom do I report an on the job injury?

A You should report any on the job injury to your supervisor. He/She will complete the proper paperwork and forward your claim to your civilian personnel office (CPO). The CPO will forward the claim to the claims service contractor and the Department of Labor.

Q Who is our claims service contractor?

A Workers' Compensation claims for our NAF personnel are adjudicated by CCSI. They are located in Dallas, TX.

Q What benefits am I entitled to under workers' compensation?

A If you are disabled from work for more than three days due to a compensable on the job injury, compensation will be paid at a rate of 66 2/3% of your average weekly wage. You are also entitled to **authorized** medical care.

Q May I go to any doctor I choose?

A You have the right to choose your treating physician one time. Your supervisor will provide you with a Form LS-1 authorizing your choice of physician for medical treatment. Any change in physicians must then be **authorized** by the claims service contractor.

Q How long will benefits be paid?

A Benefits will be paid as long as you are disabled from work. Medical documentation must be supplied to the claims service contractor to substantiate any lost time from work.

Q Does my regular pay stop once I have a filed a workers' compensation claim?

A You have two options in regards to receiving benefits for lost time.

Option I - If you have sick or annual leave accrued, you may elect to take it in lieu of waiting for your compensation check from the claims service contractor. Upon receipt of the compensation check you would then turn it in to the CPO and the payroll office will credit back the amount of leave it buys. **You may not elect this option and also keep the compensation check.**

Option II - You may elect to receive the compensation check from the claims service contractor and then you will be carried in a LWOP status until you return to work.

You will be required to sign a Benefit Option Form stating your intent.

Q What happens if the doctor releases me to light duty?

A You need to notify your employer and the claims service contractor that the doctor has released you to light duty status. If light duty is available, you will be required to start back to work.

Q When will I start receiving benefits?

A The first three days of lost time is considered the waiting period under the law. Benefits will be paid after three days of lost time and are payable on the 14th day after the employer has been notified of an on the job injury. If you miss more than 14 days, you will be paid for the waiting period.

Q Will I have to pay for the visits to the doctor or hospital?

A No. You should have all bills for authorized medical treatment sent to the claims service contractor.

Q Will I be compensated if I am permanently disabled as a result of my injury?

A If in the opinion of your treating physician you are permanently disabled as a result of the accident, you may be entitled to further benefits under the law. These benefits will be explained to you in the event this occurs.

Q Am I covered as I travel to and from work under the law?

A Generally speaking workers' compensation coverage does not cover you as you travel to and from work. You are required to be within the course and scope of your employment in order to have coverage.

Q Who is watching out for my interests in connection with my workers' compensation claim?

A The Department of Labor monitors all lost time claims. They have 13 district offices within the United States for this purpose.

Q If I fail to notify my employer of an on the job injury do I lose my right to benefits?

A The statute of limitation for filing a workers' compensation claim is thirty days from the date of injury. It is to your benefit to notify your employer immediately of any work related injury.



**MG Robert M. Joyce Installation Management Command Academy
School for Family and MWR
www.IMCOMAcademy.com**

Visit www.AskMWR.com to register with the MG Robert M. Joyce Installation Management Academy School for Family and MWR. Click on **“Login/Enter Academy”**. Read the user agreement and click **“I Accept”** then do one of the following:

- a. If you are a new user follow these steps:
 - i. Click on **“Create New Account”** in the bottom tool bar
 - ii. Read the consent statement and click the **box** next to **“I’ve read & consent to terms in IS user agreement.”**
 - iii. Click **“Next”**
 - iv. Enter requested information
NOTE: Pay special attention to the password criteria
 - v. Select your Employment Status from **drop down** menu
 - vi. Select your Civilian Pay Grade from **drop down** menu
 - vii. Select **“Army”** from **drop down** menu and click **“Go”**
 - viii. Select **“Fort Johnon”** from **drop down** menu
 - ix. Enter remaining information and click **“Next”**
 - x. Enter Supervisor’s name and click **“Search”**. Select **radio button** next to supervisor’s name and click **“Next”**
 - xi. For organization, expand **“Family and MWR (Garrison Level)”**, then expand your division, then click the **box** next to your program/activity
 - xii. Click **“Next”**
 - xiii. Enter your Position Description Job Title and click **“Search”**
 - xiv. Select **radio button** next to job title and click **“Create”**
- b. If you already have an account, enter your user name and password. Please verify that your information is correct by hovering your cursor over **“My Workspace>>My Account”** then clicking on **“Edit Profile”**. Ensure that your Garrison is **“Fort Johnson”**. To locate your organization, expand **“Family and MWR (Garrison Level)”**, then expand your division, then click the **box** next to your program/activity. Verify your Supervisor is correctly listed.
- c. If you already have an account, but have forgotten your user name and/or password, please use the links in the bottom tool bar to request assistance from the administrator

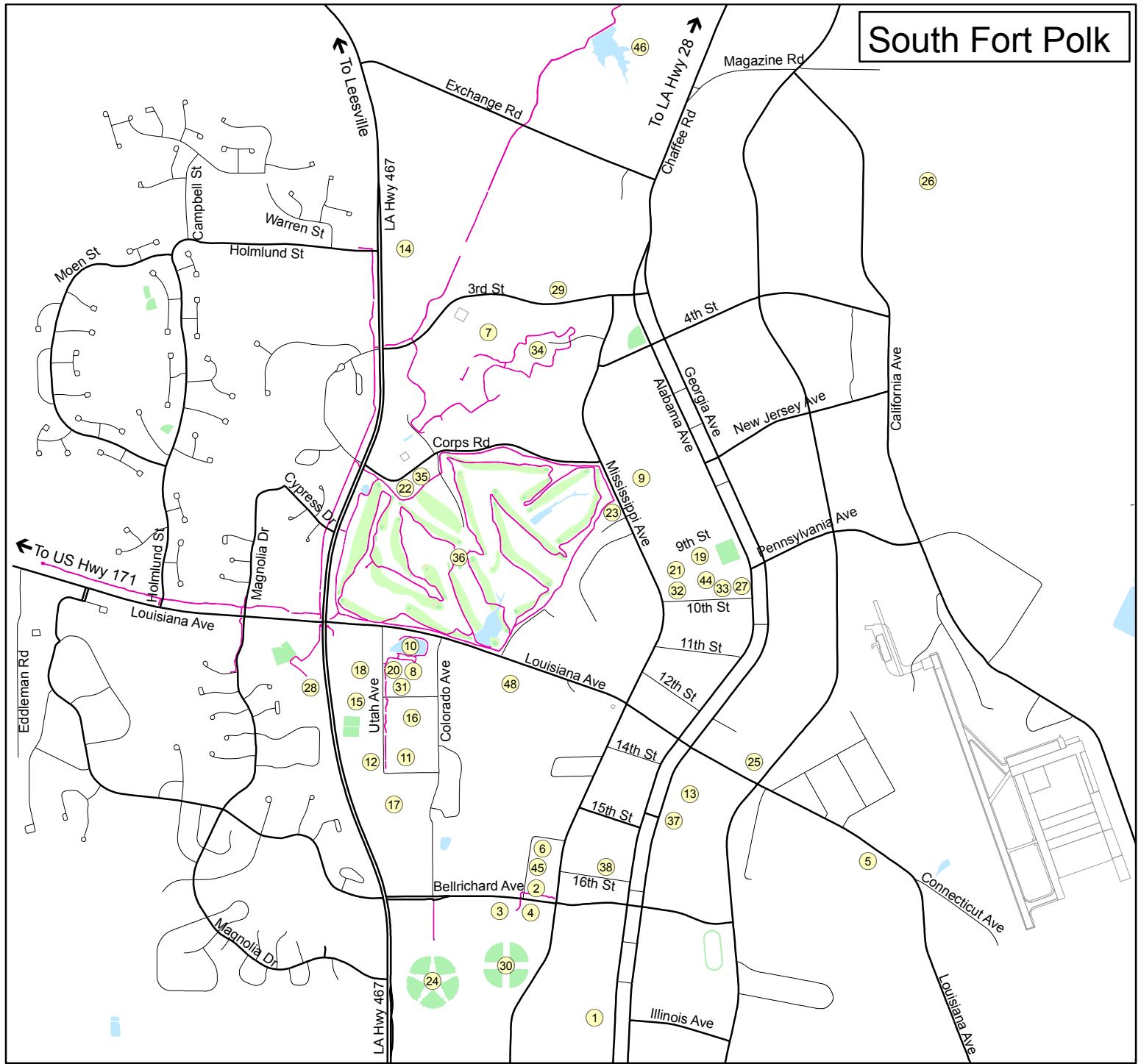
If you do not have access to a computer, the Fort Johnson Allen Memorial Library has computers available for your use.

Allen Memorial Library
7460 Colorado Ave, Building 660
(337) 531-2665

Monday-Thursday 10am-7pm
Friday 10am-5pm
Saturday 10am-6pm
Sunday 2pm-6pm

Questions? Please contact Susan Herndon at (334)255-0195 or susan.j.herndon.naf@mail.mil

South Fort Polk



South Fort

- 1 1st MEB Fitness Center - 2276
- 2 ACS Family Readiness Center - 924
- 3 Army Community Services - 920
- 4 Arts & Crafts Center - 922
- 5 Automotive Skills Center - 4529
- 6 Bayou Theater - 930
- 7 BJACH - 285
- 8 Boundless Playground
- 9 Cantrell Fitness Center - 1262
- 10 Catfish Cove
- 11 Child Development Center - CDC 701,702
- 12 Child Development Center - CDC/SAS 744
- 13 Child Development Center - CDC 3349
- 14 Child Development Center - SAS
- 15 Commissary
- 16 Education Center and Allen Memorial Library and Leisure Travel Services - 660
- 17 Exchange - 850
- 18 Holiday Inn Express - 522
- 19 Home of Heroes Functional Fitness Center
- 20 Home of Heroes Soldier Recreation Center
- 21 Huddle House - 503
- 22 Klubs & Karts
- 23 Mulligan's and Warrior Hills Pro-Shop - 352 WiFi
- 24 Parent Central Services - 400
- 25 Perez Youth Fields
- 26 Recreational Equipment Checkout

- 26 Recreational Shooting Range & Paintball Complex
- 27 Showboat Theatre - 1454
- 28 Siegfried Youth Center/MST - 4996
- 29 Soldiers and Family Assistance Center (SFAC) - 220
- 30 Soldiers Athletic Complex - 1961
- 31 Splash Park
- 32 Spare-Time Lounge & Strike Zone Bowling Center - 1457 WiFi
- 33 Swimming Pool 25 Meter - 1458
- 34 Swimming Pool 50 Meter - 270
- 35 Warrior Community Activity Center WiFi
- 36 Warrior Hills Golf Course
- 37 Wheelock Fitness Center - 3350
- 38 Youth Sports Gym - 2070

North Fort

- 39 162nd Fitness Center & Soldier Recreation Center
- 40 Child Development Center - CDC 14500
- 41 Fort Polk Motocross Track

Recreation Areas

- 42 Alligator Lake Recreation Area
- 43 Alligator Lake RV Park
- 44 Batting Cages
- 45 Fort Polk Museum - 927
- 46 Marion Bonner Recreation Site
- 47 Toledo Bend Rec Site and Trails
- 48 Warrior Memorial Park

What is eOPF

What is eOPF?

The eOPF solution provides electronic Web-enabled, access for all Federal Agency staff members to view eOPF documents. All employees are able to view their own OPF through the eOPF solution. eOPF includes security measures to ensure the integrity of the system. For example, users are able to view their own eOPF documents but not modify the documents. Additionally, all activity performed in the eOPF solution is logged and can be accessed through various reports by authorized users. The eOPF provides an audit trail capability, including a mandatory log that documents when and why an authorized user has reviewed an eOPF.

Key Benefits of eOPF:

1. Enhanced portability and security of personnel records
2. Provides increased employee awareness and accountability through email notification of Personnel Actions (e.g. SF-50's/DA 3434s)
3. Immediate access to OPF forms and information for a geographically dispersed workforce

Review of Your eOPF Documents

It is highly recommended that you review your eOPF when notified that you can gain access to the system.

If you find a document in your eOPF that does not belong to you, it is your responsibility to immediately contact the eOPF helpdesk. Both APF and NAF employees need to submit a helpdesk ticket at eOPF_hd@Telesishq.com.


If you have a document in your eOPF that is illegible, you will also need to submit a helpdesk ticket.

eOPF Cleanup and Forms Search

There is an on-going effort to ensure documents are filed in their appropriate folders during the indexing process. If you cannot find a document on the initial search of the folder, review the entire eOPF contents. If unsuccessful, contact the helpdesk.

Navigating through Your eOPF

View Documents in Your eOPF

1. Log on to eOPF
2. Click either **My eOPF** or the **Search eOPF** button from the left side of the screen
 - **My eOPF** lists your document from the most recent effective date
 - **Search eOPF** allows you to search for and view particular documents within your eOPF
3. Click the **Action** icon  next to the document that you want to view
4. Select the **View** option
5. Click the **Open** button when the File Download box displays
6. Click the **Close** button when finished viewing the document to return to eOPF

Search Your eOPF

1. From the main menu, click the **Search eOPF** button
2. Enter the criteria for the form(s) you wish to locate
3. Click the **Search** button

The Search function allows you to search for All Forms, Common Forms or Agency Forms. You may also select the Folder Sides you wish to view. You may expand or restrict the number of documents that are retrieved through these options.

What is a Folder Side?

In eOPF, a folder is not restricted to the Permanent and Temporary folder sides. Virtual folder sides group similar documents and forms. These sides are decided upon during the paper conversion process, and can only be modified by an eOPF System Administrator.

eOPF Online Help

Within eOPF, each User has access to the eOPF User Guide by clicking on the **Help** link in the top right corner of any eOPF Web page. The eOPF User Guide contains detailed information and step-by-step directions for performing tasks in eOPF.

Profile Updates

Change Your General Preferences

1. From the main menu, click the **My Profile** button and then select the **General Preferences** tab at the top of the screen
2. Select your desired options
 - Number of rows per page to display
 - Fields to display in folder results list
 - Visible fields when viewing your eOPF
 - Assistive technology options
3. Click the **Apply** button

Good to Know

Home Link

To return to the **eOPF Welcome** page at any time, click the **Home** link in the upper right corner of any eOPF page.

Adobe Reader

eOPF stores documents as Portable Document Format (PDF) files, which are viewed and printed using Adobe Reader. Ensure that you have Adobe Reader installed on your PC before using eOPF.

Performance documents

Some employee performance appraisals for the past 4 years may not be currently filed in your eOPF. This may be due to the back log of documents that occurred during the conversion process. These appraisals can be requested through the eOPF helpdesk or your supervisor. If a NSPS appraisal is needed, it is in the Performance Appraisal Application (PAA) accessible by the CPOL Portal and My Biz.

Awards Documents for APF Employees

Awards documents are not required to be filed in hard copy OPFs and in eOPF according to the OPM Guide to Personnel Recordkeeping. Monetary award SF50s from 1998 through the present time are accessible through the CPOL Portal. In addition, the automated system places awards processed after 26 September 2011 into eOPF. Honorary awards are listed in the CPOL Portal and My Biz.

eOPF Helpdesk Contact Information

Phone: 866-275-8518

Email: eOPF_hd@Telesishq.com

Log on to eOPF

Log on to eOPF

1. Access to your eOPF is by Government computer ONLY.
APF employees: <https://eopf1.nbc.gov/army/>
NAF employees: <https://eopf1.nbc.gov/armynaf/>
2. Read the Terms and Conditions and click **Accept**
3. Enter your eOPF ID
4. Enter your secure Password
5. Click **Submit**

Request a New User Password

NOTE: If you do not have a password but have already been provided with an eOPF ID, proceed to Step 5.

1. From the **eOPF logon** screen, click the **Request Your eOPF ID** link.
2. Enter the last 5 digits of your SSN, first 4 letters of last name and date of birth.
3. Click **Submit**

You will receive an e-mail with your eOPF ID.

4. When you receive your eOPF ID via e-mail, return to eOPF
5. From the **eOPF logon** screen, click the **Request a New Password** link
6. Enter your eOPF ID, last 5 digits of your SSN, first 4 letters of your name
7. Click **Submit**

You will receive an e-mail with a temporary password.

Note: If your information you enter does not match the information on record in eOPF, you will receive an "Access Denied" Message. If you do not have an e-mail address in eOPF, an e-mail is sent to the help desk, who will contact you to assist with access.

If you are logging into eOPF for the first time, you will need to accept the **Rules of Behavior** and complete the **eOPF Security Profile** page prior to moving on to the **eOPF Welcome** page.

1. Choose and answer three Personal Questions and three help desk Verification questions from the drop-down question boxes
2. Click the **Submit** button

Once all information is completed, you are directed to the **eOPF Welcome** page

Section 4

Reset/Change Password & ID

Forgot Your Password?

1. In the **eOPF logon** screen, select the **Request a New Password** link
2. Follow the prompts to enter desired information
3. Click **Submit**
4. Answer one of the challenge questions you provided during eOPF registration
5. On the **Reset Your Password** screen, enter your new password
6. Click **Reset Password***

*Passwords must contain at least 1 upper-case letter, 1 lower-case letter, 1 number and 1 special character and be at least 8 characters in length.

Forgot Your eOPF ID?

1. In the **eOPF logon** screen, click the **Request Your eOPF ID** link
2. Follow the prompts to enter desired information
3. Click **Submit** (If you entered the desired information correctly, your Login ID will appear on the screen)

Change Your Password

1. From the **eOPF Welcome** page, click **My Profile**
2. From the **General Preferences** page, click the **Change Password** tab
3. Enter your current password in the **Old Password** field
4. In the **New Password** field, enter your new password
5. In the **Verify Password** field, enter your new password again
6. Click **Update**

NOTE: The eOPF system notifies users via e-mail when new eOPF documents are added; therefore, if your e-mail address changes, it is your responsibility to update your eOPF Profile information.

HR In-processing Packet

ELECTRONIC OFFICIAL PERSONNEL FOLDER



Employee Quick Reference Guide

Release E.1

DEPARTMENT OF THE ARMY



CIVILIAN HUMAN RESOURCES AGENCY



WWW.OPM.GOV/eGOV/EHR1



<https://compo.dcpds.cpms.osd.mil/>



MyBiz+ provides

On-line access to view key data

- Personnel Actions
- Position
- Personal Information
- Salary and Benefits
- Awards and bonuses
- Performance

Update capability

- Contact information
- Disability codes
- Ethnicity and race identification
- Foreign language proficiency

Improved interface

- Appearance
- Navigation
- Readability

Better interactivity

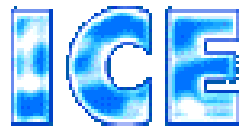
- Display of dynamic data
- Customizable views
- Targeted information

New Capabilities

- On demand Civilian Career Reports

Information available when you need it

- Access with CAC or Agency authorized Non-CAC login



**Interactive
Customer
Evaluation**

IF YOU HAVE BEEN SATISFIED WITH THE SERVICE PROVIDED TO YOU AT THE NAF HR OFFICE, PLEASE LET US KNOW!

GO TO THE WEBSITE BELOW, CLICK ON PERSONNEL SERVICES, THEN CPAC – NONAPPROPRIATED FUND (NAF).

<http://ice.disa.mil/index.cfm?fa=card&s=1138&sp=129322&dep>



Whistleblowing

A "whistleblower" discloses information he or she reasonably believes evidences:

- A violation of any law, rule or regulation
 - Gross mismanagement
 - A gross waste of funds
 - An abuse of authority
 - A substantial and specific danger to public health or safety
 - Censorship related to scientific research if censorship meets one of the above-listed categories
-

The Office of Special Counsel (OSC) provides a secure channel through which current and former federal employees and applicants for federal employment may make confidential disclosures. OSC evaluates the disclosures to determine whether there is a substantial likelihood that one of the categories listed above has been disclosed. If such a determination is made, OSC has the authority to require the head of the agency to investigate the matter.

To make a disclosure contact:

**U.S. OFFICE OF SPECIAL COUNSEL
1730 M STREET, N.W., SUITE 218
WASHINGTON, DC 20036-4505**

PHONE: (202) 804-7000 | TOLL FREE: 1-800-872-9855

TTY: 1-800-877-8339 | EMAIL: info@osc.gov

WWW.OSC.GOV

What is the Employee Assistance Program?

A voluntary, confidential program that provides free screening, referral, short-term counseling, and follow-up services to employees and their families. EAP can provide management consultations addressing productivity issues, conflict management, and other concerns that impact the mission of the organization.



Eligibility

- DoD Civilian Employees
- Retired Military Personnel
- Retired Civilian Employees
- Adult family members of active duty personnel and retirees



Employee Assistance Program Coordinator
Amelia Connor, CEAP
7438 California Ave., Bldg. 4275
Fort Polk, LA 71459

Contact Information



337-531-1964/2031



Amelia.d.connor.civ@army.mil



Fb.com/~~Army Substance Abuse Program~~ —JRTC
& Fort Polk

Employee Assistance Program (EAP)



Army Substance Abuse Program

Employee Access to EAP

Self Referral: The employee contacts EAP via email or phone

Informal Referral: The employee and supervisor may have met regarding performance issues that have become noticeable, but do not merit serious action at this time. The supervisor may tell the employee about EAP services. Informal referrals are typically verbal and originate from the working relationship between employee and the supervisor. The supervisor is not contacted by EAP unless employee requests and gives consent.

Formal Referral: The supervisor meets with the employee over serious work problem which has been carefully documented. The supervisor fully describes the problem and reviews their concerns with the employee. The supervisor then contacts EAP and makes the initial appointment preferably in the presence of the employee. EAP will confirm attendance if employee grants consent.

How can EAP help?

EAP is a voluntary program that employees can access to get confidential assistance with resolving issues and problems. The EAP can assist with a variety of work/life balance concerns that have an adverse effect on your family, health, and productivity.

Work/Life Concerns:

- Family and marital issues
- Problems with alcohol and/or drugs
- Mental Health
- Stress
- Drug-Free workplace policies
- Child/Elder care
- Financial concerns



Confidentiality and Ethics

One of the highest priorities for an Employee Assistance professional is the protection of client rights.

All information shared with EAP is kept and maintained confidentially. Your visit is private and no information can be shared without your consent.

Limits to Confidentiality include: harm to self, child/spouse or elder abuse or neglect, or involvement in illegal activities.



Home Style	# of Bathrooms	Square Footag	Min. Monthly Income (*based on special)	Price
2 Bedroom Apartment	1.0 BA	980-1200	\$2695	\$980
2 Bedroom Apartment w/one-car garage	1.0 BA	1016- 1064	\$2750	\$1,000
2 Bedroom single Level	1.0 BA	1049-11 14	\$2750	\$1,000
2 Bedroom one story w/one-car garage	1.0 BA	1074	\$2791	\$1015
2 Bedroom townhouse	1.5 BA	1049- 1255	\$2805	\$1020
2 Bedroom townhouse w/ one-car garage	1.5 BA	1200	\$2819	\$1025
3 Bedroom single level Duplex	1.5 BA	1164-1270	\$2750	\$1000
3 Bedroom single level duplex	2.0 BA	1164-1333	\$2819	\$1025
3 Bedroom townhouse	2.5 BA	1233-1471	\$2888	\$1050
3 Bedroom townhouse w/one-car garage	2.SBA	1376- 1544	\$3025	\$1100
3 Bedroom townhouse w/two-car garage	2.5 BA	1442	\$3163	\$1150
4 Bedroom single level duplex	2.0 BA	1293-1577	\$3163	\$1150
4 Bedroom townhouse	2.5 BA	1571-1679	\$3300	\$1200
4 Bedroom townhouse w/one-car garage	2.5 BA	1418- 1583	\$3438	\$1250
4 Bedroom townhouse w/ two-car garage	2.5 BA	1604+	\$3713	\$1350

Community features:

- Gated community with ID Checks
- Community Centers with Amenities
- Outdoor Pools
- Multi-Purpose rooms
- Basketball courts
- Coin operated laundry facilities
- Resident Computer Labs
- Playgrounds and picnic areas
- Pet friendly

Services Included:

- 24 -Hour emergency maintenance
- Utilities Included
- Lawn Care

Home features:

- Automatic Dishwashers
- Fenced in backyards**
- Exterior and interior storage**
- Frost free refrigerator with Ice Makers
- Washer/Dryer hook ups
- Patio area

Fees and Deposits:

- \$35 application fee for anyone 18 years old and over
- \$300 and up to One Month's security deposit
- \$250 additional each month for a 3-month lease term
- \$125 additional each month for a 6-month lease term
- \$75 additional each month for a 9-month lease term

All square footage is approximate. Pricing, specials and availability subject to change without notice.



THE HATCH ACT

Permitted and Prohibited Activities for Most Federal Employees

Generally, federal employees, unless further restricted*, may actively participate in political management and political campaigns. Accordingly, these employees may engage in “political activity” on behalf of a political party or partisan political group (collectively referred to as “partisan groups”) or candidate in a partisan election as long as it is not on duty or in the workplace. Political activity refers to any activity directed at the success or failure of a partisan group or candidate in a partisan election.

For more information, contact the U.S. Office of Special Counsel at (202) 804-7002 or hatchact@osc.gov.

-
- **May** be candidates in non-partisan elections.
 - **May** register and vote as they choose.
 - **May** assist in voter registration drives.
 - **May** contribute money to partisan groups and candidates in partisan elections.
 - **May** attend political fundraisers.
 - **May** attend and be active at political rallies and meetings.
 - **May** join, be active, and hold office in partisan groups.
 - **May** sign and circulate nominating petitions.
 - **May** campaign for or against candidates in partisan elections.
 - **May** make campaign speeches for candidates in partisan elections.
 - **May** distribute campaign literature in partisan elections.
 - **May** campaign for or against referendum questions, constitutional amendments, or municipal ordinances.
 - **May** express opinions about political issues.
 - **May** express opinions about partisan groups and candidates in partisan elections while not at work or using official authority.
 - **May not** be candidates in partisan elections.
 - **May not** use official authority to interfere with an election or while engaged in political activity.
 - **May not** invite subordinate employees to political events or otherwise suggest that they engage in political activity.
 - **May not** knowingly solicit or discourage the political activity of any person with business before the agency.
 - **May not** solicit, accept, or receive political contributions (including hosting or inviting others to political fundraisers) unless both persons are members of the same federal labor or employee organization, the person solicited is not a subordinate employee, the solicitation is for a contribution to the organization’s political action committee, and the solicitation does not occur while on duty or in the workplace.
 - **May not** engage in political activity while on duty, in the workplace, wearing a uniform or official insignia, or in a government vehicle. For example:
 - **May not** wear, display, or distribute partisan materials or items.
 - **May not** perform campaign-related chores.
 - **May not** make political contributions.
 - **May not** use email or social media to engage in political activity.

*All career SES employees, ALJs, and employees identified at 5 U.S.C. § 7323(b)(2)(B)-(3) are further restricted.

Hatch Act DOs and DON'Ts

Below are the primary guidelines that active Federal employees must follow when working or volunteering on a political campaign for federal office. Remember, that just because the Hatch Act doesn't say "NO," that doesn't mean it's legal.

Active Federal employees **may**:

- Be a candidate in a political election in which no candidates represent a political party
- Register and vote as they choose
- Assist in Voter Registration Drives
- Express opinions about candidates and issues
- Attend fundraisers and contribute money to political organizations and campaigns
- Volunteer on a campaign
- Recruit volunteers for a political campaign
- Participate in activities such as phone banking and precinct walking
- Display bumper stickers, lawn signs, and other campaign paraphernalia
- Raise money for their union's political action committee from other union members
- Run for nonpartisan offices (that is, parties are not listed on the ballot)
- Volunteer, run for, and hold an office in a local or state political party

Active Federal employees **may not**:

- Be a candidate in a political election in which any candidate represents a political party
- Raise money for a partisan political campaign
- Allow their names to be used in any fundraising appeal on behalf of a partisan political campaign
- Participate in a phone bank that is engaged in fundraising for a partisan campaign
- Raise money for their union's political action committee from persons other than their fellow union members

EMPLOYEE CODE OF STANDARDS OF ETHICAL CONDUCT

REFERENCE: DoD 5500.7-R and AR 215-3

PURPOSE AND SCOPE This regulation prescribes standards of ethical conduct required of all Department of Army (DA) personnel, regardless of assignment, to avoid conflict between private interests and official duties. Government service or employment as a public trust requires that DA personnel place loyalty to country, ethical principles, and law above private gain and other interests. DA personnel will scrupulously adhere to the DA program of equal opportunity regardless of race, color, sex, religion, reprisal, national origin, physical or mental handicap or age provided that you are at least 40 years of age in accordance with Equal Employment Opportunity Commission regulations under Title 29, Code of Federal Regulations (CFR) Section 1614.

1. I recognize that this code is designed to serve as a **GUIDE** for the conduct of all employees and as a foundation for a successful employer-employee relationship. In return for my continued employment, therefore, I ***WILL*** respect and support the Employer's goals and agree to the following:
 - a. I ***WILL*** conscientiously perform all of my assigned duties to the best of my ability.
 - b. I ***WILL*** maintain a constructive and courteous attitude, respect supervisory authority, and obey supervisory orders.
 - c. I ***WILL*** willingly cooperate and strive to maintain good working relations with my supervisors and fellow employees. I will not fight or create a disturbance that would have an adverse effect on morale production.
 - d. I ***WILL*** actively participate in and support programs designed to improve work methods and conditions.
 - e. I ***WILL*** seek to find and employ more efficient and economical ways of getting the job accomplished.
 - f. I ***WILL*** assist my supervisor in efforts to shape and direct individual employee objectives toward attainment of the organization's goals.
 - g. I ***WILL*** give a full day's work for a full day's pay.
 - h. I will ***NOT*** engage in, or involve co-workers in, private business or profit-oriented endeavors while on official duty time.
 - i. I will ***NOT*** sleep on duty.
 - j. I will ***NOT*** loaf or otherwise delay or fail to work on my assigned duties.
 - k. I will ***NOT*** gamble on duty.
 - l. I ***Understand*** that I have an obligation to conduct myself off-duty in such a way that no disgrace or disrepute will be brought upon the Department of the Army. I will do nothing to adversely affect the confidence of the public in the integrity of the Government.
 - m. I will ***NOT*** knowingly make false or malicious statements against other employees, supervisors or officials with the intent to harm or destroy their reputation, authority, or official standing.
 - n. I will ***NEVER*** discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not, and never accept, for self or family, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of my duties.
 - o. I will ***NOT*** use public office for private gain.
 - p. I will ***NOT*** conceal or fail to report to proper authorities the admission of a felony under any criminal statute.

2. In addition, I ***UNDERSTAND*** that the following types of misconduct are of such seriousness that their infraction may result in ***IMMEDIATE TERMINATION***:
 - a. Theft, fraud or other intentionally dishonest conduct.
 - b. Misuse or abuse of Government property or unauthorized use of an official motor vehicle.
 - c. Threatening or inflicting bodily harm.
 - d. Embezzling Government money or property.
 - e. Drinking intoxicants or ingest any controlled substance while on duty or reporting to duty that would interfere with the proper performance of any duty, be a menace to safety of persons or property or be prejudicial to the maintenance of discipline.
 - f. Off-duty misconduct of such major significance that the employee cannot fulfill his or her job responsibilities. Off-duty misconduct that has an adverse effect upon the Army.
 - g. Refusal to testify in a properly authorized inquiry or investigation conducted by representatives of the Department of the Army except where such refusal is based upon grounds of self-discrimination.
 - h. Indecent or immoral conduct.
 - i. Failure to obey any written regulation or order prescribed by appropriate authority whereby safety of persons is endangered, or funds or property is jeopardized.
 - j. False statements, misrepresentation, or fraud in completing application for employment or promotion or in other official records submitted to the Department of the Army.
 - k. Sleeping on duty where safety of personnel or property is endangered.

Introduction

The United States Army welcomes you. As a NAF employee, you are one of our most valued resources. You are now a member of the Army team making an important contribution to the military community. We are committed to excellence.

Teamwork, cooperation, and customer satisfaction are essential in providing the best possible service for our military personnel, their families and other members of the military community. We value all our customers. Our customers are the reason for our services and our jobs.

This booklet is provided for your use as a reference about the conditions of your employment as an Army NAF employee. It has been designed to explain basic employment information, and contains your obligations, responsibilities, rights and benefits. This booklet is not a contractual basis for employment.

NAF employees are not deemed to be Federal employees for purposes of most Office Personnel Management-administered laws and regulations. Thus, the policies, procedures, and entitlements relating to NAF employees are different than those for Appropriated Fund (Civil Service) employees.

Detailed information regarding employment can be located in Army Regulation (AR) 215-3, NAF Personnel Policy. For questions about any specific conditions of employment, or clarification on various issues, contact your supervisor or your servicing NAF human resources representative for assistance.

We welcome your recommendations and comments. Please address them to Headquarters, Department of the Army, Office of the Assistant G-1 for Civilian Personnel, NAF HR Policy and Programs Division, ATTN: DAPE-CPD-NF, 2461 Eisenhower Avenue, Alexandria, Virginia 22332-0300.

About this Guide

Your career is a Lifelong Adventure!

It's our intention to provide information, samples, and worksheets throughout this guide to help you with your own career adventure. Consider this a journey with no real ending, only many interesting stops along the way. Although this guide cannot cover everything related to career planning, we have tried to touch on many of the common questions and steps we all share.

Career planning is a deliberate process of examining yourself, your goals, and the world around you. It is a continuous process of decision-making, which we engage in throughout our lives. You oversee your career plan and how it develops. A career is the culmination of one's life of work; including what we study, where and what we do for work, our passions, the circumstances of our lives and even what we do for fun.

There are several leading theories of career development, and each looks at the planning process through a different lens, however, there are similarities across theories. The model below is a graphic depiction of the universal, life-long process of career planning. We move through the stages fluidly, often repeating the process as our life changes and our desires evolve.



Leadership Message

Fort Johnson is a major Army installation with a mission to develop leaders, and train and deploy Soldiers for combat and combat support operations around the world. It is home to 7,985 Soldiers and 12,137 Family members living on and off-post, plus 5,703 Civilian and contract employees working on the Installation. With an annual direct economic impact of over \$1.45 billion, Fort Johnson is one the leading employers and a major economic engine for the State of Louisiana. As a result, our collective impact on human, economic and natural capital is substantial.

The Installation Strategic Plan (ISP) identifies the long-term goals, teams and partnerships that guide Fort Johnson and our region to a sustainable future. It is a guide to continuously improve operations and establish Fort Johnson as a premier training installation and a station of choice for Soldiers and Family members. The 25-year goals identified in this plan drive our operations and enable us to accomplish current and future missions more effectively while reducing our environmental footprint and improving the quality of life for Soldiers, Families, Civilians, Retirees, and neighboring communities. Our 25-year goals include:

Goal 1: Sustain Fort Johnson as the Premier Army Training Installation for Soldier/Unit Readiness

Goal 2: Create Sustainable, Modern Facilities and Infrastructure

Goal 3: Develop a High Performing, Diverse, Resource-Conscious Workforce

Goal 4: Make Fort Johnson a Station of Choice for the Army, Soldiers/Civilians, and Families

Goal 5: Cultivate Partnerships to Build Relationships, Reveal Efficiencies, Reduce Costs and Share Services

This plan is continually updated to maintain relevance over the course of the next 25 years. Anyone who lives, visits, or stays at Fort Johnson and West Central Louisiana, has a vital role in the readiness and sustainability of our installation. The USAG, Fort Johnson will leverage technological innovations at every possible opportunity to create and installation that is not only efficient but “smart”. I challenge you to become an integral member of this team to realize the actions, objectives, and goals and ultimately achieve the Garrison’s united vision. The possibilities are endless for Fort Johnson as a **“Station of Choice”** for military families; and where Louisiana becomes a **“Residence of Choice”** for industry, education, science, business, and medicine. Through achievement of these strategic goals and objectives we will solidify that **“We Are the Army’s Home – Serving the Rugged Professional”**.



United States Army Garrison Fort Johnson, Louisiana



Army Civilian Corps



I am an Army Civilian a member of the Army team.

I am dedicated to our Army, Soldiers, and Civilians.

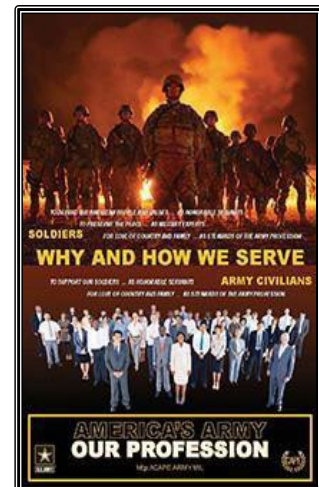
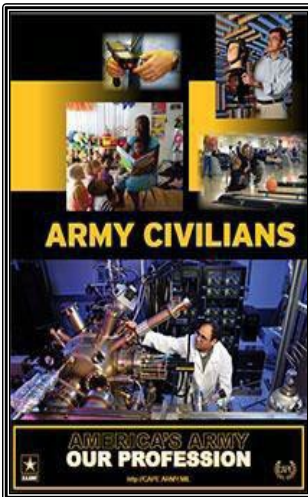
I will always support the mission.

I provide leadership, stability, and continuity during war and peace.

I support and defend the Constitution of the United States and consider it an honor to serve our Nation and our Army.

I live the Army values of loyalty, duty, respect, selfless service, honor, integrity, and personal courage.

I am an Army Civilian.



THE ARMY VALUES

Duty, honor, integrity, courage, loyalty, respect, and selfless service, make up the Army ethic or values. As civilian employees of the Army, we are committed to the same values as our uniformed military team members.

HISTORY OF THE CIVIL SERVICE

Soldiers and civilians have been working alongside each other since the Revolutionary War. In 1775, the first Army civilians were employed as clerks, skilled tradesmen or craftsmen, physicians, teamsters, and unskilled laborers. Just as the Army's missions and demands upon it have grown more complex, so too have the positions that civilians occupy. Whether they are human resources specialists, historians, supply clerks, lawyers, physicians, contractors or food service workers, civilians perform vital military support functions. Without them, the ability to accomplish the mission would be seriously impaired, and by extension, national interests would not be served.

During the Civil War, 25,000 civilian trainmen, dispatchers and superintendents ran the military railroads that transported supplies to troops in the field. Union hospitals were staffed by more than 12,000 military and civilian employees, and more than half of the surgeons in the Army were civilians. Military telegraph and several engineer construction corps that was exclusively or predominantly civilians contributed significantly to the war effort.

Prior to 1883, using the patronage system, the Federal bureaucracy was staffed with "cronies" of the incoming administration. The assassination of President James Garfield in 1881 by Charles Guiteau, a disappointed office-seeker, caused such a clamor that the old patronage system had to be reformed. The history of public Civil Service has its origins in the Pendleton Act of 1883, or commonly known as the Civil Service Act of 1883. This act regulated and improved the Civil Service and its civilian employees.



In the late 1930's, Franklin D. Roosevelt's Administration strengthened the merit principle, giving support to positive personnel programs and enhancing the positive leadership of the Civil Service Commission. Roosevelt signed two Executive orders that marked the beginning of modern personnel administration in the Federal Government. On November 26, 1940, Roosevelt also signed the Ramspeck Act that paved the way for an unprecedented extension of the merit system that included competitive service, to more than 182,000 permanent positions, almost all the non-policy determining positions in the executive civilian service.

Civilians served with distinction in research and development, intelligence, logistics, communication and medicines during World War I and World War II. Harry S. Truman became President after the death of Roosevelt in 1945. That same year brought the end of World War II hostilities, and the Civil Service Commission faced the task of drastically reducing the huge wartime civilian workforce. An employment and advisory service was established to assist returning veterans. Applicants for Civil Service positions were accepted only from persons with veteran preference entitled to have examinations reopened and from certain persons separated as a result of a reduction in force.



By 1948, Public Law 617 was enacted and affirmed the Commission's war-developed policy of hiring the physically handicapped. It banned discrimination against physically handicapped persons in filling any positions whose duties they could perform efficiently without endangering themselves or others. The Commission, with its World War II experience still fresh, entered into agreement with the Army and other Federal agencies, giving them authority to make

“emergency-indefinite” appointments not leading to permanent status at the start of the Korean War in 1950. The Federal service experienced urgent recruiting needs due to the war.



The John F. Kennedy administration had the responsibility for ensuring nondiscrimination and equal opportunity in the largest employment system in the nation; policies and practices were reviewed to ensure that they did not place barriers in employing women. The Federal Salary Reform Act of 1962 was passed to address: 1) how much to pay Federal Civil Service employees and 2) on what basis this decision should be made.

President Lyndon B. Johnson, by Executive Order 11246, assigned responsibility for Equal Employment Opportunity (EEO) in the Federal service to the Civil Service Commission. He declared that the Federal Government would provide equal opportunity for all qualified persons. Discrimination was prohibited in employment due to race, creed, color, or national origin. EEO would be a positive, continuing program in each executive department and agency (This led the way for the EEO Act of 1972 to take affirmative action to open employment opportunities within the framework of a long-established merit system of employment). Johnson was also credited with creation of the Coordinated Federal Wage System in 1965.

By the 1970’s the Army made a positive shift in giving increased attention to Army Civilians. It focused on administrative and personnel management, new policies and programs, and civilianization of military positions. Into the 1980’s, the Army maintained that a strong peacetime civilian workforce was necessary not only to fulfill Army mission needs, but also to ensure that the Army was prepared for the first stages of war. It identified the need for civilian training and development programs such as the Army Civilian Training, Education and Development System. The Army recognized the need for leadership training and developed many Civilian Leadership courses to develop core leadership skills.

Since the early 1990’s, Army civilians have deployed to the Balkans, Bosnia, Hungary, Macedonia, Kosovo, Kuwait, Iraq, and Afghanistan in support of the national’s defense commitments. Some are required to deploy during times of national emergency with the military units they support during peacetime. They perform equipment maintenance, real estate function, engineering, auditing, morale, welfare and recreation activities, safety, personnel management, and other sustainment-related functions. Just as they always have, they will continue to write a proud and lasting legacy in our nation’s defense. Theirs is a storied and sterling history of loyal and patriotic support not altogether unlike their military counterparts. In addition, they swear, upon entering office, “... to defend against all enemies, foreign and domestic.” They too have their heroes, and they too proudly serve.

Some of this information was taken from Office of Personnel Management’s website. For more information please visit <https://www.opm.gov/about-us/our-mission-role-history/>

OATH OF OFFICE

Becoming an employee of the Federal Government or non-appropriated fund instrumentality within any of the civilian employment systems brings with it special responsibilities. You now work for the American people and their government – loyalty to the government is a fundamental requirement of Federal employment. As a federal employee, you have an obligation to the public because you are entrusted with work that is financed by taxpayers' dollars. Confirmation of that loyalty and acceptance of that public trust is demonstrated by swearing or affirming the Oath of Office.

The oath you are required to take is almost identical to the oath US Army officers and enlisted personnel take. Accepting the oath is a serious matter; it demands that all appointees fully recognize they are undertaking solemn obligations and are pledging utmost loyalty to the United States. The oath is legally binding – violation can serve as a basis for criminal prosecution. As you read the oath you are administered, you become an official of our government. Conduct yourself commensurate with this noble assignment and serve proudly.

"I [state your name], will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So, help me God."



EMPLOYMENT RIGHTS

The Department of the Army is an equal opportunity employer. That means that positions are filled without regard to race, marital status, color, religion, age, sex, lawful political affiliation, labor organization membership, physical disability, or national origin. Also, positions are filled on the principles of merit. Employees are hired, promoted, and reassigned based on their qualifications for the job and any requirements of the law.

WHISTLEBLOWER PROTECTION

All employees and applicants will be free from reprisal in making protected disclosures, and the confidentiality of employees and applicants making such disclosures will be protected. Any employee or applicant who reasonably believes that a personnel action was taken or not taken as reprisal for making a protected disclosure, may file a complaint with the Department of Defense (DoD) Inspector General by calling 1-800-424-9098. Additional Information may be found at <https://www.defense.gov/Contact/Help-Center/Article/Article/2763108/dod-inspector-general-hotline-and-whistle-blower-protection/>

DISCRIMINATION

Discrimination that violates Title VII of the Civil Rights Act of 1964 applies to employers with 15 or more employees, including state and local governments. It also applies to employment agencies and to labor organizations, as well as to the federal government.

The Army is an Equal Employment Opportunity employer and discrimination in any form is prohibited by the law and will not be tolerated! The Equal Employment Opportunity Commission (EEOC) provides an employee with relevant laws, regulations and policy guidance, fact sheets, Q&As, best practices, and other pertinent information regarding discrimination and sexual harassment.

Age discrimination involves treating someone (an applicant or employee) less favorably because of his/her age.

Disability discrimination occurs when an employer or other entity covered by the Americans with Disabilities Act, as amended, or the Rehabilitation Act, as amended, treats a qualified individual with a disability who is an employee or applicant unfavorably because he/she has a disability.

Equal Pay Act requires that men and women in the same workplace be given equal pay for equal work. The jobs need not be identical, but they must be substantially equal. Job content determines whether jobs are substantially equal. All forms of pay are covered by this law.

Under Title II of the **Genetic Information Nondiscrimination Act (GINA)**, it is illegal to discriminate against employees or applicants because of genetic information. Title II of GINA prohibits the use of genetic information in making employment decisions, restricts acquisition of genetic information by employers and other entities covered by Title II, and strictly limits the disclosure of genetic information.

National origin discrimination involves treating people (applicants or employees) unfavorably because they are from a particular country or part of the world, because of ethnicity or accent,

or because they appear to be of a certain ethnic background (even if they are not). National origin discrimination also can involve treating people unfavorably because they are married to (or associated with) a person of a certain national origin or because of their connection with an ethnic organization or group.

Pregnancy discrimination involves treating a woman (an applicant or employee) unfavorably because of pregnancy, childbirth, or a medical condition related to pregnancy or childbirth.

Race/Color discrimination involves treating someone (an applicant or employee) unfavorably because he/she is of a certain race or because of personal characteristics associated with race (such as hair texture, skin color, or certain facial features). Color discrimination involves treating someone unfavorably because of skin color complexion. Race/color discrimination also can involve treating someone unfavorably because the person is married to (or associated with) a person of a certain race or color or because of a person's connection with a race-based organization or group, or an organization or group that is generally associated with people of a certain color.

Religious discrimination involves treating a person (an applicant or employee) unfavorably because of his or her religious beliefs. The law protects people who belong to traditional, organized religions, such as Buddhism, Christianity, Hinduism, Islam, and Judaism, and others who have sincerely held religious, ethical, or moral beliefs. Religious discrimination can also involve treating someone differently because that person is married to (or associated with) an individual of a particular religion or because of his or her connection with a religious organization or group.

SEXUAL HARASSMENT

Sexual harassment is prohibited by law and will not be tolerated. Sexual harassment includes any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature. Examples include deliberate or repeated unsolicited and unwelcome comments or gestures; or physical contact of a sexual nature which are unwelcome; or, implicit or explicit coercive sexual behavior to control, influence, or affect the career, salary, or job of an employee when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career or,
- Submission to or rejection of such conduct by a person is used as the basis for employment decisions affecting that person, or
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creates an intimidating, hostile or offensive working environment.

Any employee who perceives they are being sexually harassed by a supervisor, superior, co-worker, or peer, should make it clear that such behavior is offensive and report the harassment to either or all of the following: the individual's supervisor or second level supervisor; a representative in the NAF Human Resource Office (HRO), a representative in the Civilian Personnel Advisory Center (CPAC); a representative in the installation's Equal Employment Opportunity Office (EEO); or, the Commander or his representative.

LABOR ORGANIZATIONS

You have the right to join or not join a union. Depending on the labor organization, joining a union may require that you pay dues on a regular basis. If your position is in the bargaining unit, you are covered by the collective bargaining agreement (union contract) and you should have been given a copy of the contract at the time you were placed in a bargaining unit position. Whether or not you choose to join the recognized labor organization, you are nonetheless covered by the collective bargaining agreement and will be represented by the recognized labor organization as specified in the collective bargaining agreement.

For more information on the local union, please see the DFMWR Personnel SOP.

POLITICAL ACTIVITY

The Hatch Act Reform of 1993 took effect on February 3, 1994. It restored many of the rights of Federal employees to include NAF that were rescinded in the 1930's by the Hatch Act. The new provisions of the law are provided below:

- What employees may do:
 - Be candidates for public office in nonpartisan elections. Register and vote as they choose.
 - Assist in voter registration drives.
 - Express opinions about candidates and issues. Contribute money to political organizations. Attend political fundraising functions.
 - Join and be an active member of a political party or club. Sign nominating petitions.
 - Campaign for or against candidates in partisan elections. Distribute campaign literature in partisan elections.
 - Hold office in political clubs or parties.

- What employees may not do:
 - Use their official authority or influence to interfere with an election.
 - Collect political contributions unless both individuals are members of the same Federal labor organization or employee organization and the one solicited is not a subordinate employee.
 - Knowingly solicit or discourage the political activity of any person who has business before the agency.
 - Engage in political activity while on duty.
 - Engage in political activity in any government office.
 - Engage in political activity while wearing a uniform or official insignia identifying the employee's office or position.
 - Engage in political activity while using a government vehicle.
 - Solicit political contributions from the general public. Wear political buttons on duty.
 - Be candidates for public office in partisan elections.

GARNISHMENT FOR PRIVATE DEBTS

Public Law 102-94, allows the docking of pay in order to settle private debts. The law specifies the legal procedures that must be followed and places limits on the percentage of an employee's salary that can be garnished. This requirement became effective February 3, 1994, and states that agencies must honor a court order (writ) from any court of competent

jurisdiction. Orders from state agencies also must be honored, when they are in alimony and child support cases. Child support and alimony orders take priority over orders for collecting any other debts. Call your installation legal advisor if you have questions concerning garnishment actions.

FINANCIAL DISCLOSURE

Some employees, such as auditors, attorneys, or officials with significant management responsibilities at certain organizational levels and employees who make decisions about awarding contracts, are required to make statements describing their outside employment and financial interests. Other employees whose outside employment or financial interests may represent a conflict of interest, or the appearance of one, may also have to make financial disclosure. The installation's legal advisor can provide you with further information.

EMPLOYMENT OF MILITARY PERSONNEL

Off Duty Military (ODM) - Enlisted personnel may compete for part time or flexible NAF positions as vacancies occur. Upon selection and approval of employment by the individual's commanding officer, the individual may work for a NAF activity after duty hours.

Retired Military Personnel - Retired military members of the Armed Forces of the U.S. who are entitled to receive retired pay for such service may be considered as eligible for employment for Regular Full-time, Regular Part-time, Flexible, or Limited Tenure positions within Army NAF activities.

Employment in a NAF position within 180 days immediately following retirement requires approval of the Installation Commander. No approval is required for continued employment if the individual was employed as an ODM at the time of retirement and remains without change in the same position and same category of appointment during the 180-day waiting period.

YOU AND YOUR SUPERVISOR

The day-to-day management of your activity and its employees is the basic responsibility of your immediate supervisor. The role of the supervisor is to provide guidance and to help you do your job better. Your supervisor is responsible for and has the authority to:

- Select or Separate Employees
- Approve and disapprove leave requests and certify time and attendance
- Set performance standards and goals
- Assign work and evaluate performance
- Train and develop subordinates
- Recognize performance with appropriate awards
- Discipline employees as necessary
- Review employee grievances and resolve complaints
- Determine requirements to conduct business based actions

You and your supervisor are working together to provide highly professional services to customers. Your supervisor will answer any questions you may have concerning the

performance of your job. If there is something you do not understand about your job, discuss it with your supervisor. If problems still exist and questions cannot be answered or resolved by your supervisor, you may discuss the matter with the next higher level of supervision.

PAYMENT POLICIES

You will normally receive your paycheck on the same day every 14 days, 26 times a year. There will likely be a delay in getting your first paycheck. Delay occurs because of the time needed for processing your initial time and attendance record. If you have questions about your pay, talk it over with your supervisor. Direct deposit of your paycheck to a financial institution of your choice is a requirement of Defense Finance and Accounting Services (DFAS). DFAS can make exceptions to this policy in extenuating circumstances. Your servicing NAF HRO will provide you the proper forms for direct deposit upon request, or advise you on the procedures necessary to request that direct deposit be waived.

You will receive an on-line Leave and Earning Statement (LES) that shows the amount of your gross pay, the amount for each deduction, and the amount of your take-home pay. You may view your LES and more on "myPay" at <https://mypay.dfas.mil/#/> or request a hardcopy. The following deductions are taken: Federal Income Tax; State Income Tax (except for overseas employees); and Federal Insurance Contribution Act (FICA) Tax. If you are eligible for NAF benefits and elect to participate, deductions will be made for the programs you choose such as: retirement; group life, medical and dental; and deductions for the 401(k) savings plan. Deductions may also be made at your request for US Savings Bonds, contributions to the Combined Federal Campaign, union dues as applicable; and, allotments to financial institutions such as a credit union, bank, or other savings institution.

WORK SCHEDULE

The manager establishes and posts work schedules on the activity bulletin board two weeks in advance. From time to time it may be necessary to change schedules on short notice. When this occurs, every attempt will be made to give you advance notice.

ATTENDANCE

If for some reason you must be absent, or you will not be able to get to work on time, you must notify your supervisor as early as possible. This must generally be done within 2 hours of your scheduled time to start work. A good attendance record is important and may be considered in your performance evaluation. Being on time for work, well groomed and properly attired is an essential first step to good performance.

REST PERIODS

Short rest periods or breaks are permitted for protection of the employee's health such as relief from hazardous work; relief of fatigue caused by continuous physical exertion when work performed in confined spaces limits personal activities; or, for increased efficiency or productivity. A 15-minute rest period is authorized for each 4 hours of continuous work. A rest period cannot be used as a continuation of the lunch or dinner period, nor can it be used to shorten the daily work schedule. Your supervisor establishes the rest period policy in writing and posts for all employees to observe. Check with your supervisor and the DFMWR Personnel

SOP for additional entitlements.

MEAL PERIODS

If you are scheduled to work in excess of 6 hours, you will be scheduled a meal period. Meal periods are indicated on the work schedule and are no less than 30 minutes, or more than 1 hour. The meal period is not considered duty time and therefore you are not paid for that period of time.

Employees will not be required to work more than 6 hours in any workday without a meal period. If however, the nature of your duties require that you remain at the duty station, an on-the-job meal period may be established. In this case, you will be paid for an on-the-job meal period not to exceed 20 minutes.

YOUR JOB DESCRIPTION OR POSITION GUIDE

Your job description or position guide was provided to you assuring that you will be aware of the duties of your job. Your supervisor will discuss with you all duty requirements outlined. Ask questions if you do not fully understand what is required of you. It is not necessary for your position guide or job description to identify every duty you perform. It is important that you fully understand that they do not restrict the assignment of duties to you by your supervisor and that refusal to perform assigned proper and reasonable tasks may result in disciplinary action. If you question the validity of an assignment, discuss the matter with your supervisor's supervisor. All NAF employees in the United States and US citizens' employees overseas have the right to file a position classification complaint concerning their own positions. Complaints may be filed on the accuracy of the position, official title, series, grade, or pay category. The installation commander issues final decision on classification complaints for all NF and CC pay band positions. For NA, NL, and NS positions the installation commander issues decisions on the initial complaint. The employee has the right to grieve the installation commander's decision to Department of Army. If the complaint is not resolved at DA, the employee has the right to grieve the decision to the Office of Personnel (except for a decision on the accuracy of the job description) for final determination.

TRAINING AND DEVELOPMENT

When you first begin work, you are given a general orientation by your NAF Human Resources (HR) representative and by your supervisor. There is some immediate on-the-job training given by your supervisor or (someone delegated by your supervisor) so that you know exactly what tasks and what procedures are used. In addition to on-the-job training that you receive, you may receive formal training aimed at helping you improve your skills in your work. Such training may involve classroom instruction, meetings, or conferences, exposure to new equipment, and reading manuals. You may be rotated through different work assignments or enrolled in a series of courses as part of an approved career-training program. The many training opportunities provided to employees are directly related to the needs of the activity and the size of the activity's training budget. Check with your supervisor and the DFMWR Personnel SOP for additional training and development opportunities.

YOUR SERVICING NAF HUMAN RESOURCE OFFICE (HRO)

Your Civilian Personnel Advisory Center (CPAC) Director has responsibility for providing administrative staff supervision over the NAF personnel program. Your NAF HR representative

serves as a liaison between employees and management. If you have questions concerning personnel matters, you may either call or visit the NAF HR Office (HRO). If you want to visit their office during duty hours, make sure you have your supervisor's permission to leave your place of duty.

Fort Johnson's NAF Human Resources Office:

1716 3rd Street, Bldg. 250
Fort Johnson, LA 71459

Phone: 337-531-4118/6631

PERSONNEL RECORDS

An official personnel folder (OPF) is established at the civilian personnel advisory center, NAF HRO at the time you enter on duty. It will contain a complete record of your NAF work history. Performance ratings, personnel actions, disciplinary actions, letters of commendation, orders, and other authorized documents are a part of the permanent file. You will be provided copies of all documents as they are processed. It is recommended that you establish and maintain your own file of these documents. You have the right to review your official personnel file in the presence of a NAF human resources office representative.

You must promptly report any changes such as, address change, name change, or change in beneficiary to your NAF HRO who will ensure that payroll and employee benefits are notified of your changes. As an employee, you also have access to "My Biz", your personnel information. This information is made available to you on the web-site at www.cpol.army.mil. You may view and update certain personnel information related to your employment.

MyBiz User Guide:

<https://thor.dcpds.cpms.osd.mil/DcpdsHelp/documents/MyBiz+ User Guide.pdf>

eOPF User Guide:

<https://eopf.opm.gov/armynaf/DOCS/Help/User/eOPFUser.htm>

THE PRIVACY ACT

You are covered by the Privacy Act, meaning that under Federal law, you cannot be asked to provide information unless the collection of such information is needed and justified by a legal authority. Your personnel office has an obligation to assure that all information contained within your OPF is secured and safeguarded.

JOB OPPORTUNITIES

Positions are usually filled by use of a job vacancy system administered by your NAF human resources office. Job posting is a formal program for listing position vacancies, as they occur. If a position is advertised and posted, it is considered to be a competitive recruitment action. Vacancy announcements are posted on United States Government's employment website at <https://www.usajobs.gov/>. In addition to vacancy announcements, USA Jobs also has a plethora of employment information, to include a Resume Builder.

Civilian Employee Assistance Tool (CEAT) - CEAT is a program that allows many current Army NAF employees to voluntarily request a non-competitive transfer to another Army installation where the same position may be available. Transfer requests are only authorized from one Army installation to another Army installation or a Joint Base if it is serviced by Army NAF Human Resources. For more information on CEAT please visit <https://www.armymwr.com/programs-and-services/cys/civilian-employment-assignment-tool#:~:text=CEAT%20is%20a%20program%20that%20allows%20many%20current,it%20is%20serviced%20by%20Army%20NAF%20Human%20Resources>.

OFFICE OF PERSONNEL MANAGEMENT (OPM) INTERCHANGE AGREEMENT

The Department of Defense/OPM interchange agreement, approved September 21, 1991, allows eligible NAF employees to apply for APF or civil service positions without being referred from civil service registers, and it allows employees serving in positions in the competitive civil service to be appointed to NAF positions. Appointments under the interchange agreement are considered voluntary. Eligible DoD NAF employees may apply for positions at any grade level (e.g., eligible NAF employees may apply for Army APF civilian career program positions filled through the Army Civilian Career Evaluation System by registering in that system). NAF employees applying for APF positions will be considered along with applicants who are eligible to transfer from other government agencies.

NAF employees who are appointed in the competitive civil service under the terms of the Interchange Agreement will receive competitive civil service status. Thereafter, such employees will be entitled to the benefits and privileges provided by the civil service rules and by OPM's regulations. Employees of the competitive civil service who are appointed to NAF positions under the terms of this agreement will have benefits and privileges in accordance with Army NAF personnel regulations.

APPOINTMENT CATEGORIES

Flexible - The employee serves in an indefinite position either on a scheduled or on an as needed basis. Employees paid on the NA, NL, NS, or CC pay schedule and who are regularly scheduled must have a documented guaranteed number of hours per week. An employee serving under a Flexible appointment category is not eligible to receive benefits. Service is credited toward completion of the 1- year probationary period up to a maximum of 6 months, if the position is converted to a regular category without a change in duties, and there is no break in service.

Regular Part-time - The employee serves in a continuing position on a scheduled basis for 20 to 39 hours a week. The minimum workweek is 20 hours. The Employee is eligible to participate in benefits plans, and accrues annual and sick leave, and must serve a one-year probationary period upon initial appointment (or as identified under Flexible appointment.).

Regular Full-time - The employee serves in a continuing position on a scheduled basis for 40 hours a week. The employee is eligible to participate in benefits plans, and accrues annual and sick leave, and the incumbent must serve a one-year probationary period (or as identified under Flexible appointment).

Concurrent - An employee may hold more than one civil service or NAF position as long as the employee does not work more than a total of 40 hours per week. An employee may not serve concurrently in more than one part-time position. However, they may hold a part-time position and a flexible position or multiple flexible positions.

Regular Limited Tenure (Regular Part-time or Regular Full-time) - The employee serves in either a part-time or full-time appointment for a limited period in excess of one year. The employee is eligible to participate in the benefits plans, and accrues annual and sick leave. This service is credited toward completion of the one-year probationary period up to a maximum of 6 months if the position is converted to a regular appointment with no change in duties and no break in service.

Seasonal (Regular Part-time or Regular Full-time) - The employee serves in a continuing position on a seasonal basis, with a minimum of 6 months in a work status. Employee is eligible to participate in benefits plans, and accrues annual and sick leave, and the employee must serve a one-year probationary period upon initial appointment.

Emergency Hire (Not to exceed 30 days) - Employee is appointed noncompetitively to a flexible position for emergency purposes not to exceed 30 days. The appointment must be terminated within the 30-day period, and cannot be converted to a regular appointment. In unusual circumstances, the appointment may be extended an additional 30 days with appropriate approval. The individual must compete as an outside candidate for further employment within NAF. The emergency hire period is not creditable towards any future credit for service computation or probationary period purposes.

PROBATION

The purpose of the probationary period is to afford a final test of the employee's ability and fitness for the position as demonstrated by actual performance on the job. Each individual receiving an initial appointment to a regular full-time or regular part-time position is required to serve a one-year probationary period. Individuals with prior service in a Department of the Army Nonappropriated Fund Instrumentality are required to serve a new probationary period upon reemployment in a regular full-time or regular part-time position if the break in service exceeds 3 years. Service in a DoD position paid from appropriated funds counts toward completion of the probationary period only if the NAF appointment was without a break in service of more than 3 days. An employee may be separated during the probationary period for failure to demonstrate the skills and character traits required for satisfactory performance in the position.

PERFORMANCE RATINGS

Employees serving under a regular appointment and flexible employees in the NF pay system will be issued a performance evaluation and rating. The system was established to evaluate the quality of employee performance on a continuing basis against realistic performance requirements. Employees are advised of requirements of their jobs, evaluated on their performance, recognized for exceptional performance, and provided necessary information in order to improve performance where identified.

Performance is evaluated fairly and objectively and discussed with each employee. An annual performance rating remains in effect until superseded by the next successive annual rating. There are 5 official performance ratings that may be assigned to the employee's level of performance as follows:

Outstanding - This rating is authorized when all aspects of an employee's performance or goals and objectives have exceeded the requirement for satisfactory performance for a 12-month period and are sufficiently outstanding to deserve special commendation and recognition.

Excellent - This is authorized when the majority of the aspects of an employee's performance or goals and objectives are exceeded. Employee performance is of a quality clearly exceeding the requirement for a satisfactory rating.

Satisfactory - A satisfactory rating is authorized when the employee's performance meets, but does not exceed the aspects of performance or goals and objectives to the degree required for a rating of excellent.

Minimally Satisfactory - The employee marginally meets the aspects of performance or goals and objectives and is often below the satisfactory level. The employee will be counseled on duty requirements and given the opportunity and necessary training to improve performance.

Unsatisfactory - An unsatisfactory rating is authorized when an employee's performance fails to meet the aspects of performance or goals and objectives for satisfactory performance, in spite of a written warning notice and effort by the supervisor to help the employee improve. This level may only be assigned after the supervisor has warned the employee, in writing about work performance that fails to meet the performance standards or goals and objectives. Action will be immediately taken to reassign or separate the employee.

For more details, and to view the Performance Evaluation Form and Supervisor Training, please see the DFMWR Personnel SOP.

INCENTIVE AWARDS

The Incentive Awards program applies to all Army NAF employees including military personnel employed during off- duty hours. The term incentive awards include cash awards, length-of-service awards, honorary awards, and pay adjustments for pay band employees or suggestions. The program recognizes an employee's performance, special achievements, or contributions made to the Army mission.

Your supervisor will explain your activity's policy regarding the issuance of awards.

Suggestions - You may receive cash or honorary recognition for a suggestion that contributes directly to doing a better or more economical job. Your suggestion may be concerned with an improvement within your activity or entirely outside your present job. If your idea is adopted, you receive a certificate and usually a cash award in proportion to the benefits of the idea. The Suggestion Program Manager can assist you with all suggestions at your installation.

Special Achievements - Your performance may be recommended by your supervisor in order to receive a cash award in recognition of outstanding work performance. Exceptional work performance for one year may merit a lump sum cash award, or your work performance may be recognized by a permanent increase in your pay known as a performance based adjustment. You may receive an on-the-spot cash award for a one-time special effort or service that exceeds the normal requirements of your job. You may also be recommended for a cash award in recognition of a special act or special service outside your normal job performance. Examples of special acts or services might be, putting out a fire in the storeroom of the club, or perhaps, you administered CPR to a customer or co-worker, or you saved a child from danger.

Time Off - The Time Off award is given for special achievements or acts, or exceptional performance. It may be given instead of cash awards. The employee's immediate supervisor authorizes a time off award. Up to 40 hours may be authorized for a specific achievement, and up to 80 hours maximum is authorized during any 12-month period. There is no charge to the employee's annual leave balance. The amount of Time-Off should be proportionate to the value of the contribution being recognized.

Honorary Awards - Honorary awards may be given for outstanding performance and achievement and are usually accompanied by a medal, certificate, plaque, or other item that can be worn or displayed.

Be sure to review the DFMWR Personnel SOP for additional details on our Employee Recognition Program!

PAY SYSTEMS

Pay Band System - The Army NAF (NF) Pay Band System includes all clerical, administrative, sales, technical services, and managerial, executive professional and personal service positions. Positions in this category are identified as "NF" with pay levels from NF-1 through NF-6. This system does not require a mandatory waiting period for pay increases. The lower pay band rates (NF-1, NF-2, and the minimum for NF-3) are determined by local wage surveys conducted by the Department of Defense Wage Setting Division. The higher pay band minimums and maximums (the maximum rate for NF-3, NF-4, NF-5, and NF-6) are related to the General Schedule (GS) and the Senior Executive Service (SES) pay ranges. Pay increases for these bands are effective when changes are made to the GS pay scale.

Caregiving Personnel Pay Program (CC) - Positions within the Child Development Centers provide direct care or supervision of children are identified as "CC" with grade levels ranging from CC-2 through CC-5. Caregiving personnel are paid under the Caregiving Personnel Pay Program (CPPP). Pay rates are divided into two pay bands. The ranges for CC pay bands are equal to the hourly rate of the General Schedule (GS) employees. Pay band I is equal to the hourly rate of the GS-2 step 1 through GS-3, step 10, Pay Band II is equal to the hourly rate of GS-4, step 1 through GS-5, step 10. Employees hired in developmental positions, CC-2 and CC-3, are promoted non-competitively to the target grade of CC-4 upon completion of required training and demonstration of satisfactory performance.

Federal Wage System (FWS) (NA, NL, NS) employees - This category includes positions in a recognized craft or trade, or manual labor occupation. The positions in this category are identified as NA (Worker), NL (Leader), and NS (Supervisor). The pay of these positions is fixed and adjusted annually in line with the rates paid by private employers to full-time employees in wholesale, retail, services, and recreational establishments in the locality of employment. Wage schedules are transmitted directly to installations by the DoD wage Fixing Authority. Within each grade are five steps of increased rates of pay. Upon serving the appropriate waiting period in a step and continued satisfactory performance, an employee will automatically advance to the next higher step or level of pay until the maximum step 5 level is reached.

OVERTIME

On occasion, your supervisor may require you to work additional time outside your usual work

schedule. If it becomes necessary for you to work overtime, you may be eligible to receive overtime payment.

All CC, NF levels 1, 2, and some NF level 3, employees must be paid overtime when permitted or allowed to work in excess of 40 hours per week. All FWS employees are entitled to overtime pay for work in excess of eight hours in a day, or in excess of 40 hours in the work week, whichever is greater. These employees are identified as "Non-Exempt". However, all reference above employees may request compensatory time off in lieu of overtime pay. An employee whose NF level position is "Exempt" may receive overtime pay or compensatory time only if approved by the supervisor in advance.

The Fair Labor Standards Act does not apply to positions in foreign areas.

Your supervisor will tell you about your entitlement to receive overtime pay, or provide you the installation policy for "Exempt" employees working overtime. Your NAF personnel representative will also assist you with any concerns or questions you may have.

HOLIDAYS

All regular full-time employees and regular part-time employees with a basic workweek of 5 or 6 days are entitled to holiday pay for all holidays.

- Legal holidays observed are:
- First day of January
- Third Monday of January
- Third Monday of February
- Last Monday of May
- Nineteenth day of June
- Fourth day of July
- First Monday of September
- Second Monday of October
- Eleventh day of November
- Fourth Thursday of November
- Twenty-fifth day of December
- Any other day designated as a holiday by Federal statute or Executive order.

LEAVE

Earning

Regular Full-time and Regular Part-time and Regular Limited Tenure employees earn both annual and sick leave. Flexible employees do not earn leave. If you are eligible for leave, you may use your leave as it accrues. There is no waiting period.

Sick leave is earned at the rate of 5% of the total hours in a pay status, up to a maximum of 40 hours per week. This is without regard to the length of your prior creditable service. There is no limit on the amount of sick leave you may accumulate; however, you will not be given a lump-sum payment for your unused sick leave if you separate from employment. If you are re-employed with Army NAF, the accumulated sick leave balance at the time of your separation will be re-credited to your account.

Annual leave is earned at rates based on your total creditable service. The following rates apply:

- Less than 3 years of service - 5% of the total hours in a pay status up to a maximum of 40 hours per week.
- 3 or more years and less than 15 years of service - 7 1/2 % of the total hours in a pay status up to a maximum of 40 hours per week.
- 15 or more years of service -10% of the total hours in a pay status up to a maximum of 40 hours per week.

You will receive a lump-sum payment for your unused annual leave if separated from employment, transferred or reassigned to another NAFI, or if your position is converted from a regular appointment to a Flexible appointment. If you move from one NAFI to another, you may request that your leave credit be transferred instead of receiving a lump-sum payment.

Use

If you accrue annual leave you have a right to use the annual leave you earn. However your supervisor must approve your use of leave. Your supervisor will make sure you are familiar with the leave policy of your activity. You have a responsibility to cooperate by requesting and scheduling leave as far ahead as possible. Remember that your supervisor has the responsibility for determining when you may use leave. Planning ahead will avoid any possibility of conflict. In emergency situations, where you could not foresee the need to schedule leave, you should request leave approval from your supervisor as soon as possible.

If you accrue sick leave it may be used when you are unable to work because of sickness, injury, pregnancy, or medical confinement, or when your presence at work would jeopardize others because of exposure to a contagious disease. Sick Leave may be used for medical, dental, optical examination or treatment, or in certain instances for family bereavement, and adoption. Additionally, it may also be used to care for an immediate family member for the same reasons authorized for use by the employee. There are a few simple rules on the use of sick leave:

Use sick leave only for the reasons given above. Sick leave is not to be used to supplement annual leave. If you are too sick to come to work, let your supervisor know as soon as possible, prior to your scheduled time to report for duty. Any unused sick leave may be added to an eligible employee's credited service at the time of retirement. However, the participant must have 5 years of service and must have more than 80 hours of unused sick leave. Unused sick leave is added to normal, early or deferred retirement. For details regarding hours of unused sick leave for actual months of credited retirement service, see your servicing NAF HRO representative.

LEAVE TRANSFER PROGRAM

Each installation commander may establish a NAF voluntary leave transfer program for regular employees. This program permits Army NAF employees to donate annual leave to other Army NAF employees for medical emergency situations installation wide. A medical emergency means a medical condition of an employee, or a family member (to include any individual whose close association with the employee is the equivalent of a family relationship). The emergency is likely to require an employee's absence from work for at least two weeks, and will result in a loss of income to the employee because of the unavailability of paid leave. Your servicing NAF human resources representative can tell you the installation point of contact for the program.

Carrying Over Annual Leave

If employed in the United States and eligible for annual leave, the maximum amount of leave you may save and carry forward from year to year is 30-days (240 hours). If hired in the United States for employment in a foreign area and eligible for annual leave, you are authorized a maximum accumulation of 45-days (360 hours). Any leave you have to your credit over the 30-day limit or 45-day limit at the end of the leave year is liable to be forfeited. There are some exceptions to the maximum limits: Administrative error, including correction of an unwarranted or unjustified personnel action, when the error causes the loss of annual leave otherwise accruable; sickness, provided that the period of absence occurred at such a time late in the year that the annual leave could not be rescheduled before the end of the year; and, operation exigencies, providing that the leave was approved and scheduled in advance. Additional leave, allowances, and differentials may be authorized for employees hired in the U.S. for employment in a foreign area. Check with the NAF HRO for information.

Family and Medical Leave Act

The Family and Medical Leave Act (FMLA) of 1993, Public Law 103-3, was enacted on February 5, 1993. It is intended to allow you to balance your work and family life by allowing 12 weeks of unpaid leave during any 12 month period of time for the birth or adoption or foster care of a child, and for the care of a child, spouse, family member or parent who has a serious health condition. Eligible employees may substitute accrued or accumulated annual or sick leave for personal health reasons for any part of the 12-week FMLA period. Sick leave may be used in an amount not to exceed a total of 104 hours for full-time employees. Part-time employees may use the average number of hours in the employee's scheduled tour of duty week. A serious health condition requires an absence from work, school, or other regular daily activities of more than 3 calendar days. In addition, a serious health condition must require continuing treatment by, or be under the supervision of a health care provider. To be eligible for FMLA, an employee must have completed at least 12-months (cumulative time) and at least 1,250 hours in the last consecutive 12 months before leave begins, of NAF service or civilian service with the Federal Government, and must provide sufficient medical certification. Your servicing NAF CPU can answer any questions you may have regarding your rights under the Law.

Expanded Sick Leave to Care for A Family Member with a Serious Health Condition

An employee may use up to 12-week of sick leave each year to care for a family member with a serious health condition. A full time regular employee who maintains a sick leave balance of 80 hours may use no more than 480 hours of sick leave each year to care for a family member with a serious health condition. A part time employee may not use more than an amount of leave equal to 12 times the number of hours in his or her weekly scheduled tour of duty. His or her account must maintain a balance of two weeks. A medical certificate is required to support leave taken under these expanded rules.

Other Absences

Excused Absence - You may be excused from work without charge to leave for various reasons, such as, voting, taking certain employment examinations, blood donations, mandatory physical examinations, emergency conditions,

weather, etc. Your supervisor is responsible for approving administrative leave.

Unauthorized Absence - Absence from duty that is not authorized or approved is charged on the time and attendance record as absent without leave (AWOL). Pay is withheld for the entire period for such absence. If it is later determined that the absence is excusable, the charge made as AWOL may be changed to annual leave, sick leave, or leave without pay, as appropriate. AWOL may also result in disciplinary action.

SAFETY

Your good health and welfare are important to the Army. You are needed on the job and not at home with an injury. Accident prevention is your responsibility. In order to remain injury free, you must comply with all safety rules and regulations. Report any safety violations or hazardous conditions you may observe. If you are injured on the job, you must report your injury immediately to your supervisor or any other management official in absence of your supervisor. It is your supervisor's responsibility to ensure that you receive prompt medical treatment.

For more information on Safety in the workplace, be sure to see the Garrison Safety Office information located on all employee bulletin boards, as well as the DFMWR Safety SOP, and any ancillary program-specific SOPs for your particular facility/program.

WORKERS' COMPENSATION

The Nonappropriated Fund Instrumentalities Act of November 18, 1958, extended the provisions of the Longshore and Harbor Workers' Compensation Act to NAF employees. The Law provides compensation benefits for the disability or death of an employee due to personal injury sustained in the course of employment or to an employment related disease. For this reason, it is important that all injuries be reported to your supervisor immediately. Your supervisor will complete the necessary forms once you have reported your accident or illness. Off-duty military personnel are excluded from this coverage but are still required to make the necessary accident and injury reports. If injured on the job employees make seek medical attention from any medical source.

GROUP INSURANCE

Only regular employees may participate in the group life, health and dental insurance plans. The cost of this significant part of your benefits package is shared by you and your employing NAFI. Participation in the plan is optional. Off-duty military personnel are not eligible to participate. If you are eligible, and want to join, you must enroll within 31 days of your eligibility date, or wait until there is an "open season" enrollment period. Information on plan options is outlined in separate Army NAF Employee Benefit publications, available at your servicing NAF HRO.

RETIREMENT AND 401(k) SAVINGS PLAN

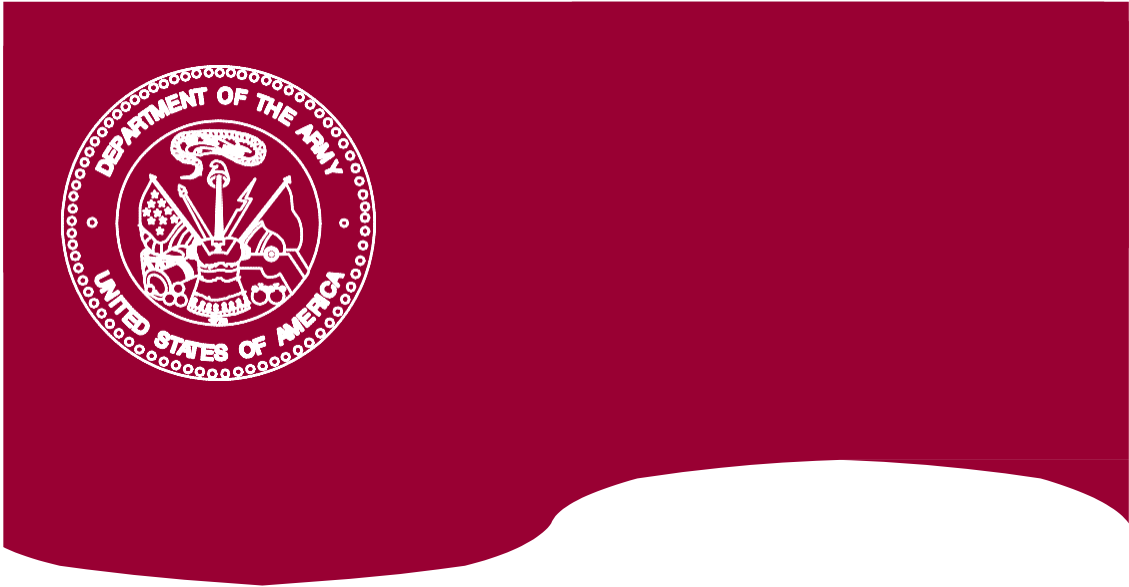
Effective January 2001, retirement participation for all eligible employees is mandatory for the first 6 months of employment. At the 6-month anniversary of employment, employees will have the choice to continue contributions and continue participation or opt out of the retirement program with contribution reimbursement. The 401(k) savings plan is voluntary and offered to all regular employees immediately upon appointment or at any later time. The plans are designed to give you income when you retire based on your length of service, or if you become disabled. The plan benefits, when combined with social security, will provide you or your eligible survivors with a degree of financial security.

Information on these plan benefits, contributions and administration is outlined in the Army NAF Employee Benefits Retirement and Savings Plans available at your servicing NAF HRO. For additional information see the benefits web-site, <http://www.nafbenefts.com/>

PORTABILITY OF BENEFITS FOR NAF EMPLOYEES ACT OF 1990

In 1987, Congress directed the re-categorization of activities to limit the use of appropriated funds in Morale, Welfare and Recreation programs. In so doing, many positions changed from one employment system to another (Civil Service to NAF or vice versa) impacting employee benefits and entitlements of incumbents of the affected positions. To prevent loss of entitlements, the Portability of Benefits Act was enacted retroactively effective January 1, 1987. The Portability of Benefits Act provides pay, leave, health and life insurance coverage, and for eligible employees election in retirement coverage. To be eligible for provisions contained within the law, the move between employment systems must have been made without a break in service of more than 3 days. The law applies regardless of whether the move is involuntary or voluntary. Provisions are applied differently depending on how the move is made; therefore, it is important to consult with your APF and NAF personnel representatives when anticipating a move between the two systems so that you know your entitlements under the law.

The Defense Authorization Act for Fiscal Year 1996, provided new retirement coverage elections for certain employees who moved within one year between the NAF and APF systems after December 31, 1965. It expanded the retirement election provisions of the Portability of Benefits Act.



U.S. ARMY NAF EMPLOYEE RETIREMENT PLAN

March 2014

INTRODUCTION

This booklet is published by the U.S. Army NAF Employee Benefits Office. It is intended to provide you with useful information about the U.S. Army NAF Employee Retirement Plan. This information in this booklet is accurate as of the publication date. However, because applicable plan documents change from time to time, should the information in this booklet conflict with the provisions of the Army NAF Employee Retirement Plan document, the Plan document is the final authority. The full text of the Plan document can be found in the Retirement Section of the NAF Benefits website, www.nafbenefits.com.

Should you have any questions concerning the Retirement Plan, please contact your servicing NAF Personnel Office or forward your questions to the Retirement Team at usarmy.jbsa.imcom-hq.mbx.naf-benefits-office-retirement-team@mail.mil.

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JOINING THE RETIREMENT PLAN

WHO MAY PARTICIPATE

You may elect to participate in the retirement plan if you are in an “eligible class.” You are eligible if you are:

- A regular fulltime or regular part time NAF employee working at least 20 hours a week

AND

- Working in one of the 50 United states, the District of Columbia, or Puerto Rico

HOWEVER

- If you are working overseas, you must be a U.S. citizen or the spouse or child of a U.S. citizen.
- After 28 December 2001, participating employees of the U.S. Army NAF Retirement Plan who accept appropriated fund employment within one year of NAF separation may exercise their right to remain in the Army NAF Retirement Plan, in accordance with Public Law 107-107. Please refer to the Portability Decision Guide in the Portability Section of www.nafbenefits.com.

(Employees of the Army Air Force Exchange Service, “leased employees,” and military personnel may not participate in the retirement plan.)

WHEN TO JOIN

Effective 1 January 2001, participation in the NAF Retirement Plan became mandatory for new hires, rehires and those who become eligible for benefits. Participants may opt out of the Plan after they have participated for six months. Employees, who opt out after six months, will only be able to receive a refund of their Retirement Plan contributions when they separate or convert to an ineligible status.

If an Employee who has been a Participant in the Plan elects to cease his/her participation for reasons other than retirement, death, termination of employment, or termination of eligible employment status, such Employee shall have the right to rejoin the Plan by giving such notice as the Benefits Program Manager may require.

HOW TO JOIN

To join the retirement plan you must fill out and sign a DA Form 3473, which is available from your Human Resources Office.

COST OF THE RETIREMENT PLAN

Your cost to participate in the Retirement Plan is 2% of your salary, which is deducted from your pay each pay period. Additionally, your employer contributes 7.6% of your salary to fund your retirement. Your contributions and your employer's contributions are deposited into the Army NAF Retirement Trust. Those funds are invested by the Trust and used to pay your retirement benefits when you retire.

PARTICIPATION BEGINS

If your hire date is on or after 1 January, 2001, your participation begins on your hire date.

If you were an eligible NAF employee prior to 1 January 2001, your participation begins on the date you signed your Enrollment Form, DA Form 3473.

CREDITABLE SERVICE IN THE PLAN

You receive creditable service for retirement:

- For all periods of NAF service during which you were participating in the Retirement Plan and making contributions.
- For periods of APF service after electing continued participation in the NAF Retirement Plan under the Portability of Benefits legislation.
- For periods of NAF service with another military or exchange service. However, if you were not vested in that service NAF retirement plan (less than five (5) years of service), this service may only be used for retirement eligibility, and there will be an actuarial reduction of your retirement annuity for those periods when your contributions were made to the other service NAF retirement plan. . If you were vested in the retirement plan of another service or exchange retirement plan, please see the section on NAF to NAF Portability.
- For up to five years of honorable military service which you purchased in the Military Service Purchase Program. See the section on Purchasing Military Service for details.

- For up to 12 months during Leave Without Pay (LWOP), provided you were participating in the Retirement Plan, immediately preceding and immediately after the period of LWOP.
- Employees who are members of the Reserves and are called to active duty will receive creditable service during their entire period of military furlough in accordance with the Uniformed Services Employment and Reemployment Rights Act.
- Except as noted above, you do not receive creditable service for retirement for periods of service during which you were not participating and making contributions to the Retirement Plan.

VESTING IN THE RETIREMENT PLAN

You are vested in the retirement plan when you have contributed to the plan for 5 years. Vesting means you are entitled to receive a lifetime monthly benefit when you reach the required retirement age. Vesting also means that your spouse is entitled to a survivor benefit upon your death. See the section entitled Survivor Benefits.

Note: Military Service may not be used to achieve vesting.

PARTICIPATION ENDS

You may stop your participation in the retirement plan and stop making contributions at any time. If you rejoin the retirement plan, you must complete, sign and date a DA Form 3473 at your servicing Human Resources Office.

Your participation automatically stops when you terminate employment or when you become ineligible because of a change from a regular position to a flexible position.

TERMINATION OF EMPLOYMENT

Your employment may terminate in the following ways: You may resign, be terminated or affected by a reduction due to a business based action.

If you are separated for any reason, you have the following choices:

- You may take a refund of your contributions. See the section entitled Refunds.

- You may leave your contributions on deposit for up to 5 years, if you are not vested. After 5 years of your termination date, your money will be refunded to you. If you are re-hired after 1 January 2001 in an eligible class within 5 years, you will automatically be enrolled in the retirement plan.
- If you have 5 or more years in the retirement plan, you may delay starting your monthly benefit and take a deferred monthly benefit which can start as early as age 52. See the section entitled Retirement Plan Benefits.

If you die while still employed:

- Your survivor will receive a monthly benefit or a refund of your contributions, depending on your credited service. If you die and you were eligible for a normal or early retirement annuity, your spouse will be paid under the 55% or 100% continuation option (whichever is greater). If you are under the age of 62 at time of death, your spouse will also receive 55% of your supplemental early retirement benefit (SERB). The SERB will stop the month before the participant would have reached age 62. If you die and had not attained the age for a retirement benefit, but you were vested in the retirement plan, your spouse will receive 55% of your benefit, unreduced for age. See the section entitled Survivor Benefits.

RETIREMENT PLAN BENEFITS

REFUNDS**

You may receive a refund of your contributions plus 3% interest, compounded annually, under the following conditions:

- When you terminate employment for any reason.

Note: If you get a refund and are later rehired, you may redeposit your prior contributions by repaying the refund plus 3% interest compounded annually. This must be done within 2 years of your re-hire date. If you wait longer than 2 years to redeposit your refund, you may still redeposit the refund; however, 8% interest, compounded annually, will be added for every year the money was not on deposit in the Retirement Trust.

- If you choose not to redeposit the refund, you may still receive creditable service for the period of refunded service. However, your benefit will be actuarially reduced to offset the missing contributions and interest.
- When you change to an ineligible employment status (FLEX).

*****If you are vested (participated for 5 or more years), a refund of your money and interest is probably not the best option for you. Generally, if you elect a monthly benefit, your contributions and interest are returned to you within one to two years of monthly benefit payments. You will receive a retirement benefit for the rest of your life! Also, after your death, under the 55% or 100% contingent option, your spouse will receive a retirement benefit for the rest of his or her life! If you get a refund, you lose these benefits.***

Note: If you are married for longer than one year and have more than 5 years credited service, your spouse must sign a spousal waiver before a refund of your contributions is processed. This is required, because once you are vested, your spouse is entitled to a survivor benefit upon your death.

HOW TO REQUEST A REFUND

When you terminate employment, you will be required to make an election concerning the disposition of your retirement benefits on a DA Form 3715-R during out-processing at your servicing Human Resources Office. Your personnel office will verify the forms, which also include a W-9 and direct deposit form, and submit them to the NAF Employee Benefits Office for processing of your refund. Please allow 45 days for processing.

You are required to claim the interest on your tax return for the year in which the refund is issued. You will receive a 1099 form for this refund via mail. Please ensure you notify the NAF Employee Benefits Office if your mailing address changes during the year to ensure you receive your 1099 in a timely manner.

MONEY ON DEPOSIT

If you have less than five years of creditable service in the Retirement Plan when you terminate employment, and you expect to be rehired in an Army NAF position within 5 years, you may request that your money (contributions) remain on deposit. When you return to NAF employment and restart participation, all of your service will be fully creditable for retirement.

If you are not rehired within 5 years, your contributions plus interest will be refunded.

RETIREMENT BENEFITS

The following types of retirement benefits are available for you as a vested participant in the U.S. Army NAF Retirement Plan.

NORMAL ANNUITY

You can retire at age 62 or later if you have at least 5 years credited service in the retirement plan. The normal monthly benefit provides a basic calculation from which all other benefit amounts and options are figured.

<u>Age</u>	<u>Years of Credited Service</u>	<u>Remarks</u>
62	5	Benefit not reduced

EARLY ANNUITY**

You can retire before reaching the normal retirement age of 62 if you have or exceed one of the following combinations of age and service listed below:

<u>Age</u>	<u>Years of Credited Service</u>	<u>Remarks</u>
50	20	Reduced benefit*
52	5	Reduced benefit*
60	20	Benefit not reduced
55	30	Benefit not reduced

**This early retirement benefit is reduced by 4% for each year you are under the normal retirement age of 62.*

***Additionally, employees electing this benefit will receive a supplemental early retirement benefit (SERB) in addition to the early monthly benefit until his/her 62nd birthday. (See the section entitled Supplemental Early Retirement Benefit {SERB}.)*

VOLUNTARY EARLY RETIREMENT AUTHORITY (VERA) AND DISCONTINUED SERVICE RETIREMENT (DSR)

The Army NAF Retirement Plan includes a VERA/DSR benefit when installations are undergoing a substantial reduction (VERA) or when an individual's position is eliminated due to a Business Based Action (DSR).

Eligibility requirements are 25 years of credited service at any age, or age 50 with 20 years of credited service. Participants who meet eligibility requirements for VERA/DSR will have their benefit reduced by 2% per year for each year under age 55, compared to the reduction of 4% per year for each year under age 62 for the early reduced retirement benefit explained above. (Installation NAF Instrumentalities (NAFIs) are required to make an additional contribution to the Retirement Trust to fund the VERA/DSR benefit for eligible employees affected by reductions or Business Based Actions.) The amount of the deposit changes

annually and is published in the Installation Management Command G9 Operating Guidance.

DEFERRED ANNUITY

If you separate employment before age 62 and are vested in the Retirement Plan, you may elect a deferred annuity, which would allow you to start receiving your monthly retirement annuity as follows:

<u>Age</u>	<u>Years of Credited Service</u>	<u>Remarks</u>
52	5	Reduced benefit
62	5	Benefit not reduced

Note: Retiree medical and life insurance benefits are not available to employees who elect a deferred annuity.

DISABILITY ANNUITY

The Army NAF Retirement Plan offers a disability retirement benefit if an employee is determined to be totally and permanently disabled. Permanent disability means you cannot perform useful and efficient work in your position or similar as determined and approved by the Benefits Program Manager. The criteria for disability retirement are as follows:

<u>Age</u>	<u>Years of Credited Service</u>	<u>Remarks</u>
52 <u>or</u>	5	See the following

A participant in the retirement plan prior to 2009, who is deemed permanently disabled and is at least age 52, must have at least 12 or more months of retirement service immediately preceding the retirement request. Participants under age 52 and those hired after 2009 must contribute to the retirement plan for 5 years before applying for disability retirement.

To apply for the disability retirement benefit, your disability must have happened while you were employed. Your application or disability benefits should be initiated as soon as possible, but in all cases application for disability benefits must be submitted within 60 days after your separation. Disability Retirement applicants must exhaust their entire sick leave balance prior to separation. Disability Retirement application must be submitted on a NAF Benefits Form 766-R.

(If you have less than 5 years of credited service, you must have contributed to the retirement plan for at least 12 months immediately preceding your request for disability retirement to be eligible for a disability benefit and you must be at least age 52.)

Note: If you are receiving workers' compensation benefits, your disability benefit when combined with your workers' compensation benefit, cannot exceed 90% of your HI-3 salary used in figuring your monthly benefit.

SURVIVOR BENEFITS

Before retirement

- If you die before you retire and have less than 5 years credited service, your contributions plus interest will be paid to your spouse, beneficiary, or estate.
- If you die before you retire and have more than 5 years credited service, a survivor benefit will be paid to your spouse or your contributions plus interest will be paid to your designated beneficiary or to your estate, if you do not have a surviving spouse.

After retirement

- If you die after retirement but before you receive a monthly benefit, a survivor benefit will be paid to your spouse or your contributions plus interest will be paid to your designated beneficiary or to your estate, if you do not have a surviving spouse.
- If you die after you retired and you have started getting your monthly benefit, either survivor or death benefits will be paid based on the option you elected at retirement.

Note: *In order for your spouse to qualify for the 55% spouse survivor benefit, you must have been married for 12 months immediately prior to your retirement date or your date of death, unless there is a dependent child of the marriage.*

HOW AND WHEN TO APPLY FOR RETIREMENT

Application for retirement benefits must be made on a DA Form 3715-R. Your Human Resources Office will help you prepare your retirement packet. You should submit your retirement packet between 30 and 45 days prior to your desired retirement date.

CALCULATING YOUR ANNUITY

You can run a projection of your estimated retirement annuity at anytime by going to www.nafbenefits.com and clicking on the link for Employee Benefits On-line. You will need to establish a user name and password to access the system. A user guide is also available at this link to assist you.

YOUR ANNUITY OPTIONS

When you retire you must choose from several benefit options. If you are unmarried, you may choose any payout option except the 55% continuation to the spouse option. If you are married, you must choose either the 55% continuation option or the 100% continuation option, unless your spouse waives his/her rights to that benefit. You must have been married for one year prior to your retirement date for your spouse to qualify for the spousal benefit. These are the options:

Life Annuity

- The full amount of your monthly annuity without reduction to provide for a survivor benefit. (Note: If you die prior to the payout of your actual contribution balance, the remainder will be paid to a beneficiary that you must designate at retirement.)

5 Year Certain

- A reduced monthly benefit, which you receive for life. If you die before you receive 60 monthly payments, the remaining monthly benefits are paid to your beneficiary.

10 Year Certain

- A reduced monthly benefit, which you receive for life. If you die before you receive 120 monthly payments, the remaining monthly benefits are paid to your beneficiary.

100% Continuation to Spouse (or other contingent beneficiary)

- A reduced monthly benefit, which you receive for life. When you die, your beneficiary receives 100% of your reduced monthly benefit. If you are not married, or your spouse waives his/her rights to your benefit, then you may request a calculation of this benefit with any one beneficiary of your choosing. You will need to provide the NAF Employee Benefits Office with the date of birth of your contingent annuitant in order for us to calculate the benefit.

55% Continuation to Spouse

- A life annuity monthly benefit, which is reduced 10%. The reduction may be more if the age difference between you and your spouse exceeds 10 years. When you die, your spouse receives 55% of the life annuity benefit amount for life

Small Benefits – Actuarial Lump Sum

If your monthly benefit is less than \$50 a month, you will be paid a single lump sum, which is the actuarial equivalent of the monthly benefit for life. If your monthly benefit is between \$50 and \$100, you will have the option of a quarterly payment or a single lump sum, which is the actuarial equivalent of the monthly benefit for life. If you get a lump sum that payment completes the obligation of the retirement plan.

IMPORTANT NOTE: *The option you elect at retirement is a one-time life election which cannot be changed later under any circumstances. Contingent beneficiary designations may not be changed, even if the designated beneficiary predeceases you.*

A WORD ABOUT SOCIAL SECURITY AND TAXES

There is no social security offset provision in the Retirement Plan, which means your annuity will not be reduced when you start drawing your social security benefits. Your monthly annuity is taxable income, except for a small portion which is attributable to your actual contributions, because your contributions were after tax dollars. Therefore, Federal Income Tax will be withheld from your monthly annuity. State income taxes may also be withheld if your state of residence taxes pension income. You should check with your state tax office. Social Security (FICA) is not withheld from your monthly annuity, because pension income is considered unearned income for Social Security purposes. Disability retirement annuities are normally not taxed until age 62. At that point, your annuity converts to a normal pension for tax purposes. Individual tax questions should be referred to your tax advisor or accountant. The NAF Employee Benefits Office cannot provide tax advice.

COST OF LIVING ADJUSTMENTS

The NAF Employee Retirement Plan applies a Cost of Living Adjustment (COLA) each year if approved, which will be added to your monthly annuity payment starting on the 1st of April each year. If you have been retired less than a year,

your first COLA will be prorated based on the number of months you have been retired prior to the COLA. The COLA is determined by the Consumer Price Index, which is used to determined COLAs for Social Security Benefits and both Federal and Military Retirement payments.

PURCHASING MILITARY SERVICE CREDIT

Participants in the plan may receive credit for qualifying military service not to exceed 5 years. Qualifying military service can become credited service under the Plan by meeting all of the following requirements:

- The service must have been terminated under honorable conditions in the Armed Forces of the United States including the Army, Navy, Air Force, Marine Corps, or Coast Guard.**

The following types of separations are honorable:

- Under honorable conditions**
- Separation because of hardship**
- Transfer to retired list because of age or disability**
- Transfer to Fleet Reserve**
- Furlough to Reserve Forces**
- General discharge under honorable conditions and**
- Death in action**

The military service may not have been used previously, concurrently, or subsequently for either entitlement or computational purposes in any other retirement system or retirement plan including, but not limited to the Retirement System of the Armed Forces of the United States (except for individuals receiving military retired pay awarded on account of a service-connected disability incurred in combat with an enemy of the United States or on account of a service-connected disability caused by an instrumentality of war and incurred in the line of duty during a period of war, or under the provisions of 10 United States Code 1331-1337, Chapter 67 which grants retired pay to members of reserve components of the armed forces on the basis of age and service), the Civil Service Retirement System (CSRS), the Federal Employees' Retirement System (FERS), the retirement systems of any other nonappropriated fund instrumentalities of the United States, of any State or instrumentality thereof or any municipality or instrumentality thereof. Military service which has been credited under any of the foregoing will not be creditable under the U.S. Nonappropriated Fund Employee Retirement Plan.

- The military service must have been performed before the date of the separation from the civilian position from which the annuity is based.**

- The participant must complete a deposit to the Plan as prescribed by the Benefits Program Manager prior to the commencement of the benefit entitlement. Survivor(s) of a participant who provided written notice to the Benefits Program Manager of his/her intent to purchase eligible military service, but was prevented due to separation from completing the purchase transaction, will be afforded an opportunity to complete the transaction in a lump sum prior to commencement of payment of any benefit from the Plan.

Instructions for Purchasing Military Service Credit

Instructions and the forms necessary for a Retirement Plan participant to purchase military service credit can be found the NAF Benefits website, www.nafbenefits.com.

- The participating employee begins the process by signing and forwarding the “Statement of Intent” Form Letter and EBB Form 2800, “Application to Make Deposit for military Service” to the NAF Employee Benefits Office, along with a copy of the DD Form 214.
- Non-participating employees must first join the Retirement Plan and then follow instructions for participating employees.
- The participating employee must provide documentation of base military pay for the military service recognized by the Plan. Acceptable base pay documentation includes:
 - Actual pay records for the entire period of military service attached to EBB Form 2800 or
 - EBB Form RI 20-97, “Estimated Earnings During Military Service.” Note: The applicant should report earnings for the earliest 5 years of service if more than 5 years were served.
- Upon receipt of the above information and documentation, the NAF Employee Benefits Office will compute the amount due (the deposit) for the military service credit. The NAF Employee Benefits Office will compute 7% of base military pay for the entire period of creditable military service. If the participant has more than 5 years of services, the NAF Employee Benefits Office will compute the 7% of the lowest salaried 5 year period of military service.
- If the entire deposit is not paid within the time period described below, the NAF Employee Benefits Office will compute interest at 8% compounded annually:

- for employees who were participating in the Plan on 1 January 1998, interest is first added to the unpaid balance of the deposit on 1 January 2001.
 - for employees or participants whose entrance on duty date is 1 January 1998 or later, interest is first added to the deposit and computed on the unpaid balance of the deposit 3 years from the participant's entrance on duty date.
- If an employee desires, the deposit may be made through payroll deduction over a period of up to 2 years (52 pay periods). Interest will be added at the rate of 8% compounded annually. The minimum bi-weekly payment amount is \$50.00. The NAF Employee Benefits Office will provide the participant with a payment election of a bi-weekly payment or one lump sum payment.

Military service will not be credited until full payment of the deposit has been received by the NAF Employee Benefits Office. If the participant has not paid for the whole period of military service by his/her separation date, he/she (or the survivor(s), if applicable) will be afforded an opportunity to deposit any balance remaining in a lump sum. If the remaining balance is not paid by the participant or survivor(s) in a lump sum, all partial payments received by the NAF Employee Benefits Office will be refunded to the participant or survivor(s) as appropriate, and no military service will be credited. Military service credit may not be used for vesting purposes. Therefore, if the employee separates before participating in the retirement plan for 5 years, he/she will receive a full refund of the military service credit deposit, as well as their contributions to the retirement plan.

Military service deposits are not required for periods of military service prior to 1 January 1957.

PORTABILITY OF BENEFITS

Under certain circumstances, Army NAF Employees may receive credit for service when moving between NAF Retirement Systems of the other military or exchange services or they may continue to participate in their original Retirement System when moving between APF and NAF positions under the Portability of Benefits legislation. This section provides a brief overview of how portability works. Also, the Employee Portability Decision Guide, published by the NAF Employee Benefits Office, is a useful source of information. More detailed information is available in the Portability Section of the NAF Benefits website, www.nafbenefits.com.

NAF to NAF Portability

Between DoD NAFIs of different branches of the Armed Forces (AAFES, U.S. Marine Corps, Air Force, Navy, Navy Exchange, or Coast Guard): Please refer to DoDI 1400.25-V1408, 21 July 2009, (Enclosure 4) for more detailed information located at www.dtic.mil/whs/directives/corres/pdf/1400.25-V1408.pdf.

If you are participating in the Army NAF Retirement Plan and you terminate employment (for reasons other than retirement) and you are employed by a different DoD NAFI within 90 calendar days, you may carry forward your credited service from the Army NAF Retirement Plan. This does not apply to transfers, which occurred between August 1975 and April 1983, except for transfers of function or reduction in force. (Exception: If the other DoD NAFI does not cover part-time employees then credited service for Army NAF is not allowed.)

If you are not vested in the Army NAF Retirement Plan, your Army NAF service will be counted in determining retirement eligibility. However, your annuity will be actuarially reduced for your Army NAF service. You will however, receive a refund of your contributions with interest for your Army NAF service when you transfer.

If you are vested in the Army NAF Retirement Plan, upon retirement from the other DoD NAFI, you will receive two monthly benefit checks, one from Army and one from the other DoD NAFI. Your benefit will be computed at the time of your retirement based on the annuity formula used by the service from which you retire.

If you are vested in the Army NAF Retirement Plan at the time of transfer, and you want portability of benefits, you may choose not to receive your Army NAF monthly benefit until you retire from the other DoD NAFI. If you have reached retirement eligibility for an Army NAF monthly benefit and you choose an Army NAF monthly benefit, portability of benefits will not apply for you. You will be treated as a new hire at the other DoD NAFI as if you never had any prior Army NAF credited service.

The same procedure applies in reverse, if you transfer from another DoD NAFI to Army NAF.

Your servicing Human Resources Office should contact the NAF Employee Benefit Office when you transfer employment within 90 calendar days to another DoD NAFI so your benefit can be figured at the time of transfer.

NAF to APF and APF to NAF Portability

Between a Nonappropriated Fund Retirement Plan and Federal Employee Retirement System (FERS) or Civil Service Retirement System (CSRS) for

Appropriated Fund employees or the reverse. Please refer to the DoD Portability of Benefits for Moves Between Civil Service and NAF Retirement Systems Reference Guide in the Portability section of www.nafbenefits.com.

Note: Because the Thrift Savings Plan (TSP) is an integral part of the Federal Retirement System and the NAF 401(k) Saving Plan is an integral part of the NAF Employee Retirement Plan, an election to a retirement plan provides opportunity to remain in the associated Thrift or 401(k) Savings Plan.

Public Law 101-508 – (Effective 1 January 1987) Allows vested NAF employees to remain in the NAF Retirement Plan if they move to an APF DoD job within 3 days. It also allows vested Army APF employees to choose to remain in CSRS or FERS, if they move from a regular APF job to a regular NAF job within DoD and within 3 calendar days. This law was amended in 1996. Please read the next law (P.L. 104-106) for moves that occur on or after 10 August 1996.

Public Law 104-106 Section 1043 – (Effective 10 August 1996) Allows up to a one year break in service and up to one year to make a retirement system election as long as the election is made within 31 days of the APF appointment. This law expanded moves to include the entire Federal Government; not just with DoD. This law did not change the eligibility and still required employees to be vested in the losing retirement system. Anyone who exercised their portability rights under P.L. 101-508 cannot also exercise them under P.L. 104-106. This law was amended on 28 December 2001. Please read the next law (P.L. 107-107) for moves that occurred on or after 28 December 2001.

Public Law 107-107 Section 1131- (Effective December 2001) Removes the vesting requirement of P.L. 101-508 and 104-106 and allows the employee to continue coverage in the retirement plan that covered them immediately before the move. The move still must occur with a break of not more than one year.

Section 1132 - (Effective 22 January 2003) Provides CSRS or FERS employees the opportunity to use any service with a DoD or Coast Guard NAFI. This includes service covered by a NAF Retirement Plan as well as service not covered by a NAF Retirement Plan.

You must be given an opportunity to make this lifetime election. You are responsible for any prior contributions due the Army NAF Retirement Plan or FERS or CSRS, whichever you elect. You must complete RI-38-134 (April 2002) at your servicing Human Resources Office. If you elect to remain in the Army NAF Retirement Plan, you may never be in FERS or CSRS and vice versa. This election follows you for the rest of your career regardless of future retirements. If you elect to remain in the Army NAF Retirement Plan, you are eligible to participate in the Army NAF 401(k) Savings Plan. You must complete a new 7426 form. Please see the Portability Section of the NAF Benefits website, www.nafbenefits.com.

If you elect to remain in the Army NAF Retirement Plan, you will participate in the APF medical and life insurance plans at retirement, provided the minimum participation requirements have been met. Army NAF medical and life plan participation time can be used to meet the APF required medical and life plan participation time, at retirement. Please see the Portability of Benefits Handbook located in the Portability Section of www.nafbenefits.com.

U.S. Army NAF Retirement Charts

SICK LEAVE CONVERSION CHART

Hours of Sick Leave	Months of Credit
80 or less	0
81 - 240	1
241 - 400	2
401 - 560	3
561 - 720	4
721 - 880	5
881 - 1040	6
1041 - 1200	7
1201 - 1360	8
1361 - 1520	9
1521 - 1680	10
1681 - 1840	11
1841 - 2080	12

Note: For unused sick leave of more than 2080 hours, add one month of credited service for each increment of 160 hours over 2080 hours.

EARLY RETIREMENT REDUCTION CHART

Retirement Age	Reduction%
61	4%
60*	8%
59	12%
58	16%
57	20%
56	24%
55**	28%
54	32%
53	36%
52	40%
51	44%
50	48%

*No reduction if age 60 with 20 years or more participation

** No reduction if age 55 with 30 years or more participation

YOUR NAF EMPLOYEE RETIREMENT PLAN

Your NAF Employee Retirement Plan is an important and valuable benefit provided by your employer. It is an integral part of your retirement planning, along with Social Security and your 401(k) Savings Plan. It is a valuable asset to help you achieve financial security in retirement.

We hope that this booklet is helpful to you in managing this valuable benefit. Should you need additional information, please consult the Retirement Plan Section at www.nafbenefits.com, visit your servicing Human Resources Office or call the NAF Employee Benefits Office.

WHERE TO GET INFORMATION AND ASSISTANCE

U.S. Army NAF Employee Benefits Office
P.O. Box 340309
Joint Base San Antonio Fort Sam Houston, TX 78234

1-855-872-7704 or 210-466-1638 or DSN 450-1638
NAF Benefits Website, www.nafbenefits.com

Email at
usarmy.jbsa.imcom-hq.mbx.naf-benefits-office-retirement-team@mail.mil

EMPLOYEE GRIEVANCES

It is Department of the Army policy that all employees be treated fairly and equitably in all respects, and that those who feel they have not been so treated have a right to present their grievances to appropriate management officials for prompt consideration. An employee will be free from restraint, coercion, discrimination, or reprisal. A grievance is a request by you or a group of employees for personal relief regarding working conditions or personnel actions that are under the control of your employing installation. It is your obligation to seek assistance from your supervisor in resolving such a complaint. You will find that a discussion between you and your supervisor can solve most concerns before they become a problem. If at some point, however, you have an issue and have tried to resolve the matter through your supervisory chain of command without resolution, you may use the following grievance procedures. You may also contact your NAF HRO for additional guidance regarding this process.

Informal Procedures:

The informal grievance procedure is intended to resolve grievances at the lowest organizational level at which relief can be granted, and in the shortest time possible.

However, when management officials and the employee agree that the informal procedure would serve no useful purpose, a formal grievance may be filed.

1. The employee and/or representative will, within 15 calendar days of the occurrence, present the grievance to the employee's immediate supervisor. Grievances over continuing conditions may be submitted at any time.
2. The supervisor or official to whom the grievance is presented will make every effort to resolve the matter promptly and fairly. Every effort at resolution should be made including requesting assistance from the next level of command. A written response will be provided to the employee within 7 calendar days. The response will summarize the issue, the consideration given, and advise the employee of the right to file a formal grievance within 7 calendar days if the employee is not satisfied.

Formal Procedures:

1. A formal written grievance is submitted to the installation commander (or equivalent). At HQDA or MACOM level the grievance is submitted to the next higher official.
2. Upon receipt of the grievance, the deciding official may resolve the grievance on the basis of the record, or designate a disinterested third party to review the facts and make a recommendation to the deciding official.
3. The deciding official may approve and implement the recommendation or make their determination.

Certain matters cannot be grieved and will not be accepted by your servicing personnel office:

- Grievances covered by a negotiated agreement. Whenever such a procedure is negotiated it applies only to the unit and is the only procedure available to employees in the unit for resolving grievances.

- Grievances from actions taken under the security program.
- Separation during probation period provided all procedural requirements pertaining to the separation were met.
- Separation from a flexible appointment unless the separation was for business based reasons and the employee had been on the rolls for 3 continuous years.
- Allegations of discrimination because of race, age, color, religion, sex, disability, or national origin can be grieved. These cases should be referred to the Equal Employment Opportunity (EEO) Officer.
- Personnel actions voluntarily requested by the employee.
- Granting or not granting a performance award, pay adjustment, or any honorary or other discretionary award.
- The content of published policy applicable to NAF employees of the Department of Army, unless the complainant questions the interpretation of higher authority policy or those local requirements are different from those of higher authority policy. See your servicing personnel representative for detailed instruction on this process.
- Wage or salary rates or schedules established by appropriate authority.
- Termination of a temporary promotion
- Matters relating to application for appointment.
- Non-selection from a properly constituted referral list of candidates.
- Advance warning of an unsatisfactory performance rating.
- Management decisions regarding budget, workload, organization, and mission, which result in business based actions.
- Allegations of mismanagement when no form of personal relief to the employee is appropriate.
- Employee performance ratings other than unsatisfactory.
- Release of information and records from Army files.
- Reassignments, which assign an employee from one position to another position of the same job category grade and pay in the same NAFI in the same or different geographical location.
- The content of performance standards.
- Separation for disqualification.
- Separation for abandonment of position.

- Separation of off-duty military employees upon withdrawal of their commanding officer's permission to work.
- Letters of reprimand.
- Matters accepted by the Inspector General or Auditor General for review.

SEPARATION

From time to time it is necessary for employees to leave their jobs. This can be voluntary (for personal reasons) or involuntary (at the request of the Army). Examples of voluntary separation might be that you resign because you are leaving the area, or that you accept a non-government job locally. An involuntary separation could occur if the agency was forced, because of budget restrictions, to reduce its number of employees. Also, an employee could be removed for unsatisfactory conduct or poor work performance.

Key Points to Remember:

- Upon separation, all government property, travel vouchers, correspondence, records, etc. must be accounted for, and any indebtedness must be settled before final salary payment is made.
- The Department of Army wants to retain its productive employees, whenever possible. However, no one will be hindered from resigning or from transferring to another job.
- Supervisors may neither force an employee to resign nor refuse to accept a resignation, whatever the reason. If, however, the employee resigns after having received official notice of proposed separation for cause, the separation action will include a statement to that effect.
- As your part in keeping your voluntary separation fair and equitable, you are expected to advise your supervisor at least two weeks in advance of the date on which you plan to leave. This allows a reasonable time to find a replacement.
- If an employee is participating in the Army Indemnity Medical Plan, the employee and eligible family members may elect extension of benefits, the same as coverage in effect as an active employee. Coverage is available up to 18 months for the employee and eligible dependents may continue this coverage for 36 months. The employee must enroll within 30 days after separation. For cost or application of continued insurance, you may request information from the NAF Employee Benefit Office, P.O Box 107 Arlington, Virginia 22210-0107.
- An employee who has been participating in the 401(k) Savings Plan must complete a pay -out form identifying the election of the distribution of funds in the plan. This form is mailed directly to the employee from the NAF Employee Benefit Office. There can be a substantial tax penalty to the employee if the information requested is not completed or promptly returned.
- An employee participating in the retirement program should contact the NAF HRO for eligibility options. Various options include: eligible for retirement annuity, receipt of a lump sum refund plus interest, or leaving contributions on deposit for a maximum of five years, or if vested, leaving contributions on deposit for a deferred annuity.

- Be certain to provide your forwarding address to your NAF HRO in order that you receive important Federal tax documents on time and any other official correspondence from Department of Army.

UNEMPLOYMENT COMPENSATION

Upon separation you may be entitled to unemployment compensation benefits. This program is the responsibility of the state where you live. For application of unemployment compensation, you must provide the SF 8, (Unemployment Compensation for Federal Employees form) received upon separation from the personnel office, and apply for unemployment compensation at the State Unemployment Office. When you apply, the NAF financial services payroll division will be asked to provide the reason for separation. The reasons given will be considered by the state in determining eligibility for receiving unemployment compensation.

BUSINESS BASED ACTIONS (BBA)

Reductions in the work force are sometimes necessary because the activity lacks funds, there is reorganization, or the work is no longer required. BBAs are non-disciplinary, involuntary actions taken by management to adjust personnel resources with a minimum disruption to operations. While some activities are not businesses, they still must be staffed in the most economical manner consistent with maximum efficiency. BBA include, but are not limited to:

- Reduction in pay rate (NF employees only).
- Change in employment category.
- Furlough of a regular employee for eight calendar days or more.
- Separation

Notice Periods

An employee, who is involved in a BBA, will be given advance notice before the action is taken.

Separation - Regular employees will receive a minimum 30-day advance written notice. Covered flexible employees (employees who have been on the rolls of the NAFI for 3 continuous years) receive a minimum 7- calendar day's advance written notice.

Reduction in pay rate - This action may only be taken on positions within the NF category and requires a minimum 7 calendar day advance written notice for both regular and flexible employees.

Reduction in pay level or grade - A NF employee may be reduced in pay level. An NA, NL, or NS employee may be reduced in grade only in consonance with a change to the position. A minimum advance written notice of 7 calendar days will be provided to all employees.

Reduction in hours of work - Regular part-time employees will be given a minimum 7-calendar day advance notice.

Flexible employees will be given a minimum 24 hours advance notice.

Change in employment category - An advance minimum written notice of 30 days will be given when a regular full-time employee is changed to regular part-time or flexible, or when a regular employee is changed to seasonal.

Furlough - Furlough is a non-duty, non-pay status and is appropriate only for regularly scheduled employees. During a furlough period no type of leave may be used. Advance written notice will be provided that is equal to the length of the furlough up to a maximum of 30-days. For furloughs of 30 days or longer, a 30-day advance notice is required.

SEVERANCE PAY

Regular employees who have completed at least 12 consecutive months of regular service will receive severance pay when as a result of a BBA:

1. The employee is separated. An employee who resigns following receipt of a specific written notice of separation due to BBA or general written notice that announces all positions will be abolished is considered to have been involuntarily separated.
2. The employee's basic pay is reduced, and the employee resigns instead of accepting the reduction.
3. The employee's employment category is involuntarily changed from regular full-time to regular part-time and the employee resigns instead of accepting the change.
4. The employee's employment category is involuntarily changed from regular to flexible.
5. The employee is furloughed for more than 60 consecutive days and resigns instead of accepting the furlough.

Computation

Eligible employees will receive:

1. One week of pay at the rate of basic pay for the position held by the employee at the time of separation for each full year of creditable service through 10 years.
2. Two weeks of pay at the rate of basic pay for the position held by the employee at the time of separation for each full year of creditable service beyond 10 years; and,
3. Twenty-five percent of the otherwise applicable amount for each full 3 months of creditable service beyond the final full year.
4. The amount of severance pay will be paid in a lump sum payment. In no case will severance pay exceed 52 weeks of basic pay.

Creditable Service Used in Computing Severance Pay

1. Each year of regular service with an Army NAFI, and service in a pay status as a regular employee in one or more DoD NAFIs. Credit will not be given for service used to determine previous severance pay entitlement.

2. Each year of service in a continuing APF position if the employee moved to a NAF position without a break in service of more than three days since January 1, 1987. However, if the employee is receiving an annuity from a civil service retirement plan, the period of service upon which that annuity is based will not be credited.

Exclusions

Severance pay is not paid when the employee:

- Has been separated because of misconduct, inefficiency, or delinquency.
- Has refused an offer of a NAF job of equal pay and appointment category in the same commuting area, or in another commuting area if the PCS move is funded.
- Is employed in a civil service or a regular NAF position without a break in service of more than 3 days.
- Is separated from a limited tenure appointment.
- Is entitled to an immediate, unreduced annuity from the NAF retirement plan, or from a civil service retirement plan in which the employee elected to remain following a move from a civil service position under the Portability of Benefits Act 1990, as amended by P.L. 104-106.
- Periods of service for which severance pay was previously paid (from any source).
- Is receiving payments from Department of Labor's Office of Workers Compensation Programs for a job-related injury.

SEPARATION DURING PROBATION

If you are a new employee with a regular appointment, you must serve a one-year probationary period. An employee may be separated with minimal notice anytime during the year for deficient performance, or unacceptable conduct. The employee cannot grieve a separation during probation if all the procedural requirements pertaining to the separation were met.

SEPARATION - PERFORMANCE BASED ACTIONS

Performance evaluation is an ongoing process that includes continuing communications between the employee and the supervisor. The supervisor immediately upon occurrence will immediately address performance problems. Counseling employees about specific performance deficiencies when they arise, and offering assistance can often prevent more serious performance problems.

Any time that an employee fails to meet established levels of performance, the supervisor must notify the employee in writing of the specific elements for which performance is unsatisfactory. The employee will also be informed of the level of performance that must be attained and the time that will be allowed to provide a reasonable opportunity to achieve the required level of performance. An employee, whose performance has been determined to be unsatisfactory after

having been afforded an opportunity to improve, is entitled to a 30-day advance notice of action to be taken. The notice will also inform the employee the right to grieve the action after the effective date of the action to be taken.

Performance based actions include reduction in pay rate (NF employees only), reduction in grade or pay level, or separation.

SEPARATION FOR CAUSE

Army policy requires that any employee be separated whose conduct or performance is such that retention would not be in the best interest of the Army. Separations are taken for reasons as will promote the efficiency of the Service.

Supervisors are responsible for recommending separations for cause.

The following offenses warrant disciplinary action to include separation. This list is not intended to be all inclusive:

- Insubordination
- Fighting or creating a disturbance resulting in an adverse effect on morale, production, or proper discipline.
- Sleeping on duty (where safety of personnel or property is not endangered).
- Sleeping on duty (where safety of personnel or property is endangered).
- Drinking intoxicants on duty; or reporting for duty intoxicated to such a degree as to interfere with performance, be a menace to the safety of persons or property; or, be prejudicial to the maintenance of discipline.
- Absent from duty, which has not been authorized, and which pay must be denied.
- Debt complaints (neglecting or avoiding payment without sufficient excuse or reason).
- False statements, misrepresentation, or fraud in completing application for employment or promotion or in other official records submitted to the Department of Army. Apparent oversights and errors, where satisfactorily explained, may be excused where not otherwise disqualifying.
- Loafing
- Theft
- Gambling on duty
- Notorious misconduct off duty
- Failure to observe any written regulation or order prescribed by appropriate authority.
- Immoral or indecent conduct

- Transferring, selling, or introducing intoxicants on government property.
- Off-duty misconduct to such a degree that the employee cannot fulfill job responsibilities.
- Knowingly making false or malicious statements against other employees, supervisors, or officials with intent to harm or destroy the reputation, authority, or official standing of those concerned.
- Unauthorized use of an official motor vehicle.
- Threatening or inflicting bodily harm, or physical resistance to competent authority.

FORT JOHNSON CIVILIAN ON-BOARDING PROGRAM

Army relies on quality Civilians in professional, technical and leadership positions to accomplish our mission and provide continuity of operations and expertise essential to our nation's defense. As leaders we must build employee confidence by developing their character, competence, and commitment as members of the Army Profession.

The purpose of the On-boarding program is to provide a positive socialization experience for *newly employed Fort Johnson Garrison Civilians (1) to learn, understand, and foster an appreciation for Army culture, and (2) to reduce the amount of time it takes to become fully productive members of the Army Profession.

Onboarding is the strategic process of welcoming new employees, establishing their responsibilities, and familiarizing them with the Fort Johnson & Army culture. A successful onboarding program creates a positive experience for new employees and advances them to the desired level of productivity as quickly as possible.

The supervisor is responsible for an employee's educational opportunities and career progression. Therefore, the supervisor who takes time to provide information, discuss issues, show concern about the employee's training and on-boarding, and who knows the employee's current capabilities and career goals, demonstrates professional concern for every new employee.

Handbook, Toolkits, Checklists and additional information are available for your use on the Ft. Johnson Garrison SharePoint website, at: <https://armyeitaas.sharepoint-mil.us/sites/IMCOM-ID-R-USAG-Johnson/SitePages/On-Boarding.aspx>

USAG Ft. Johnson Louisiana



New Civilian Employee Checklist

As of 20230419

Items in **YELLOW** are for APF employees only (not NAF)

EMPLOYEE INFORMATION

Name: _____ Start date: _____
CP/Position: _____ Supervisor: _____
Grade/Serie: _____ Directorate: _____

FIRST DAY

- Did you receive a Workforce Development - New Employee Handbook? Receive New Employee Checklist.
- Was a "Sponsor" assigned to answer your general questions? Yes No Name: _____
- Schedule Garrison Commander Welcome brief, Date: _____ (Conducted last Thursday & Friday of the month)
- Occupational Health In-process, 8099 Georgia Avenue, Bldg. 3515 Signature: _____
- Tour Work Facility, including:
 - Office / Desk / Workstation
 - Copy Centers
 - Printers
 - Kitchen / Cafeteria / Break Areas
 - Fax Machines
 - Restrooms
 - Mail Rooms
 - Bulletin Boards
 - Authorized Work Areas
 - Security Office
 - Conference Rooms
 - Parking
 - Office Supplies
 - Tools / Equipment
 - Coffee / Water / Vending Machines
 - Emergency Exits and Procedures
- Review general administrative procedures:
 - Keys / Access Cards
 - Telephone Alert Roster
 - Picture ID Badges
 - Telephone Access Policy & Procedures
 - Building and/or Computer Access Cards
- Workforce Development: _____ Date: _____ Signature: _____

FIRST WEEK

- Receive initial performance counseling session: Review position description (PD), work assignments, performance expectations, training & education requirements (e.g. CES Foundation & Target CES, SDC) and Individual Development Plan (IDP). Date: _____
- Discuss work schedule, hours, payroll, time cards (if applicable), labor accounting & leave / absence policies and Procedures. **ATAAPS: <https://ataaps.csd.disa.mil/> (APF), or [Login \(blueforce.com\)](https://blueforce.com/) (NAF)**
- Ensure that a senior leader (including rater and senior rater) welcomes new employee as soon as possible
- Provide new employee with overview of Organization and its mission
- Ensure new employee understands their role in support of the Organization and the Army missions
- Introduce employee to Army Values – Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, Personal Courage
- Assist new employee to learn about military rank and insignia and titles of address for senior civilians
- Provide meaningful work - either training or substantive task assignments related to the new job and career program
- Make an appointment with Occupational Health (337) 531-6131 Date: _____ Name: _____

WITHIN SECOND WEEK

- Identify short / long term training requirements (CES, SDC, Career Program, AR 350-1 required training as well as organizational training, etc.)
- Create an ACT Account as new employee <https://actnow.army.mil/> (APF), or <https://www.imcomacademy.com/> (NAF)**
- Meet with supervisor to review and finalize performance objectives, standards, and sign performance plan.
DATE: _____

WITHIN THIRD WEEK

- Review what it means to be a part of the Army Profession according to Army Doctrine Reference Publication (ADRP) 1.
- Review and understand internal systems, general operating practices, and obtain other information or skills required in the

performance of your job.

- Give feedback early and often to supervisor to validate you are acclimating well in your new job.

WITHIN FORTH WEEK

- Continue to talk with supervisor about expectations, culture, and the Army Profession.
- Ensure you are on track to complete Level-1 CES course and/or Supervisor Development Course (SDC) if applicable.
CES Foundation Date: _____ Must be completed within first 30 days.
- Continue to provide and/or arrange coaching, counseling, and mentoring (Explore ACT for mentoring opportunities).

- Participate in training, webinar sessions, learning activities, and other outreach / developmental activities.
- Continue to meet regularly with supervisor to review and revalidate performance and training plans and developmental goals.
- Complete New Employee / Supervisor Survey. Turn in to Workforce Development Office, 7438 California Ave, Bldg. 4275

POLICIES

- | | | |
|--|---|---|
| <input type="checkbox"/> Review key policies | <input type="checkbox"/> Anti-harassment | <input type="checkbox"/> Personal conduct standards |
| <input type="checkbox"/> SHARP Training | <input type="checkbox"/> Vacation and sick leave | <input type="checkbox"/> Progressive disciplinary actions |
| <input type="checkbox"/> Union Brief (If applicable) | <input type="checkbox"/> FMLA/leaves of absence | <input type="checkbox"/> Security/CUI |
| <input type="checkbox"/> DCPDS training | <input type="checkbox"/> Holidays | <input type="checkbox"/> Confidentiality |
| <input type="checkbox"/> FEGLI training | <input type="checkbox"/> Time and leave
(ATAAPS/Blueforce) | <input type="checkbox"/> Safety |
| <input type="checkbox"/> Validate Direct Deposit | <input type="checkbox"/> Overtime | <input type="checkbox"/> Emergency procedures |
| | <input type="checkbox"/> Performance reviews "DPMAP" | <input type="checkbox"/> Visitors |
| | <input type="checkbox"/> Dress code | <input type="checkbox"/> E-mail and Internet use |
| | <input type="checkbox"/> Benefits | <input type="checkbox"/> OPSEC |
| | <input type="checkbox"/> TSP | <input type="checkbox"/> Installation/Garrison Policy Letters |
| | <input type="checkbox"/> Individual Development Plan (IDP) | |

ADMINISTRATIVE PROCEDURES

- | | | |
|--|---|--|
| <input type="checkbox"/> Review general administrative procedures. | <input type="checkbox"/> Office/desk/work station | <input type="checkbox"/> Telephones |
| | <input type="checkbox"/> Keys | <input type="checkbox"/> Building access cards |
| | <input type="checkbox"/> Mail (incoming and outgoing) | <input type="checkbox"/> Conference rooms |
| | <input type="checkbox"/> CAC Card: _____ | <input type="checkbox"/> Picture ID badges |
| | <input type="checkbox"/> Business cards | <input type="checkbox"/> Travel Card (If applicable) |
| | <input type="checkbox"/> Purchase requests | <input type="checkbox"/> Office supplies |

INTRODUCTIONS AND TOURS

- Give introductions to directorate/office staff and key personnel during tour.
- Tour of Installation, including:

<input type="checkbox"/> Post Office	<input type="checkbox"/> Ed Ctr.	<input type="checkbox"/> Gas Stations
<input type="checkbox"/> HQ, Bldg.	<input type="checkbox"/> Police Station	<input type="checkbox"/> OPS Group
<input type="checkbox"/> PX	<input type="checkbox"/> Schools	<input type="checkbox"/> NEC
<input type="checkbox"/> Commissary	<input type="checkbox"/> Housing	<input type="checkbox"/> LRC

POSITION INFORMATION

- Introductions to team.
- Review initial job assignments and training plans.
- Review job description and performance expectations and standards.
- Review job schedule and hours.
- Review payroll timing, time cards (if applicable), and policies and procedures (ATTAPS).
- Know your Career Field _____ Functional Area _____ and Series _____.

MANDATORY TRAINING & CIVILIAN EDUCATION SYSTEM

- Discuss level of CES - https://army.deps.mil/army/cmds/imcom_usag9/Polk/Pages/Civilian-Education-System.aspx

Mandatory Training

- Anti-Terrorism Training - <https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf>
- Cyber Awareness Challenge - <https://cs.signal.army.mil/login.asp>
- EEO/No Fear - <https://www.atrrs.army.mil/atrrscc/>
- Information Security Program Training - <https://www.lms.army.mil>
- Operational Security (OPSEC) - <https://www.lms.army.mil>
- Service Culture Training (OPEX). Given as part of Garrison Welcome Briefing
- Risk Management Civilian Basic Course - <https://www.lms.army.mil>
- Threat Awareness and Reporting (TARP) - <https://www.lms.army.mil>
- Constitution Day Awareness - <https://jkodirect.jten.mil>
- Workforce Violence - <https://media.cpms.osd.mil/faslerd/supervisor/menu.htm>

Mandatory In-person Training

- SHARP
- Substance Abuse
- Suicide Prevention (Safe Talk)

Defense Civilian Personnel Data System (DCPDS)

<https://compo.dcpds.cpms.osd.mil/>

Automated Time Attendance and Production System (ATAAPS)

<https://ataaps.csd.disa.mil>

Defense Performance Management Appraisal Program (DPMAP) SharePoint Site

https://army.deps.mil/army/cmds/imcom_usag9/Polk/DHR/SitePages/DPMAP%20-%20Defense%20Performance%20Management%20and%20Appraisal%20Program.aspx

Workforce Development SharePoint Site

https://army.deps.mil/army/cmds/imcom_usag9/Polk/DHR/SitePages/Civilian%20Onboarding.aspx

Civilian Career Planning and Development - IMCOM Workforce Development SharePoint Site

https://army.deps.mil/Army/cmds/imcom_HQ4/G1/CIVPER/C2P2/SitePages/Home.aspx

Civilian Education System (CES) SharePoint Site

https://army.deps.mil/army/cmds/imcom_usag9/Polk/Pages/Civilian-Education-System.aspx

Version 8, 19 April 2023



SPONSOR CHECKLIST FOR NEW EMPLOYEE'S

NEW EMPLOYEE INFORMATION

Name: _____ Start date: _____
Position: _____ Rater: _____
Assigned Sponsor: _____ Senior Rater: _____

SPONSOR ROLE AND RESPONSIBILITIES

- Serve from the time of firm offer acceptance until 30 days after new employee's arrival
- Provide the new employee information he/she needs about the organization and local area (e.g., temporary lodging, local transportation, etc. if applicable)
- Be a positive role model
- Maintain daily contact with new employee for first week and then on an as needed basis
- Be available to answer day-to-day questions
- Help define the Army Profession and explain the organizational culture
- Promote a positive image of the organization
- Work with supervisor and new employee to assist with the onboarding process
- Consult with supervisor for further guidance as needed

UPON ASSIGNMENT AS SPONSOR

- Meet with supervisor to discuss your role as a sponsor for the new employee
- Send email to new employee introducing yourself and welcoming him/her to the team and Army
- Provide contact information and offer assistance to new employee
- Talk with new employee to find out what he/she needs to help transition into the new job and area
- Send the organization's welcome packet in advance and/or through an online portal access
- Provide details on organizational culture and key administrative requirements

AT LEAST 1 WEEK BEFORE START DATE

- Arrange your schedule to be available on new employee's first day
- Contact new employee by phone or email to reiterate basic information for first day (e.g., directions, parking, report time, dress code, lunch information)
- Arrange to meet with new employee to escort him/her after initial CPAC or designated personnel office in-processing
- Notify or pre-register with security office at visitor registration (if applicable)

FIRST DAY

- Meet new employee following CPAC or designated personnel office in-processing at arranged location
- Escort him/her to the security office to receive building pass
- Escort new employee to his/her workstation

FIRST DAY – INTRODUCTIONS, TOURS, AND ADMINISTRATIVE PROCEDURES

Introduce new employee to supervisor if prearranged, sponsor may make introductions to department staff and key personnel as well as conduct the tour and help familiarize new employee with office administrative procedures

Tour Facility, including:

- Office / Desk / Workstation
- Copy Centers
- Printers
- Kitchen / Cafeteria / Break Areas
- Fax Machines
- Restrooms
- Mail Rooms
- Bulletin Boards
- Authorized Work Areas
- Security Office
- Conference Rooms
- Parking
- Office Supplies
- Tools / Equipment
- Coffee / Water / Vending Machines
- Emergency Exits and Procedures

Assist with general administrative procedures:

- Keys / Access Cards
- Telephone Alert Roster
- Picture ID Badges
- Telephone Access Policy & Procedures
- Building and/or Computer Access Cards

WITHIN FIRST WEEK

- Continue to make yourself available by phone, email, or for in-person meetings
- Offer guidance to help him/her integrate smoothly and share helpful hints

WITHIN SECOND WEEK

- Check in regularly with new employee during the first few weeks
- Assist new employee with understanding DoD, Army, and organizational culture
- Provide information regarding volunteer activities or social events (award ceremonies, team lunches, off-duty sports programs, base childcare and youth sports programs, etc.) available at your work location, if appropriate

HELPFUL LINKS AND INFORMATION

Forms and Resources:

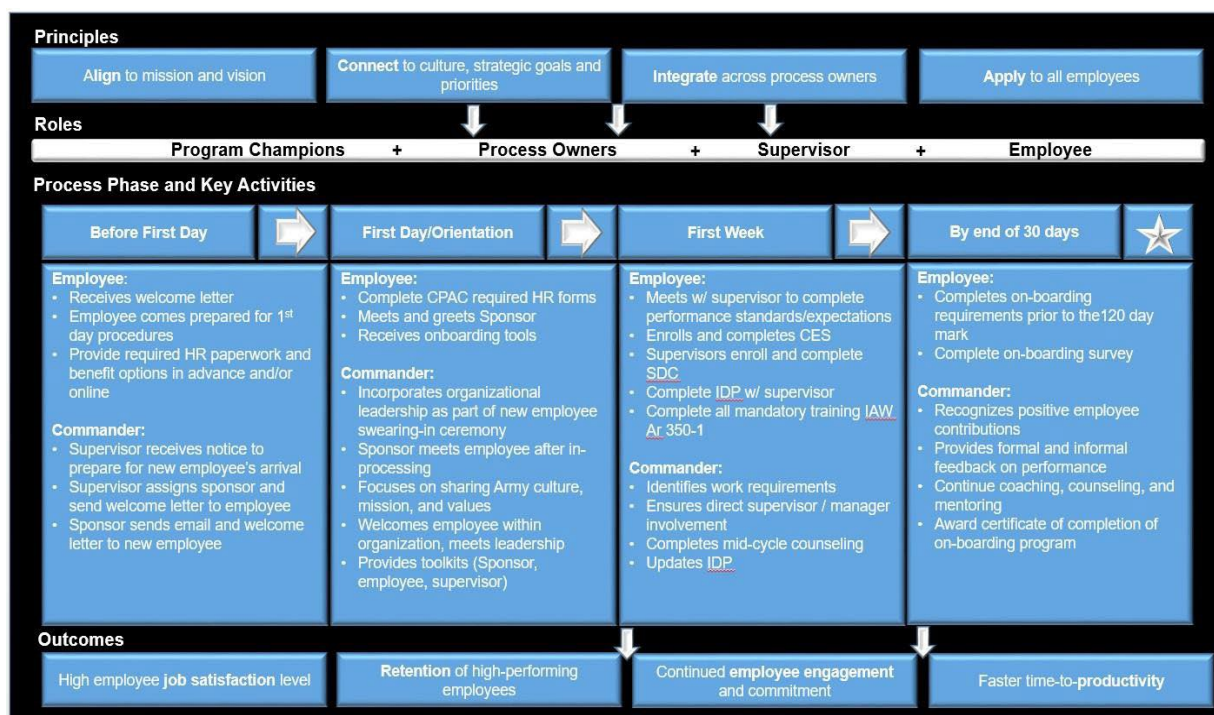
- Army Career Tracker (ACT): <https://actnow.army.mil/>
- Ignited: [ArmyIgnitED](#)
- Center for the Army Profession and Ethic (CAPE) Civilian Video: <http://cape.army.mil/civilians.php>
- New Employee Checklist: https://army.deps.mil/army/cmds/imcom_usag9/Polk/DHR/SitePages/Civilian%20Onboarding.aspx
- IMCOM Ft. Johnson Civilian On-boarding Handbook
- Required Training:
- Information Assurance Training: <https://ia.signal.army.mil/login.asp>
- AR 350-1, Army Training and Leader Development: <https://armypubs.army.mil/ProductMaps/PubForm/AR.aspx>
- AR 350-1 Mandatory Training with resource information/web links and other training information: https://army.deps.mil/army/cmds/imcom_usag9/Polk/Pages/Education-Resources.aspx
- Joint Ethics Regulation: http://www.dod.mil/dodqc/defense_ethics/ethics_regulation/
- CES and SDC enrollment: <https://www.atrs.army.mil/channels/chrtas/student/logon.aspx>
- Garrison Workforce Development: https://army.deps.mil/army/cmds/imcom_usag9/Polk/Pages/Education-Resources.aspx

WFD On-boarding SharePoint Site
[On-Boarding \(sharepoint-mil.us\)](https://sharepoint-mil.us)

Garrison Workforce SharePoint Site:
[Workforce Development \(sharepoint-mil.us\)](https://sharepoint-mil.us)

Civilian Career Planning and Development
https://army.deps.mil/Army/cmds/imcom_HQ4/G1/CIVPER/C2P2/SitePages/Home.aspx

Version 6; 13 June 2023



Specific Documents to be utilized during onboarding include the following, which are located as enclosures of the DFMWR Personnel SOP:

- USAG Ft. Johnson Louisiana New Civilian Employee In-processing Checklist (NAF Revision)
- Sponsor Checklist for New Employees (NAF Revision), when applicable
- NAF Supervisor Checklist (to be returned to HR Office)

EMPLOYEE PROFESSIONAL AND SELF DEVELOPMENT

The Army offers a variety of training and self-development opportunities to assist with your career development. Traditional classroom courses taught by Army, DoD, other Government and non-government schools, university professors and contracted vendors are available to enhance your knowledge and skills. Most often, you will find out about training opportunities through your supervisor, a Human Resources advisor, a workforce development advisor, or your organization's Training Coordinator. Distributed learning courses, desk side briefings, developmental assignments, mentoring, and on-the-job training are ways that management may choose to develop and train you. Your supervisor will work with you in creating an Individual Development Plan (IDP). An IDP is a written schedule or plan designed to meet particular goals for development that are aligned with the organization's strategic plan and action plan. It helps you plan for individual training and development by assessing your needs. The IDP is the place to formulate and record your professional development goals.

Your supervisor can provide guidance and information on any training questions you may have. In addition, there are many on-line resources available.

The key resources for NAF Employee Courses, which is also the location for NAF Individual Development Plans, is the School for Family and MWR, located at:

<https://www.imcomacademy.com/ima/>

You may find the list of links below to be helpful as well for mostly not required professional development:

CHRTAS – The Civilian Human Resources Training Application System. Register for a variety of training courses. Completion of your employee profile in CHRTAS is required before you can register for training. <https://www.atrrs.army.mil/Chrtas>

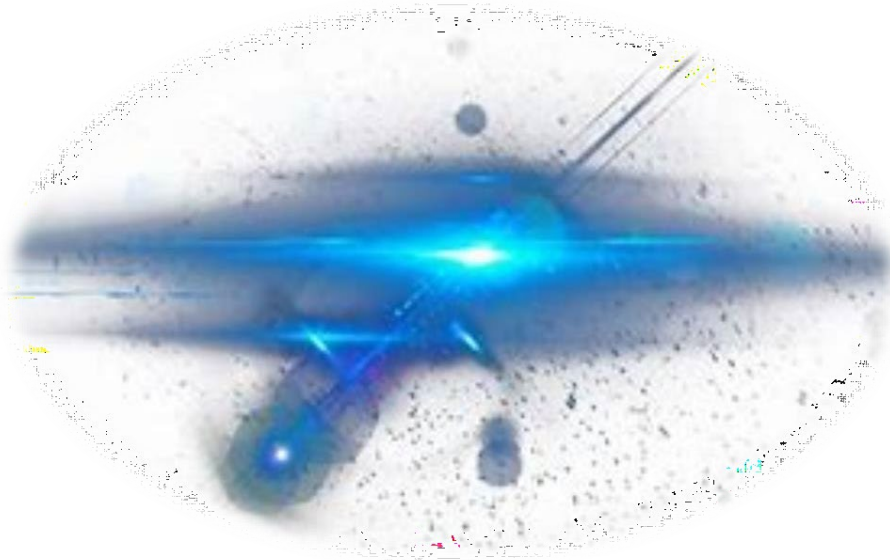
CPOL ACTEDS Catalog – For leader positions, senior specialists, and employees in an Army Career Program - <http://cpol.army.mil/library/train/catalog/>.

ARMY CAREER TRACKET – Training plans for the Army's Civilian Career Programs
<https://actnow.army.mil/>

MyBiz – Training and Education Updates – <https://compo.dcpds.cpms.osd.mil/>.

Note: These functions allow you to update your official training and education records
Army Knowledge On-Line – <https://www.us.army.mil>. Army e Learning – Over 1500 on-line courses are available, access through AKO.

Personality Assessment



In what type of environment would I like to work....

How do I like to work with people.....

What are my strengths and skills.....

Where do I see myself in 5 years.....

If you have questions like these....

Then Workforce Development can help you!



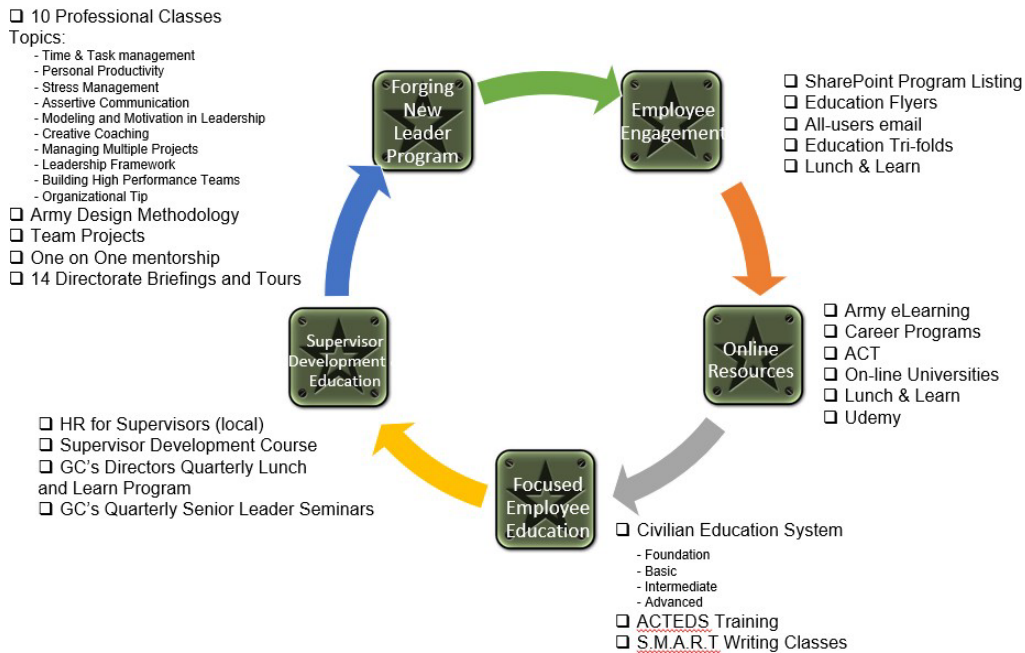
Fort Johnson Workforce Development Office is in building 4275, 7438 California Ave and offers several different career inventories to help guide you in the process of choosing a career path you are happy with. These are NOT tests, nor will they predict what career field you should enter. Instead, they will assist in evaluating your strengths, interests, values, skills, and personality style within the workplace and allow you to generate satisfying options for your current or future career path.

- Think about what career program you want to pursue and pursue it.
- Think about how long of a timeline you wish to pursue.
- What are you willing to sacrifice to achieve your goal?
- Make a list of your career priorities.

Personality Tests to help learn more about yourself. These test help to focus you on areas you wish to strengthen.

<https://www.16personalities.com/free-personality-test> <http://www.humanmetrics.com/cgi-win/jtypes2.asp>

Fort Johnson Workforce Development



To use all available resources to actively communicate education, professional development, and training opportunities throughout the entire garrison.



Supervisors should actively encourage employees to maximize on-line resources focused on meeting discussed IDP short and Long-term goals



All new employees are required to complete the Foundation Course and are strongly encouraged to enroll in and complete their targeted CES course. Supervisors are required to complete their targeted CES course

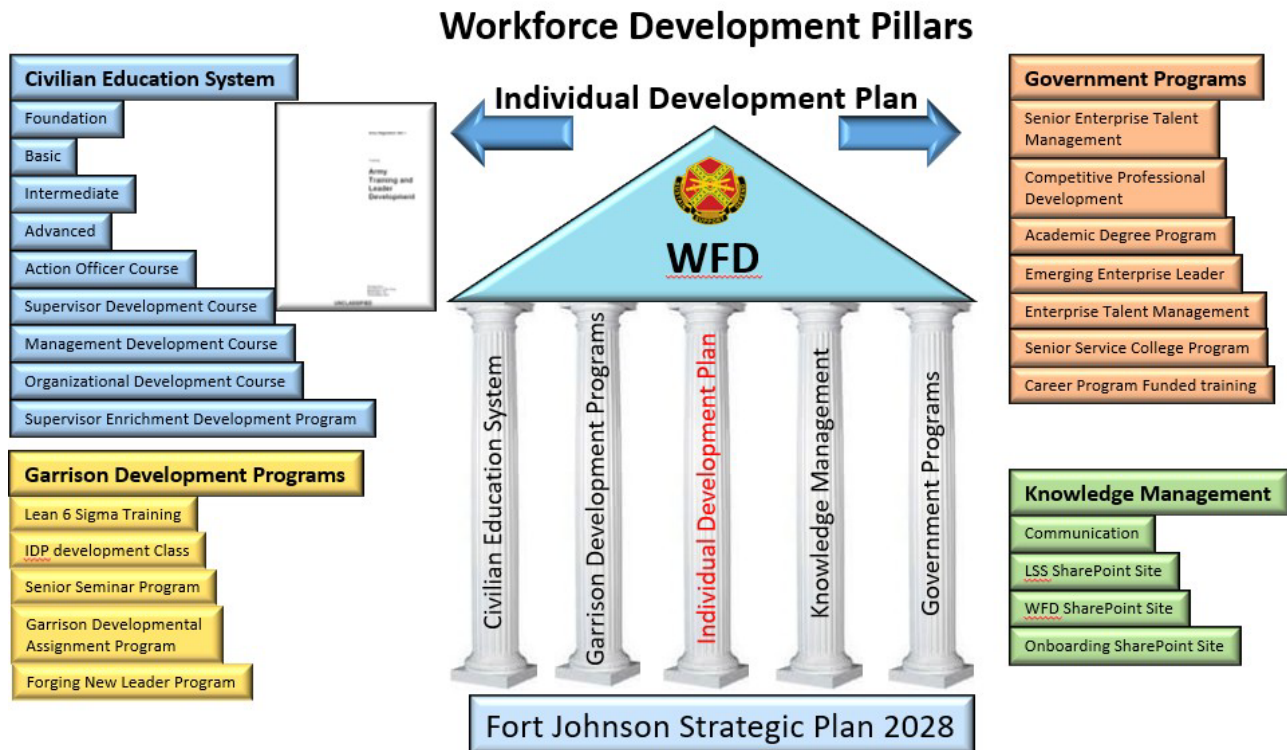


Supervisors are required to complete the SDC course and refresh the training every three (3) years. The local HR for Supervisors course is offered quarterly to help educate leaders on local policies and procedures



The Forging New Leader Program is the Garrison Commander premier leader development program. The FNL program is a ten (10) month program designed to prepare employees to for promotion at the next level

Fort Johnson Workforce Development



Making a Strategic Investment in Training

Chances are that you have read something lately or participated in a discussion about the payoffs of investing in training. For example, two major corporations recently made front-page news by providing their employees within house cafeterias and recreational areas. These corporations believe that this investment will contribute to an acceleration of skills for both employees and the company throughout the 21st century. You are also aware that, in both public and private sectors, there are a growing number of examples of how a better trained workforce correlates with reduced costs, increased profitability, improved services, and increased customer satisfaction. No major, successful corporation fails to invest significantly in its people – the most important resource. According to data collected by organizations such as the American Society for Training and Development (ASTD) about leading-edge companies, one of the components that gives these companies an edge is commitment to and investment in learning. Further, research also shows that high impact companies, public-sector agencies, and other institutions attribute much of their front-runner status to recognition of the importance of including training as a key element in their strategic planning process. Throughout the business world, there is increasing recognition that training the workforce is a win-win business strategy.

The Army has placed a significant investment in developing a structured education program and in doing so has placed a significant amount of importance in supervisor and employee development and training.

Return on Investment



ARMY CIVILIAN INDIVIDUAL DEVELOPMENT PLAN (IDP)

Its Department of Defense (DOD) policy (DOD1400.25-V410) to Invest in civilian human capital as a strategic corporate asset by deliberate planning, programming, budgeting, operation, evaluation, and improvement of Training, Education & Professional Development (TE&PD) activities and programs for civilian employees that will enhance individual and organizational performance, assist in achieving performance objectives and the DoD mission, and maximize the return on investment to the Department of Defense.

The Individual Development Plan (IDP) is the cornerstone document for the development of the civilian workforce. Directorates, Offices and Sections must create a culture that encourages, supports, and invests in the development of their employees. Employees' professional development should be an ongoing process to ensure employees are staying current—if not one step ahead—in their fields and in mission-critical competencies. Planning for continuous development must be anchored to the agency's mission, goals, objectives, and needs, and should be directly tied to the employee's work and annual evaluation. By adhering to these tenants JRTC & Fort Johnson creates a deep bench, supporting a viable secession plan and postures Fort Johnson for years to come.

IDPs should be prepared through collaboration of employees and their supervisors. These plans should identify specific needs for new or refined competencies, continuing education, professional development, and organizational, functional, or occupational training required to improve employee performance. These plans complement performance assistance plans, which focus on giving employees formal training, on-the-job training, counseling, mentoring, and other assistance.

The IDP should focus on targeted proficiency levels for each competency. There should be a relationship between the competencies, knowledge, skills, and abilities that the TE&PD activities are intended to provide and the employee's assigned duties. Priorities for funding should be aligned with priorities in the organization's training plans.

Fort Johnson supervisors in accordance with command guidance will help ensure a good Individual Development Plan is established for each employee and adheres to the following guidelines.

- a. Establish and maintain IDPs for all civilian employees.
 - b. Establish, implement, and update annually a plan to evaluate and improve civilian employee TE&PD activities and programs.
 - c. Monitor the execution and evolution of the IDPs to ensure civilian employees are provided appropriate opportunities to satisfy the identified TE&PD needs.
 - d. Adjust IDPs overall TE&PD plans based on evaluations of TE&PD outcomes. The IDPs are living documents. Supervisors should assess each IDP annually, ensuring the start and end dates are in-line with the employee's evaluation (**1APR-31 MAR**). Supervisors should review IDPs in conjunction with performance assessment plans.
 - e. Collaborate with their supervisors in assessing competencies, identifying, and closing competency gaps, and developing, maintaining, and enhancing their competencies, knowledge, skills, and abilities in alignment with organizational TE&PD plans and goals.

IDPs for NAF Employees are located on the School for Family and MWR at:
<https://www.imcomacademy.com/ima/>

The IDP Tutorial is located at: https://www.imcomacademy.com/glshared/LMS_Tutorial/index.htm#/

ARMY INSTALLATION STRATEGY

1.0: SOLDIERS, CIVILIANS AND FAMILY READINESS

Specified Tasks:

- 1.1 Deliver Installation Logistic Services to Soldiers and Families.
- 1.2 Provide a Balanced Portfolio of Programs and Services that Support the Physical, emotional, Behavioral and Spiritual Well Being of Soldiers, Civilians and Family Members

Supporting Tasks

- 1) Conduct Holistic Review of Services 2) Provide Options for Port Call and US Passports
- 3) Provide for Soldier and Family Quality of Life 4) Provide Deployment Support for Soldiers and Family Members
- 5) Reconstitute Soldiers for deployments and other Contingencies 6) Provide Support and Care to Wounded Warriors and Survivors 7) Manage and operate the Armed Forces Recreation Centers

2.0: INSTALLATION READINESS

Specified Tasks:

- 2.1 Determine Facility and Installation (Infrastructure) Requirements to support 2028 MDO Capable Force
- 2.3 Provide and Maintain Facilities and Infrastructure in support of Army Priorities
- 2.4 Implement protection Capabilities to Prevent, Protect, Mitigate, Respond and Recover from ALL Hazards
- 1.5 Provide Support to Training and Readiness
- 1.6 Provide Base Ops / Services ISO Army Priorities
- 1.7 Provide Safe and Adequate Facilities Conditions – Quality Work Environment (QWE)

Supporting Tasks

- Identify and Codify Surge requirements 2) Plan for Contracted Requirements by Identifying and Codifying Surge Contracted Capabilities 3) Execute and Enforce Baseline Services; Reform Common Levels of Service (CLS) 4) Monitor Installation Footprints (Excess, Leases, Lifecycle Management of Equipment) 5) Execute MILCON / SRM ISO of Army Priorities 6) Sustain Installation Readiness 7) Assess Performance, Compliance, and Risk through Higher Level HQ Assessments and Full Scale Exercises

5.0: STRATEGIC POWER PROJECTION

Specified Tasks:

- 5.1 Integrate and Synchronize Strategic Power Requirements with ACOM 5.2 Modernize and Operationalize APS 5.4 Project the Force and Assess MFGI Readiness 5.5 Leverage Contracted Support for Surge Requirements 5.7 Assess / Maintain Critical Army Infrastructure: Rail, Airfields, Ports

Supporting Tasks

- 1) Conduct Holistic Review of OPLAN's and AMC SSA Support Services 2) Protect Readiness 1-N list Projects and Conduct MFGI / Readiness Assessments 3) Coordinate for ASC to leverage Contract Support for Surge Requirements 4) Track and Improve Critical Readiness Assets: Rail, Airfields and Ports

1. OUTPUTS:

- 2. Quality Housing
- 3. Quality Child Dev / Care
- 4. Meaningful Spouse Employment
- 5. Relevant Rec Programs for Soldiers and Families
- 6. Fit and Healthy Soldiers
- 7. BOSS

OUTPUTS:

- 1. Quality Barracks
- 2. Mission Ready Infrastructure
- 3. Effective BASE ~~Ops~~
- 4. "Speed of War" Training / Ranges
- 5. Protected / Secured Bases
- 6. Predictable BCE Life Cycle Replacement
- 7. Mission Aligned Manning

1. OUTPUTS:

- 2. Deployment Ready MFGI's
- 3. Effective MOB / DEMOB
- 4. Mission Ready Airfields / Rail / Ports
- 5. Mission Ready (PPP) Speed of War

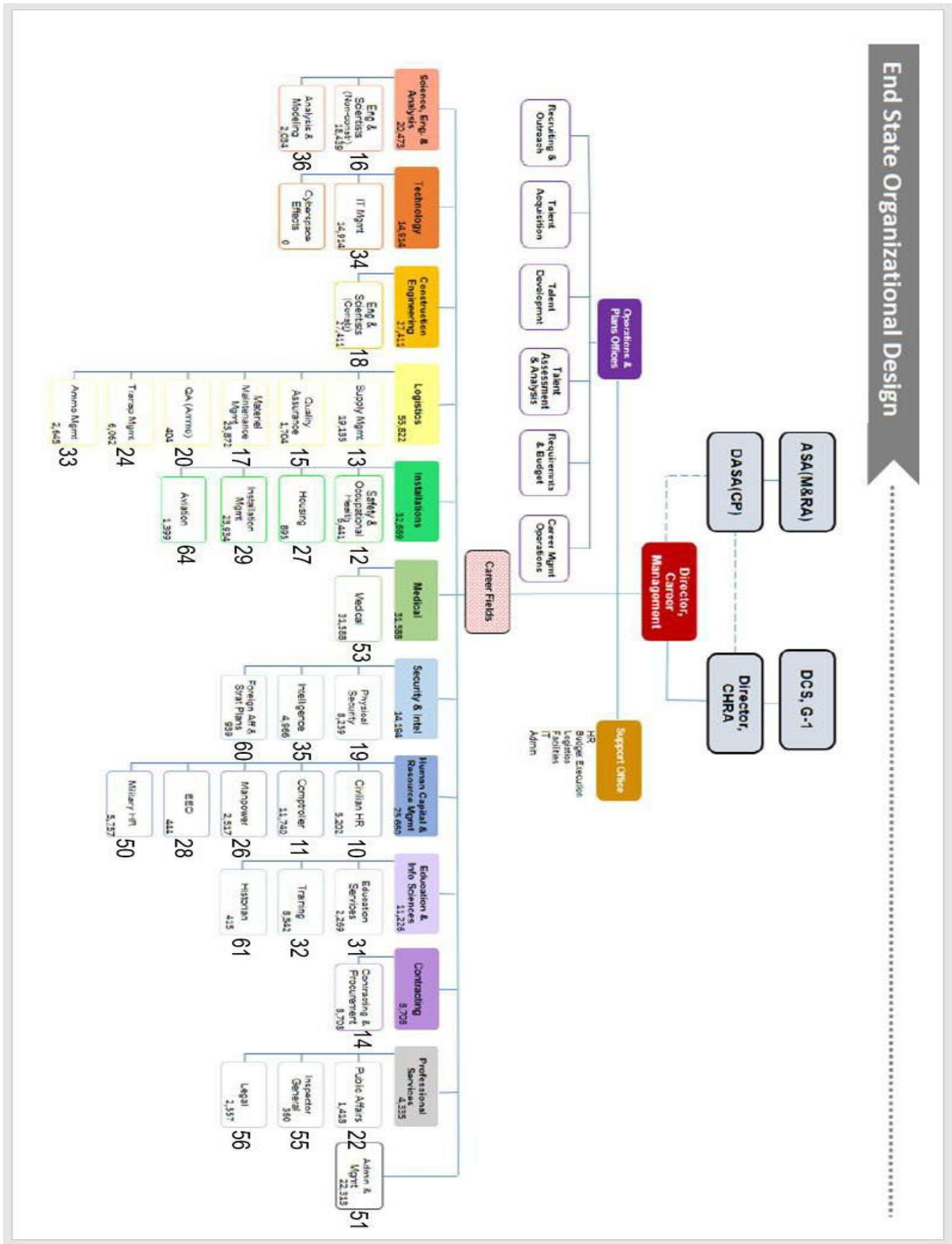
New Army Civilian Career Management Activity

The existing 32 career programs, portions of G-3/5/7 DAMO-TRV, and AG-1CP have become a single organization, the Army Civilian Career Management Activity (ACCMA). This organization reports to the Director of the Civilian Human Resources Agency (CHRA) and be accountable to the Deputy Assistant Secretary of the Army (Civilian Personnel) (DASA(CP)). This integrates the 32 career programs into 11 broad career fields, establishing operations & plans offices, and creating a centralized support office. The DASA(CP) chairs the newly established Civilian Career Management Council, comprised of the Functional Chiefs of the 11 career fields, providing governance and strategic direction for career management policies and resources. While career program personnel will transfer to CHRA, Senior Executive Service career program leaders retain their leadership responsibilities for the integration and management of career management functions within their functional area.

The reorganization into the ACCMA is a logical and integral component of the Army People Strategy Civilian Implementation Plan, and it supports a modernization of Army Civilian processes and practices.

- To effectively meet the Army's on-going and future mission, we must increasingly rely on Army Civilians. To acquire, develop, employ, and retain the best people to serve as Army Civilians we must better compete with private industry for talent.
- Career programs are and will continue to be critical components of the Army's Civilian enterprise talent management approach.
- More than restructuring, we will transform Army Civilian career management to acquire, develop, employ, and retain the diversity of civilian talent needed to achieve Total Army readiness.
- The establishment of ACCMA will enhance career management operations while providing additional talent management capabilities to support Army Civilians.
- Rather than silos, the career fields will become interdependent conduits for both individual and Army-wide Civilian growth, development, and collaboration.
- Career fields will have both individual and shared resources to provide quality career management support to Army Civilians across the enterprise.
- The operational efficiencies and effectiveness gained from taking a more holistic approach to talent management bring greater scope and depth to the entire career management enterprise.

Eleven (11) Career Fields

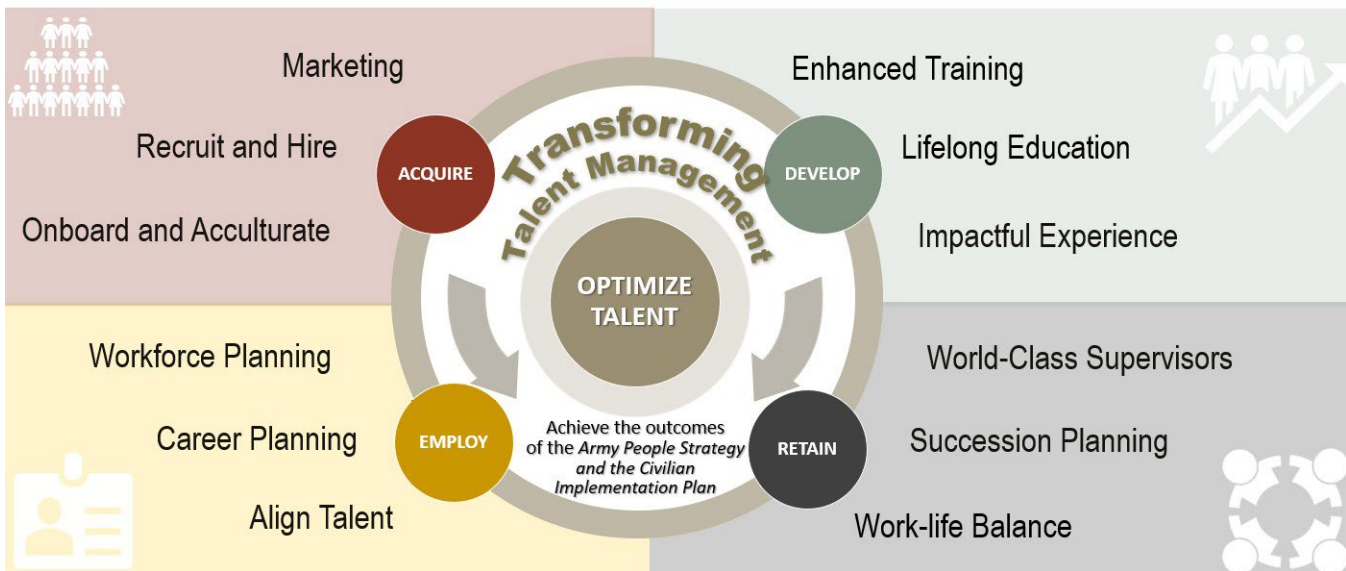


Army Civilian Career Management Activity (ACCMA)

Army Civilian Career Management Activity (ACCMA): Integration and Employment of Talent Management Capabilities



Delivering on the Civilian Implementation Plan



Career Fields & Functional Communities



We Are The Army's Home

94 of 100



Individual Development Plans (IDPs) Linkage to Army People Strategy & CIP

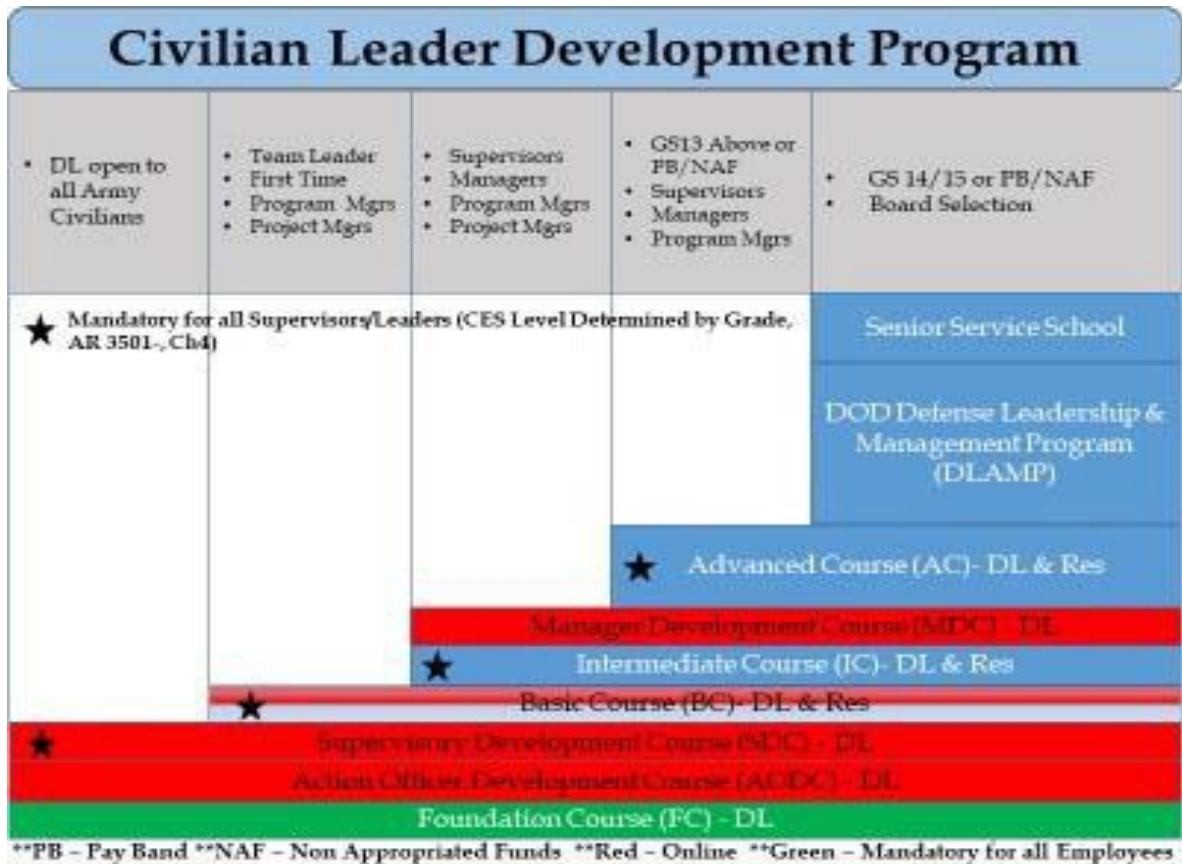
Army Civilian Talent Management

Purpose: Provide policies, procedures, and resources in support of a comprehensive Civilian Development Program delivering an adaptive professional Civilian workforce supporting the all-volunteer Army in its support of Combatant Commanders to defend the Nation and its interests at home and abroad, both today and in the future.

Civilian Talent Management Programs are focused on developing Enterprise Leaders.



Introduction to the Civilian Education System (CES)



Transformation of the Army and Fort Johnson begins with educating the leaders. The Civilian Education System (CES) is a progressive and sequential leader development program that provides enhanced leader development and education opportunities for Fort Johnson civilians throughout their careers. Garrison civilians will become multi-skilled leaders of the 21st Century who personify the warrior ethos in all aspects, from war-fighting support to statesmanship, to business management. CES provides the Army Civilian Corps self-development and institutional training (leader development) opportunities to develop leadership attributes through distance learning (dL) and resident training.

The CES leader development program includes five courses that replace the previous inventory of legacy courses offered for Army Civilians. The Army Civilian leader development programs help to prepare agile and innovative Army Civilians who can lead during times of change and uncertainty; are prepared for the rigors of service as multi-skilled leaders; and are armed with the values, skills, and mindset to serve as competent, resilient member of the Army Civilian Corps. The professional attitudes and beliefs that characterize the Department of the Army Civilian are found in the Civilian Creed (see ADRP 6-22).

The Civilian Education System

a. The CES program is the Army's leader development program for all Army Civilians. It provides progressive and sequential education for Army Civilians at key positions throughout their careers. Courses of instruction are provided through blended learning - DL and resident instruction. CES courses are to be taken in sequence over a period of time as Army Civilians progress through their careers. Course applications are completed through CHRTAS.

b. CES courses are the core leader development courses for most Army Civilians based on grade and equivalent pay band level as they progress through their careers. See eligibility requirements and priorities for resident training classes.

c. CES courses are targeted at the Army Civilian GS grade levels and equivalent pay bands and pay scales, as follows:

- (1) *Foundation Course*. GS 1–15 and equivalent pay band/scale new hires.
- (2) *Basic Course*. GS 1–9 and equivalent pay band/scale.
- (3) *Intermediate Course*. GS 10–12 and equivalent pay band/scale.
- (4) *Advanced Course*. GS 13–15 and equivalent pay band/scale.
- (5) *Continuing Education for Senior Leaders*. GS 14–15 and equivalent pay band/scale.

d. Funding.

(1) Most permanent Army Civilians (to include appropriated funds (AF), non-appropriated funds (NAFs), local nations, and wage grade) are centrally funded for CES training by DCS, G-37/(Training Directorate).

(2) Military members, term and temporary Army Civilians, and non-Army employees, are funded through their organizations.

e. Supervisors and managers are responsible for setting guidelines that allow employees duty time to complete required DL training for CES courses. Guidelines can be in the form of a written or verbal agreement and should articulate a study schedule and timeline for the employee to complete the course.

f. Civilian Education System Course Equivalency. A complete listing may be found on the CHRTAS website. Credit for previous training completion is auto determined by the CHRTAS. The individual profile in CHRTAS will show that CES requirements have been met through equivalent credit.

g. Civilians who have completed SSC are exempt from CES requirements except for the Foundation Course when hired after 30 September 2006.

Foundation Course

a. The Foundation Course goal is to provide Army Civilians with an orientation to leader development concepts, to start building their careers as Army Civilian leaders. The course objectives are to understand Army leadership doctrine; increase self-awareness, as it relates to their profession; understand team building, group dynamics, and effective communication; assess individual values and how they relate to professional ethics; understand how to manage

professional advancement and leverage career potential; and complete administrative requirements expected of Army Civilians.

- a. The Foundation Course is required for all new Army Civilian employees hired into full-time, permanent positions after 30 September 2006.
- b. Commanders or supervisors may approve exceptions to this requirement if an employee is unable to take the course due to logistical conditions, lack of access to the network, or other limitations.
- c. The Foundation Course is available through DL only.
- d. Interns are required to complete the Foundation Course before completion of their intern program.
- e. The Foundation Course is available to all Army Civilians as a self-development tool in instances where the course is not required.

Basic Course

- a. The Basic Course is required for GS 5–9, WG & NAF supervisors (and equivalent pay band/pay plan).
- b. The Basic Course is encouraged, but not required, for those non-supervisor employees who seek supervisory and/or leader positions.
- c. The Basic Course is offered in an online only version (Basic Course Unphased Distance Learning) and a two-phase distance learning—resident version.
- d. Commands may fill allotted quotas for the resident phase with both current supervisors and aspiring leaders.
- e. Current supervisors should fill most of a command's assigned resident quota.

Intermediate Course

- a. The Intermediate Course target population is mid-level leaders who by necessity are more agile, innovative, self-aware, and prepared to effectively lead and care for personnel and manage assigned resources. Training and developmental exercises focus on “mission” planning, team building, establishing command climate, and stewardship of resources.
- b. The Intermediate Course is conducted through blended learning - DL and 3 weeks resident training. Resident training is taken after successful completion of the DL and takes place in a university setting encompassing a classroom environment and small group seminars.
- c. The Intermediate Course is required for GS 10–12, WG & NAF supervisors (and equivalent pay band/pay plan).
- d. The Intermediate Course is encouraged, but not required, for those non-supervisor employees who seek supervisory and/or leader positions.

- e. Commands may fill allotted quotas with both current supervisors and aspiring leaders.
- f. Current supervisors should fill a majority of a command's assigned quota.

Advanced Course

a. The Advanced Course focus is on Army Civilians skilled in leading a complex organization in support of national security and defense strategies; integrating Army and Joint systems in support of the Joint Force; inspiring vision and creativity; implementing change; and managing programs.

b. The Advanced Course is conducted through blended learning - DL and 4 weeks resident training. Resident training is taken after successful completion of the DL and takes place in a university setting encompassing a classroom environment and small group seminars.

c. The Advanced Course is required for GS 13–15, WG, NAF Supervisors (and equivalent pay band/pay plan).

d. The Advanced Course is encouraged, but not required, for those non-supervisor employees who seek supervisory and/or leader positions.

e. Commands may fill allotted quotas with both current supervisors and aspiring leaders.

f. Current supervisors should fill a majority of a command's assigned quota.

In addition, CES also includes the Action Officer Development Course (AODC), Supervisory Development Course (SDC), Manager Development Course (MDC), and Senior Service College (SSC).

Civilian Human Resources Training Application System (CHRTAS)

The Civilian Human Resources Training Application System (CHRTAS) is the on-line method for submitting your CES application. CHRTAS is an automated management system that allows you to develop and record your completed training, apply for Civilian Human Resource and NSPS courses, and CES courses. Your CES leader development experience starts at <https://www.atrrs.army.mil/channels/chrtas>. Begin by preparing/updating your profile, which contains critical information we need to know about you. Once this is complete, you can begin to search for courses and apply for training.

Additional information on CES and available courses may be found on the Army Management Staff College (AMSC) web site at <http://usacac.army.mil/organizations/cace/amsc/cesSchedule>

The Army Management Staff College Home Page

[AMSC | Army University](#)

Figure 22

ACTION OFFICER DEVELOPMENT COURSE (AODC)

Course Number: 1-250-AODC (DC)

Mode: Distance Learning

AMSC News

Civilian Education System Instructional Triad
Posted May 06, 2022

Beginning in April 2022, AMSC began delivering a new Civilian Education System (CES) instructional triad of (1) resident offerings at Fort Leavenworth, KS, (2) on-site offerings via Mobile Education Teams (MET), and (3) virtual classroom offerings in a completely online environment. We are committed to delivering CES at the point of need. See our [Course Schedule](#) to find an offering today.

Posted May 02, 2022

The premier leader development experience, igniting the leadership potential of every Army Civilian.

[Apply Now](#)

Announcements

Welcome to our new website!
Looking for course information?
See our [Educational Programs](#)

Need help with something else?
Check out [Registration & Support](#)

Don't forget to update your
browser with our new address!

Location: [CHRTAS - Login \(army.mil\)](#)

Action Officer Development Course

Eligibility Requirements: Available to all Army employees as a self-development Tool. AODC is a required course for all Army interns and completion is required before completion of the intern program.

Purpose: Provide action officer procedures to a staff member with subject matter expertise who works actions on behalf of senior staff officers or commanders. The term "action officer" does not refer to a duty position. This course describes "staff work" as it is generally practiced Army-wide.

Description: The AODC covers organization and management; conducting completed staff work; managing time and priorities; conducting meetings and interviews; solving problems and making decisions; communications; writing to the Army standard; coordinating; conducting briefings; and ethics.

Applicant Eligibility: AODC is available to all Army employees as a self-development tool. Army Non-appropriated Fund (NAF), Wage Grade (WG), Local National (LN). It is a required course for all Army interns before completion of the intern program.

Registration Process: To register, go to the Civilian Human Resource Training Application System at <https://www.atrrs.army.mil/channels/chrtas/student/main.aspx>

SUPERVISOR DEVELOPMENT COURSE (SDC)

Course Number: 1-250-C53(DL)

Mode: Web-Based Training

Location: Army Learning Management System (ALMS)
<https://www.lms.army.mil/Saba/Web/Main>

Eligibility Requirements: Required for all Military and Civilian supervisors of Army Civilians. The SDC must be completed within one year of placement in a supervisory position. The SDC is also required for supervisors as refresher training every 3 years. The course is available to all Army employees as a self-development tool. It is highly recommended for supervisors or managers to complete SDC before enrolling in any of the CES resident courses.

Purpose: Provides supervisors with civilian personnel administration skills such as work management and basic supervision.

Description: The SDC contains lessons on topics mandated by the NDAA 2010. Topics include: Workforce Planning, Position Management and Classification, Hiring, Merit Systems Principles & Prohibited Personnel Practices, Onboarding, Performance Management, Training & Development, Recognition, Incentives and Awards, Coaching, Counseling and Mentoring, Leave Administration, Workers' Compensation, Labor Relations, Supervising a Diverse Workforce, Hostile Work Environment, Reasonable Accommodations, Creating an Engaging Work Environment, Managing Conflict, Valuing Individual Differences, Leading Change. There a final test at the end of the course. You must score at least an 80% to pass the course, and you will have 2 opportunities to pass the test. If you do not pass the test on the second attempt, you must contact your supervisor, and the test will be reset.

Applicant Eligibility: To enroll in this course, go to the Civilian Human Resource Training Application site <https://www.atrrs.army.mil/channels/chrtas>. Click on the Apply for Training menu option on the left side of the screen and follow the steps. Step 1, select the current FY; Step 2, select supervisor training; Step 3, select Supervisor Development Course (SDC); Step 4, click the search button to register. You will have to verify your AKO username and password.

Once you complete the registration process, your supervisor will receive a system-generated email with instructions to approve your training. You will then receive an email with instructions on how to access the course. Be sure to print and save the SDC Lesson Desk Reference.

CIVILIAN EDUCATION SYSTEM FOUNDATION COURSE (FC)

Course Number: 1-250-C59(DL)

Mode: Distance Learning

Location: Civilian Human Resource Training Application System
<https://www.atrrs.army.mil/channels/chrtas/default.asp>

Eligibility Requirements: Required course for all Army Civilians hired after 30 September 2006. Employees with a break in service, and previous service date is before 30 September 2006, are required to take FC. Interns are required to complete the FC before completion of the intern program. The FC is available to other members of the Army Civilian Corps for self- development.

Purpose: Provides employees with an understanding of the structure of the U.S. Army, the Army's leadership doctrine, and the personnel system for Department of Army civilians.

Description: The FC course objectives are to understand U.S. Army leadership doctrine; increase self-awareness, as it relates to their profession; understand team building, group dynamics, and effective communication; assess individual values and how they relate to professional ethics; understand how to manage professional advancement and leverage career potential; and complete administrative requirements expected of DA civilians.

Applicant Eligibility: Self-registration process through the Civilian Human Resource Training Application System web-site <https://www.atrrs.army.mil/channels/chrtas/default.asp>. AKO logon and password or Common Access Card (CAC) required to enroll.

Funding: No cost to participants

CIVILIAN EDUCATION SYSTEM BASIC COURSE (BC) AND RESIDENT

Course Number: ATRRS 1-250-C-60 (DL) & 1-250-C60 Phase2 & 1-250-C60 (DL) Un-phased

Mode: Distance Learning and Classroom

Location: Civilian Human Resource Training Application System
<https://www.atrrs.army.mil/channels/chrtas/default.asp>
Resident course located at Army Management Staff College, Fort Leavenworth, KS

Eligibility Requirements: Required for Army Civilians GS01-09 (and equivalent WG/NAF/pay bands). Applicants must have completed the Foundation Course (FC) if employed as an Army civilian after 30 September 2006 or had a break in service, and previous service date is before

30 September 2006. Applicants must have a current TAPES performance rating of successful or NSPS rating of Level (2) or above, and be in good standing regarding conduct.

Admission Priorities:

Priority 1 - Army civilians in a permanent appointment to a supervisory or managerial position and have not received course/experience substitution.

Priority 2 - Other Army civilian employee.

Priority 3 - Military supervisors of civilians and other DoD leaders.

Distributed Learning (DL) course is available to other members of the Army Civilian Corps as self-development.

Purpose: Designed for civilian leaders to exercise direct leadership to effectively care for teams. Training focuses on basic education in leadership and counseling fundamentals, interpersonal skills and self-awareness.

Description: The BC consists of a DL course and a two-week resident course. The resident course will be taken after successful completion of the DL course and takes place in a university setting encompassing a classroom environment and small group seminars.

Applicant Eligibility: Self-registration process through the Civilian Human Resource Training Application System website <https://www.atrrs.army.mil/channels/chrtas/default.asp>. AKO logon and password or Common Access Card (CAC) required to enroll.

Funding: Most permanent Army civilians to include NAF, and WG employees are centrally funded. Military members; term and temporary employees; and non-Department of the Army employees, for example, are funded through their own organizations.

CIVILIAN EDUCATION SYSTEM INTERMEDIATE COURSE (IC) AND RESIDENT

Course Number: ATRRS 1-250-C-61 (DL) & 1-250-C61 Phase2

Mode: Distance Learning and Classroom

Location: Civilian Human Resource Training Application System

<https://www.atrrs.army.mil/channels/chrtas/default.asp>

Resident course located at Army Management Staff College, Fort Leavenworth, KS

Eligibility Requirements: Required for Army civilians GS10-12 (equivalent LN/WG/NAF/pay bands). Applicants must have completed the Foundation Course, if required. Applicants must have a current TAPES performance rating of successful and be in good standing regarding conduct.

Admission Priorities:

Priority 1 - Required course for all Army civilians in a permanent appointment to a supervisory or managerial position and have not received course/experience substitution.

Priority 2 - Other Army civilian employees.

Priority 3 - Military supervisors of civilians and other DoD leaders.

Purpose: Designed for civilians who must be adaptive, innovative, self-aware, and prepared to effectively lead and care for personnel and manage assigned resources. Training and developmental exercises focus on planning, team building, establishing command climate, and stewardship of resources.

Description: The IC consists of a DL course and a three-week resident course. The resident course will be taken after successful completion of the DL course and takes place in a university setting encompassing a classroom environment and small group seminars.

Applicant Eligibility: Self-registration process through the Civilian Human Resource Training Application System website <https://www.atrrs.army.mil/channels/chrtas/default.asp>. AKO logon and password or Common Access Card (CAC) required to enroll.

Funding: Most permanent Army civilians to include NAF, and WG employees are centrally funded. Military members; term and temporary employees; and non-Department of the Army employees, for example, are funded through their own organizations.

CIVILIAN EDUCATION SYSTEM ADVANCED COURSE (AC) AND RESIDENT

Course Number: **ATRRS** 1-250-C-62 (DL) & 1-250-C62 Phase2

Mode: Distance Learning and Classroom

Location: Civilian Human Resource Training Application System

<https://www.atrrs.army.mil/channels/chrtas/default.asp>

Resident course located at Army Management Staff College, Fort Leavenworth, KS

Eligibility Requirements: Required for Army civilian employees GS-13-15. Applicants must have completed the Foundation Course, if required. Applicants must have a current TAPES performance rating of successful and be in good standing regarding conduct.

Admission Priorities:

Priority 1 – Required course for all Army civilians in a permanent appointment to a supervisory or managerial position, GS-13 and above who have not received course/experience substitution.

Priority 2 - Army senior level civilians, GS-13 and above or comparable pay band, currently not in a supervisory or managerial position.

Priority 3 - Military supervisors of civilians or in managerial positions and other DoD leaders.

Purpose: Designed for civilian leaders who must be adaptive, innovative, self-aware, and capable of effectively leading a complex organization, guiding programs, and managing associated resources. The focus is on strategic thinking and assessment, change management, developing a cohesive organization, managing a diverse workplace, and management of resources.

Description: The AC consists of a DL course and a four-week resident course. The resident course will be taken after successful completion of the DL course and takes place in a university setting encompassing a classroom environment and small group seminars.

Applicant Eligibility: Self-registration process through the Civilian Human Resource Training Application System website <https://www.atrrs.army.mil/channels/chrtas/default.asp>. AKO logon and password or Common Access Card (CAC) required to enroll.

Funding: Most permanent Army civilians to include Local National, NAF, and WG employees are centrally funded. Military members; term and temporary employees; and non-Department of the Army employees, for example, are funded through their own organizations.

MANAGEMENT DEVELOPMENT COURSE (MDC)

Course Number: ATRRS 1-250-MDC (DL)

Mode: Distance Learning and Classroom, 10 academic hours

Location: Civilian Human Resource Training Application System
<https://www.atrrs.army.mil/channels/chrtas/student/main.aspx>

Eligibility Requirements: Available to all Army employees as a self-development tool. It is highly recommended for all civilians in supervisory or managerial positions before attending CES courses.

Purpose: Assists supervisors or managers basic skills for managing work and leading people.

Description: The MDC includes modules in organizational culture; time management; objectives and plans; problem solving and decision making, planning, programming, and budgeting; manpower management; communications; information technology application, the Army Environmental Program, Equal Employment Opportunity, Professional Ethics, Internal management Control & Army Family Team Building.

Application Process: Eligible applications are submitted and processed through the Civilian Human Resource Training Application System (CHRTAS). For step-by-step instructions on how to apply, click on "Get Help" in the upper left side of this page. Once approved, participants receive two emails confirming their enrollment. The course content can be found under "Current Enrollments" in the Army Learning Management System (ALMS). Step by step instructions for accessing course content can be found in the Desk Reference, available after registration.

CONTINUING EDUCATION FOR SENIOR LEADERS (CESL) DL AND RESIDENT

Course Number: ATRRS (1-250-C63 Phase 2)

Mode: Distance Learning and Classroom

Location: Civilian Human Resource Training Application System
<https://www.atrrs.army.mil/channels/chrtas/default.asp> Resident course located at Ft. Leavenworth, Kansas

Eligibility Requirements: Designed for Army civilian employee's permanent appointment GS- 14/15 or equivalent for Army Non-appropriated Fund (NAF), Wage Grade (WG), Local National (LN); active-duty military at the rank of COL, LTC, CW5, CW4, CSM, or SGM and other DoD leaders. Applicants must have completed the AC or granted AC course credit. One year is required between each CESL attendance.

Admissions Priorities:

Priority 1 - Army civilians in permanent appointment GS-14/15 or comparable pay band. Active-duty military at the rank of COL, LTC, CW5, CW4, CSM, SGM.

Priority 2 - DoD civilians in permanent appoint GS-14/15 or comparable pay band.

Purpose: Designed to be a continuing education sustainment program to bring senior leaders together to discuss current and relevant issues facing the Army. The intent is for leaders to return to the program continuously every three or more years to refresh and update on current Army initiatives.

Description: The CESL is conducted through blended learning – pre-course work and a 4.5- day resident course. The resident course consists of both small and large group activities. The

course structure is a combination of guest speakers and interactive exercises. Updates on Army initiatives are also included in the program.

Application Process: Self-registration process through the Civilian Human Resource Training Application System website <https://www.atrrs.army.mil/channels/chrtas/default.asp>. AKO logon and password or Common Access Card (CAC) required to enroll.

Funding: Most permanent Army civilians to include Local National, NAF, and WG employees are centrally funded. Military members; term and temporary employees; and non-Department of the Army employees, for example, are funded through their own organizations.

ORGANIZATIONAL LEADER DEVELOPMENT COURSE (OLDC)

Course Number: ATRRS (1-250-C70 (DL)

Mode: Distance Learning and Classroom

Location: Civilian Human Resource Training Application System
<https://www.atrrs.army.mil/channels/chrtas/default.asp> Resident
course located at Ft. Leavenworth, Kansas

Eligibility Requirements: The Organizational Leader Development Course is available as an asynchronous web-based self-development tool for all Army employees.

Application Process: Eligible applications are submitted and processed through the Civilian Human Resource Training Application System (CHRTAS).

Completion Requirements: Applicants have 180 days from the date of enrollment to complete this course. Applicants have unlimited attempts to pass all lessons with a score of 70% or higher.

Civilian Leader Development

- Foundation Course
- Basic Course
- Intermediate Course
- Advanced Course
- Action Officer Development Course
- Supervisor Development Course
- Continuing Education for Senior Leaders
- Executive Leader Development Program
- Senior Service College
- Enterprise Talent Management
- Defense Senior Leader Development Program

Competitive Professional Development

- Academic Degree Training
- Harvard University Program for Senior Executive Fellows
- Leadership for a Democratic Society
- Senior Enterprise Talent Management Program
- Senior Leader Seminar Senior Leader Development Course
- Senior Manager Course in National Security Leadership
- Training with Industry

Army Civilian Training & Leadership Development

<http://www.civiliantraining.army.mil>

Career Program Training

Army Civilian Corps positions fall within 31 Broad Career Programs that directly support the overall mission of the United States Army. Each Career Program has its own functional training requirements, career-progression ladder and master development plan.

For more specific career management information, contact your Career Program point of contact or Functional Chief Representative. A list of Career Program offices can be found at <http://www.civiliantraining.army.mil>

Academic Degree Training

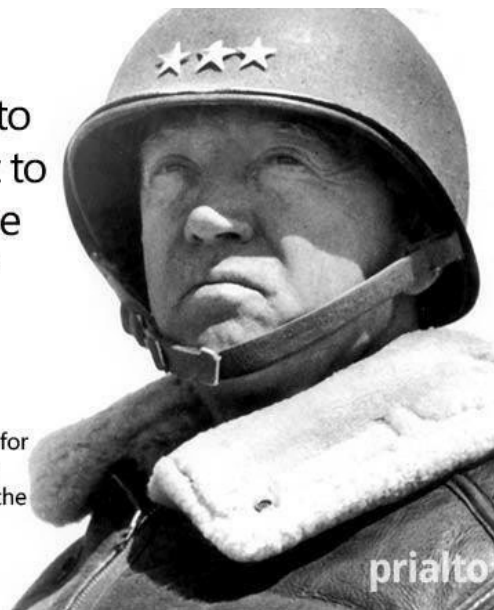
The Army may pay and/or assist Army Civilian employees in obtaining an academic degree if the training meets identified organizational training needs; resolves an identified staffing problem or accomplishes organizational goals in the strategic plan.

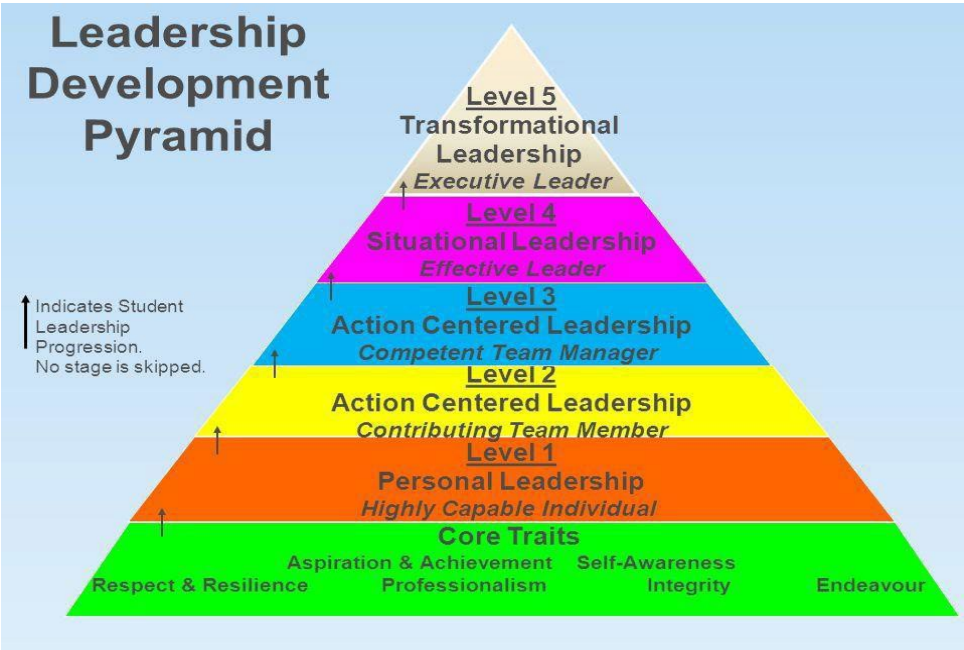
Academic Degree Training is defined as training or education with the stated objective of obtaining an academic degree.

“Don’t tell people how to do things, tell them what to do and let them surprise you with their results.”

— **George S. Patton**

United States Army General best known for his leadership of the Third United States Army in France and Germany following the allied invasion of Normandy.





FORGING NEW LEADER PROGRAM (FNL)

Mode: Army Design Methodology/Military Decision-Making Process coupled with 10 professionally taught courses given once a month beginning in January of each year and ending in October. Throughout the course students work targeted project resulting in Course of Action briefs to leadership.

Location: Garrison Classroom building 4275 (Airfield), 7438 California Ave

Description: The FNL program is an intense 10-month leader development course, designed to challenge employees with out of the box training and education. The skills learned through the FNL program greatly enhance the employee's ability to perform at the next level.

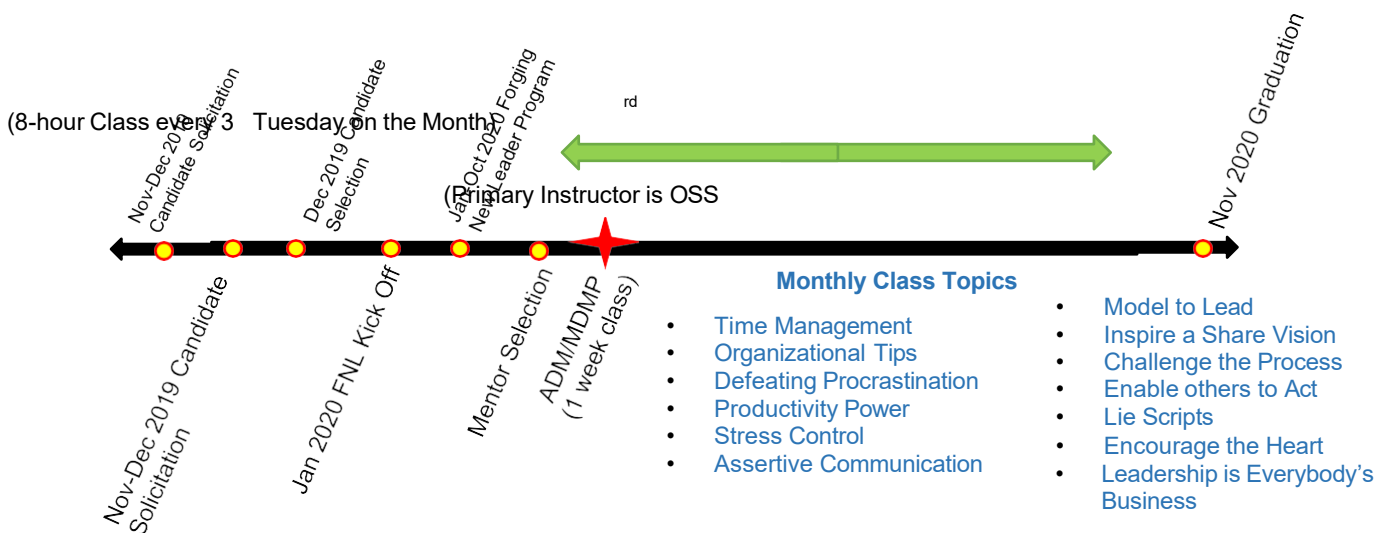
Eligibility Requirements: Complete CES Foundation, be in the grade of GS5-12 or NAF/WG equivalent.

Application Process: Fill out FNL application and acquire your supervisor and directors' approval. Submit FNL application to Workforce Development Officer.


Timeline:

Class Overview

- ❖ Fort Johnson's Forging New Leaders Program is a Garrison Commander's Program.
- ❖ Fort Johnson's Forging New Leaders Program (FNL) is a ten-month, multi-faceted leadership development program tailored to assist in preparing civilian employees for the unique challenges of leading Fort Johnson into the future.
- ❖ FNL is designed to create a linear generation of visionary and strategic-minded employees who comprehensively understand Fort Johnson's purpose and functions, particularly in the context of "total quality management" (TQM) principles.
- ❖ As a part of succession planning, the advent of FNL serves as a proactive solution to grow leaders who understand Fort Johnson's unique problems, preparing the installation to serve as a benchmark for growth, training and excellence.
- ❖ Between 15-25 employees (groups of 5) in the grade of GS-6-GS12 with Foundation CES completed.



Forging New Leader Application



Forging New Leader Application

Your Contact Information

First Name Last Name Grade / Rank /GS Series

E-mail Address Work Phone

Cell Career Field (e.g. CP29, CP20)

Which Directorate / Office do you work for?

What is your job title?

MSC

IMCOM
 FORSCOM
 MEDDAC
 Other

CES Level (e.g. Advanced, Intermediate, Basic)

Education Level

HS
 1 Year College
 AA Degree
 Bachelor's Degree
 Master's Degree
 Doctorate Degree

Professional Portfolio Website URL (Optional)

References

First Name Last Name

E-mail Address Phone

First Name Last Name

E-mail Address Phone

Course Mentor (Must be one grade above Candidate)

First Name Last Name

E-mail Address Phone

What is your Supervisors Name? Supervisor's E-mail Address

Supervisor's Work Phone Supervisor's Cell Number

Supervisor's Signature

Are you willing to take on the challenges of the FNL course?
 Yes No

What makes you the best candidate for the Forging New Leader Course? 300 Characters min - 1000 Max. (max Score 0-100)

Take your time and submit the best explanation on why you should be selected for the FNL program.

This is part one of two that is graded.

I certify that all information contained in this application is true and accurate to the best of my knowledge.

Digital Signature

For Official ESSB Use Only

Application Received

Forging New Leader Executive Steering & Selection Board (ESSB) Candidates Scores.

Written Score: _____ (0-100 points)

Board Members Scores: _____ (10 x 10=100 points Max Score)

_____ - DGC/ESSB Chair (Tie Breaker Only) _____ (10 x 10=100 points Max Score)

Oral Interview Score: _____ (0-800 points)

Board Members Scores: _____ (80 x 10=800 points Max Score)

_____ - DGC/ESSB Chair (Tie Breaker Only) _____ (80 x 10=800 points Max Score)

Overall Score: _____ (900 Max)

Recommendation: Approve: _____ Disapprove: _____ Board Chairmen's Int: _____

Mentor Submission Approval

Approved
 Disapproved

PRIVACY ACT INFORMATION

Authority: The Government Employees Training Act of 1958 (USC, Title 5, 4101 to 4119), EO 9397, November 1943 (SSN). Purpose and Use: Used in the administration of the Federal Training Program. Disclosure: Personal information provided in this application package is given on a voluntary basis. Failure to provide this information, however, may result in ineligibility for participation in training programs. Revised 2/02.

Application Will be kept on file for five (5) years. (Expiration date below).

FORGING NEW LEADER COURSE SCHEDULE EXAMPLE

 <h3 style="text-align: center;">2023 Forging New Leader Course Schedule</h3> <p style="text-align: center; color: red;">As of 3 January 2023,</p>					
Month	Course Books	Subject	Organization Spot Light	Reading Home Work	Speaker(s) Facilitator(s)
03 Jan 23 Tuesday DHR-4275 (0830-1200) (1300-1630)	Kick-Off Briefing Leadership Framework	In-Processing, Pre-brief		Teams and Projects broken out	Mr. Parks Mr. Fortune
4 Jan 23 Wednesday DHR-4275 (0830-1630)	SDI 2.0	Strength Deployment Inventory	WFD		Mr. Parks
January	Whats your Leadership Style	Leadership Styles	Udemy	What's Your Leadership Style? (udemy.com)	Mr. Parks
30 Jan - 3 Feb 23 Mon-Fri (0830-1630)	ADM/MDMP	Military Decision Making Process (MDMP) & Army Design Methodology		Commander and Staff Organization and Operations FM 6-0	Mr. Fortune & Mr. Stuart
25-26 January 2023	Garrison Commander Shadow Session 1		GC		COL Smith
21 Feb 23 Tuesday 0830-1630	Effective Writing	AR25-50 Business Writing		Assigned by Instructor Surveillance Conducted	Mr. Stuart
22 Feb 23 Wednesday 0830- 1200		Overview of Organization	DHR		Mr. Piwko

22 Feb 23 Wednesday DHR-4275 (1300-1630)	Operation Orders ADP 6.0	Operation Order Planning/Writing	DPTMS		Mr. Evans
February	Collaboration and Emotional Intelligence	Communication	Udemy	Collaboration and Emotional Intelligence (udemy.com)	Mr. Parks
15-16 February 2023	Garrison Commander Shadow Session 2		GC		COL Smith
21 Mar 23 Tuesday 0830-1630	Personal Productivity	Personal Productivity		Assigned by Instructor	Mr. Fortune



2023 Forging New Leader Course Schedule

Month	Course Books	Subject	Organization Spot Light	Reading Home Work	Speaker(s) Facilitator(s)
22 Mar 23 Tuesday 0830-1630	Performance Element Writing	Performance Element Writing	WFD	Workforce Development Officer	Mr. Parks
24 Mar 23 Friday 0830-1000 1030 - 1230		Overview of Organization	PAIO/ILO		Ms. Moore/ Mr. Brown
March	The Project Management Course: Beginners to Project Management	Project Management	Udemy	https://armyciv.udemy.com /course/the-project- management-course- beginner-to-project- manager/	Mr. Parks
8-9 March 2023	Garrison Commander Shadow Session 3		GC		COL Smith

11 Apr 23 Tuesday 0830-1630	Time and Task Management/ How to get more Organized	Time and Task Management/How to get more Organized		Assigned by Instructor Surveillance Conducted	Mr. Stuart
14 Apr 23 Friday 0830- 1200		Overview of Organization	DPTMS		Mr. Leslie
14 Apr 23 Friday 1300-1500	Briefing Etiquette	Briefing Set-up	WFD		Mr. Parks
19-20 April 2023	Garrison Commander Shadow Session 4		GC		COL Smith
April	Microsoft Excel for Project Management	Project Management	Udemy	https://armyciv.udemy.com/course/microsoft-excel-for-project-management/	Mr. Parks
16 May 23 Tuesday 0830-1630	Managing Multiple Projects and Objectives	Gaining Control, Handling competing Priorities			Mr. Fortune
19 May 23 Friday 0830-1200		Overview of Organization	DES		Mr. Funderburk
24-25 May 2023	Garrison Commander Shadow Session 5		GC		COL Smith
May	Into to Project management with PRINCE2	Project Management	Udemy	https://armyciv.udemy.com/course/intro-project-management/	Mr. Parks



2023 Forging New Leader Course Schedule

Month	Course Books	Subject	Organization Spot Light	Reading Home Work	Speaker(s) Facilitator(s)
13 Jun 23 Tuesday 0830-1630	Assertive Communication	Public Speaking and Briefing		Assigned by Instructor Surveillance Conducted	Mr. Stuart
16 Jun 23 Friday 0830-1030		Overview of Organization	DPW		Mr. Prudhomme
28-29 June 2023	Garrison Commander Shadow Session 6		GC		COL Smith
June	Business Writing & Technical Writing Immersion	Technical Writing	Udemy	https://armyciv.udemy.com/course/business-writing-immersion/	Mr. Parks
25 Jul 23 Tuesday 0830-1630	Making your Leadership Commitment	Modeling, Motivating others and Basic Influences		Assigned by Instructor Surveillance Conducted	Mr. Stuart
26 Jul 23 Wednesday 0830 - 1000 1015 - 1200		Overview of Organization	RMO/PAO		Mr. Guzman Mr. King
19-20 July 2023	Garrison Commander Shadow Session 7		GC		COL Smith
July	Science of Leadership	Leadship	Udemy	https://armyciv.udemy.com/course/neuromanagement/	Mr. Parks
15 Aug 23 Tuesday 0830-1630	Creating a Coaching & Performance Culture	Performance Management, Modeling and Coaching			Mr. Fortune
18 Aug 23 Friday 0830-1015 1030 - 1200		Overview of Organization	DFMWR/EEO		Mr. Cole Ms. Evans

30-31 August 2023	Garrison Commander Shadow Session 8		GC		COL Smith
August	Leadership: How to Influence, Inspire and Impact as Leader	Leadeship	Udemy	https://armyciv.udemy.com/course/leadership-influence-everyone/	Mr. Parks
12 Sep 23 Tuesday 0830-1400	Building High Performance Teams	Benefits of High performance teams, Retaining High Performance Teams		Assigned by Instructor Surveillance Conducted	Mr. Fortune
12 Sep 23 Tuesday 1400-1630	Project Rehearsal			Video tape review	Mr. Fortune
15 Sep 23 Friday 0800-1000 1000-1200		Overview of Organization	GSO/CPAC		Mr. Person Ms. Farrar



2023 Forging New Leader Course Schedule

Month	Course Books	Subject	Organization Spot Light	Reading Home Work	Speaker(s) Facilitator(s)
13-14 & 27-28 September 2023	Garrison Commander Shadow Session 9		GC		COL Smith
September	Time Mastery for Managers	Management	Udemy	https://armyciv.udemy.com/course/time-mastery-for-managers/	Mr. Parks
16 Oct 23 Monday 1300-1630	Team Project Briefing Rehearsals	Team Projects			Mr. Parks
17 Oct 23 Tuesday 0830-1630	Career Management/ Project Review	Managing your Civilian Career		Assigned by Instructor Surveillance Conducted	Mr. Fortune & Mr. Stuart

11-12 October 2023	Garrison Commander Shadow Session 10		GC		COL Smith
19 Oct 23 Thursday 1300 - 1500	Team Project Briefings to GC/DGC	Course of Action Briefing		1 Hours Blocks of Time	COL Smith Mr. Anderson
20 Oct 23 Friday 1000 - 1100	Graduation	Graduation		Rehearsal 1000 DHR Classroom	COL Smith

Forging New Leader Mentor Program

Mode: Four (4) professionally taught courses given on the 3rd Tuesday of the month beginning in January of each year and ending in October.

Location: Garrison Classroom main Education Center

Description: The FNL program is an intense 10-month leader development course, designed to challenge employees with out of the box training and education requirements. The skills learned through the FNL program will greatly enhance the employee's ability to perform at the next level.

Eligibility Requirements: Complete CES Foundation and at least Ph1 of the employee's target CES course, be in the grade of GS7-12 or NAF/WG equivalent.

Application Process: Fill out FNL application and acquire your supervisor and directors' approval. Submit FNL application to Workforce Development Officer.

Forging New Leader Mentor Assessment Form

Forging New Leader Assessment Form	
Last Name	First Name Middle Initial
<input type="text"/>	<input type="text"/>
Grade/Rank	Work Number
<input type="text"/>	<input type="text"/>
Work Address	Directorate/Division/Office
<input type="text"/>	<input type="text"/>
Mentors Name	Date of Assessment
<input type="text"/>	<input type="text"/>
Mentors Assessment	
<input type="text"/>	

Mentee's Digital Signature	<input type="text"/>
Mentors Digital Signature	<input type="text"/>
Assessment Schedule	Assessment Schedule Continued
<input type="radio"/> 30 Day Assessment	<input type="radio"/> 210 Day Assessment
<input type="radio"/> 60 Day Assessment	<input type="radio"/> 240 Day Assessment
<input type="radio"/> 90 Day Assessment	<input type="radio"/> 270 Day Assessment
<input type="radio"/> 120 Day Assessment	<input type="radio"/> 300 Day Final Assessment
<input type="radio"/> 150 Day Assessment	
<input type="radio"/> 180 Day Assessment	
<input type="text"/>	

ARMY (eLearning)

Army eLearning is a web-based, e-learning portal that allows you to access a range of training resources at work, at home, and on the road ... whenever and wherever you have the need and time.

You can use eLearning to:

- Access a variety of instructional and assessment learning assets from the eLearning catalog and custom catalogs
- Create and follow training plans created by you and your manager
- View and report on your progress and test scores

You can also customize your eLearning experience by choosing player skins or selecting a different language for the site.

Register Yourself

If your eLearning site has been configured to support it, you can register yourself for the site. The self-registration process gathers basic information about you and then creates your user account. Once you are registered, your individual learner record is maintained within eLearning. Depending on the requirements of your eLearning site, your eLearning administrator might need to approve your registration before you are able to log in.

If self-registration is not available on your eLearning site, contact your training manager or system administrator to find out how you can register.

To register yourself for eLearning

1. On the eLearning login page, click **Register**.
2. On the New User Registration page, enter your information in the fields provided.

Refer to the following table for information on acceptable characters for each field. Note that all fields except Org Code are required.

Field	Accepted Characters
First Name, Last Name	All Latin-1 and double-byte characters are accepted.
Org Code	abcdefghijklmnopqrstuvwxyz0123456789_ Capital letters are accepted.
Email Address	abcdefghijklmnopqrstuvwxyz0123456789 - _ . * ^ + = @ ' Capital letters are accepted.
User ID	abcdefghijklmnopqrstuvwxyz0123456789@\$_.~'- A user ID (username) cannot start with an apostrophe (') or a dash (-). Non-breaking white spaces (space, tab, and newline) and multi-byte characters (for example, Japanese or Chinese characters) are not allowed.

	All user IDs are converted to lower case, then validated, and finally saved in lower case if valid.
Password	<p>All single-byte characters are accepted except the following: plus (+), double quote ("), and back slash (\).</p> <p>Non-breaking whitespaces (space, tab, newline), multi-byte characters (for example, Japanese or Chinese characters), and blank passwords are not allowed.</p> <p>Note: eLearning administrators can opt to enforce strong passwords by specifying password requirements, such as a specific password length, use of special characters, and the number of days before which the password expires.</p>

1. Depending on the configuration of your eLearning site, you might also need to select a security question and enter a corresponding answer.

This information allows you to retrieve your user ID or reset your password if you later forget it.

2. Click **Submit**.

To log in to Army eLearning

1. In a browser, navigate to the eLearning login page.
2. In the User ID box, enter your username.
3. In the Password box, enter your password.

Passwords are case-sensitive.

1. Click Log In.
2. If you are logging into eLearning for the first time, you might be required to do the following:
 - a. In the Security Question box, select a security question that you want to answer to authenticate you if you forget your user ID or password.
 - b. In the Answer to Security Question box, enter the answer to the security question.
 - c. In the Email box, enter your email address.
 - d. Click Submit.

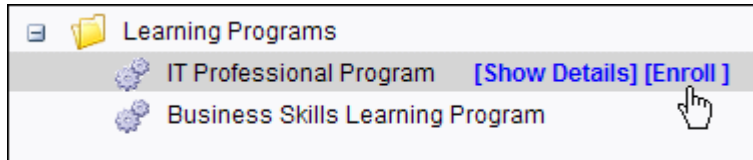
This information allows you to retrieve your user ID or reset your password if you later forget it.

To log out of Army eLearning

- Click Log Out in the upper-right corner of the eLearning page

To enroll in a learning program or Live Learning course

1. Access the program or course by doing one of the following:
 - Browse or search for the asset.
 - If you have added the asset to MY PLAN, click **MY PLAN** on the navigation panel on the left, and navigate to the asset.
2. Move your mouse over the title of the asset, and click the **Enroll** link that appears, as shown in the following example.



3. If the learning program or LLC does not already exist in your MY PLAN, or if it exists in MY PLAN but only as an administrator-assigned asset, do one of the following in the **Confirm** dialog box:
 - If you want to add the asset to MY PLAN, click **Yes**. In the **Add to My Plan** dialog box, enter the information as appropriate (see [Add a Learning Asset to MY PLAN](#)), and click **OK**. Adding the learning program or LLC as a personally assigned asset in MY PLAN allows you to specify and track your own personal goals and due dates for the asset.
 - If you do not want to add the asset to MY PLAN, click **No**.

If approval by a manager is not required, the status of the learning program or LLC changes to Enrolled; otherwise, it changes to Pending Approval until it is approved by your manager or training administrator.

Note: Enrolling in a learning program or Live Learning course—or requesting approval to enroll in the course—is considered the first step of "starting" the course; as a result, these assets are shown in MY PROGRESS once you have enrolled or requested approval to enroll. If your request to enroll is denied or you withdraw from the

View your personal learning Plan

Library of Learning

Profile Update

skillsoft

View Learning Plan Browse The Library Visit Community

Search Content English (All)

Quick Links

- Learning Transcript
- Technical Support
- Skillport 8i Quick Start G...
- Skillsoft Learning App Q...
- FAQ
- CompTIA CEU Listing
- Chapters to Go Guide
- Download Certificates w...
- PDF Version of Catalog
- Credentials

Army e-Learning

Welcome to the new Army e-Learning Skillport site!

ATTENTION: REMOVAL
OF ALL CISCO COURSES 14 OCT 18. Skillsoft is changing the vendor for their Cisco courseware and as a result ALL of the Cisco courses were removed on 14 October. New Cisco courses will be added over the next 6 months.

Student Code of Ethics:
 This program is monitored by Army leadership. The Code of Ethics below applies to all users. This applies to course completions as well as testing. Individuals who falsify completions may be subject to the actions shown below.
 "As a student in this Interactive Multimedia Instruction (IMI) environment, I understand that I have a responsibility to not receive from, nor provide to, another student unauthorized assistance, training materials, or testing materials. My failure to comply with the prescribed test control policy and procedures may include unfavorable administrative action, which may include exclusion from other Distributed Learning (DL) and resident training, and/or UCMJ action."
 -- To get started with your training, click on the Browse the Library link at the top of the page.
 -- When you click on one of the library links, you will be provided with the Courses, Books, Videos and Resources all on one page. There is no longer the need to click on a separate Books 24x7 link to access the books. Any folders you created in Books 24x7 are now located in your Personal Learning under your View Learning Plan icon on the top left menu.

skillsoft

View Learning Plan Browse The Library Visit Community

Search Content English (All)

Content Language: English (All) You are browsing all of the English (All) language content in the Library. To access content in another language, you will need to change the content language.

Army Skillssoft Library

Army Skillssoft Library	CIO/G-6 Cyber Security IA/IT Training	Army's Custom Curricula
Analyst Research	Baseline Certification Training	Knowledge Centers - 8570, Project Management, Leadership, Microsoft Enterprise Solutions
Business Skills	Computing Environment Training -Note: most modules are now Learning Programs-you must enroll first	11D Danger's Voice Signal University
Productivity Collaboration Tools	Sustainment Training	117th Regional Training Institute
Engineering	Test Prep Exams	18E - Special Forces Communications Sergeants Course
Government	8570 Knowledge Center	4th Joint Communications Squadron (Airborne)
IT Skills		5th Signal Command Civilian Leader Development Program
		25th Infantry Division MSEP CM&D
		First US Army SharePoint Training
		FORSCOM Microsoft System Center Configuration Manager (SCCM) 2012
		GS 2210 (IT Specialist) Curricula Mapping
		Information Technology Agency (ITA)
		JAG School Warrant Officer Curricula
		Medical Information Management Course (MIMC)
		MOS Certification Preparatory Curricula - Updated March 2017

Here you can choose an area of interest for EDUCATION. Class can be inputted into your IDP for development.

Fort Johnson Developmental Assignment Program (FJDAP)

The Fort Johnson Developmental Assignment Program (FJDAP) is a competitive professional development opportunity open to all Fort Johnson careerists who have demonstrated exceptional character, commitment, and leadership potential. Selectees will be matched with a developmental assignment (between 30 to 90 days in length) within another career program (CP) area and/or directorate that will help them gain skills and experience necessary to make greater contributions within the Fort Johnson community and the IMCOM enterprise. The FJDAP is operated under the guidance of the Deputy Garrison Commander (DGC) and Directorate of Human Resources (DHR), Workforce Development Office.

- Current permanent, full- time U.S. Army civilians, NAF/WG employees assigned to United States Army Garrison Fort Johnson, who meet the following criteria:
 - GS-06 through GS-13 (or NAF/WG equivalent)
 - Completed Civilian Education System (CES) Foundation requirements or may submit an exception to policy with justification
 - Held a permanent Army Civilian position, or combination of permanent Army Civilian positions, for a total of three (3) or more years at time of application
 - Completed application form approved by Director/Supervisor and DHR Workforce Development Office
 - Copy of award history
 - Copy of your Individual Development Plan (IDP) approved by supervisor
 - Copy of last three evaluations with Successful for overall performance ratings

Fort Johnson Developmental Assignment Application

The image shows a screenshot of the Fort Johnson Developmental Assignment Application form. The form is divided into several sections:

- Your Contact Information:** Fields for First Name, Last Name, Grade/Rank (PT, AF, WL, US), F-mail Address, and Work Phone.
- What Directorate / Office do you work for?:** A dropdown menu.
- What is your job title?:** A text field.
- MTC:** Radio button options for BSCM, FJCOM, MEDCOM, SLEAG, OFAC, MHC, IIRC, and Other.
- Education Level:** Radio button options for HS, Post College, BA Degree, Master's Degree, and Doctorate Degree.
- Role Endorsement:** A section with checkboxes for 'I desire to obtain a current position to further develop my skill set...', 'I desire to obtain a current position to further develop my skill set...', 'I desire to obtain a current position to further develop my skill set...', and 'I desire to obtain a current position to further develop my skill set...'. It also includes a 'Reason' field and a 'Director or Senior Rater Name' field.
- Senior Rater/Endorsement Narrative:** A large text area for providing a narrative.
- Why are you interested in a Developmental Assignment?:** A section for providing a narrative.
- Let Directorate and job of interest:** A text field.
- Date of Availability:** A text field.

ARMY TRAINING REQUIREMENTS AND RESOURCES SYSTEM (ATRRS)

This on-line system integrates Total Army manning (personnel) requirements for individual institutional training (includes all Initial Military Training (IMT), Professional Military Education (PME), Functional Training, and Civilian Education System (CES) training) with the processes by which the Army's institutional training base is resourced and training programs are executed. ATRRS is used Army-wide to manage individual institutional training requirements and resources for the Total Army, manage class schedules, allocate class quotas, make training seat reservations, record student attendance, and transmit training completions into the Army's personnel databases of record.

ATRRS
Army Training Requirements and Resources System
"The Link To a Trained and Ready Force"

HOME INFORMATION ATRRS CHANNELS LINKS SUPPORT PORTALS LOGON

Search the ATRRS Course Catalog

[Reserve Component Electronic-Based DL \(EBDL\) Compensation \(100K\)](#) Download the Electronic-Based DL (EBDL) Compensation Course list in Adobe Acrobat format (PDF).

[TRADOC Course Number Guidance \(1MB\)](#) Download the TRADOC Course Titles and Numbers standards in Adobe Acrobat format (PDF).

[DA-PAM Introduction \(23K\)](#) Download the DA-PAM Course Catalog introduction in Adobe Acrobat format (PDF).

[CLICK HERE](#) to receive historical Course Catalog data.

[CLICK HERE](#) to receive a list of Courses included in the TACITS Survey.

For information on schools and courses in ATRRS, please fill in as much information as possible search. When you have entered your criteria press the 'Search the ATRRS Course Catalog' button. For information about any of the codes, click on the category name for a list of descriptions.

Clear All Fields

- Search Within -

You may enter your search text for a Course Number, Course Title, or Course Scope search. For example you may enter 610 in the 'Course Number' input box for the Fiscal Year of 2019 to return all Courses that include 610 in 2019, such as 610-63G10 and 610-63S10.

Course Number:

Course Title:

Course Scope:

Fiscal Year: Phase:

School Code: Warrant SQI:

State: Select Code:

Officer AOC: Budget Code:

Enlisted MOS: Language Code:

Enlisted ASI: Command Code:

Enlisted SQI: OPMS Skill Code:

Warrant MOS: SMDR Proponent:

Warrant ASI: OSD Type:

ADT/IDT Mode: Career Program:

Search the ATRRS Course Catalog

Privacy & Security Notice | Army Homepage | Army Knowledge Online | [Subscribe to News](#)

Select course you wish to take

ATRRS Registration process

ATRRS
Army Training Requirements and Resources System
"The Link To a Trained and Ready Force"

HOME INFORMATION ATRRS CHANNELS LINKS SUPPORT PORTALS LOGON

ATRRS Course Catalog Search Results

[Back to Search Criteria](#) [New Search](#)

3 Total Courses Page 1 of 1

School	School Name	Course	Phase	Course Title	Academic Hours	DL Academic Hours	Distance Learning	Military Career Dev Crs Resident	Military Career Dev Crs DL
123	ASA(M&RA) POLICY DIRECTED TRAINING	EEO-203A		EEO ANTI-HARASSMENT & NO FEAR FOR NON-SUPV	0	2	Yes		IXP
123	ASA(M&RA) POLICY DIRECTED TRAINING	EEO-203B		EEO ANTI-HARASSMENT & NO FEAR FOR SUPERVISORS	0	2	Yes		IXP
569	FEDERAL ACQUISITION INSTITUTE (FAI)	FCL-A-0023 (CL)		EEO RESPONSIBILITIES IN PROCUREMENT	1	1	Yes		

3 Total Courses Page 1 of 1

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Select Course

ATRRS
Army Training Requirements and Resources System
"The Link To a Trained and Ready Force"

HOME INFORMATION ATRRS CHANNELS LINKS SUPPORT PORTALS LOGON

Information For Course EEO-203A

[Back to Course Listing](#) [New Search](#)

School: 123 Location: RM 1D377 PENTAGON, WASHINGTON, DC
 Course: EEO-203A Phase:
 Course Title: EEO ANTI-HARASSMENT & NO FEAR FOR NON-SUPV
 Academic Hours: 0 DL Academic Hours: 2
 Military Career Development Crs Completion (Resident):
 Military Career Development Crs Completion (DL): IXP - NO FEAR TRAINING

[View Course Prerequisites](#)

Class Schedule Nonconducted Classes Cancelled Classes Rescheduled Classes [View](#)

Class Schedule											
FY: 2019 School: 123 Course: EEO-203A Phase: Course Length: 0 Weeks 1.0 Days											
Course Title: EEO ANTI-HARASSMENT & NO FEAR FOR NON-SUPV											
Class Maximum: 9999 Class Optimum: 9999 Class Minimum: 1											
	Class	Prereqs	Report Date	Start Date	End Date	Capacity	Class Type	Street	City	State	Zip
Register	001		01 Oct 2018	01 Oct 2018	30 Sep 2019	99999	Internet				
Register	002		01 Oct 2018	01 Oct 2018	30 Sep 2019	99999	Internet				
Register	003		01 Oct 2018	01 Oct 2018	30 Sep 2019	99999	Internet				

Classes that have been nonconducted or cancelled or rescheduled have been excluded

Course Scope And Special Information

There is no scope and Special Information

Information for School 123, Last Updated 15 Jan 2010

There is no information available for SCH: 123

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Click register

Quick Course Search

Crs Nbr Search
Title Search

User Tools

- [Advanced Course Search](#)
- [Sign up for the Army e-Learning Program](#)
- [View Your ATRRS Training Record](#)
- [View Your Unofficial ATRRS Transcript](#)

ATRRS Related Sites

- [The Army Homepage](#)
- [Army Knowledge Online](#)

Privacy and Security Notice

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

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- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

Click I Agree

Quick Course Search

Crs Nbr Search
Title Search

User Tools

- [Advanced Course Search](#)
- [Sign up for the Army e-Learning Program](#)
- [View Your ATRRS Training Record](#)
- [View Your Unofficial ATRRS Transcript](#)

ATRRS Related Sites

- [The Army Homepage](#)
- [Army Knowledge Online](#)

Training Application

Application Status History

Date Applied	FY	School	Course	Phase	Class	Status
9/17/2018 10:53:43 AM	2018	123	EEO-203A		001	This application was processed successfully
8/28/2017 1:35:33 PM	2017	123	EEO-203A		001	This application was processed successfully

Reservation Status History

FY	School	CRS	Phase	Class	Status
2017	123	EEO-203A		001	You successfully completed this course on 28 Aug 2017.
2018	123	EEO-203A		001	You successfully completed this course on 17 Sep 2018.

Class Summary

FY: 2019 SCH: 123 CRS: EEO-203A Phase:
Title: EEO ANTI-HARASSMENT & NO FEAR FOR NON-SUPV
Class: 001 Class Type: Internet
Report Date: 01 Oct 2018 Start Date: 01 Oct 2018 End Date: 30 Sep 2019

Student Info

First Name: Bobbie MI: L Last Name: Parks Suffix:
Gender: Male Female Disabilities: Yes No
Duty Position: Workforce development Officer
Clearance: D - TOP SECRET
Please enter either your work or home address:
Street: 7700 Alabama Ave, Bldg 1947
City: Fort Polk
State: LA - LOUISIANA 22 Zip: 71459 -
Email: bobbie.l.parks.civ@mail.mil
Please select your service type: DoD Civilian (all services)

Payplan: GS - GENERAL SCHEDULE (CH 51, 5 U.S.C.) Grade: 12
Series: 0301 - MISCELLANEOUS ADMINISTRATION AND PROGRAM

Click Submit

Training Application

Your application will be processed soon and you will be notified of the result by email. Please wait for the email before submitting another application for this course. Also, please remember to check your Spam/Junk email folder if you do not see the email in your inbox. Please allow 24 hours before contacting the ATRRS Help desk.

This information system is approved for UNCLASSIFIED//FOUO data

AKO ARMY KNOWLEDGE ONLINE FOUO

U.S. ARMY

Home My Account Favorites Quick Links Self Service Search... AKO Content Search

My Training Related Content Add to Favorites Options

AKO Home > My Training > My Training

Open in new window

MT2: My Training Tab

More Gadgets... Army Training Network | ATHD | CAR | TAG

Central Army Registry (CAR) Search

The CAR will get you where you need to "know"

Search the CAR

ALMS

Access the ALMS or click the logo above.

IN ORDER TO USE THE ALMS, YOU MUST DISABLE THE POP-UP BLOCKER IN THE INTERNET BROWSER OPTIONS TAB.

ANNOUNCEMENTS

General Notice - The ALMS will be offline on the fourth Wednesday of each month for routine maintenance, typically from 7:00 pm Eastern time until 2:00 am Thursday. Please plan your work accordingly. Check the ALMS homepage announcements for specific downtime information.

My Courses

My Courses

- U.S. Army Enterprise Lifelong Learning Center - ATSC
- U.S. Army Enterprise Lifelong Learning Center - USASMA NCOES ATSC
- JAG University

ATN - Army Training Network

What's Hot

ALMS **ATHD** ARMY TRAINING HELP DESK

Bobbie Parks | Browser Check | Video Tutorial | Proxy Settings | Preferences | Calendar | Log Out

Home

- Search for Training
- Mandatory Training
- Courses or Certifications
- Transcript
- Detailed Training Record
- Communities
- Tasks and Gap Analysis
- Lesson Level Learning
- Resources and Social Media
- ALMS Help

1. Welcome

Bobbie Parks

Announcements

Course Availability Update: The Supervisor Development Course - Refresher (SDC-R) is now available for training.

Please give us your thoughts on the New ALMS Interface. Click [Complete Survey](#) to access your survey.

System performance will vary depending on quality and speed of network connection.

Performance of courses are affected by browser type and version. For instructions on optimizing your browser for the best training experience and for additional.

ANNOUNCEMENTS

Active Learning

[Page Tips]

11 Courses - Launch Training by clicking on the course name Click on

Course Name	Version	Completion	Status	Assigned By	Assigned on Date	Due Date
Information Security Program Training		●	Acquired - Recertification Needed		10/13/2017	08/03/2019
NO FEAR FOR NON-SUPV (EEO-203A)		●	Acquired - Recertification Needed	FN_ATRRS LN_ATRRS	08/28/2017	10/17/2019

- Home
- [Search for Training](#)
- [Mandatory Training](#)
- [Courses or Certifications](#)
- [Transcript](#)
- [Detailed Training Record](#)
- [Communities](#)
- [Tasks and Gap Analysis](#)
- [Lesson Level Learning](#)
- [Resources and Social Media](#)
- [ALMS Help](#)

 **NO FEAR FOR NON-SUPV (EEO-203A_)** [More Actions](#) ▾

[Page Tips] [Back](#)

Assigned by	FN_ATRRS LN_ATRRS	Assigned On	08/28/2017	
Status	Acquired	Target Date	10/17/2019	
Acquired On	09/17/2018	Mastery Score	N/A	
Recertification Needed	Due to Normal Recertification	Recertification Starts On	09/18/2018	Expiration Date (+30 days)
Auto-DisEnroll Date		Grace Period Ends On	10/17/2019	

Description
 Army EEO, Anti-Harassment and No FEAR Training for (Non-Supervisors)
 This is a mandatory Department of the Army course for all non-supervisory civilian personnel.
 This course contains mandatory training regarding Equal Employment Opportunity, Army anti-harassment policy, No FEAR and Prohibited personnel practices, including whistleblower protection laws.

Main **Progress Report**

Graphical View ?

Select Path: ▾

Percent Completed:  0% Completed

Available Iterations: ▾ ?

Course Iterations Registered for:
 Recertification Iteration#(2018/09/07)-1391, Recertification Iteration#(2018/10/03)-1395, ANTI-HARASSMENT & NO FEAR FOR NON-SUPERVISORS (EEO-203A_)_10/01/2016_crsc1000000000019775


Module (Required)

Status: Incomplete

Progress: 0 of 1 Learning Items Completed

Complete 1 of 1 available topics

[EEO - Anti-Harassment and NO FEAR - Training for Non-Supervisors](#)
 (Web Based Training)

 Click Course

ALMS **AT&D** Army Training Help Desk Bobbie Parks | Browser Check | Video Tutorial | Proxy Settings | Preferences | Calendar | Log Out

EEO - Anti-Harassment and NO FEAR - Training for Non - Supervisors (00051081) More Actions

[Page Tips] Launch Back

Delivery Type: Web Based Training
Description: Updated content: 21 Aug 14

More Actions:
Go to Lesson Level Learning
Go to Detailed Training Record
Go to Courses or Certifications
View Confirmation
View Audit Trail

Main **Learning Assignments** Associated Learning

Completion Status: Not Evaluated
Score: 0

Learning Assignments Print | Export | Modify Table

Module	Assignment Type	Requirement	Details	Completion Status	Completed On	Actions
Army EEO - Anti-Harassment and NO FEAR Training Non-Supervisors - LOI	Training Content	Required	Attempts All			Click Launch → Launch
Army EEO - Anti-Harassment and NO FEAR Training - Non-Supervisors	Training Content	Required	Attempts Allowed: Unlimited	Not Evaluated		Launch

Mandatory Training (Effective January 2021)

Civilian Career Planning and Development

Mandatory Training per AR 350-1	
Online	In-Person
Anti-Terrorism Training	SHARP
Cyber Awareness Challenge	Substance Abuse
EEO/No Fear	Suicide Prevention
Information Security Program Training	
Operational Security (OPSEC)	
Service Culture Training - OPEX	
Supervisor Development Course (SDC) - Completed within first year of placement in a supervisory position	
Threat Awareness and Reporting (TARP)	

https://army.deps.mil/Army/cmds/imcom_HQ4/G1/CIVPER/C2P2/SitePages/Mandatory_Training.aspx

Garrison ATRRS Training Application



Fort Johnson ATRRS Training Application

					Date	<input type="text"/>
Course Title	FY	Class#	School Code	Course #	Start Date	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	Last Name		Int	End Date		
<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		
Work Address		Building #		Pay Plan/Grade		
<input type="text"/>		<input type="text"/>		Use Dropdown <input type="button" value="v"/>		
Email Address		Phone #		SSN		
<input type="text"/>		<input type="text"/>		<input type="text"/>		
Security Clearance		Career Program		Series		
Use Dropdown <input type="button" value="v"/>		Use Dropdown <input type="button" value="v"/>		<input type="text"/>		

Supervisor Information

Last Name	First Name	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address		Grade
<input type="text"/>		Use Dropdown <input type="button" value="v"/>
Signature		Approval <input type="checkbox"/>
<input type="text"/>		Disapproval <input type="checkbox"/>

Financial Information (If Applicable)

MDEP	Cost Center	Fund
<input type="text"/>	<input type="text"/>	<input type="text"/>
Billing Officials Name		Phone
<input type="text"/>		<input type="text"/>
Billing Officials Signature		Approval <input type="checkbox"/>
<input type="text"/>		Disapproval <input type="checkbox"/>

ATRRS Manager

Name	Signature	Date Processed
<input type="text"/>	<input type="text"/>	<input type="text"/>

As of 202306220

REFERENCES

AR 350-1

Chapter 2 (G3/5/7) Section 2-3. Training and Mission Support to FY19 Installation Management Command (IMCOM) Annual Command Guidance ACG.

Army e-Learning

<https://usarmy.skillport.com/skillportfe/custom/login/usarmy/login.action>

Federal Virtual Training Environment (FedVTE)

<https://fedvte.usalearning.gov/register.php>.

American Management Association (AMA)

<https://www.amanet.org/default.aspx>

Defense Acquisition University (DAU)

<https://www.dau.mil/>

Civilian Human Resources Training Application System (CHRTAS)

<https://www.atrrs.army.mil/channels/chrtas/student/logon.aspx>

Army Logistics University (ALU)

<http://www.almc.army.mil/>

National Defense University (NDU)

<https://www.ndu.edu/>

Project Management Institute (PMI)

<https://www.pmi.org/>

Army Management Staff College (AMSC)

<https://usacac.army.mil/organizations/cace/amsc>

Army Training Requirements and Resources System (ATRRS)

<https://www.atrrs.army.mil/selfdevctr/>

edX <https://www.edx.org/>

Information Assurance Support environment (IASE)

<https://iase.disa.mil/eta/Pages/online-catalog.aspx>

Army Training and Certification Tracking system (ATCTS) <https://atc.us.army.mil/iastar/index.php>

Army Career Tracker (ACT) <https://actnow.army.mil/>

IMCOM Academy <https://www.imcomacademy.com/ima/>

REFERENCE CONTINUED

Joint Knowledge Online (JKO)

<https://jko.jten.mil/>

Army Learning Management System (ALMS)

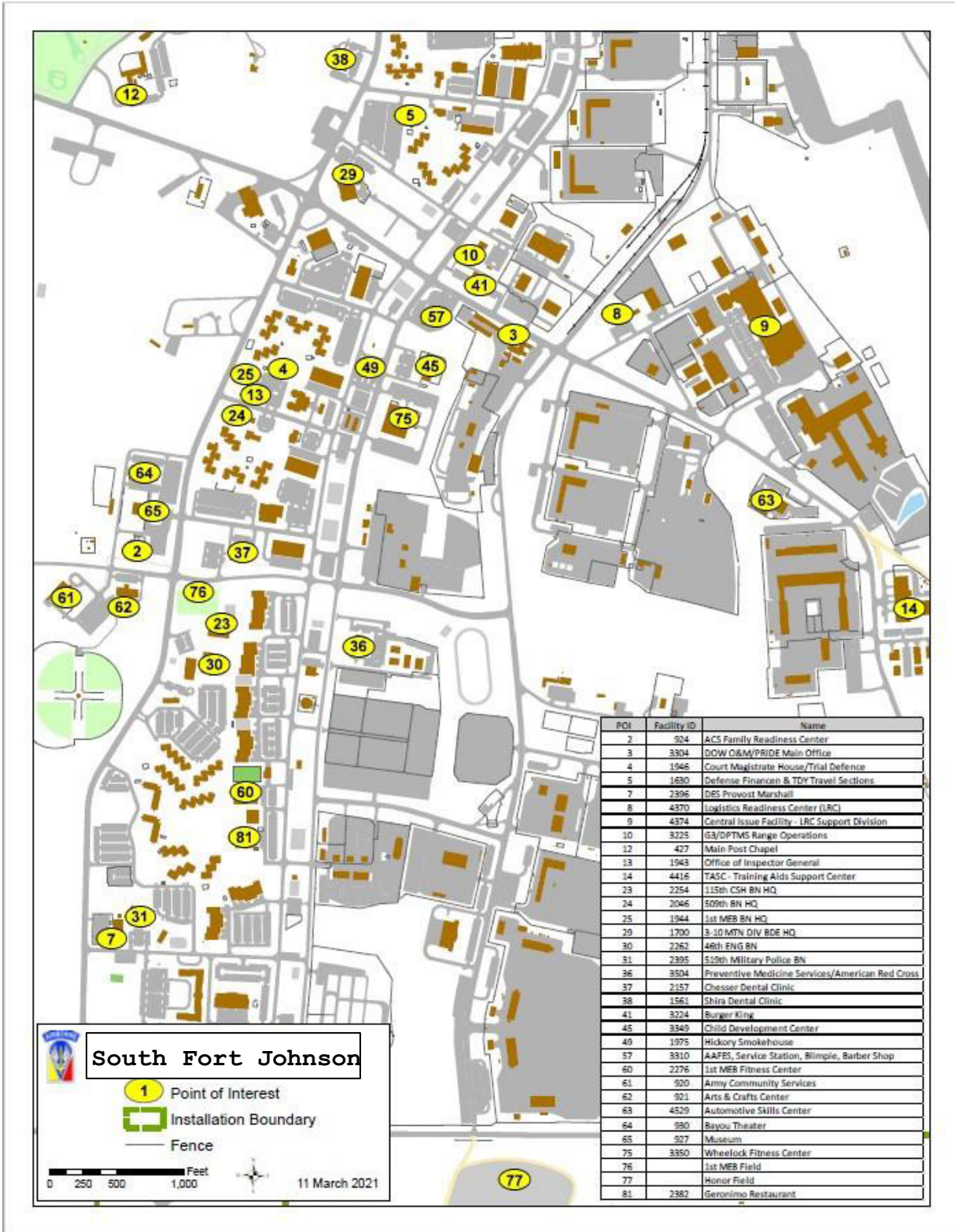
<https://www.lms.army.mil/>

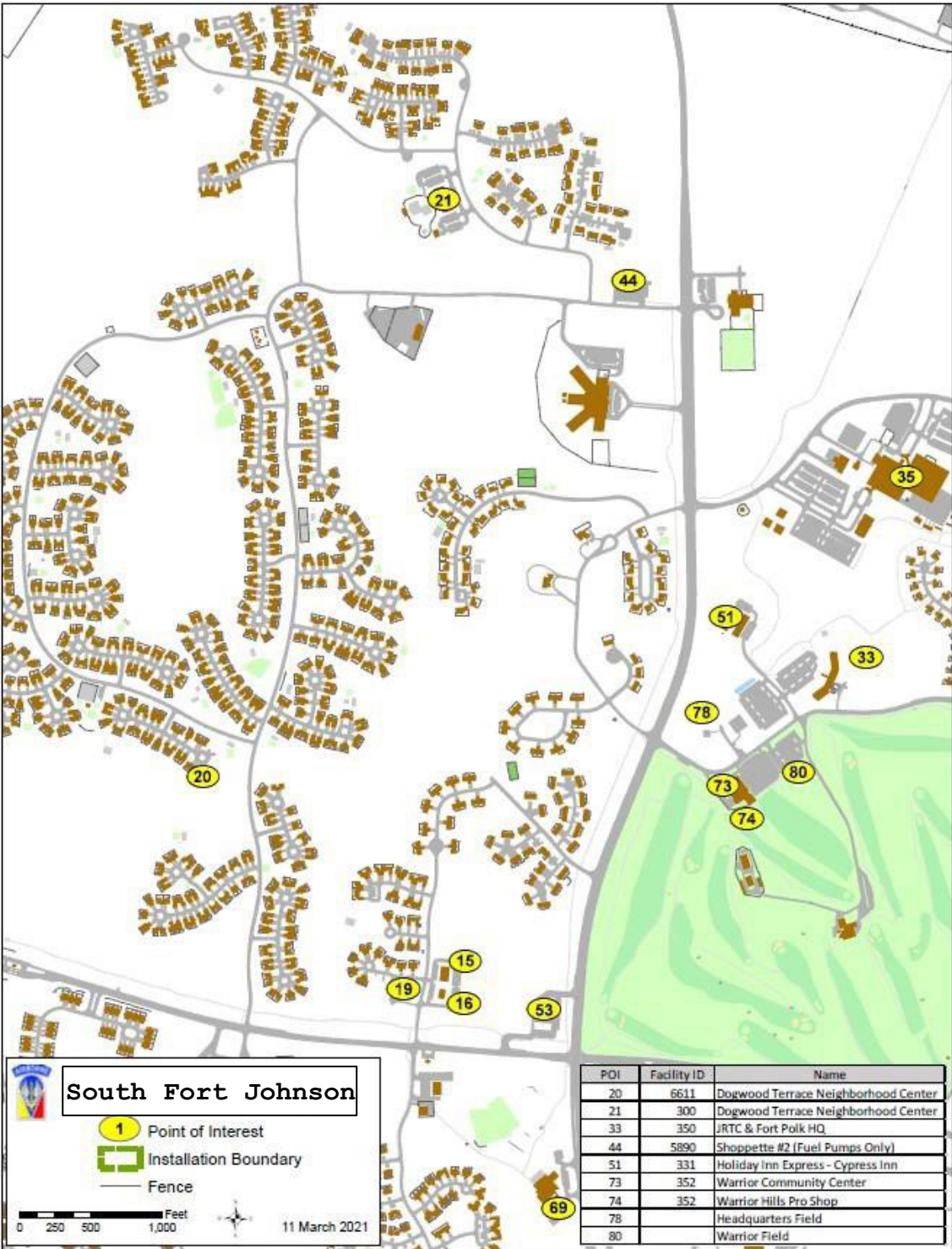
Civilian Personnel On-line (CPOL)

<https://acpol.army.mil>

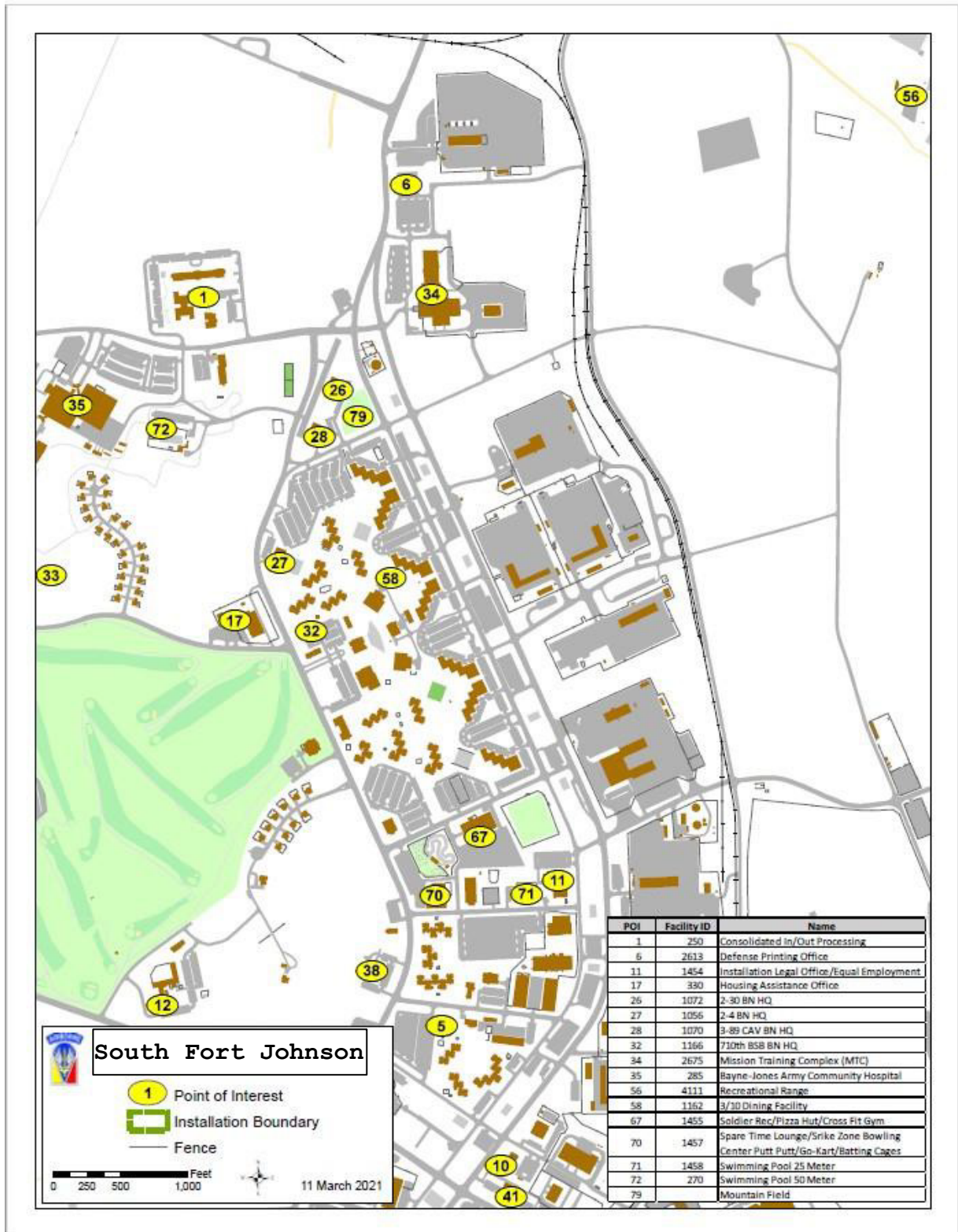
South Fort Johnson Containment Area



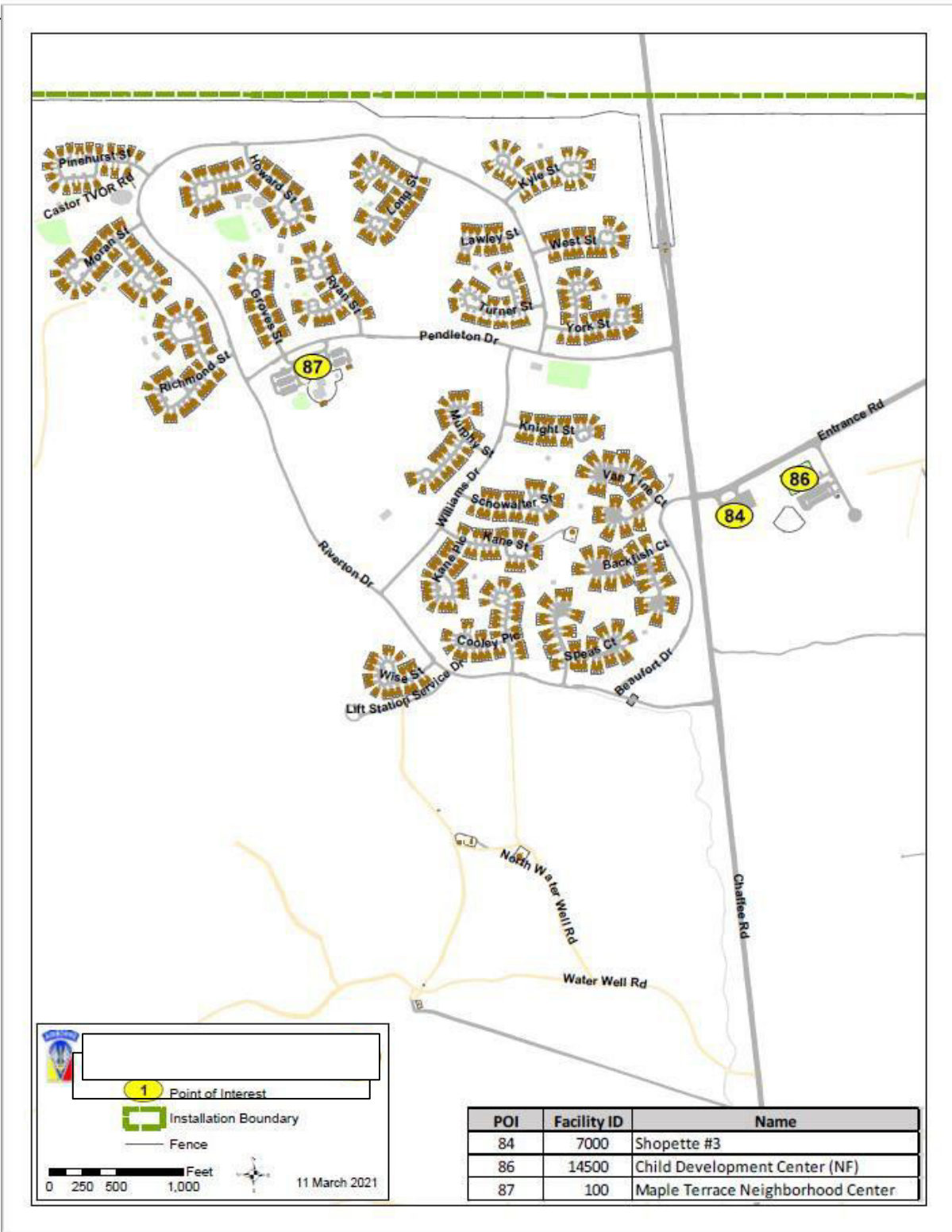




South Fort Johnson Containment Area

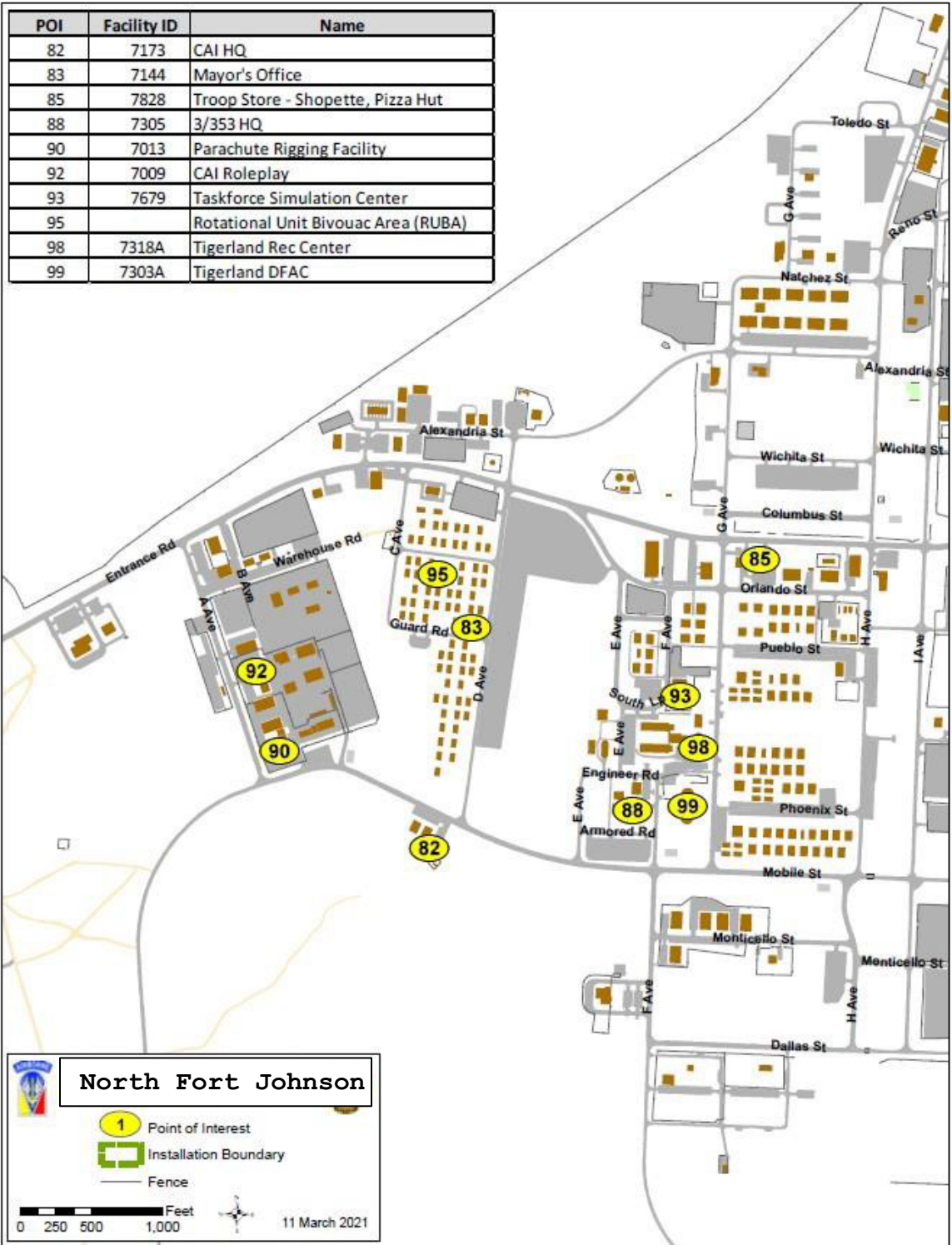


NorthFort Johnson Cont ainment Area



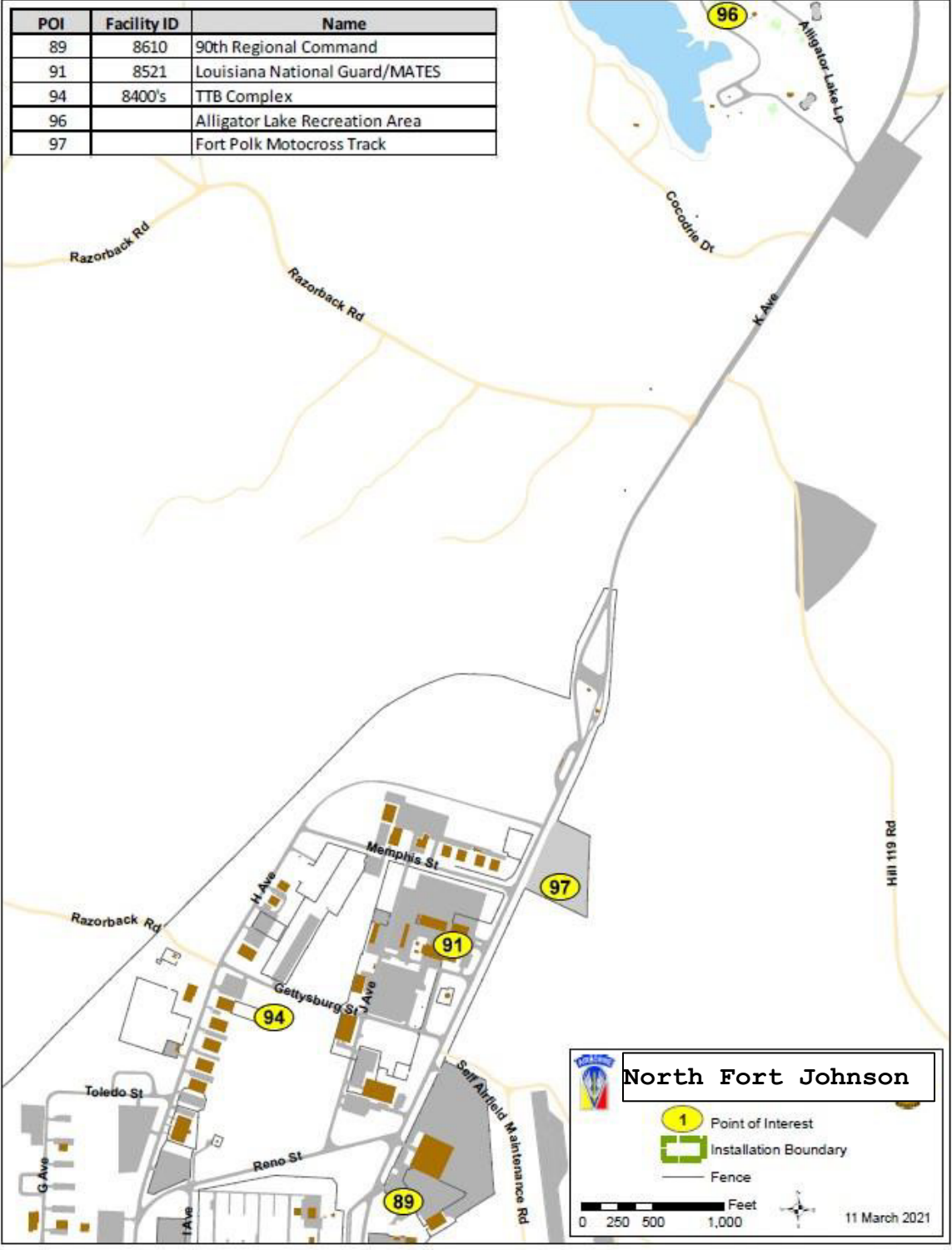
North Fort Johnson Containment Area

POI	Facility ID	Name
82	7173	CAI HQ
83	7144	Mayor's Office
85	7828	Troop Store - Shopette, Pizza Hut
88	7305	3/353 HQ
90	7013	Parachute Rigging Facility
92	7009	CAI Roleplay
93	7679	Taskforce Simulation Center
95		Rotational Unit Bivouac Area (RUBA)
98	7318A	Tigerland Rec Center
99	7303A	Tigerland DFAC

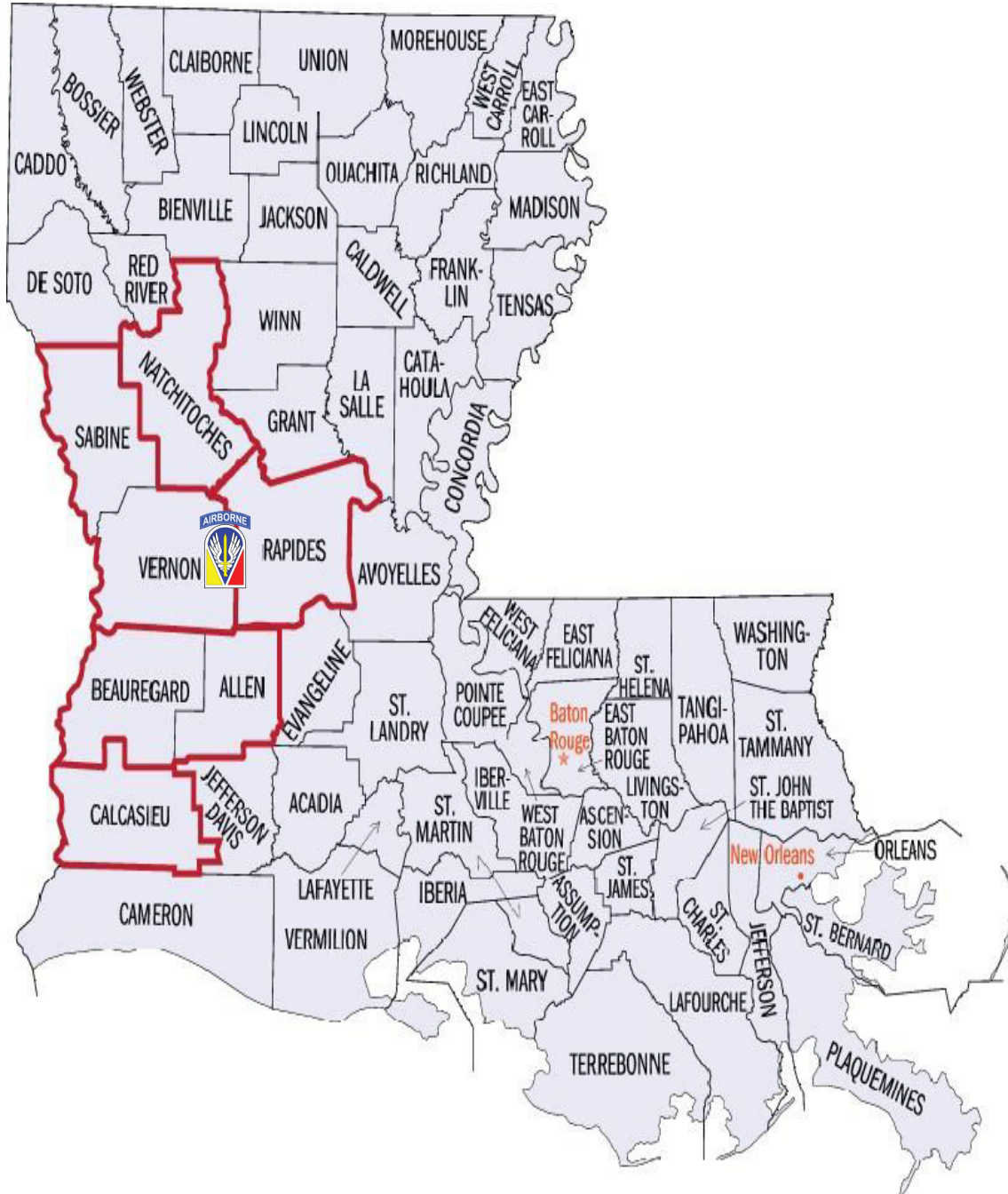


North Fort Johnson Containment Area

POI	Facility ID	Name
89	8610	90th Regional Command
91	8521	Louisiana National Guard/MATES
94	8400's	TTB Complex
96		Alligator Lake Recreation Area
97		Fort Polk Motocross Track



Louisiana Parish Map





DFMWR Smartbook

*** We Are The Army's Home ***



Directorate of Family and Morale, Welfare and Recreation



Provide an overview of the Directorate of Family and Morale, Welfare and Recreation



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U.S. ARMY Overview

Introduction

The U.S. Army Family, Morale, Recreation and Welfare (FMWR) is a comprehensive network of quality-of-life support programs and leisure services that enhance the lives of Soldiers, Families, Military Retirees, Civilians and other eligible FMWR patrons by supporting the readiness and resilience of the All-Volunteer Army. The programs relieve stress, build strength and resilience, and help the Army Family stay physically, mentally, and financially fit.

The Army's investment in delivering the highest quality programs and services – from family, child and youth programs to recreation, sports, entertainment, travel and leisure activities – reflects its commitment to Soldiers, Families, Civilians and Retirees.





and Team.

Fort Johnson DFMWR Mission
 Family & MWR provides quality facilities and effective programs that enhance readiness, retention and resilience across the JRTC and Fort Johnson military community.

Fort Johnson DFMWR Vision Statement
 We endeavor to maintain Excellence
 Relevance through an Empowered



U.S. ARMY Overview

FMWR within the Army Hierarchy

The Installation Management Command (IMCOM) G9 FMWR is a Directorate of IMCOM Headquarters (HQ) which in turn is a Major Subordinate Command (MSC) of the U.S. Army Materiel Command (AMC).



AMC
Redstone Arsenal



IMCOM HQ
Fort Sam Houston



IMCOM G9
Fort Sam Houston



FMWR Organization

Headquarters

IMCOM G9 HQ
Fort Sam Houston



IMCOM Directorates



ID Pacific
Fort Shafter



ID Sustainment
Redstone Arsenal



ID Readiness
Fort Bragg

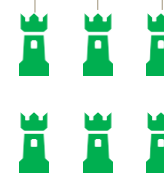
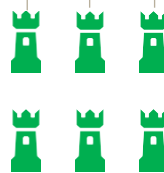
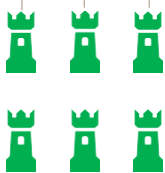


ID Training
Fort Eustis



ID Europe
Sembach

Army Garrisons



The IMCOM G9 FMWR footprint spans across all Army Garrisons located throughout the world. Army Garrisons are then grouped into one (1) of the five (5) IMCOM Directorates and the Directorates report to IMCOM G9 Headquarters, located at Fort Sam Houston in San Antonio, TX.



Funding Types and MDEPS used by FMWR BRD Programs

FMWR uses both **Appropriated Funds (APF)** and **Non-Appropriated Funds (NAF)** to conduct its mission. Key differences between APF and NAF are outlined below:

Funding Question	Appropriated Funds	Non-Appropriated Funds
How are these funds collected?	Federal Taxes	User fees, concession & food sales, etc.
What does it fund for the FMWR?	IMCOM G9 HQ (including IMCOM Directorates) and Category A and B programs	Category C programs and can provide supplemental funding for Category A and B programs
How is funding received?	Funding is received through the POM process.	Funding is generated though user fees, concessions, etc.
What factors affect the amount of funding received?	Requires strong, detailed description of resources required with justification to inform the POM process.	Business climate, number of patrons/users and skillful management of resources
Funds can be used for:	Specific, named uses	Organizational salaries and expenses not specifically authorized

APF Funding for the FMWR Enterprise is justified and earned between two Management Decision Executive Packages (MDEPS):

- **FAPC (NAF):** Supports staffing for IMCOM G9 HQ and IMCOM Directorates
- **QDPC (NAF):** Funds FMWR Recreational operations at garrisons worldwide
- **QCYS (NAF):** Funds CYS operations at garrisons worldwide
- **QACS (APF):** Funds ACS operations at garrisons worldwide



FMWR Program Categories and How they are Funded

Category A: Mission Sustaining Programs - Funding Target: 85%

CATA programs and services are considered the most essential in meeting the organizational objectives of the services. These programs should be supported almost entirely with **appropriated funds**. Programs within this category promote the physical and mental well-being of the military member, thereby supporting the basic military mission.

Category B: Community Support Programs - Funding Target: 65%

CAT B programs and services are designed to provide service members and families with community support systems. These programs are funded through a mix of appropriated and non-appropriated funds but **should primarily be funded through appropriated funds**.

Category C: Revenue Generating Programs

CAT C programs and services generate sufficient income (**non-appropriated funds**) to provide for a majority of their operating expenses though they are authorized limited appropriated fund support.

The 85% & 65% funding targets are utilized during the preparation of QDPC resource requirements which are detailed and quantified by POM category (see slide 21 for The Funding Path and Process)



























Examples of FMWR Programs by Category

Category A

Category B

Category C

	Physical Fitness		Warrior Zones		Leisure Travel		Food, Beverage & Entertainment		Bowling (17 lanes or more)
	Intramural Sports		Outdoor Recreation		Entertainment Programs (Music & Theatre)		Golf		
	Mission Training Aquatics		Automotive Skills		Garrison-Wide Information	Recreation Programs			
	Library Services		Arts & Crafts		Recreation Swimming Aquatics		Stables with Private Boarding		Rod & Gun Activities
	Recreation Centers			Bowling (16 Lanes or Less)		Marinas with Private Berthing		Rec Lodging and RV Campgrounds	
	Better Opportunities for Single Soldiers (BOSS)				Other Outdoor Rec Cat C Activities				
Primarily uses Appropriated Funds					Primarily uses Non - Appropriated Funds				

CATA and CAT B programs are authorized 100% APF Support. CATA programs are almost entirely supported with APF, while CAT B programs should receive substantial amounts of APF but can generate NAF revenues. CAT C programs have the capability of generating enough NAF income to cover their operating expenses but can receive limited APF support.



Army Funding Basics

All Army Programs must request APF funding against resources. To participate effectively, each program must complete the following steps:

Formulating a Funding Request	Plain English
Describe its mission and include the mission directives that specify that the mission be performed.	What are you doing and why are you doing it?
Determine the full funding requirement, the minimum number of resources (staffing, equipment, etc.) required to execute the mission to its full capability.	What is the minimum amount of resources needed to fully accomplish your mission?
Justify the full requirement. Qualify and quantify the basis for this determination.	How do you know that you need X number of resources?
Examine and detail the impacts of any reduction from the full requirement.	What happens if you don't receive the full requirement?

Note: Resources received may not equal total program requirements



U.S. ARMY Funding

The POM Funding Path

QDPC Capability Name
Physical Fitness Programs
Sports & Outdoor Athletics/Facilities
Library and Information Services
Aquatics Program
Recreation Centers and Warrior Zones
Outdoor Recreation Programs (ODR)
Skill Development Programs
Direct Common FMWR Support Services



IMCOM G9 HQ prepares QDPC resource requirements detailed and quantified by category

Requirements are consolidated and submitted to Pentagon



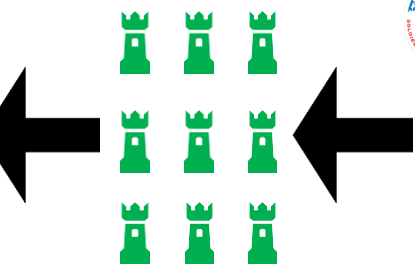
Pentagon reviews requirements against other programs & priorities



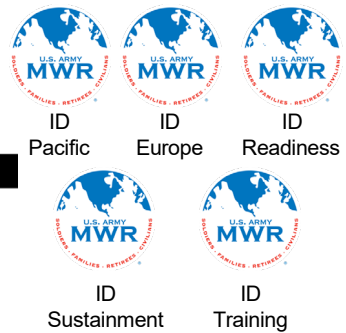
QDPC funding is determined and issued to IMCOM G9 HQ

Category A	Category B
Physical Fitness	Warrior Zones
Intramural Sports	Outdoor Recreation
Mission Training	Automotive Skills
Aquatics	Arts & Crafts
Library Services	Recreation Centers
Recreation Centers	Better Opportunities for Single Soldiers (BOSS)
	Leisure Travel
	Entertainment Programs (Music & Theatre)
	Garrison-Wide Information
	Recreation Swimming - Aquatics
	Bowling (16 Lanes or Less)

Resources received by program may not equal total program requirements



Garrisons distribute resources to programs according to guidance and local priorities

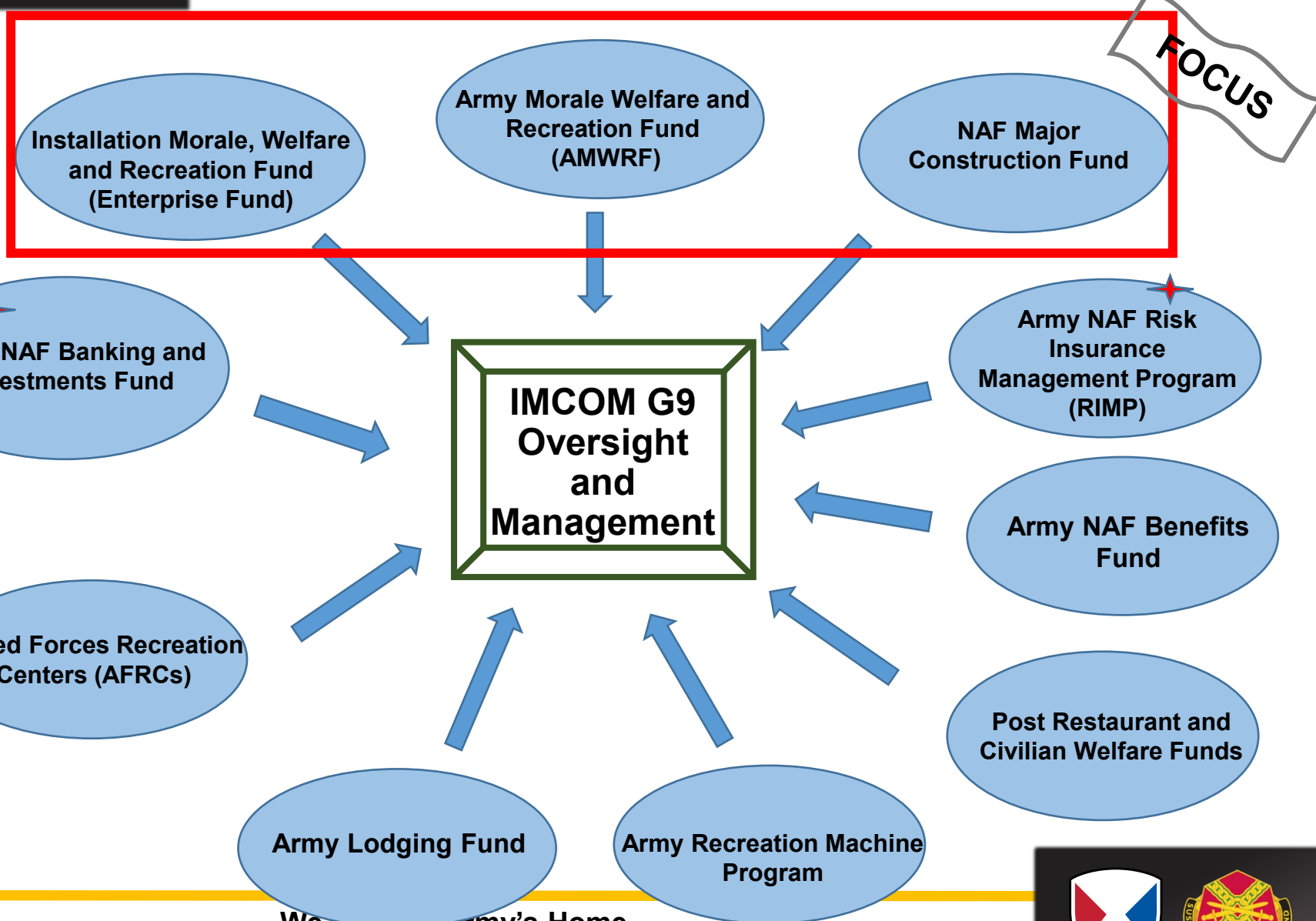


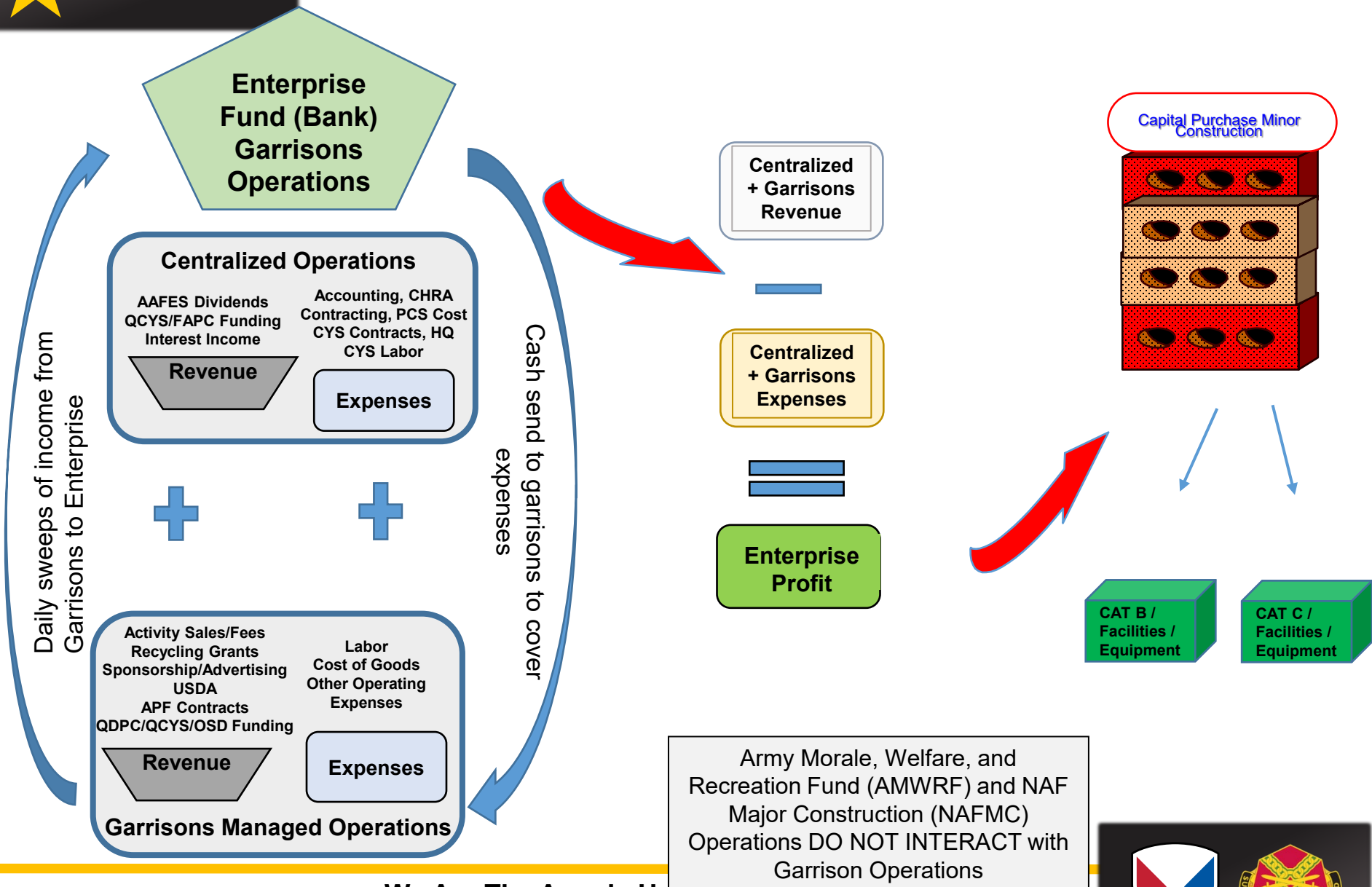
IMCOM IDs fund garrisons according to each ID's priorities



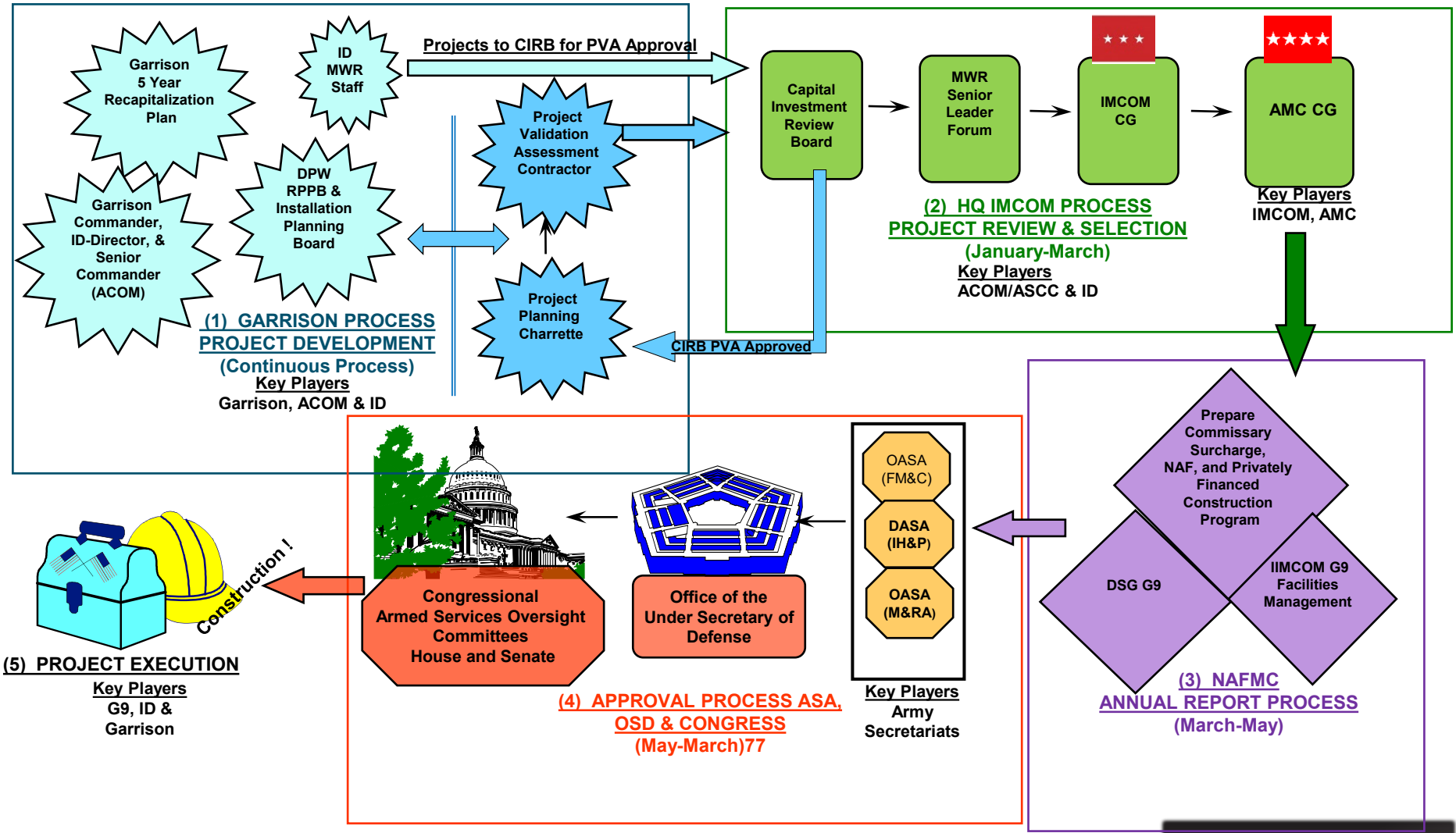
IMCOM G9 HQ redistributes funding to IDs according to HQ's priorities







NAF Major Construction Process





Directorate Headquarters

Mission: Provide oversight of the FMWR programs and accountability of the NAF resources at Fort Johnson.

Key Tasks/Functions:

- Support the Commander and ensure the highest quality of life programs are provided.
- Plan, manage and resource FMWR programs and services based on Army baseline standards.
- Ensure FMWR programs delivered are designed to meet the needs of the Fort Johnson community.
- Manage NAF resources, and application of authorized APF resources to meet current operating requirements while providing reinvestment in programs, facilities and equipment.

Major Initiatives/Priorities

1. Deliver Fort Johnson's Quality of Life initiatives as identified by Focus Groups (Nov 20).
2. Work toward fund solvency for the purpose of reinvesting back into Fort Johnson.
3. Take care of our FMWR Team – People First!

Top 3 Take Aways:

1. We are a 'Business' in the service of delivering Soldier entitlements. Every decision has a financial impact in our world!
2. We have more flexibility and adaptability than most other garrison entities.
3. We come to work everyday with the intentions of being the best we can be at serving others.





FMWR Directorate Level – SWOT

(under review)

Strengths:	Weaknesses:
<ol style="list-style-type: none"> 1. Professional and committed workforce. 2. CYS and ACS programs have achieved Accreditation / Certification. 3. We are a Quality-of-Life Installation. 4. Supportive Command, Garrison Partners, and Customers. 5. Capital Purchase and Minor Construction projects are adding capability and capacity. 6. Enduring mission at Fort Johnson will sustain the need for MWR services on the installation. 	<ol style="list-style-type: none"> 1. Mindset that Fort Johnson is a 'welfare' installation vs a 'remote and isolated' installation. 2. Reactive versus proactive – impacted by higher. 3. Ability to take on new missions. 4. Lack of funding for PCS cost. 5. Information technology. 6. Length of time to On-Board employees.
Opportunities:	Threats:
<ol style="list-style-type: none"> 1. Lack of competing services and activities off the installation. 2. Completion of future NAFMC projects will enhance services on the installation. 3. Memorandums of Agreements to reimburse expenses for services beyond baseline standards. 4. Opening up Toledo Bend Recreation Park to the public. 	<ol style="list-style-type: none"> 1. Loss of Quality-of-Life status. 2. Shortage of candidates for front line positions across the enterprise will impact program delivery. 3. Collective Bargaining Agreement. 4. Good enough versus excellence. 5. Inability to staff CPMC and NAFMC facilities





Functions by Division

Army Community Service

- Army Emergency Relief
- Army Volunteer Coordination (AVC)
- Exceptional Family Member Program (EFMP)
- Financial Readiness
- Employment Readiness
- Family Advocacy Program (FAP)
- Info & Referral
- Military Family Life Counselors (MFLC)
- Mob / Dep
- New Parent Support
- Relocation Assistance
- SHARP
- Survivor Outreach Services
- Victim Advocacy

Business & Recreation Division

- The Warrior Center
- The Forge Bar & Grill
- The Warrior Store
- Catering
- Warrior Hills Golf Course
- Warrior Lanes Bowling Center
- Anvil Bar
- Miniature Golf/Go Cart Track
- Batting Cages
- Arts & Crafts Center
- Auto Skills Center
- Library
- BOSS
- Toledo Bend Recreation Park
- Alligator Lake Recreation Park
- Equipment Check Out Center
- Recreational Shooting Range
- Parks & Picnic Areas
- Sports, Fitness & Aquatics
- Home of Heroes (HoH) Recreation Center
- Warrior Adventure Quest (WAQ)
- Play Town & Café

Child & Youth Services

- Child Development Centers
- School Age Center
- Middle School & Teen Services
- Parent & Outreach Services
- Family Child Care
- School Liaison
- Summer Camps
- Training Specialist
- Youth Sports & Fitness

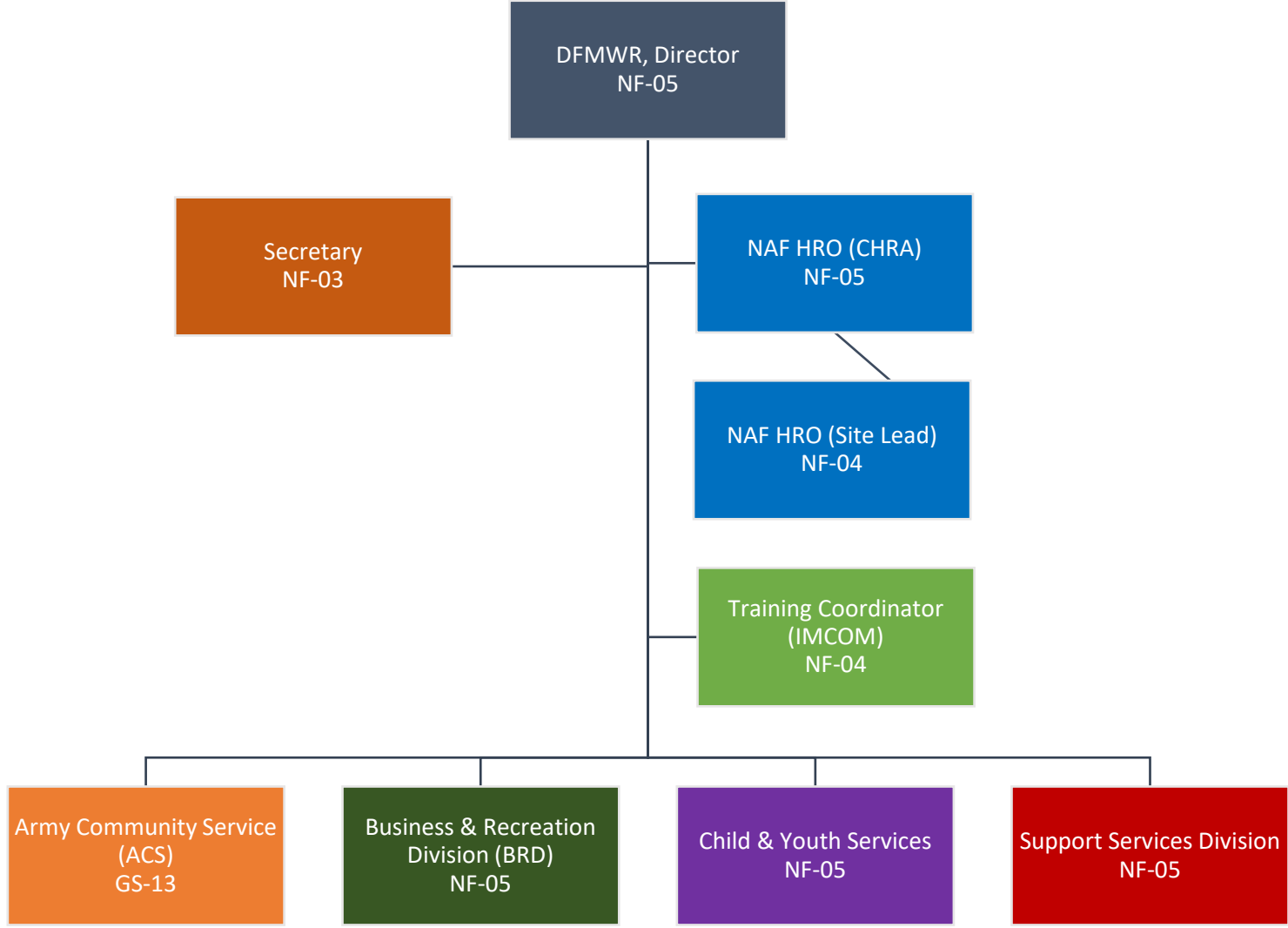
Support Services Division

- Information Tech
- Internal Review and Management Controls
- NAF Financial Management
- NAF Major Construction
- Private Organizations
- NAF Property Management
- NAF Supply, Warehouse & Maintenance
- Unit Funds
- Marketing & Advertising
- Commercial Sponsorship
- Web & Social Media
- Market Analysis
- Master Calendar
- Strategic Planning





DFMWR Organizational Structure





Manpower

Division	Type	Authorized	On Board
Army Community Service	APF	20	15
Business and Recreation	NAF	209	167
Child and Youth Services	APF	0	2
	NAF	260	220
Support Services	NAF	21	16
Totals for FMWR	APF	20	17
	NAF	<u>276</u>	<u>158</u>
		510	420





FMWR Organizational Functions

Army Community Service

- Army Emergency Relief
- Army Volunteer Coordination (AVC)
- Exceptional Family Member Program (EFMP)
- Financial Readiness
- Employment Readiness
- Family Advocacy Program (FAP)
- Info & Referral
- Military Family Life Counselors (MFLC)
- Mob / Dep
- New Parent Support
- Relocation Assistance
- SHARP
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- Victim Advocacy

Business & Recreation Division

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- The Warrior Store
- Catering
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- Anvil Bar
- Miniature Golf/Go Cart Track
- Batting Cages
- Arts & Crafts Center
- Auto Crafts Center
- Library
- BOSS
- Toledo Bend Recreation Park
- Alligator Lake Recreation Park
- Equipment Check Out Center
- Recreational Shooting Range
- Parks & Picnic Areas
- Sports, Fitness & Aquatics
- Home of Heroes (HoH) Rec. Center
- Warrior Adventure Quest (WAQ)

Child & Youth Services

- Child Development Centers
- School Age Center
- Middle School & Teen Services
- Parent & Outreach Services
- Family Child Care
- School Liaison
- Summer Camps
- Training Specialist
- Youth Sports & Fitness

Support Services Division

- Information Tech
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- NAF Major Construction
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- NAF Property Management
- NAF Supply, Warehouse & Maintenance
- Unit Funds
- Marketing & Advertising
- Commercial Sponsorship
- Web & Social Media
- Market Analysis
- Master Calendar
- Strategic Planning





Our Combat Power

Army Community Service (26 positions):

Army Community Services Division Chief
 Employment Readiness Program Manager
 Financial Readiness Program Manager
 Relocation Program Manager
 Supervisory Mobilization and Deployment Specialist
 Information and Referral Specialist
 Outreach Program Coordinator
 Army Emergency Relief Specialist
 Administrative Support Assistant (OA)
 Supervisory Social Worker (FAP Manager)
 Family Advocacy Program Specialist
 Family Advocacy Program Victim Advocate
 Sexual Assault Response Coordinator
 Victim Advocate Coordinator
 Social Worker
 Nurse (Family Advocacy and Education)
 Exceptional Family Member Program Coordinator
 Lead Education Technician
 Financial Counselor

Business & Recreation Division (22 Facilities, 249 positions):

Business & Recreation Division Chief
 Chief Fitness, Athletics and Aquatics
 Exercise Equipment Repairer
 Fitness Facility Manager
 Lead Recreation Assistant
 Maintenance Worker (MVO)
 Recreation Assistants and Aides
 Lifeguards
 Supervisory Sports Assistant
 Sports Assistant
 Supervisory Recreation Specialist
 Business Manager
 Administrative Support Assistant
 Supervisory Librarian
 Librarian
 Library Technician

Business & Recreation Division Continued

Recreation Specialist
 Senior Travel Clerk
 Lead Recreation Assistant
 Training Instructor (Automotive)
 Computer Technician
 Maintenance Mechanic
 Recreation Assistant
 Recreation Aid
 Supply Clerk
 Small Engine Mechanic
 Maintenance Worker Helper
 Laborer
 Business Manager
 Assistant Business Manager
 Golf Course Superintendent
 General Facilities & Equipment Assistant
 Recreation Assistant
 Operations Assistant
 Recreation Aid
 Cooks
 Food & Beverage Attendant
 Food Service Worker
 Waiter
 Bartender
 Laborer
 Custodial Worker
 Tractor Operator

Child & Youth Services (11 Facilities, 266 positions):

CYS Coordinator
 Program Operations Specialist (CYS)
 CYS Specialist (School Liaison Services)
 Nurse Consultant (CYS)
 Nutritionist (CYS)
 Lead CYS Training Specialist
 CYS Administrator
 Supervisory Program Specialist (CYS Services)

CYS Facility Director
 Assistant Director
 Administrative Support Assistant (CYS)
 CYS Training Specialist
 CYS Functional Technology Specialist
 CYS Program Associate Homework Lab
 CYS Program Associate Instructor
 Lead Child and Youth Program Assistant
 Child and Youth Program Assistant
 Program Associate (Pre-Kindergarten)
 Cook (CYS)
 Maintenance Worker (MVO)
 Sports Specialist (CYS)
 Fitness Specialist (CYS)
 CYS Sports & Fitness Assistant

Support Services Division (21 positions):

Support Services Division Chief
 Management Analyst
 Business Operations Officer
 NAF Support Manager
 Financial Manager
 Budget Analyst
 Administrative Management Specialist
 Administrative Support Specialist
 Supply Technician
 Special Events Coordinator
 Marketing Manager
 Sponsorship & Advertising Sales Manager
 Illustrator
 Laborer
 Maintenance Worker Helper (MVO)

TOTAL: 35 facilities, 516 Positions





Army Community Service (ACS)





Army Emergency Relief
 Victim Advocacy Program
 Family Advocacy Program
 New Parent Support Program
 Relocation Readiness Program
 Military Family Life Counselors
 Financial Readiness Program
 Exceptional Family Member Program



ACS at a Glance

Army Family Action Plan
 Mobilization Deployment & Readiness
 Information & Referral
 Employment Readiness Program
 Army Volunteer Corps
 Army Family Team Building
 Survivor Outreach Services
 Garrison SHARP





Army Community Service

Mission: The ACS Center will assist commanders in maintaining readiness of individuals, Families, and communities within America's Army by developing, coordinating, and delivering services which promote self-reliance, resiliency, and stability during war and peace.

Key Tasks/Functions: Army Emergency Relief, Financial Readiness Program, Exceptional Family Member Program, Family Advocacy Program (FAP), Victim Advocacy Program, New Parent Support Program, Relocation Readiness Program, Army Family Action Plan, Mobilization Deployment & Readiness, Information & Referral, Employment Readiness Program, Army Volunteer Corps Army Family Team Building, Survivor Outreach Services, Unit Service Coordinator, Garrison SHARP.

Major Initiatives/Priorities

1. Recruiting/filling ALL vacant positions.
2. Obtain/maintain ACS Certification.
3. Ensure staff obtain mandatory positive background checks, trainings, and certifications for mission readiness by DoDI and AR standards.
4. Fulfill unit training requirements for programs that have DoDI and AR requirements.

Top 3 Take Aways:

1. Enhance tracking and reporting efforts for accuracy and to justify needed additional staffing.
2. Properly budget and plan for a full federal employee staff within the next 3-5 years.
3. Enhance community awareness about ACS services and encourage unit participation/involved to ensure a strong installation prevention program.





Functions by Divisions

Army Community Service

- Family Advocacy Program (FAP)
- Military Family Life Counselors (MFLC)
 - 3 ACS
 - 3 Embedded
 - 519 MPs & 46 Engineers
 - 310 JRTC Ops Group & 1/509
- Financial Readiness
- Family Readiness Program
- SHARP

Family Advocacy Program

- Exceptional Family Member Program (EFMP)
- Family Advocacy Program (FAP)
- New Parent Support
- Victim Advocacy

Financial Readiness Program

- Budget Training
- Life Milestones Trainings
- Army Emergency Relief Fund

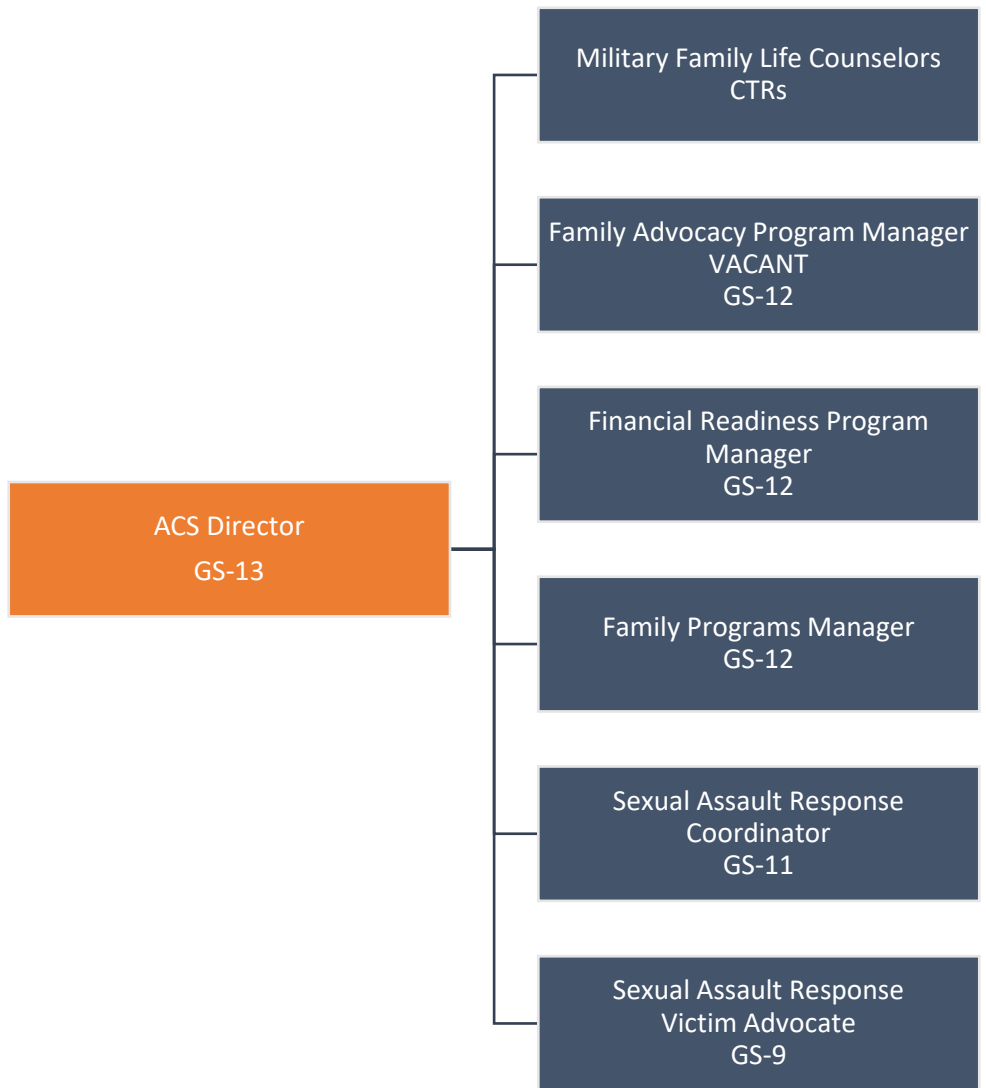
Family Readiness Program

- Army Family Team Building (AFTB)
- Army Volunteer Coordination (AVC)
- Army Family Action Plan (AFAP)
- Mob / Dep
- Emergency Family Assistance Center (EFAC)
- Relocation Assistance
- Survivor Outreach Services
- Victim Advocacy



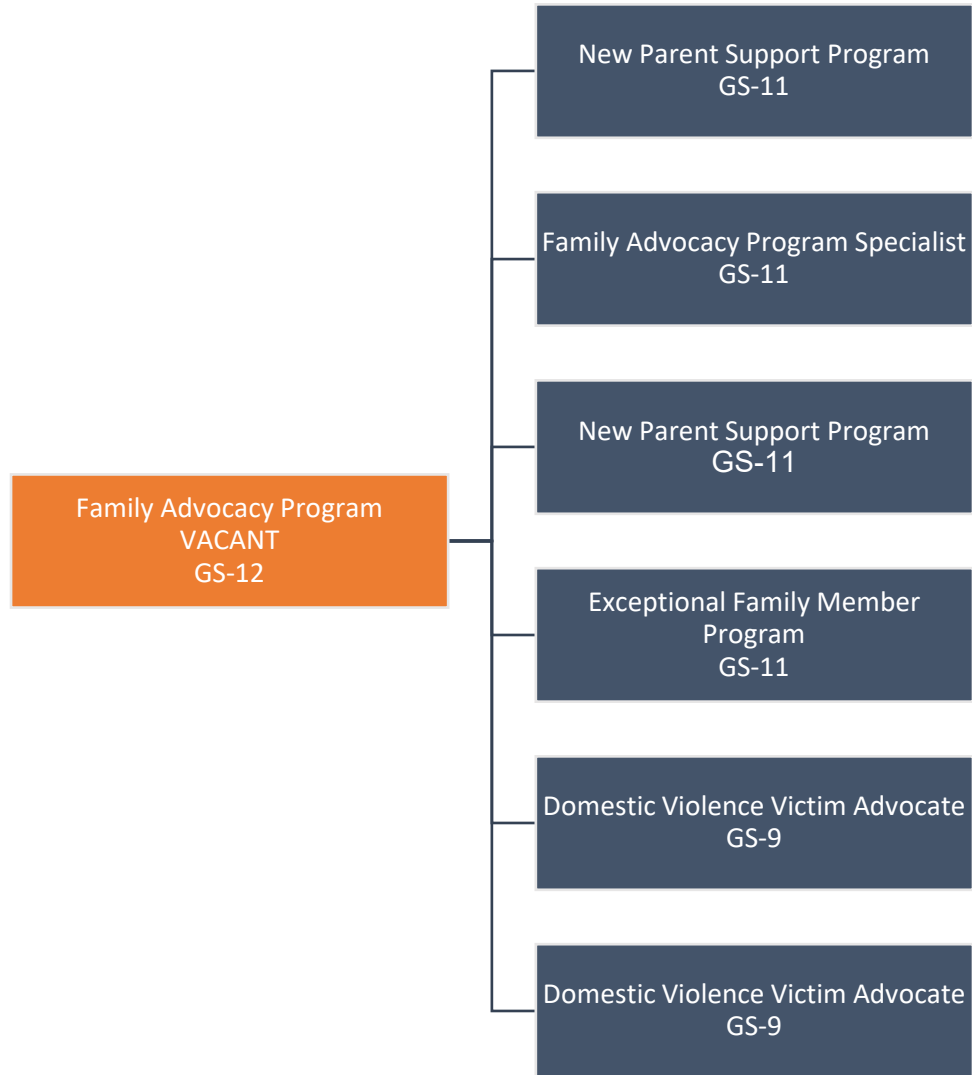


Army Community Service



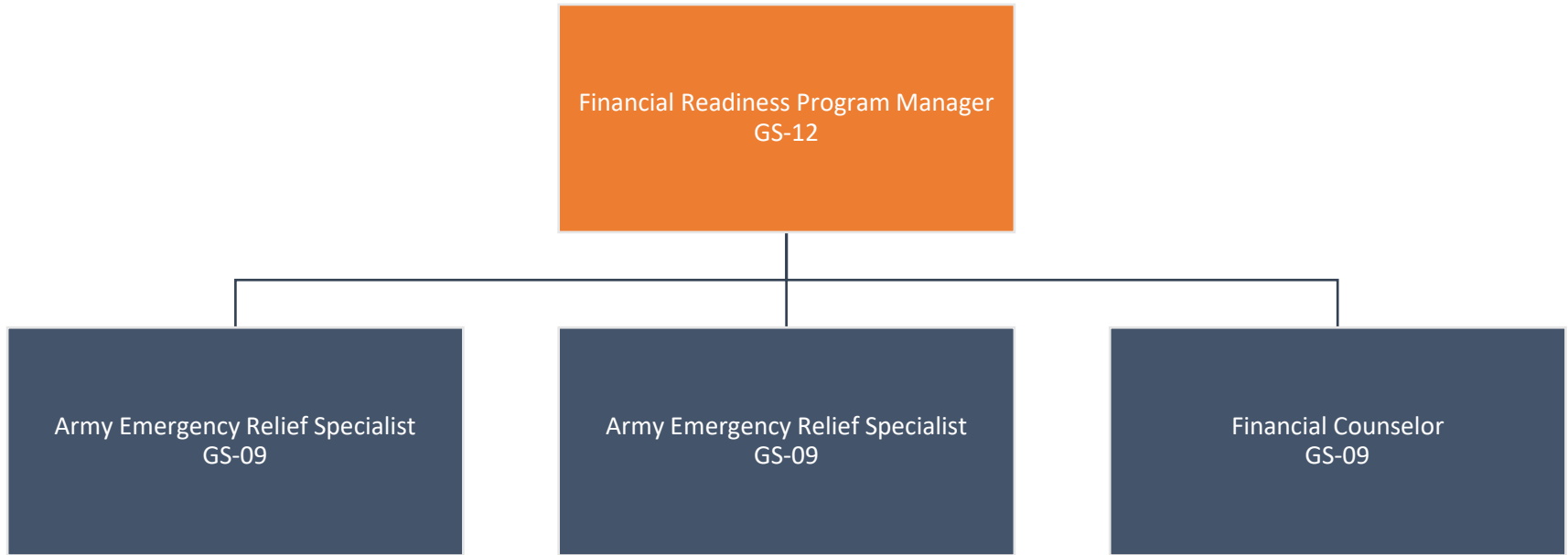


ACS Family Advocacy Program



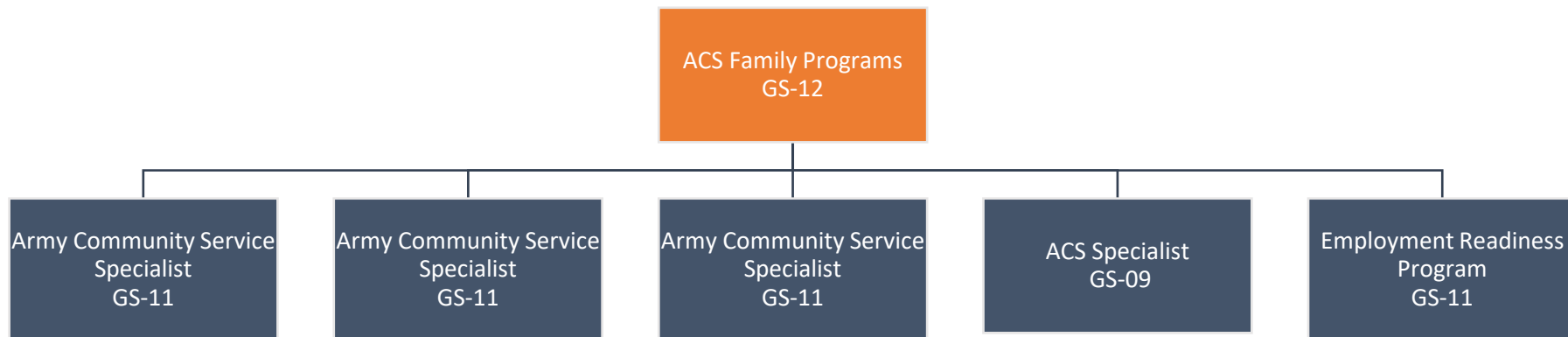


ACS Financial Readiness Program



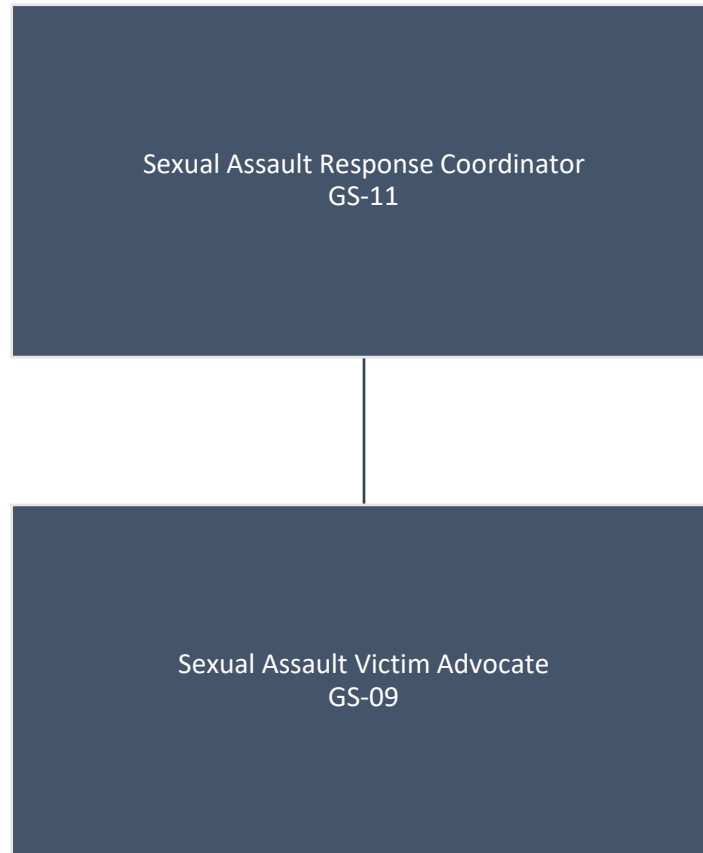


ACS Mobilization Deployment Program





Garrison SHARP Program





Business & Recreation Division (BRD)





Business & Recreation Division

Mission: Diverse offerings of programs and services – significant contributor to Quality of Life; twenty program areas comprised of CAT A, B, and C programs; provides options for use of discretionary time; reach most leisure interests across all demographics in the community.

Key Tasks/Functions:

- Plan and implement quality recreation programs and services that meet the need of the community.
- Operate facilities and programs in accordance with Army Baseline Standards.
- Provide quality customer service to all patrons that utilize our services.

Major Initiatives/Priorities

1. Develop mid-level managers to become experts on the basics.
2. Improve operational efficiency in Cat B & C programs to meet all revenue targets.
3. Increased programming efforts in outdoor recreation programs.

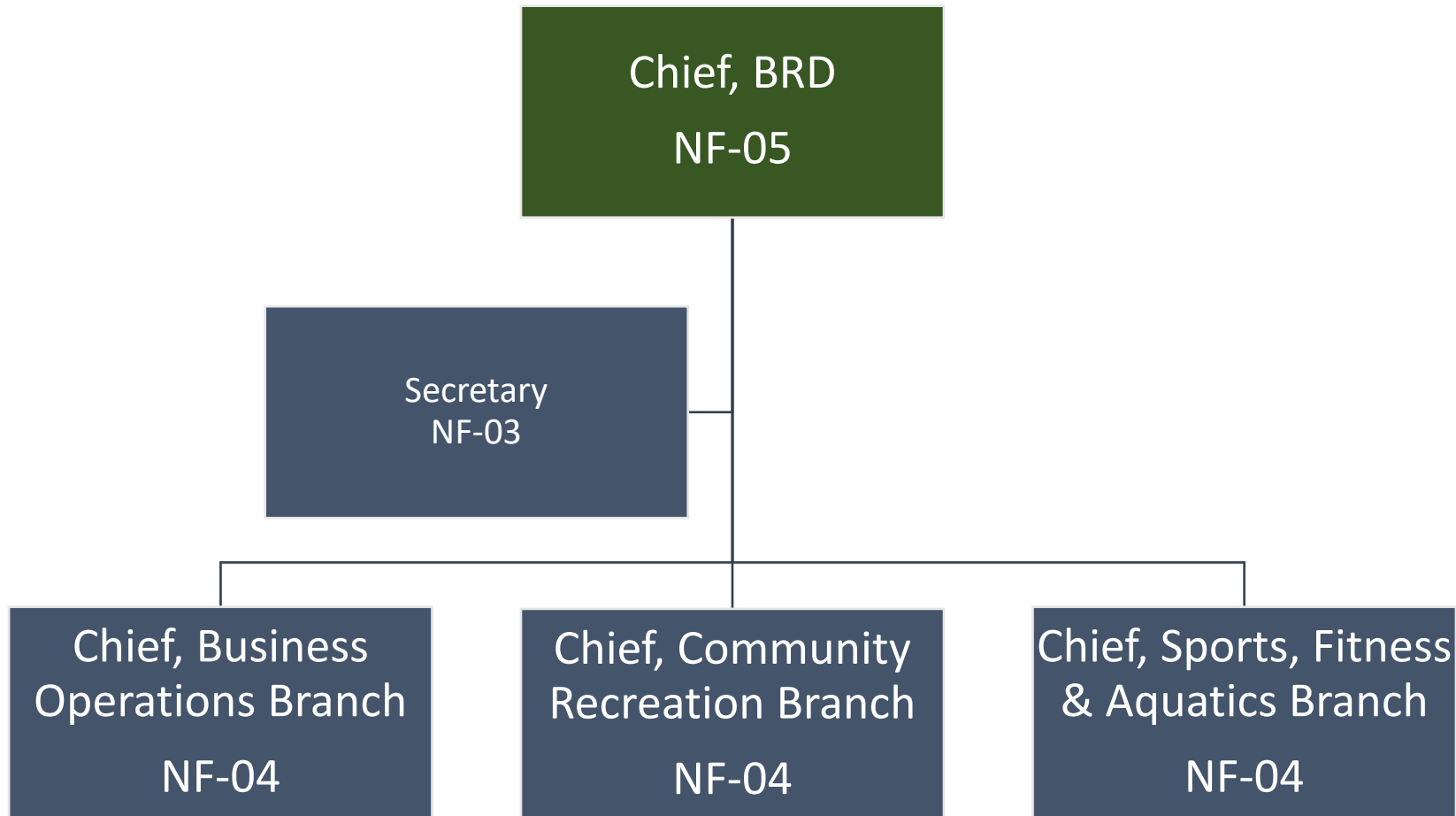
Top 3 Take Aways:

1. Hiring quality personnel and retention of those employees.
2. Align program offering with customer demands.
3. Posture Category B & C activities to achieve fiscal solvency.





Business & Recreation Division (BRD)





Business Operations at a Glance

Provides desired food, beverage and entertainment options for Soldiers, Families, Retirees and Civilians while generating funds for DFMWR.

Warrior Lanes / Anvil Bar (24 bowling lanes) – Grand opening took place 26 May 2022. Warrior Lanes is a high-end, state of the art facility complete with enhanced bowling features like Hyper Bowl and Cosmic bowling, party room, and restaurant with a unique annexed venue for relaxing and social events called the Anvil Bar.

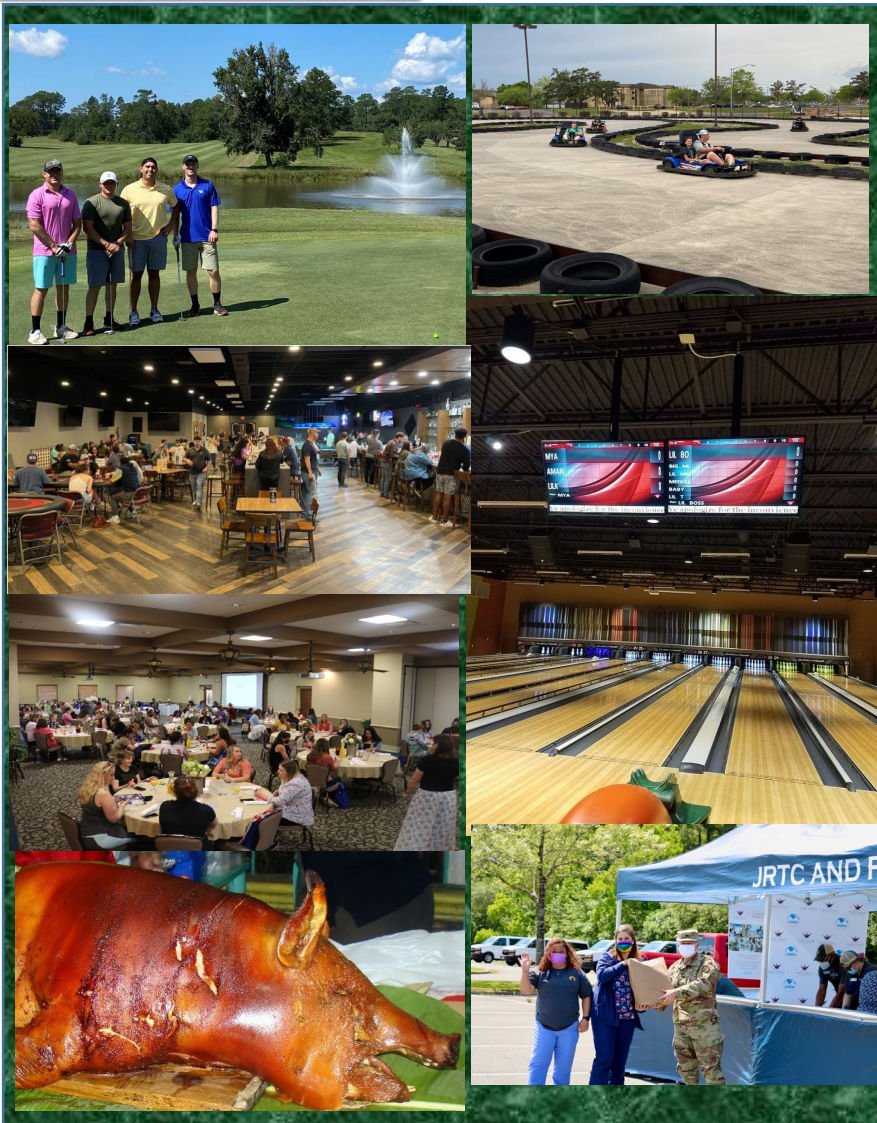
The Warrior Center – Newly-renovated facility provides meeting space and special event services through catering for the Fort Johnson community with a ballroom & the Commander's Pub.

The Forge Bar and Grill – Also located in the Warrior Center, is a popular lunch spot with a family friendly dining area.

Warrior Hills Golf (18 holes) – The center of Fort Johnson with an expansive, challenging course and driving range that hosts year-round scrambles, tournaments and night events such as Cosmic Golf.

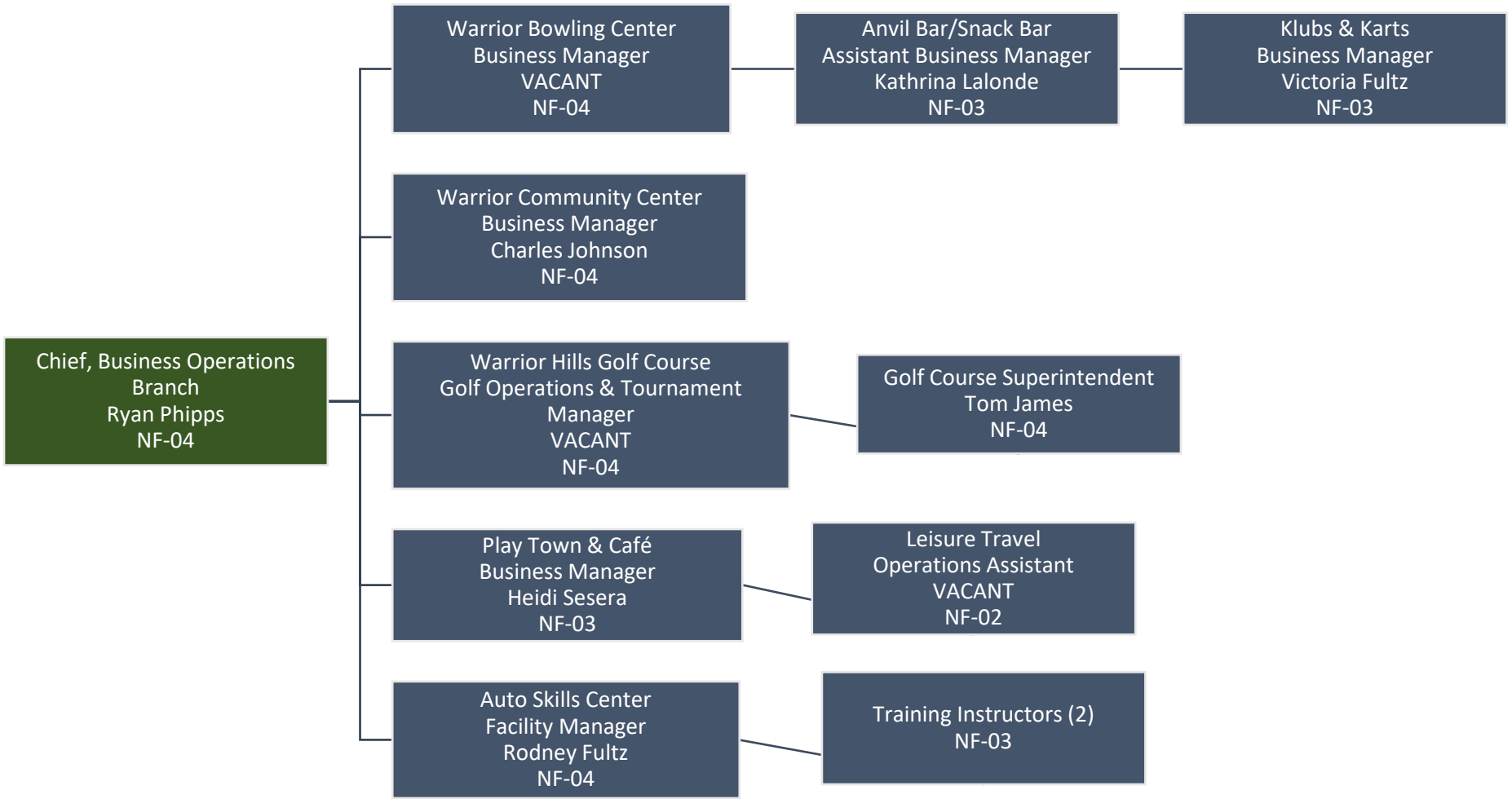
The Warrior Store – Also located in the Warrior Center, is a must shop destination for all things JRTC & Fort Johnson as well as golf and Louisiana related needs.

Play Town & Cafe – Grand opening took place 13 February 2023 located in the Play Town indoor playground. The Café offers hand crafted Nespresso coffees, protein rich smoothies and light snacks for take-out or dine in.





Business Operations Branch

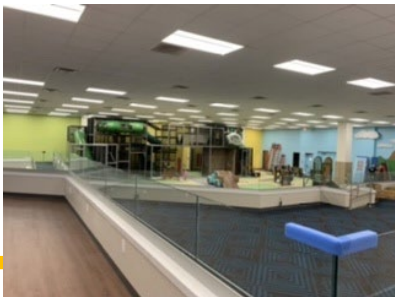




Community Recreation at a Glance



Auto Skills Center | Recreational Shooting Range
 Alligator Lake Recreation Park, RV & Rental Center
 Toledo Bend Recreation Park and RV Park
 Warrior Adventure Quest | Arts & Crafts Center
 Allen Memorial Library | Sports, Fitness & Aquatics
 HOH Recreation Center | BOSS |
 Marion Bonner Lake | Catfish Cove



Section 8

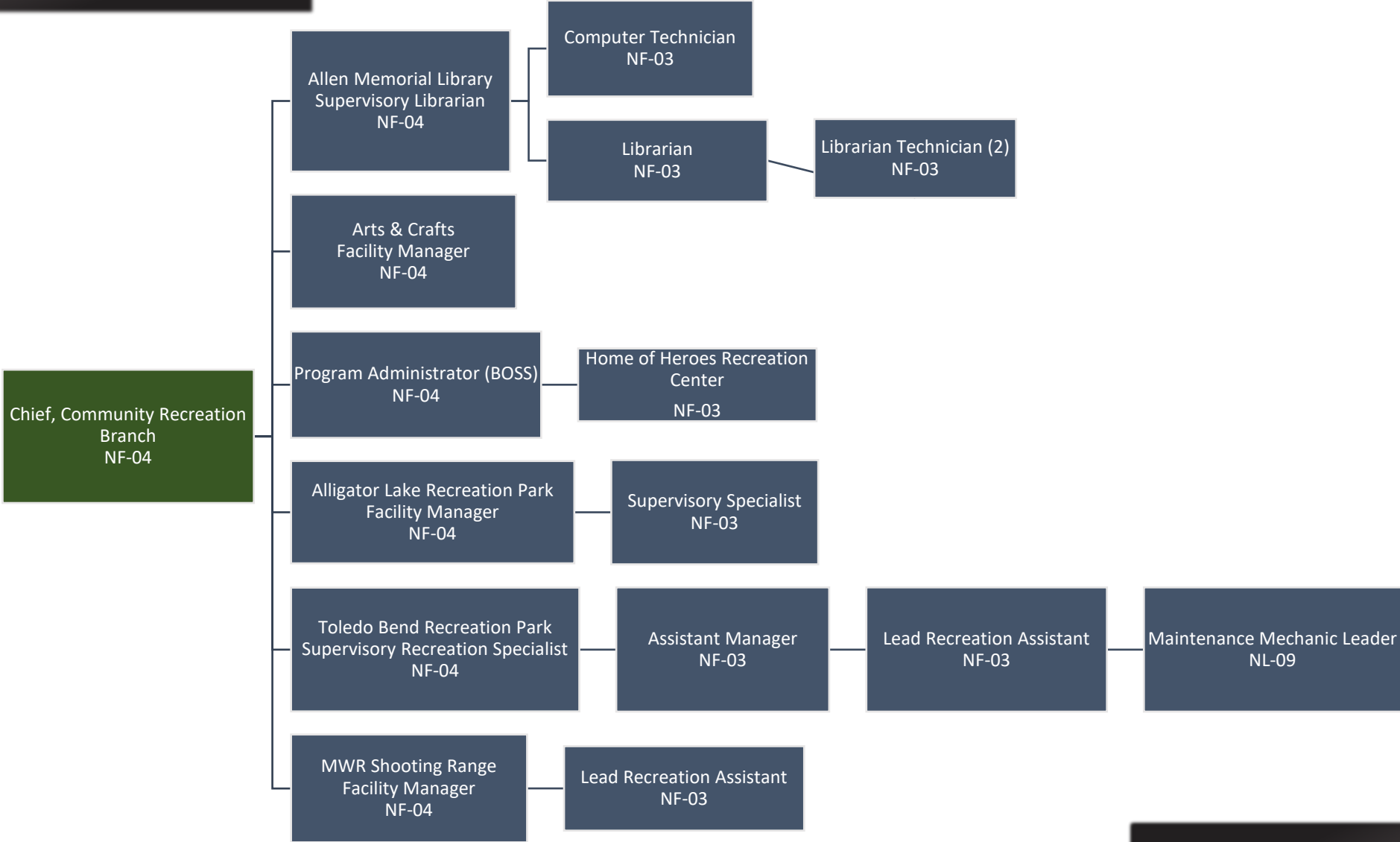
We Are The Army's Home

Fort Johnson DF MWR Smartbook





Community Recreation Branch

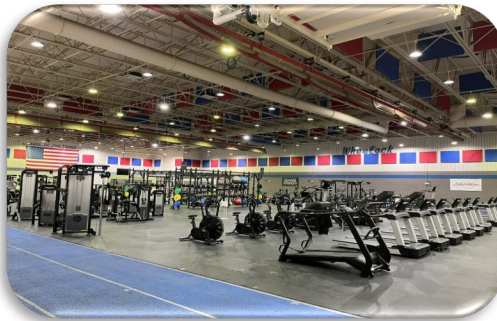




Sports, Fitness & Aquatics at a Glance

Cantrell, Home of Heroes, Tigerland,
Warrior and Wheelock Fitness Centers, Aquatics, Anvil Field

Anvil Field & Soldiers Sports Complex

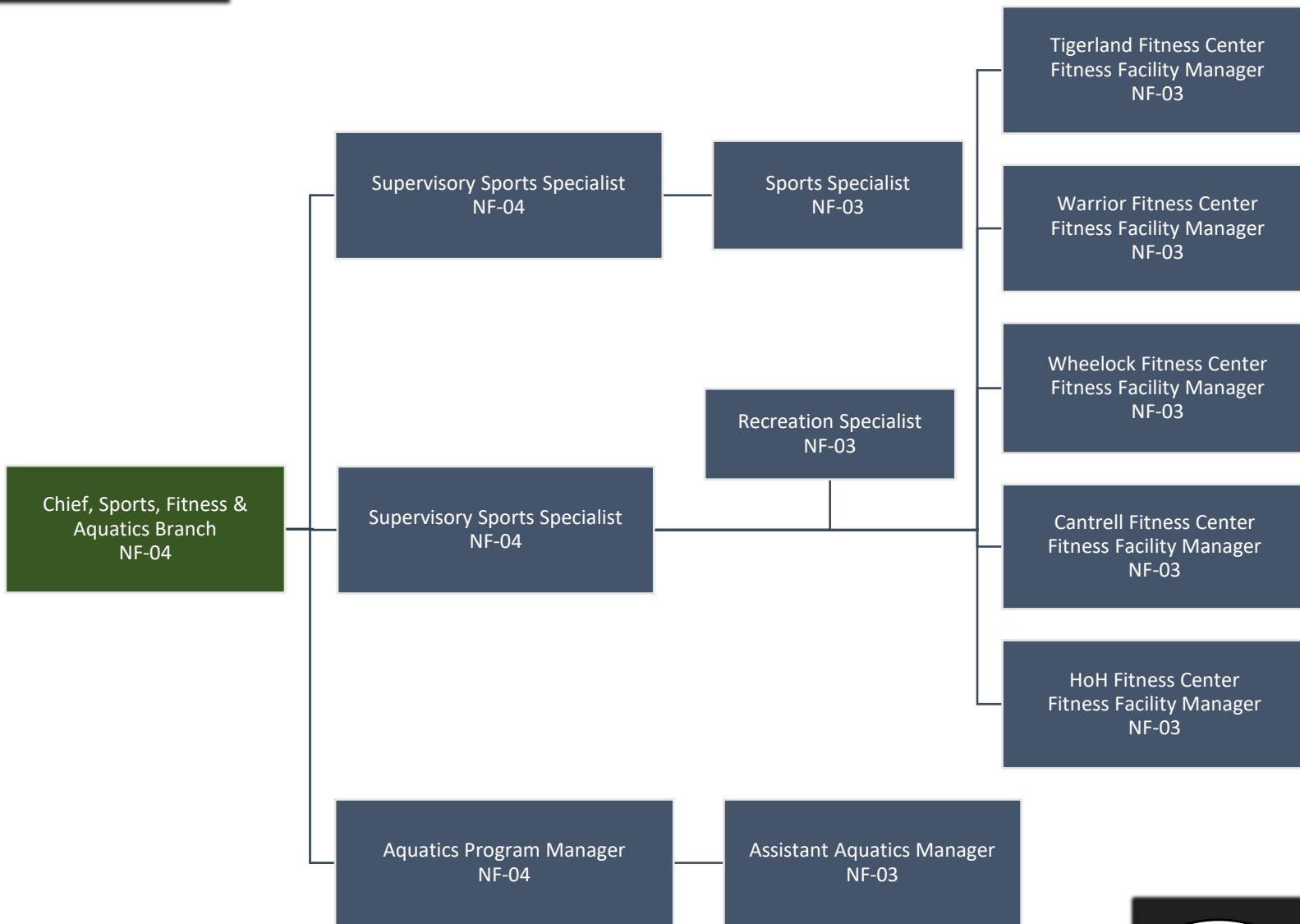


25 Meter, 50 Meter Pools & Splash Park





Sports, Fitness & Aquatics Branch





Child and Youth Services (CYS)



UNITED STATES ARMY
CHILD & YOUTH SERVICES





Child and Youth Services Functions

Child Development Centers: Professional Child Care options for infants 6 weeks to children 5 years of age; Before and After School LA 4 and Kindergarten programs and summer programming.

School Age Center: Care for children in 1st grade through 5th grade, Summer camps and school vacation options.

Middle School & Teen Center: Youth in 6th grade through 12th grade, interactive programs, field trips.

Parent & Outreach Services: Central registration and starting point for all CYS programs.

Family Child Care: In home care offered by certified professionals for infants 4 weeks through school age and after hour care.

School Liaison: School Support Services.

Youth Sports & Fitness: Individual and team sports, training and skill clinics, sport clubs, instructional programs, competitions, and travel sport programs.





CYS Programs at a Glance (continued)

All Programs DoD Certified.

Annual Inspections:

- Army Higher Headquarters Inspection (AHHI).
- Multi Disciplinary Team Inspection (MDTI).
- 2 Comprehensive Inspections.
- Fire & Facility.
- Army Public Health Nurse & Environmental.

4 NAEYC Accredited Child Development Centers (CDC).

1 COA Accredited School Age Center (SAC).

1 Youth Center (no requirement)

4 Family Child Care Homes.

40 Staff Vacancies of 260.

100 Children on Waitlist (multiple centers).



Child Development Centers



School Age Services



Middle School/Teen



Sports & Fitness





Child and Youth Services Facilities



Child Development Center, Building 3349
 7687 Georgia Avenue
 Facility Director: Valerie Hammond
 Total Employees Assigned: 33
 Services: Full Day Care - Infant to Pre-school
 Pre-COVID Spaces: 102
 Post-COVID Spaces: 76



Middle School and Teen Center
 5538 University Parkway
 Facility Director: Susan Cawley
 Total Employees Assigned: 15
 Services: After School Program 6th to 12th grade
 Pre-COVID Spaces: 250
 Post-COVID Spaces: 250



Child Development Center, Building 702
 7575 Utah Avenue (PX Area)
 Facility Director: Paige Greathouse
 Total Employees Assigned: 39
 Services: Full Day Care - Infant to Pre-school
 Pre-COVID Spaces: 113
 Post-COVID Spaces: 83



School Age Center, Building 260
 6125 University Parkway
 Facility Director: Michelle Thorman
 Total Employees Assigned: 21
 Pre-COVID Spaces: 1st - 5th Grade: 195
 Post-COVID Spaces: K - 5th Grade: 120



Child Development Center 701
 7576 Colorado Avenue
 Facility Director: Emily Moore
 Total Employees Assigned: 31
 Services: Full Day Care - Infant to Pre-school
 Pre-COVID Spaces: 165
 Post-COVID Spaces: 100



Child Development Center 14500
 2897 Entrance Road
 Facility Director: Zhanna Hollaway
 Total Employees Assigned: 45
 Services: Full Day - Infant to Preschool
 Pre-COVID Spaces 94
 Post - COVID Spaces: 70





Child and Youth Services

Mission: We support the military lifestyle while reducing the conflicts between readiness and parental responsibilities.

Key Tasks/Functions:

- Provide affordable high-quality childcare to support mission readiness.
- Quality: Achieve and maintain national accreditation and maintain the Department of Defense (DoD) certification.
- Affordability: Fees set by DoD.
- Accountability: Compliance/Inspection measures in place.

Major Initiatives/Priorities

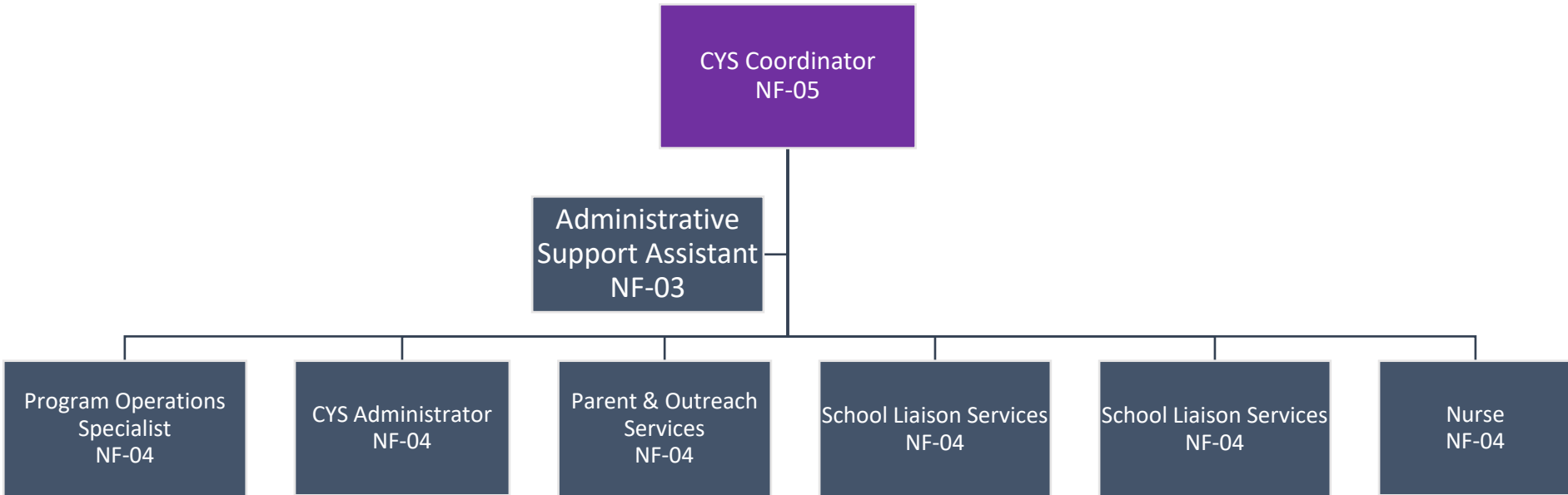
1. Staffing: Maintain a direct care staff of 160 (current direct care staff is 138).
2. Leadership Training: R2 Performance Center Fort Johnson, Ready & Resilient and quarterly Saturday leadership development training;
3. Installation Child and Youth Operations Plan.

Top 3 Take Aways:

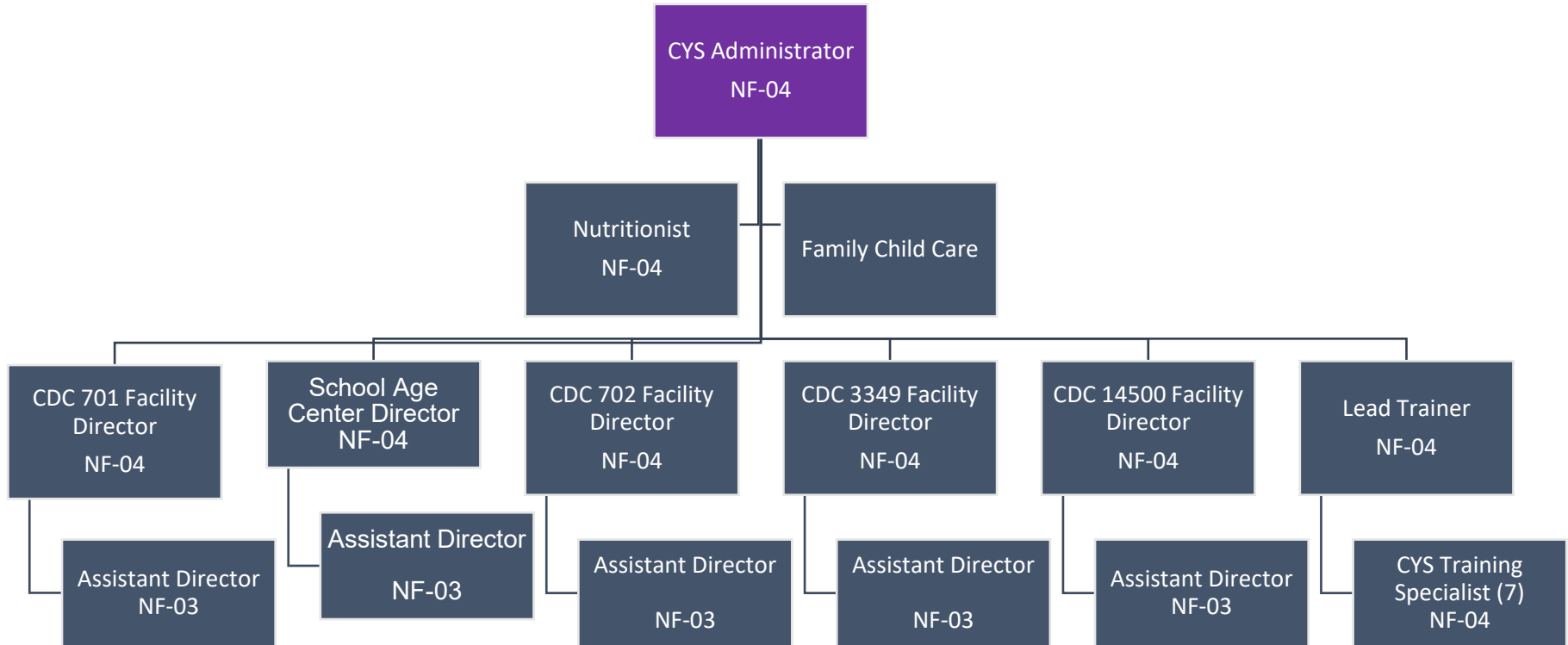
1. Garrison Command quarterly walk through (ties in with the inspection process).
2. Preference for Care/Waiting List.
3. CYS inspection process at the garrison level: Comprehensives and Multi Disciplinary Inspections Team (MDTI) and the Army Higher Headquarters Inspection (AHHI).

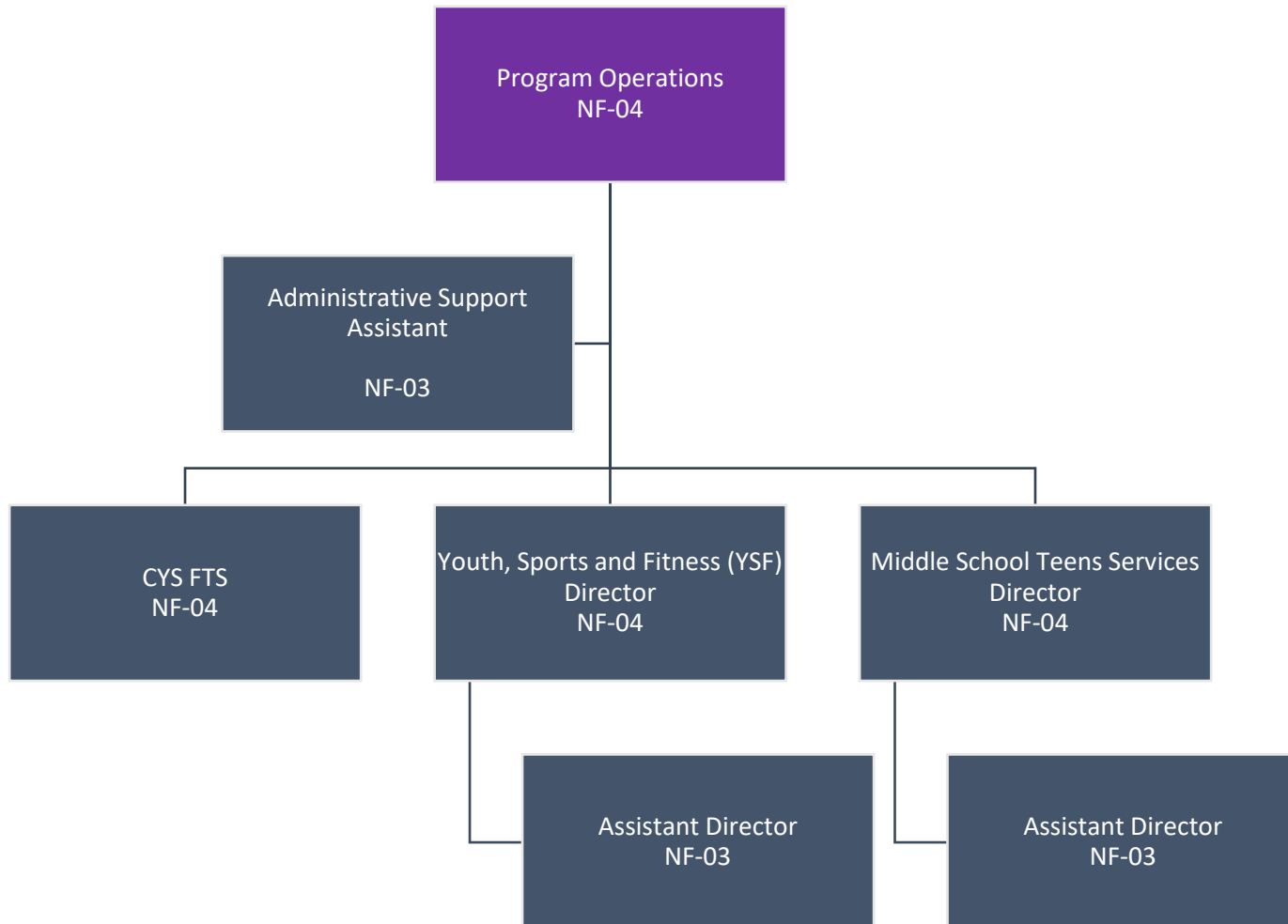


Child and Youth Services (CYS)



CYS Child Development Centers (CDC)







Role of Your School Liaison Officer

Transition Support: Addresses the barriers associated with transferring schools and applies **Military Interstate Compact (MIC3)** when applicable.

MIC3: Provides guidance and legislation related: to class/course placement, extra-curricular and sports participation, attendance, graduation across all Armed Services within Louisiana.

Installation School Communications: Command and parent subject matter expert related to school concerns and successes.

Partnership in Education (PIE): Coordinates partnerships between our school districts and military units and community partners.

Command Support Initiatives



Post Secondary Education: College preparation, scholarships, and grant information.

Home School Support: Provide information for home-schooling Families.

Academic Support: Tutor.com, Khan Academy and Louisiana Believes.

School Districts:

Vernon Parish School Board: Provides bus transportation from on-post housing to North, Parkway, Leesville and Pickering schools and serves Families residing in Vernon Parish.

Beauregard Parish School Board: Serves Families residing in Beauregard Parish / DeRidder area.





School Support / School Liaison

Installation School Communication	MIC3/Transition Support	Partners In Education (PIE)
<p style="text-align: center;"><u>Major Initiatives/Priorities</u></p> <ol style="list-style-type: none"> 1. Provide grant opportunities and support to the school system as applicable (i.e., DCIP, DoDEA, DoD STEM, etc.) 2. Support school events through Command Team participation (i.e., guest speaking, walk-throughs, etc.) 3. Market school district and school successes through JRTC and Fort Johnson Public Affairs and installation events (i.e., Cafeteria Conversation). 	<p style="text-align: center;"><u>Major Initiatives/Priorities</u></p> <ol style="list-style-type: none"> 1. Works with other installation SLOs to provide educational information (i.e., enrollment, Louisiana school-law, etc.) to incoming and outgoing Families. 2. Educate Families and community school districts on how the MIC3 can assist with barriers associated with transferring schools. (i.e., IEPs, course transfer, etc.) 3. Provide assistance and information to Families about unique educational and extra-curricular programs in the area. 	<p style="text-align: center;"><u>Major Initiatives/Priorities</u></p> <ol style="list-style-type: none"> 1. Provide opportunities for company level participation at school events as requested by school or unit (i.e., Adopt-a-School program). 2. Increase youth mentoring opportunities for BOSS program participants. 3. Provide quality extra-curricular educational programming on the installation (i.e., CYS facility programming, 4-H partnership, DoD STARBASE).





Support Services Division (SSD)





NAF Support Division

Mission: The “G-Staff” for the FMWR programs and the behind the scenes support keeping all programs operational. Also, the strategic planning and analysis integrators for the Directorate.

Key Tasks/Functions:

- Provides oversight/guidance concerning APF and NAF budgets and all aspects of the budgeting process.
- Serves as the functional proponent for property management, manpower, marketing, information technology, contracting, private organizations, commercial solicitation, unit funds, fundraising, and internal controls.

Major Initiatives/Priorities

1. Build a winning team in a winning organization.
2. Implementation/Completion of Quality of Life (QOL) Projects.
3. Improve the NAF budget process with our organizations to improve the overall execution.
4. Focus on creativity and innovation in everything we do.
5. Improve our service delivery and ensure that we are open to new idea and change within our organization.

Top 3 Take Aways:

1. Discussion and approval on NAF budget and financial performance.
2. Execute funding allocated for QOL Projects, to include CPMC, NAFMC, and SRM.
3. Create branding that can generate a unique idea in the customers' mind so that the customer relates something desirable and connects with the brand.





NAF Support Functions at a Glance

- **Information Technology (NEC)**
 - Maintain Management Information Systems
 - Maintain Commercial Internet Sites (WIFI)
 - Maintain Point of Sales Systems
- **Property & Logistics (G-4/LRC)**
 - Provides NAF/APF Property Management
 - Maintains APF/NAF Property Book
 - Supply Functions
 - Maintains Property Warehouse
 - Maintain/Service over 40 Vehicles
 - Coordinates and executes self help projects
- **Marketing & Integration (PAO)**
 - Social Media
 - FMWR Web Site
 - Calendar Reviews and SYNCs
 - Installation Events
- **Tasking Management (G3/DPTMS)**
 - Tasking Management Tool (TMT)
 - Garrison/Mission Taskers
 - Manages Fund Raising/Private Orgs/Gifts & Donations.
- **Financial Management (G-8/RMO/G1/DHR/CPAC/MICC)**
 - Oversee NAF/APF Fund Execution
 - Manpower/Payroll
 - Hiring Actions
 - Contracting
 - CPMC Execution
 - US Bank / Government Credit Card Purchasing Programs
 - Internal Controls
 - Unit funds
 - Manage Award/Incentive Programs
 - Internal TDY Orders and settlements
- **Commercial Sponsorship**
 - Cash: \$200,000.00
 - In-Kind: \$57,450.00
 - Total: \$257,450.00
 - Total number of sponsors: 32



Section 8

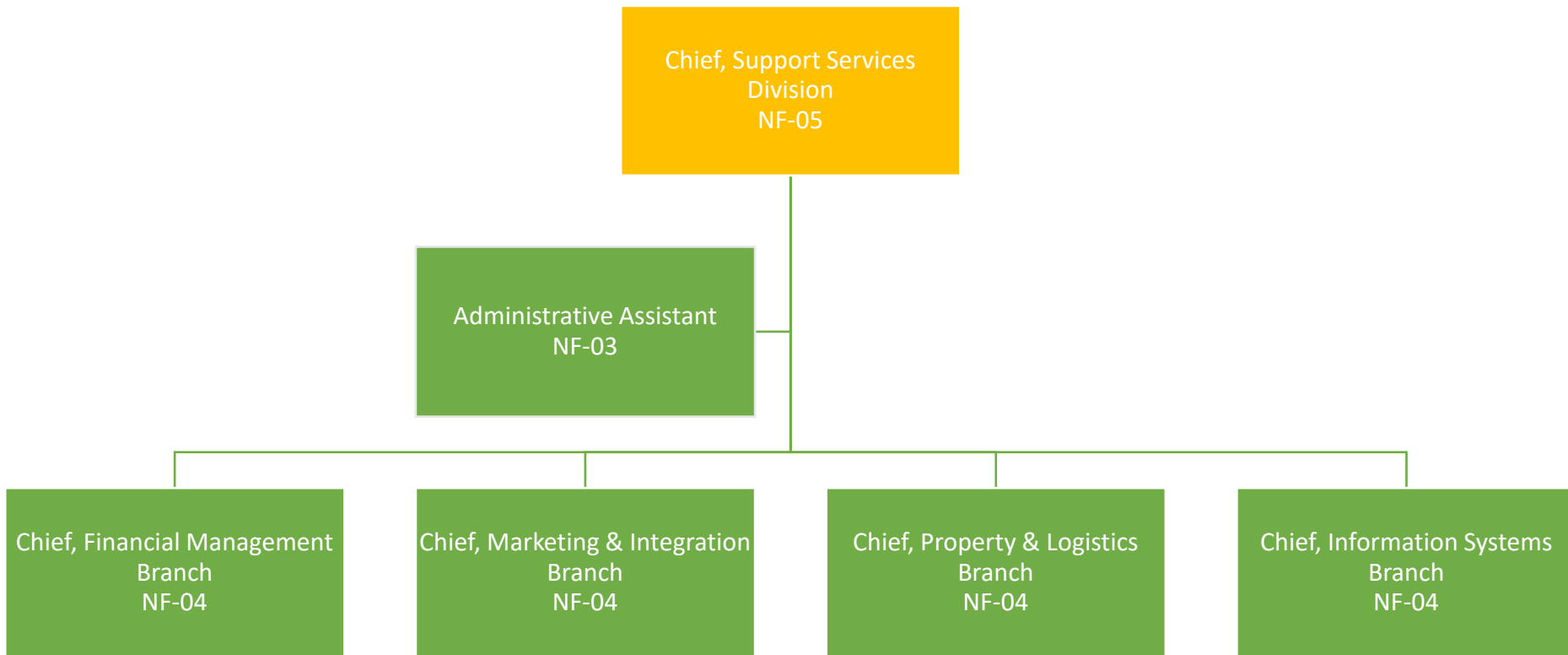


Fort Johnson DPMWR Smartbook



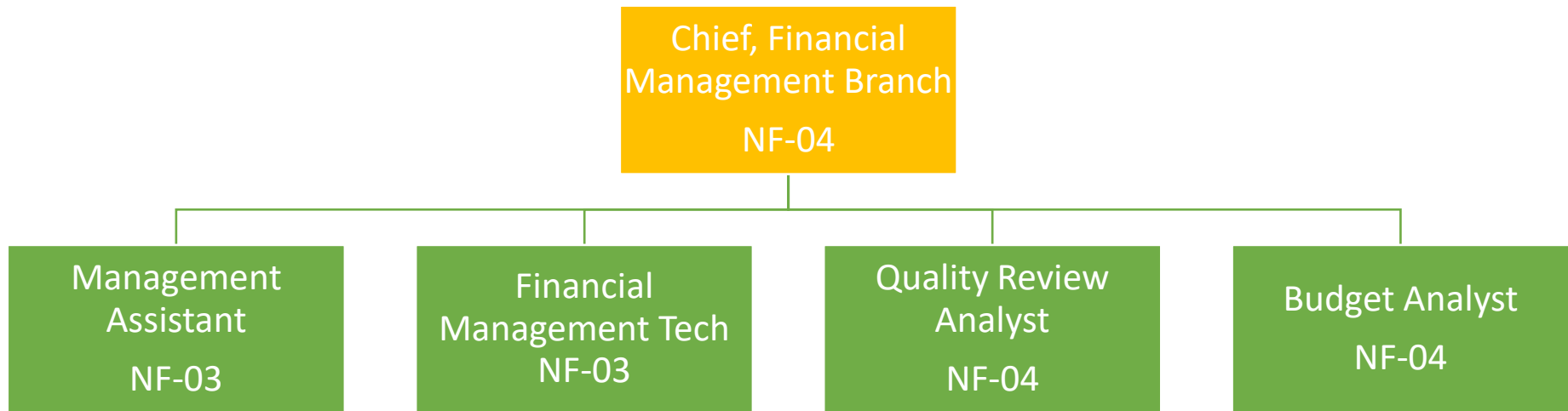


Support Services Division (SSD)



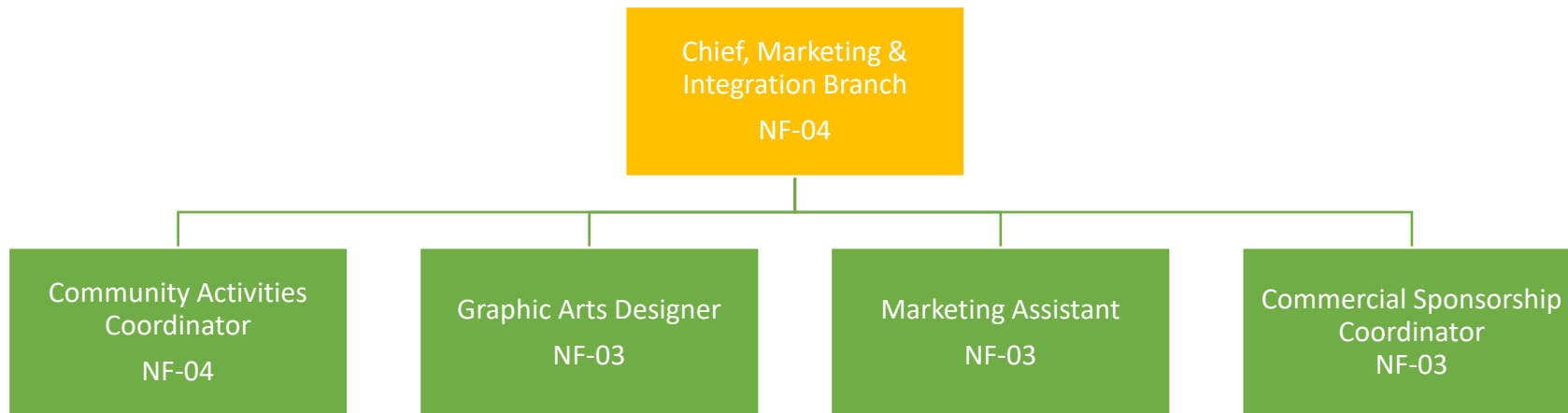


SSD Financial Management Branch





SSD Marketing & Integration Branch





SSD Property & Logistics Branch

Chief, Property &
Logistics Branch

NF-04

Supply Technician

NF-03

Small Engine
Mechanic

NL-09





SSD Technology Services Branch

Chief, Information
Systems Branch
NF-04

Information Technology
Specialist
NF-04

Information Technology
Specialist
NF-04





Community Events

2023-2024 Special Events

July

28th - Movie Night (Toledo Bend)
31 Jul - 4 Aug - CYS Camp Warrior



February

2nd - Friday Night Live (Right Arm Night)
11th - Superbowl Party
23rd - CYS Health Fair

August

TBD - BOSS Beach Bash
4th - Friday Night Live
19th - Movie Night (Library)

March

4th - Amazing Race
3rd - CG's Golf Open
17th - Movie Night (HQ Field)

September

8th - 9th - 5K Mud Run
15th - Movie Night (Pool)

April*

8th - Dye Hard Color Run
15th - CG's Powerlifting Meeting
21st - Movie Night (Perez Field)
25th - Volunteer of the Year

October

7th - Louisiana Hay Ride
TBD - CG's Golf Open
13th - Movie Night (Alligator Lake)
28th - Halloween Trick 'R Treat

November

3rd - Friday Night Live
17th - Movie Night

May

5th - Spouse Appreciation Day
20th - Salute to the Troops (Concert)

December

1st - Snowflake Festival

June

TBD - Friday Night Live
TBD - Movie Night
12th - 16th - CYS Camp Warrior

January

25th - Sponsorship Appreciation Dinner

Garrison Commander's Golf Tournament - 1st Friday of the month
Bass Fishing Tournament - 1st Saturday of the month
Dates and times subject to change.



JRTC and Fort Johnson MWR



Klubs and Karts



Movie Night



Monthly Golf



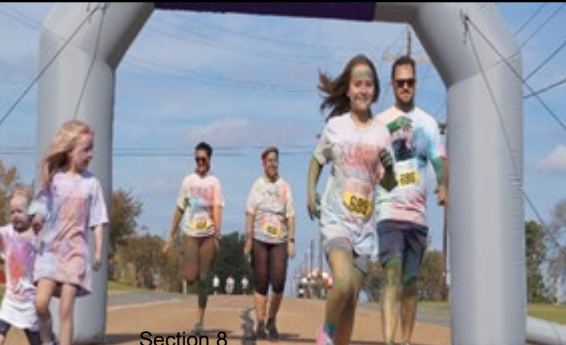
Sports and Fitness



FreedomFest



Murder Mystery



Section 8

Color Run



Fort Johnson DFMWR Smartbook

BBQ Competition



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Play Town & Café



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