

Summary of Changes

USMEPCOM Regulation 690-13, 21 July 2003
Civilian Personnel
Civilian Personnel Management Program

This revision—

- Further clarifies the USMEPCOM Outstanding Civilian Employee of the Year Award (pars. 4-20 through 4-27).
- Includes the file number and disposition updates (pars. 4-7, 4-11, 4-12, and app. A) in the 7 May 2003 revision.

DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
2834 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094

USMEPCOM Regulation
No. 690-13

21 July 2003

**Civilian Personnel
CIVILIAN PERSONNEL MANAGEMENT PROGRAM**

FOR THE COMMANDER:

OFFICIAL:

Maurice Buchanan
Deputy Commander/Chief of Staff

/Signed/
LAURIN DEVINE
LTC, USA
Command Executive Officer

DISTRIBUTION:

A (Electronic only publication.)

Summary. This regulation establishes policies and procedures for the Civilian Personnel Management Program in the United States Military Entrance Processing Command (USMEPCOM). This regulation also establishes policy on the civilian wellness program in USMEPCOM.

Applicability. This regulation applies to USMEPCOM activities. If any provision of this regulation not required by law conflicts with the terms of a collective bargaining agreement, the collective bargaining agreement will take precedence.

Supplementation. Supplementation to this regulation is prohibited without prior approval from Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), ATTN: MCP, 2834 Green Bay Road, North Chicago, IL 60064-3094.

Management control process. This regulation contains management control provisions and provides a Management Control Evaluation Checklist (app. B) for use in evaluating management controls.

Suggested improvements. The proponent agency of this regulation is the HQ USMEPCOM, Civilian Personnel Office (MCP). Users may send comments and suggested improvements by memorandum or Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) to HQ USMEPCOM, ATTN: MCP, 2834 Green Bay Road, North Chicago, Illinois 60064-3094.

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Chapter 1

General

1-1. Purpose

This regulation establishes policies and procedures for civilian personnel management in the United States Military Entrance Processing Command (USMEPCOM).

1-2. References

Related publications: required, related and prescribed forms; and prescribed file numbers are listed in appendix A.

1-3. Responsibilities

a. The Commander, Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), will—

(1) Delegate authority for civilian personnel management and administration through channels to sector and military entrance processing station (MEPS) commanders.

(2) Implement a Civilian Personnel Management Program according to Department of Army (DA) policy to govern civilian personnel management and guarantee equality of opportunity in the Command.

(3) Ensure civilian personnel programs and services are provided in coordination with decisions and actions in other program areas of the Civilian Personnel Management Program.

(4) Maintain effective relations to support DA programs and command interest in policy and program development with Headquarters, Department of the Army (HQDA), other Department of Defense (DOD) components, and Government and non-Government groups.

b. Sector commanders will—

(1) Redesignate civilian personnel administration authority to MEPS commanders.

(2) Designate the civilian personnel chief at the servicing civilian personnel activity (CPA) as having program capability to administer program elements for the sector headquarters.

(3) Administer the civilian personnel management responsibilities for the sector using the servicing CPA for technical advice and assistance.

(4) Appoint a sector point of contact for administrative coordination, statistical and program-status reporting, and information dissemination among sectors and the servicing CPA.

Note: Administrative coordination does not include assuming authority for individual commanders/super-visors or providing technical advice for the CPA.

(5) Monitor the execution of programs in support of DA and USMEPCOM policies and procedures.

(6) Recommend program adjustment and development as necessary to enhance mission accomplishment

(7) Forward local recommendations and requests to HQ USMEPCOM to comply with Command-unique workforce management needs.

(8) Provide access to the servicing civilian personnel officer and staff, including access to manpower documents (e.g., tables of distribution and allowances (TDA)).

(9) Provide the servicing CPA with the necessary regulations and instructions on a continuing basis.

c. MEPS commanders will—

(1) Designate and rely on the supervisor of the nearest, or most practicable, DOD or DA servicing CPA for day-to-day servicing.

(2) Ensure a copy of the current interservice support agreement including the servicing civilian personnel activity support is on file.

(3) Implement and support personnel programs developed at higher levels.

(4) Obtain, develop, use, and retain an effective civilian workforce and guarantee equal opportunity.

(5) Exercise delegated authority in compliance with applicable laws, policies, standards, decisions, or other requirements.

(6) Forward recommendations and requests through channels to the proponent section at HQ USMEPCOM for Command-unique workforce management needs.

(7) Provide access to the servicing civilian personnel chief and staff including access to manpower documents.

(8) Provide the servicing CPA with necessary regulations and instructions on a continuing basis.

(9) Coordinate approval for activities, other than DA, with the HQ USMEPCOM, Civilian Personnel Office (MCP), for services that are inconsistent with existing agreements or for changing the servicing activity.

d. The Civilian Personnel Officer, HQ USMEPCOM, will—

(1) Act for the Commander, USMEPCOM, in accomplishing civilian personnel management responsibilities.

(2) Ensure program implementation, evaluation of results, reporting of program progress, and development of guidance and recommended corrective actions or program changes as appropriate.

(3) Perform civilian personnel functions and activities that may not be redelegated to subordinate activities.

(4) Serve as the action officer for civilian personnel matters originating in or requiring HQ USMEPCOM involvement or coordination.

(5) Negotiate master servicing agreements with DOD commands and/or other major Army commands to ensure the quality of service for USMEPCOM civilian personnel.

1-4. Objective

a. The objective of civilian personnel administration is to provide the workforce necessary to support the USMEPCOM mission. Servicing CPAs provide support to USMEPCOM commanders, including support to obtain, compensate, develop, use, and retain an effective workforce.

b. HQDA policy authorizes USMEPCOM to redelegate civilian personnel administration to the lowest operating level consistent with economical and efficient administration. In USMEPCOM, the Commander, USMEPCOM, may redelegate the authority to the sector and MEPS commanders.

1-5. Management control evaluation checklist

Commanders and supervisors will use the management control evaluation checklist in appendix B to evaluate key management controls. Commanders and supervisors will use DA Form 11-2-R (Management Control Evaluation Certification Statement) to document management control evaluations. USMEPCOM Reg 11-4 (Management Control) has additional information on management controls.

Chapter 2 Alternative Work Schedule Program

2-1. Purpose

This chapter establishes policies and procedures for the Alternative Work Schedule (AWS) Program in USMEPCOM. The chapter provides instructions on requesting, earning, and using credit hours; and describes preparation and management of USMEPCOM Form 690-13-2-R-E (Request for Alternative Work Schedule (AWS)). Civilian employees will use USMEPCOM Form 690-13-2-R-E to request and record participation in the AWS program. The form may be locally reproduced on 8 1/2- by 11-inch plain white bond paper.

2-2. Guidance

MCP provides guidance and assistance to commanders/supervisors on administering this program.

Note: Commanders using the AWS program available through their servicing CPA should request advice and assistance from their servicing CPA.

2-3. Alternative work schedules (AWSs)

The program permits a variety of flexible and compressed work schedules.

a. Flexible work schedule. Under certain flexible work schedules, DOD civilian employees may work longer or shorter hours including credit hours on any given workday without taking leave or being paid overtime, as long as their basic biweekly work requirements are met (5 U.S.C. 6123) (reference (b)). By electing to work hours in excess of their tour of duty, employees may also complete the biweekly basic work requirements in fewer than 10 workdays without being paid overtime or being charged leave for the nonworkdays. This provision does not apply to part time pay plan employees. See figure 2-1 for a completed sample of a flexible work schedule using USMEPCOM Form 690-13-2-R-E.

(1) Material variances or deviations as determined by the flexible work schedule plan must be approved by the supervisor before the change occurs, if feasible, or promptly after occurring, if not feasible. As part of their approval of the change, commanders/supervisors, or designees, must verify that the dates and amounts of material changes have been recorded in the appropriate time and attendance record.

(2) In the case of a full-time employee, an 80-hour biweekly work requirement allows an employee to determine his or her own schedule within the limits set by the employing activity. A part-time employee determines his or her own schedule for a biweekly work requirement of less than 80 hours. The following are variations of the flexible work schedule:

(a) Flextime is a flexible work schedule that splits the tour of duty into two distinct kinds of time—core hours and flexible hours. Under any flextime schedule, an employee must be at work or on approved absence during core hours and must account for the total number of hours he or she is scheduled to work.

(b) Flexitour is a flexible work schedule in which an employee, having once selected starting and stopping times within the flexible hours, continues to adhere to these times. Further opportunities to select different starting and stopping times may be provided subsequently by the employing activity.

(c) Gliding schedule is a flexible work schedule in which an employee has a basic work requirement of 8 hours in each day and 40 hours in each week. They may select an arrival time each day and may change that arrival time daily as long as it is within the established flexible hours.

(d) **Maxiflex** is a flexible work schedule that contains core hours on fewer than 10 work days in the biweekly pay period and in which an employee has a basic work requirement of 80 hours for the biweekly pay period (or multiple thereof). The employee may vary the number of hours worked on a given workday or the number of hours each week within the limits established for the organization.

b. Compressed work schedule.

(1) A compressed work schedule is a fixed schedule which enables the full-time employee to complete the basic work requirements of 80 hours in fewer than 10 full workdays in each biweekly pay period by increasing the number of hours in the workday. There are no flexible times in a compressed work schedule. Employees' times of arrival and departure from work are set, as are the days on which they are to complete the basic work requirement. For employees working under compressed work schedules, overtime pay will continue to be paid for work outside the compressed work schedule (5 U.S.C. 6121 and 6128) (reference (b)). The two most common compressed work schedules are the 4-10 and the 5-4/9 schedules. On the 4-10 schedule, employees work 10 hours a day for 4 days each workweek. On the 5-4/9 schedule, employees work 9 hours a day for 8 days, 8 hours for 1 day, and get 1 day off each pay period. Compressed work schedules are determined either by management or through negotiations with exclusive employee representatives. See figure 2-2 for a sample of a compressed work schedule using USMEPCOM Form 690-13-2-R-E.

(2) The recording of absences is treated in the same manner as for employees working a regular or alternative work schedule. However, employees working a compressed work schedule will be charged leave in accordance with their basic work schedule.

2-4 Review request

Commanders and supervisors—

- a. Review requests for schedules and changes.
- b. Ensure employees comply with approved schedules.
- c. Approve or disapprove requests for AWSs consistent with the need for efficient operation.
- d. Ensure integrity of USMEPCOM Form 690-13-2-R-E, section III, and spot-check entries as needed to verify entries.
- e. Certify actual hours worked by each employee on the time and attendance report given to the timekeeper.
- f. Recognize and act on falsified entries on USMEPCOM Form 690-13-2-R-E, section III, and on abuse of the AWS to terminate the employee's participation in the program. Seek advice from the servicing CPA on appropriate disciplinary action if needed.

2-5. Approval/disapproval

Commanders and supervisors have authority to approval and disapprove AWS requests and for maintaining the program. Supervisors will maintain copies of requests. File requests under file number 1x and destroy after 6 years. Participation in the AWS program will be denied or terminated if evidence supports—

- a. A reduction in productivity.

- b. A decrease in the level of service provided.
- c. An increase in the cost of operations.
- d. Abuse of the AWS.
- e. Interference with the security of Government buildings.
- f. Interference with work assignments.

2-6. AWS termination

The supervisor will give the employee a 2-week advance written notice before terminating him or her from the AWS program except when—

- a. The employee waives the 2-week notice period.
- b. Immediate termination of the program is in the best interests of the Government.

2-7. Employee participation

Employees must—

- a. Complete USMEPCOM Form 690-13-2-R-E, section III, accurately and on a daily basis.
- b. Conduct themselves in such a manner as to meet the general standards of a public servant (e.g., high integrity and good work habits).
- c. Be flexible in their schedules to meet heavy workloads or unusual work requirements.

2-8. Establishment

a. An AWS may be established for employees who request it. The employee's request is subject to supervisory approval. Commanders/supervisors should consider the following before approving an AWS:

- (1) Impact on morale, efficiency, and productivity.
- (2) Reduction in tardiness.
- (3) Reduced turnover rates.
- (4) Job opportunities.
- (5) Working spouses and parents.
- (6) Car pools and mass transportation.
- (7) Utility consumption.
- (8) Building security.
- (9) Effect on customer service.

b. The decision to approve an AWS should be made after consideration of the factors in a(1) through (9) above, and of the extent of flexibility possible in a particular organization based on relevant considerations such as effect on workers, peak workload periods, and necessary contacts with other organizations.

c. Unionized MEPS may not implement this program without consultation with the union. This prohibition does not apply to employees excluded from the bargaining unit, such as chief medical officers, education service specialists, commanders' secretaries, and supervisors.

d. If any provision of this regulation not required by law conflicts with the terms of a collective bargaining agreement, the collective bargaining agreement will take precedence.

2-9. Flexitour schedule

Employees will not be required to participate in flexitour and may maintain a standard tour of duty. A tour of duty includes—

a. Flexible time bands:

Flexible starting time	Flexible lunch	Flexible ending time
0600-0900	1130-1300	1430-1800

b. Core days: Monday through Friday.

c. Core time: 0900-1130 and 1300-1430. Employees must be present for work during core time unless on approved leave or credit-hour status.

Note: Core time may be adjusted for individual employees working a rotating or night shift.

d. Core-time deviation. A supervisor may approve an employee's request to be absent during core time, or a portion of core time. An absence during core time will be made up by the employee during flexible time bands.

e. Length of workweek and workday. Employees may vary the length of the workweek and the workday with prior approval by earning and using credit hours. Credit hours must be accrued before use (see par. 2-10i.)

f. Basic work requirement.

(1) A full-time employee has an 8-hour daily work requirement, 40-hour weekly basic work requirement, and an 80-hour 2-week basic work requirement.

(2) A part-time employee has a basic work requirement for the number of hours the employee must work each day, week, and 2-week pay period.

g. Nonovertime work. Nonovertime work is performed during an employee's basic work requirement and normally not in excess of 8 hours in a day or 40 hours in a week.

Note: Hours of work officially ordered in advance, and normally in excess of 8 hours in a day or 40 hours in a week, are overtime work.

h. Flexitour schedules. Under flexitour schedules, a full-time employee may work a variation of less than 8 hours per day, 5 days per week, or less than 10 days during the 2-week pay period, as long as the total hours worked in the pay period equals 80.

i. Flexitour deviation.

(1) The supervisor may approve an adjusted arrival time for an employee if the employee requests the deviation at least 1 day in advance.

(2) If an employee arrives within 15 minutes of the selected arrival time, the supervisor may allow for adjustment of the 8-hour basic work requirement for that day.

2-10. Credit hours

a. Credit hours are hours of work performed at the employee's option with prior approval of the commander/supervisor. Credit hours are different from overtime hours; credit hours are work performed in excess of 8 hours in a day or 40 hours in a week but not work that is officially ordered in advance by management.

b. An employee may use earned credit hours with prior approval from the commander/supervisor.

c. A full-time employee may accumulate up to 24 hours for carryover from one 2-week pay period to a subsequent 2-week pay period. Employees will forfeit hours in excess of 24.

d. A part-time employee may carry over credit hours from one 2-week pay period to a subsequent 2-week pay period, an amount equal to one-fourth of the 2-week basic work requirement (e.g., an employee with a 2-week basic work requirement of 64 hours may carry over 16 hours.

e. Credit hours may be accumulated and taken in quarter-hour increments.

f. Credit hours are nonovertime work and the employee receives no additional pay for credit hours. Credit hours are earned at a rate of an hour earned for an hour worked.

g. Credit hours will not be used by an employee to increase an entitlement to overtime pay.

h. An employee will not be paid premium or holiday pay for credit hours.

Note: Credit hours will be considered daytime hours whenever possible, given the structure of an employee's schedule. For example, if an employee's schedule includes daytime and nighttime hours, credit hours must be applied to the daytime portion of the schedule first.

i. Credit hours cannot be used before they are earned.

j. An employee no longer employed in a unit that participates in the AWS program will be paid accumulated credit hours at the employee's set current rate of pay as follows:

(1) For a full-time employee, payment for accumulated credit hours will not exceed 24 hours.

(2) A part-time employee is entitled to compensation for credit hours not in excess of one-fourth of the employee's 2-week work requirement.

k. Full-time employees on a compressed work schedule cannot earn credit hours.

2-11. Premium pay**a. Overtime hours.**

(1) For employees on flexible work schedules, overtime hours are normally hours in excess of 8 hours in a day or 40 hours in a week. Overtime hours are officially ordered in advance by management and are in addition to completion of the daily, weekly, or 2-week work requirement.

(2) The requirement that overtime hours be officially ordered in advance also applies to nonexempt employees under the Fair Labor Standards Act (FLSA). Normally any requirement to perform work in excess of 8 hours in a day or 40 hours in a week fulfills the criterion for overtime hours. Supervisors should contact their servicing CPA for special rules on overtime for nonexempt employees.

(3) An employee who is covered by flexitour may be ordered by management to work hours that are in excess of the number of hours that the employee planned to work on a specific day. As an example, an employee on flexitour submits the following schedule for a subsequent week to the supervisor for approval:

10 hours on Monday (8 + 2 credit hours)

10 hours on Tuesday (8 + 2 credit hours)

6 hours on Wednesday (6 + use 2 credit hours)

8 hours on Thursday

6 hours on Friday (6 + use 2 credit hours).

(a) On Wednesday, the supervisor decides the employee is needed for 2 additional hours on Friday and orders the employee to work the additional time. Although this is work officially ordered in advance, it is not in excess of 8 hours in a day or 40 hours in a week and is not necessarily overtime.

(b) In this situation, the employee may work out the balance of the schedule as planned and receive 2 credit hours, or work out the balance of the schedule as planned and receive overtime pay for 2 hours (work hours 41 and 42 for the week).

b. Night pay (General Schedule (GS)). Nighttime hours are the hours between 6 p.m. and 6 a.m. If the tour of duty includes 8 or more hours available for work during daytime hours, the employee is not entitled to night pay even though he or she voluntarily elects to vary the arrival or departure time during hours normally paid as night pay.

c. Holiday pay. A full-time employee who works during normal duty hours on a holiday (or a day designated as the "in lieu of" holiday) is entitled to the basic pay plus the premium pay equal to basic pay for that holiday work (equating to double time). Holiday pay is limited to 8 hours (except as stated in par. 2-13b(2)(a)). A part-time employee is entitled to holiday pay only for work performed during the basic work requirement on a holiday, not to exceed 8 hours. A part-time employee is not entitled to holiday premium pay for work performed on a day designated as an "in lieu of" holiday.

d. Sunday pay. A full-time employee who performs nonovertime work and part of the work is performed on a Sunday is entitled to Sunday pay for the entire period of service, not to exceed 8 hours. A part-time employee is not entitled to Sunday pay. An employee's request to work Sunday should be approved only if mission essential.

2-12. Absence and leave

a. **Leave.** Time off during an employee's basic work requirement must be charged to the appropriate leave category, credit hours the employee is authorized, compensatory time off, or as an excused absence. An employee may choose to use credit hours in lieu of sick or annual leave in order to preserve leave, subject to supervisor approval.

b. Excused absences.

(1) **Voting.** Employees on an AWS should neither receive favored treatment nor be penalized as a result of their AWS; these employees should be treated in a manner that provides equity with employees working a nonflexible work schedule. Therefore, excused absences for voting will not be granted if nonflexible employees do not receive excused absences. If employees on the AWS wish to have either 3 hours after the polls open or 3 hours before the polls close, they will adjust their work schedules accordingly. Poll opening and closing times varies from State to State. This time factor determines whether the employee will be excused.

(2) Hazardous weather conditions.

(a) **Delayed opening of a USMEPCOM activity.** When the opening of an activity is delayed for a specified number of hours, the fixed work hours will be used for granting excused absences. For example, the fixed work hours are 0730-1600 with a half hour for lunch and the sector or MEPS is officially closed for 2 hours due to hazardous weather conditions, all employees would report for work at 0930 and work until 1600 to complete 6 hours. These 6 hours worked plus the 2-hour excused absence completes an 8-hour day.

(b) **Employee is delayed and the USMEPCOM activity is open.** A case-by-case basis for granting an excused absence should be used when an employee is delayed for reporting to work because of hazardous weather conditions. The amount of time to be excused is based on the amount of extra time it took the employee to commute to work. For example, normally it takes employee "A" a half hour to commute to work, but because of extreme weather conditions it took an hour and a half to reach work. The supervisor could grant 59 minutes of excused absence. If employee "B" normally commutes to work in 15 minutes, but because of hazardous weather conditions it took 45 minutes to reach work, a supervisor could grant a half hour of excused absence. Any excused absence in excess of 59 minutes should be discussed with the servicing CPA.

(c) **Early dismissal.** When a decision is made by the commander to dismiss employees from work because of hazardous weather conditions, employees will be dismissed as authorized. Early dismissal will be coordinated with the operating CPA. First-line supervisors have the authority to excuse an employee up to 59 minutes early on a case-by-case basis. This authority should be exercised prudently and only to protect the health, welfare, or safety of the employee. The authority to dismiss an entire division is retained by the commander.

2-13. AWS procedures

a. Before the beginning of each pay period an employee wishing to establish an AWS must request approval in writing by completing USMEPCOM Form 690-13-2-R-E, sections I and III.

(1) Upon completion of the first USMEPCOM Form 690-13-2-R-E where on the initial approval of the employee's participation in an AWS program is contained in block 12, a remark may be made in block 13 to the effect that: "This employee's participation will continue until canceled by the employee or the supervisor."

(2) If the remark ((1) above) is made, the original should remain with the supervisor and the employee may then use a copy of the form each pay period with the reproduced page 1 attached. This then will not require a new supervisory signature in block 14 every pay period.

(3) The requirement for a supervisory signature every pay period in block 36 remains unchanged.

b. The supervisor will retain the USMEPCOM Form 690-13-2-R-E in a central location with employee access, or the employee may be allowed to retain the form for submission to the supervisor at the end of each pay period. File form under file number 1x and destroy after 6 years. Variances to an approved schedule (for example, leave, overtime, compensatory time) will be documented with pen-and-ink changes in the appropriate column of USMEPCOM Form 690-13-2-R-E, section III. The supervisor will indicate approval of the changes by initialing the remarks column of USMEPCOM Form 690-13-2-R-E, section III. At the end of each pay period, each employee will review the accuracy of the hours worked or used as indicated in USMEPCOM Form 690-13-2-R-E, section III. The employee will then certify to the accuracy of section III by signing and dating the form. Any employee found to have falsified time records will be subject to disciplinary action and be denied the privilege of AWS in the future. Approved deviations in a previously approved schedule may be noted under "Remarks" on the reverse side of USMEPCOM Form 690-13-2-R-E.

(1) Premium pay for holiday work for employees on compressed work schedules. An employee on a compressed work schedule who performs work on a holiday is entitled to basic pay plus premium pay at a rate equal to basic pay for the work that is not in excess of the employee's compressed work schedule for that day. For hours worked on a holiday in excess of the compressed work schedule, a full-time employee is entitled to overtime pay under applicable provision of law and a part-time employee is entitled to straight time pay or overtime pay, depending on whether the excess hours are nonovertime hours or overtime hours.

(2) Holiday for employees on compressed work schedules.

(a) If a full-time employee is relieved or prevented from working on a day designated as a holiday by Federal statute or an executive order, the employee is entitled to basic pay for the number of hours of the compressed work schedule on that day.

(b) If a part-time employee is relieved or prevented from working on a day within the employee's scheduled tour of duty that is designated as a holiday by Federal statute or executive order, the employee is entitled to basic pay for the number of hours of the compressed work schedule on that day. When a holiday falls on a nonworkday of a part-time employee, he or she is not entitled to an in-lieu-of day for that holiday.

c. An employee enrolled in the AWS program has the option, with supervisory approval, to select an arrival time between 0600 and 0900. The employee may be allowed 15 minutes flexibility before or after the selected arrival time with prior supervisory approval.

d. An employee has the option, with supervisory approval, to waive designation of a specific lunch period. With this option, the employee is free to use any amount between 30 and 90 minutes for lunch by adjusting the work schedule to ensure the basic work requirement is met and the integrity of core times is kept.

REQUEST FOR ALTERNATIVE WORK SCHEDULE (AWS)	
For use of this form, see USMEPCOM Reg 690-13	
Page 1 of 2	
INSTRUCTIONS: Before the beginning of each pay period, employee will complete sections I and III. Section III will not be signed or dated until the end of the pay period identified in section I. The supervisor will complete section II and return the form to the employee.	
SECTION I - PROPOSED SCHEDULE	
1. To: John Smith	2. From: Jane Doe
3. Proposed biweekly AWS for pay period beginning <u>14 May 00</u> is on the reverse side of this form.	
4. My lunch time will be (exact time) _____ (), or flexible (<input checked="" type="checkbox"/>).	
5. Request <u>2</u> (insert number of hours) credit hours be worked on <u>17 May 00</u> .	
6. Request <u>3</u> (insert number of hours) credit hours to be used on <u>18 May 00</u> .	
7. I have a balance of <u>10</u> (insert number of hours) credit hours from a preceding pay period.	
8. Employee's signature: <i>Jane Doe</i>	9. Date: 11 May 00
SECTION II - APPROVAL	
10. To: Jane Doe	11. From: John Smith
12. Approved (<input checked="" type="checkbox"/>) Disapproved () (If disapproved, give reasons below.)	
13. Remarks: This employee's participation will continue unless canceled by the employee or the supervisor.	
14. Supervisor's signature: <i>John Smith</i>	15. Date: 11 May 00

USMEPCOM Form 690-13-2-R-E, 1 May 00

Replaces USMEPCOM Form 690-3-R-E, 1 Nov 94, which is obsolete.

Figure 2-1. Sample of a completed USMEPCOM Form 690-13-2-R-E (flexible work schedule)

SECTION III PROPOSED BIWEEKLY AWS SCHEDULE										Page 2 of 2
HOURS WORKED:		Item 25 will include hours worked, leave taken, holidays, or any combination thereof.								
CREDIT HOURS USED:		Item 26a will reflect only credit hours worked in the current or previous pay period.								
TOTAL HOURS:		Item 27 will be a total of the "HOURS WORKED" plus credit hours worked or used. This column must total 8 hours or more each day.								
TOTAL CUMULATIVE HOURS:		Item 28 will total 80 hours or more by the end of the pay period.								
REMARKS:		Item 29 will reflect if the "HOURS WORKED" column indicates any leave, holiday, or overtime. Any variation in any of the columns, after this schedule has been approved, will require pen and ink changes and the supervisor's initials in the "REMARKS" column.								
NOTE: At the end of the pay period, the word "PROPOSED" will be crossed off the top of this page and section III will be signed and dated.										
16. Name: Jane Doe							17. Office: MCP			
18. Pay period beginning: 14 May 00				19. Pay period ending: 27 May 00			20. Supervisor: John Smith			
21. Date	22. Time in	23. Lunch		24. Time out	25. Hours worked (excluding credit hours)	26. Credit hours		27. Total hours	28. Total cumulative hours	29. Remarks
		a. Time out	b. Time in			a. Worked	b. Used			
14 May										
15 May	0600	1130	1200	1500	8.0	.5	0	8.5	8.5	
16 May	0630	1200	1230	1500	8.0	0	0	8.0	16.5	
17 May	0600	1200	1230	1530	8.0	1.0	0	9.0	25.5	
18 May	0630	1130	1200	1500	8.0	0	0	8.0	33.5	
19 May	0600	1130	1200	1500	8.0	.5	0	8.5	42	
20 May										
21 May										
22 May	0630	1100	1300	1530	7.0		1.0	8.0	50	
23 May	0600	1200	1230	1500	8.0	.5	0	8.5	58.5	
24 May	0630	1130	1200	1500	8.0	0	0	8.0	66.5	
25 May	0600	1200	1230	1500	8.0	.5	0	8.5	75	
26 May	0600	1130	1200	1530	8.0	1.0	0	9.0	84	
27 May										
30. Balance from previous pay period					10.0	31. Used this pay period		1.0		
32. Earned this pay period					4.0	33. *Balance carried forward		13.0		
*Balance carried forward cannot exceed 24 hours.										
34. Employee's signature: (Employee's signature verifies the hours posted in section III are true and accurate.) Jane Doe							35. Date: 27 May 00			
36. Supervisor's signature: (Supervisor's signature verifies the hours posted in section III are true and accurate.) John Smith							37. Date: 27 May 00			

USMEPCOM Form 690-13-2-R-E, 1 May 00

**Figure 2-1. Sample of a completed USMEPCOM Form 690-13-2-R-E (flexible work schedule)
-continued**

REQUEST FOR ALTERNATIVE WORK SCHEDULE (AWS) For use of this form, see USMEPCOM Reg 690-13 Page 1 of 2	
INSTRUCTIONS: Before the beginning of each pay period, employee will complete sections I and III. Section III will not be signed or dated until the end of the pay period identified in section I. The supervisor will complete section II and return the form to the employee.	
SECTION I - PROPOSED SCHEDULE	
1. To: Robert Smith	2. From: John Jones
3. Proposed biweekly AWS for pay period beginning <u>14 May 00</u> is on the reverse side of this form.	
4. My lunch time will be (exact time) <u>1200 - 1230</u> (<input checked="" type="checkbox"/>), or flexible (<input type="checkbox"/>).	
5. Request <u>NA</u> (insert number of hours) credit hours be worked on <u>NA</u> .	
6. Request <u>NA</u> (insert number of hours) credit hours to be used on <u>NA</u> .	
7. I have a balance of <u>NA</u> (insert number of hours) credit hours from a preceding pay period.	
8. Employee's signature: J dn J ones	9. Date: 11 May 00
SECTION II - APPROVAL	
10. To: John Jones	11. From: Robert Smith
12. Approved (<input checked="" type="checkbox"/>) Disapproved (<input type="checkbox"/>) (If disapproved, give reasons below.)	
13. Remarks: Compressed schedule - schedule to continue unless canceled by supervisor or employee.	
14. Supervisor's signature: R dert Smith	15. Date: 11 May 00

USMEPCOM Form 690-13-2-R-E, 1 May 00

Replaces USMEPCOM Form 690-3-R-E, 1 Nov 94, which is obsolete.

**Figure 2-2. Sample of a completed USMEPCOM Form 690-13-2-R-E (page 1)
(compressed work schedule)**

SECTION III PROPOSED BIWEEKLY AWS SCHEDULE										Page 2 of 2	
HOURS WORKED:		Item 25 will include hours worked, leave taken, holidays, or any combination thereof.									
CREDIT HOURS USED:		Item 26a will reflect only credit hours worked in the current or previous pay period.									
TOTAL HOURS:		Item 27 will be a total of the "HOURS WORKED" plus credit hours worked or used. This column must total 8 hours or more each day.									
TOTAL CUMULATIVE HOURS:		Item 28 will total 80 hours or more by the end of the pay period.									
REMARKS:		Item 29 will reflect if the "HOURS WORKED" column indicates any leave, holiday, or overtime. Any variation in any of the columns, after this schedule has been approved, will require pen and ink changes and the supervisor's initials in the "REMARKS" column.									
NOTE: At the end of the pay period, the word "PROPOSED" will be crossed off the top of this page and section III will be signed and dated.											
16. Name: John Jones						17. Office: MIM-SS					
18. Pay period beginning: 14 May 00				19. Pay period ending: 27 May 00			20. Supervisor: Robert Smith				
21. Date	22. Time in	23. Lunch		24. Time out	25. Hours worked (excluding credit hours)	26. Credit hours		27. Total hours	28. Total cumulative hours	29. Remarks	
		a. Time out	b. Time in			a. Worked	b. Used				
14 May											
15 May	0600	1200	1230	1530				9.0	9		
16 May	0600	1200	1230	1530				9.0	18		
17 May	0600	1200	1230	1530				9.0	27		
18 May	0600	1200	1230	1530				9.0	36		
19 May	0600	1200	1230	1430				8.0	44		
20 May											
21 May											
22 May	0600	1200	1230	1530				9.0	53		
23 May	0600	1200	1230	1530				9.0	62		
24 May	0600	1200	1230	1530				9.0	71		
25 May	0600	1200	1230	1530				9.0	80		
26 May											
27 May											
30. Balance from previous pay period					NA		31. Used this pay period			NA	
32. Earned this pay period					NA		33. *Balance carried forward			NA	
*Balance carried forward cannot exceed 24 hours.											
34. Employee's signature: (Employee's signature verifies the hours posted in section III are true and accurate.) J dn J ones								35. Date: 27 May 00			
36. Supervisor's signature: (Supervisor's signature verifies the hours posted in section III are true and accurate.) R dert S mith								37. Date: 27 May 00			

USMEPCOM Form 690-13-2-R-E, 1 May 00

Figure 2-2. Sample of a completed USMEPCOM Form 690-13-2-R-E (page 2) (compressed work schedule)-continued

Chapter 3
Identification and Reporting of Key Federal Employees

3-1. Key employees

There are no jobs in USMEPCOM classified as requiring key employees.

3-2. Mobilization

With modified recruitment procedures during mobilization, USMEPCOM positions can be filled in a reasonable timeframe after mobilization. Therefore, there are no key employees in USMEPCOM who fit the definition of “key employee” for mobilization purposes.

Chapter 4 Civilian Awards Program

Section I Award Process

4-1. Purpose

This chapter prescribes policies and procedures for the USMEPCOM Civilian Awards Program.

4-2. Administration

Commanders and supervisors will—

- a. Encourage participation in the program.
- b. Initiate appropriate recognition actions for employee achievements.
- c. Publicize the program.
- d. Ensure program requirements established by Headquarters, Department of the Army (HQDA) and USMEPCOM are accomplished.
- e. Ensure the program is administered on the basis of merit without regard to age, sex, race, color, religion, national origin, marital status, or physical or mental disability.

Section II Monetary Awards

4-3. Awards and nomination criteria

Nominations for monetary awards must meet the criteria and format established in Army Regulation (AR) 672-20 (Incentive Awards), chapters 4, 5, and 6, and be approved at the level authorized in this regulation. The monetary awards include the following:

- a. Special Act.
- b. On-the-Spot (OTS).
- c. Time-off award (TOA).
- d. Performance.
- e. Quality Step Increase (QSI).

4-4. Approval levels

- a. Approval levels for monetary awards are as shown in table 4-1.
- b. QSIs are controlled based on the number of employees authorized at the MEPS and sector headquarters and at the directorate/special staff office level HQ USMEPCOM respectively. An employee must be rated at the “Excellence” (or equivalent level) to be nominated for a QSI. Employees may be nominated for a QSI (if warranted) based on the authorized strength shown in table 4-2.

4-5. Funding

At the beginning of each fiscal year, a monetary award funding target is established. At the sector and MEPS level, commanders are provided an award and overtime budget on a percentage of the civilian base pay of authorized civilian personnel. Sector and MEPS commanders may apportion this target within the funding program between monetary awards (for performance awards and OTS awards only) and for overtime pay. This limitation is given to sector and MEPS commanders as a target on the funding target document. HQ USMEPCOM is provided monetary award funding targets by memorandum from the Resource Management Directorate, HQ USMEPCOM. These targets will not be exceeded.

4-6. Nomination procedures

a. Commanders/supervisors will send award nominations to HQ USMEPCOM, ATTN: MCP, for processing and Commander or Deputy Commander/Chief of Staff approval. Processing will include the recommendation of the awards board and funding as appropriate. Monetary award nominations must contain the following:

(1) DA Form 1256 (Incentive Award Nomination and Approval). Commanders/supervisors must complete part I and part IV, block 14 (Commander's signature block), only. This form is not required for QSIs or performance awards under the Total Army Performance Evaluation System (TAPES)).

(2) Justification.

(a) QSIs and performance awards. Commanders in activities under TAPES who submit a nomination for a QSI or a performance award for an amount over their approval limit, will make a copy of the front side of the TAPES evaluation report containing the award nomination. Only employees receiving a successful level 1 performance rating are eligible for a QSI. Copies of DA Form 7223-1 (Base System Civilian Performance Counseling Checklist/Record) and DA Form 7223 (Base System Civilian Evaluation Report) for GS-8 and below grade levels or DA Form 7222-1 (Senior System Civilian Evaluation Report Support Form) and DA Form 7222 (Senior System Evaluation Report) for GS-9 and above grade levels. Other activities will continue to submit award nominations on DA Form 1256. QSIs are not reviewed by the HQ USMEPCOM Awards Board. The nominations for QSI, however, must be submitted to the USMEPCOM Civilian Personnel Office (MCP) for a technical review. The MCP will forward the nomination to the Command EEO for a review and then to the Commander, USMEPCOM, for a decision. Nominations must be sent to the HQ USMEPCOM, ATTN: MCP, for review prior to forwarding to the Commander, USMEPCOM.

(b) Special-act or service awards. Commanders/supervisors must submit DA Form 1256 and attach a narrative justification including a description of the employee's achievement or accomplishment. The justification must be submitted within 30 days of the achievement or accomplishment.

(c) OTS. Commanders/supervisors must submit DA Form 1256 and attach a short narrative description of the achievement or accomplishment with the award nomination.

(d) TOA. Commanders/supervisors must submit a DA Form 1256 (Incentive Award Nomination and Approval) and a narrative justification with a value determination (see AR 672-20, table 7-3), unless it is submitted with a performance evaluation, which is the justification. Sector commanders have the authority to approve TOAs for sector and MEPS employees, however, only 40 hours may be authorized for a single contribution. An employee may receive a maximum of 80 hours per year provided the criteria are met.

b. If part of the award is a certificate signed by the Commander or MDC/MCS, commanders/supervisors will include the proposed citation on DA Form 2443 (Commendation Certificate) when submitting the nomination for approval. Sample citations are in section X.

4-7. USMEPCOM Incentive Awards Board

The USMEPCOM Incentive Awards Board will make recommendations to the Commander, USMEPCOM, for performance awards (except for QSIs) above delegated authority and for Special Act awards. Recommendations are filed under file number 672-20b and destroyed 2 years after final action. Such nominations must be forwarded to HQ USMEPCOM, ATTN: MCP, for action prior to forwarding to the Commander, USMEPCOM, for a decision.

Section III

Honorary Awards

4-8. General

Honorary awards may be given anytime in an employee's career including occasions such as retirement, reassignment, transfer, or separation. Supervisors are expected to exercise judgment in assessing the total contribution of the employee towards mission accomplishment and in selecting an appropriate award to best recognize the specific accomplishment.

Note: While lower-level honorary awards normally will precede receipt of higher-level recognition, this is not a prerequisite for higher-level recognition.

4-9. Approval levels

The military equivalent to civilian awards and the civilian award approval level are shown in table 4-3 for military supervisors to use as a comparative reference.

4-10. Nomination procedures

When submitting a nomination for an honorary award, nominating officials must submit a written justification—a description of the employee's accomplishments during the award timeframe, generally at least 1 year. Nominations will be typed on DA Form 1256. Commanders/supervisors will complete DA Form 1256, part I, only. Commanders/supervisors will include a draft citation (100 words or less) typed on plain white bond paper. Commanders/supervisors will send the award nomination for the Commander's approval to HQ USMEPCOM, ATTN: MCP, for processing.

4-11. USMEPCOM Incentive Awards Board

The USMEPCOM Incentive Awards Board will make recommendations on honorary awards above the Certificate of Achievement level. Recommendations are filed under file number 672-20b and destroyed 2 years after final action.

Section IV

Public Service Awards

4-12. General

Public service awards may be given to private citizens, Federal Government officials at the policy development level, and technical personnel who serve the Army in an advisory capacity or as consultants. File case files under file number 600-8-22i; for office exercising approval authority: destroy after 56 years; for other offices: destroy after 2 years.

4-13. Approval levels

The approval authority for public service awards is in table 4-4.

4-14. Nomination procedures

Nominations must contain a narrative justification and proposed citation of not more than 100 words. Supervisors will send nominations for the USMEPCOM Commander's approval to HQ USMEPCOM, ATTN: MCP, for processing.

Section V***Miscellaneous Awards*****4-15. General**

Various types of awards are given to civilian employees during their career when appropriate for retirement, promotion, and length of service.

4-16. Retirement certificates

DA Form 4250 (Certificate of Retirement), DA Form 4251 (Certificate of Appreciation), and a retirement pin are presented at an appropriate ceremony to retiring civilian employees.

4-17. Career service certificates

Certificates and emblems are awarded to civilian employees to provide recognition for career Federal service. DA civilian employees who complete 5 years of satisfactory service will be awarded only a certificate. Civilian employees completing 10, 15, 20, 25, 30, 35, 40, 45, and 50 years of satisfactory service will be awarded career service emblems and certificates.

Section VI***Awards by Non-Federal Organizations*****4-18. General**

At various times of the year, HQDA nominates civilian employees and military members for honorary awards granted by non-Federal organizations to Federal employees who have made outstanding achievements in their Government careers. Table 4-5 is a schedule of those awards. HQDA requests nominations when the announcement from the awarding organization is received. MCP will distribute specific guidance when received. General guidance on annual awards is in paragraph 4-19. Commanders must submit nominations for these awards to the HQ USMEPCOM, ATTN: MCP, for the Commander's endorsement.

Section VII***Various Annual Awards Competitions - U.S. Government*****4-19. General**

Competition is held each year for a variety of awards at various levels of the Government (see table 4-6.) Supervisors must send nominations for the awards through the chain of command to HQ USMEPCOM, ATTN: MCP. MCP will distribute specific guidance as it is received.

Section VIII***USMEPCOM Outstanding Civilian Employees of the Year*****4-20. Purpose for the award**

This award is established to motivate USMEPCOM civilian employees to excel in the performance of their duties and to recognize their efforts and accomplishments. The award is given in each of three categories from candidates nominated from the MEPSs, sectors, and Headquarters.

4-21. Categories

The categories are by grade level.

- a. GS-10 and above.
- b. GS-07 through GS-09.
- c. GS-06 and below including wage grade.

4-22. Criteria for the award

- a. Contributions made to improve the work section and/or USMEPCOM.
- b. Efforts in self-improvement (e.g., education, training, cross-training).
- c. Commander's, director's, or special staff officer's personal evaluation.

4-23. Nomination procedures

MEPS, sector, and HQ USMEPCOM supervisors will prepare nomination packages for their candidates and submit the packages to HQ USMEPCOM, MCP, by 1 October each year. Supervisors will prepare a separate nomination package for each candidate. The package must contain a memorandum with the following information:

- a. Name, grade, and social security number (SSN).
- b. Category in which nominee is competing.
- c. Position title and location (MEPS, sector, or HQ USMEPCOM).
- d. Date assigned to USMEPCOM.
- e. Contributions made to improve the work section and/or USMEPCOM.
- f. Efforts in self-improvement (e.g., education, training, cross-training).
- g. Commander's, director's, or special staff officer's personal evaluation.
- h. After selection, HQ USMEPCOM, MPA-VI, will request a 3-by-5 worksite head and shoulder photo. (Do not send photos with nominations.)

4-24. Candidate selection at the MEPS-, sector-, and Headquarters-level

Sector and MEPS commanders have the option of appointing a board to consider nominees and make a recommendation to them for final section or making the sections based on the nominations without appointing a board.

- a. MEPS commanders may nominate employee (in each category) to the sector commander, who selects the MEPS candidates to go forward to the USMEPCOM competition. Sector commanders will set a suspense date for nomination package submissions allowing time for their review, selection, and submission to HQ, USMEPCOM, MCP, by 1 October each year.
- b. Sector supervisors may nominate employees (in each category) to the sector commander, who selects the sector candidates to go forward to the USMEPCOM competition. Sector commanders will set a suspense date for nomination package submissions allowing time for their review, selection, and submission to HQ, USMEPCOM, MCP, by 1 October each year.

c. HQ USMEPCOM supervisors may nominate employees (in each category) to HQ USMEPCOM, MCP, by 1 October each year. The HQ USMEPCOM Awards Board will review the nominations and make a recommendation to the MDC/MCS, who will make the final candidate selection.

d. The MEPS, sector, and Headquarters selected candidates in each category continue as nominees for the USMEPCOM Outstanding Civilian Employee of the Year award for their category.

4-25. Awardee selections

The MCS/MCS will appoint a board of five HQ USMEPCOM civilian (GS 11 and above) and military personnel to review the nominations and make recommendations to the MDC/MCS, who will make the final selection of the USMEPCOM Outstanding Civilian Employee of the Year in each category.

4-26. Recognition and award

a. The winner in each category for the USMEPCOM Outstanding Civilian Employee of the Year will receive the Commander's Award for Civilian Service and a 16-hour Time-Off Award. In addition, an article and photos will be published in the USMEPCOM "Messenger."

b. The remaining competitors for this award will receive the Achievement Medal for Civilian Service and an 8-hour Time-Off Award.

4-27. Exempt from nomination

USMEPCOM Outstanding Civilians of the Year may not be nominated for this award for the year following their selection. For example, the 2003 awardees may not be nominated for the 2004 competition.

Section IX

USMEPCOM Certificates

4-28. Approval of certificates

The following USMEPCOM certificates may be approved by the USMEPCOM Commander, directors, special staff officers, sector commanders, and MEPS commanders. USMEPCOM certificates may be awarded to civilians and civilian activities inside or outside USMEPCOM who have met the certificate requirements (see table 4-7).

a. **USMEPCOM Form 600-23-1** (Teamwork Award) may be awarded for performance that promotes the concept of teamwork.

b. **USMEPCOM Form 600-23-2** (Certificate of Appreciation) may be awarded to show appreciation.

c. **USMEPCOM Form 600-23-3** (Certificate of Achievement) may be awarded for meritorious service or achievement to civilian employees whose performance does not merit an award or an achievement medal or higher but is worthy of recognition. If requesting approval from the Commander, USMEPCOM, commanders/supervisors will send the prepared certificates for the Commander, USMEPCOM, through their chain of command to HQ USMEPCOM, ATTN: MCP. Commanders/supervisors will also send a copy of each award to the servicing CPA for placement in the employee's personnel file.

Section X
Sample Citations

4-29. Honorary awards

a. DA Form 7015 (Department of the Army Decoration for Meritorious Civilian Service Certificate):

“During the period (date to date) (do not abbreviate), (Mr./Mrs./Ms./Miss last name) performed his/her duties as (position title, division/section, MEPS/sector/directorate/special staff office), United States Military Entrance Processing Command, in an exemplary manner. (Insert a description of the significant accomplishment(s) in sentence format.) His/her dedication to duty reflects great credit upon him/her, the Command, and the Department of Defense.”

Signed by the Commander, USMEPCOM.

b. DA Form 5655 (Superior Civilian Service Award):

“During the period (date to date) (do not abbreviate), (Mr./Mrs./Ms./Miss last name) performed his/her duties as (position title, division/section, MEPS/sector/directorate/special staff office), United States Military Entrance Processing Command, in a superior manner. (Insert a description of the superior service or achievement in sentence format.) His/her dedication to duty reflects great credit upon him/her, the Command, and the Department of Defense.”

Signed by the Commander, USMEPCOM.

c. DA Form 4689 (Commander's Award for Civilian Service):

“For his/her outstanding achievements. During the period (date to date) (do not abbreviate), (Mr./Mrs./Ms./Miss last name) performed his/her duties as (position title, division/section, MEPS/sector/directorate/special staff office), United States Military Entrance Processing Command, in an outstanding manner. (Insert description of the significant outstanding achievements in sentence format.) His/her dedication to duty reflects great credit upon him/her, the sector/MEPS/ directorate/special staff office, and the Command.”

Signed by either the Commander, USMEPCOM, or the sector commander.

d. DA Form 5654 (Achievement Medal for Civilian Service):

“For his/her outstanding achievements. During the period (date to date) (do not abbreviate), (Mr./Mrs./Ms./Miss last name) performed his/her duties as (position, title, division/section, MEPS/sector/directorate/special staff office), United States Military Entrance Processing Command, in an outstanding manner. (Insert description of the significant outstanding achievements in sentence format.) His/her dedication to duty reflects great credit upon him/her, the Command, and the Department of Defense.”

Signed by either the Commander, USMEPCOM, or the sector commander.

e. DA Form 2442 (Certificate of Achievement):

“During the period (date to date) (do not abbreviate), (Mr./Mrs./Ms./Miss last name) performed his/her duties as (position title, division/section, MEPS/sector/directorate/special staff office), United States Military Entrance Processing Command, in a commendable manner. (Insert description of commendable achievements in sentence format.) His/her dedication to duty reflects great credit upon him/her, the (MEPS/sector/directorate/special staff office), and the Command.”

Signed by the Commander, USMEPCOM, or designated approval authority.

f. DA Form 2443 (Commendation Certificate):

“Receipt of a (name of monetary award, e.g., QSI) for the period (date to date).”

Signed by the Commander, USMEPCOM; the Deputy Commander/Chief of Staff, USMEPCOM; sector or MEPS commanders; or by HQ USMEPCOM directors or special staff officers.

Note: This form is not required and is optional at the discretion of the award requester.

4-30. Public service awards**a. DA Form 7017 (Department of the Army Outstanding Civilian Service Certificate):**

“For outstanding civilian service. During the period (date to date) (do not abbreviate), (Mr./Mrs./Ms./Miss last name) performed (insert description of the significant/substantial contribution in sentence format.) His/her dedication reflects great credit upon him/her, the Command, and the Department of Defense.”

Signed by the Commander, USMEPCOM.

b. DA Form 5231 (Commander’s Award for Public Service):

“For his/her outstanding public service. During the period (date to date) (do not abbreviate), (Mr./Mrs./Ms./Miss last name) performed his/her duties as (position title, division/section, MEPS/sector/directorate/special staff office), United States Military Entrance Processing Command, in an outstanding manner. (Insert description of the significant outstanding public service in sentence format.) His/her dedication to duty reflects great credit upon him/her, the (division/section, MEPS/sector/directorate/special staff office), and the Command.”

Signed by the Commander, USMEPCOM.

c. DA Form 7012 (Certificate of Appreciation for Patriotic Civilian Service):

“On (date), (Mr./Mrs./Ms./Miss last name) (describe the patriotic service performed in sentence format.) (Mr./Mrs./ Ms./Miss last name) actions reflect great credit upon him/her, the Command, and the Department of Defense.”

Signed by either the Commander, USMEPCOM, or sector commander.

d. DA Form 5652 (Civilian Award for Humanitarian Service):

“On (date), (Mr./Mrs./Ms./Miss last name) (Describe the humanitarian service performed in sentence format.) (Mr./Mrs./Ms./Miss last name) actions reflect great credit upon him/her, the MEPS/sector/directorate/special staff office, and the Command.”

Signed by the Commander, USMEPCOM.

4-31. USMEPCOM awards**a. USMEPCOM Form 600-23-1 (Teamwork Award):**

“For his/her outstanding achievement(s) during the period (date to date) (do not abbreviate), (Mr./Mrs./Ms./Miss last name) (insert description of the significant outstanding teamwork efforts in sentence format.) His/her dedication to duty reflects great credit upon him/her, the Command, and the Department of Defense.”

Signed by the Commander, USMEPCOM, or designated approval authority.

b. USMEPCOM Form 600-23-2 (Certificate of Appreciation):

“During the period (date to date) (do not abbreviate), (Mr./Mrs./Ms./Miss last name) performed his/her duties as (position title, division/section, MEPS/sector/directorate/special staff office), United States Military Entrance Processing Command, in an outstanding manner. (Insert description of the significant events for this award in sentence format.) His/her dedication to duty reflects great credit upon him/her, the Command, and the Department of Defense.”

Signed by the Commander, USMEPCOM, or designated approval authority.

c. USMEPCOM Form 600-23-3 (Certificate of Achievement):

“For his/her outstanding achievements. During the period (date to date) (do not abbreviate), (Mr./Mrs./Ms./Miss last name) performed his/her duties as (position title, division/section, MEPS/sector/directorate/special staff office), United States Military Entrance Processing Command, in an outstanding manner. (Insert description of the significant outstanding achievement(s) in sentence format.) His/her dedication to duty reflects great credit upon him/her, the Command, and the Department of Defense.”

Signed by the Commander, USMEPCOM, or designated approval authority.

Section XI***HQ USMEPCOM Civilian Employee of the Quarter Awards*****4-32. HQ USMEPCOM**

This section applies only to HQ USMEPCOM personnel. This regulation establishes policies and procedures for the selection of HQ USMEPCOM Civilian Employee of the Quarter and stipulates the recognition and the award that accompanies the selection.

4-33. General information

Supervisors may recognize individuals who have demonstrated unusual dedication to excellence in their work, deportment, attitude, and in efforts for self-improvement. Individuals who excel beyond normal expectations and enhance the Command standards are deserving of public praise and recognition.

a. MCP is responsible for the administration of this award.

b. Supervisors are responsible for nominating exceptional employees from their directorates and special staff offices as prescribed in this regulation.

4-34. Nomination process

a. Nomination.

(1) Civilian employees in grades GS-09 and below are eligible for HQ USMEPCOM Civilian Employee of the Quarter Award. Nominations must originate from directors or special staff officers. Directors and special staff officers should consider only exceptional individuals; no quarterly requirement exists to make a nomination when qualities possessed by employees do not warrant such recognition.

(2) Nominations for HQ USMEPCOM Civilian Employee of the Quarter will be submitted to HQ USMEPCOM, ATTN: MCP, for the quarter by 15 December (1st quarter), 15 March (2d quarter), 15 June (3d quarter), and 15 September (4th quarter).

(3) Nominees must have demonstrated exceptional performance on the job for a minimum of 6 months to be recommended. However, in exceptional cases, the Commander can waive this requirement.

(4) Recommendations will not exceed two pages. Supervisors will submit the following information for nominations:

(a) Name, position title, grade, and SSN.

(b) Date assigned.

(c) Contributions made to improve HQ USMEPCOM.

(d) Efforts in self-improvement (e.g., education, training courses completed, self-motivated cross-training).

(e) Director's or special staff officer's personal evaluation of the individual.

b. Selection.

(1) Selection of the HQ USMEPCOM Civilian Employee of the Quarter will be based primarily on information contained in the recommendation. The HQ USMEPCOM Incentive Awards Board will request an interview with the nominee. File recommendations under file number 672 and destroy after 2 years.

(2) HQ USMEPCOM, MCP, will notify the nominee of the date and time to appear before the HQ USMEPCOM Incentive Awards Board.

c. The selected Civilian Employee of the Quarter will receive the following:

(1) A USMEPCOM Form 600-23-3 (Certificate of Achievement).

(2) The employee's photograph and name will be displayed on the HQ USMEPCOM Civilian Honor Roll Board for the quarter.

(3) A Special Act award for \$250. (Initiated by the employee’s supervisor, based on the justification, see par. 4-6a(2)(b).)

(4) A reserved parking space for the quarter.

Table 4-1 Monetary awards approval levels		
APPROVAL LEVEL	AWARD	AMOUNTS
USMEPCOM Commander Deputy Commander/Chief of Staff	Special Act	\$25 - \$10,000
	QSI	Only level 1 employees can receive an additional in-grade increase.
	Performance	Commander only: Maximum of 20% of employee’s basic pay. Deputy Commander/Chief of Staff: Maximum of 10% of employee’s basic pay.
	OTS	\$50 - \$500
	TOA	For sector headquarters and MEPS employees: 1 hour to 40 hours per single contribution to a maximum of 80 hours per year per employee.
HQ USMEPCOM directors and special staff officers	Performance	Maximum of 5% of employee’s basic pay within funding target established in budget.
	OTS	\$50 - \$500 (within funding target established in budget).
	TOA	1 hour to 1 day per accomplishment and achievement to a maximum of 80 hours per employee per leave year.
Sector commanders	Performance	Maximum of 10% of employee’s basic rate of pay within funding target in budget.
	OTS	\$50 - \$500 (within funding target established in budget).
	TOA	1 hour to 40 hours per achievement/accomplishment to a maximum of 80 hours per employee per leave year.
MEPS commanders	Performance	Maximum of 5% of employee’s basic rate of pay within target established in budget.
	OTS	\$50 - \$500 (within funding target established in budget).
	TOA	1 hour to 1 day per accomplishment/achievement to a maximum of 80 hours per employee per leave year.

Table 4-2 Allowable QSI per fiscal year per MEPS, sector, and HQ USMEPCOM directorate/special staff office	
CIVILIAN STRENGTH - NUMBER OF AUTHORIZED CIVILIAN POSITIONS	NUMBER OF QSIs ALLOWABLE PER FISCAL YEAR
12 or fewer	1
13 to 24`	2
25 and above	3

Table 4-3 Honorary awards approval levels		
CIVILIAN AWARD	CIVILIAN AWARD APPROVAL LEVEL	EQUIVALENT MILITARY AWARD
Decoration for Exceptional Civilian Service	Secretary of the Army	Distinguished Service Medal
Meritorious Civilian Service Award	USMEPCOM Commander	Legion of Merit
Superior Civilian Service Award	USMEPCOM Commander	Meritorious Service Medal
Commander's Award for Civilian Service	USMEPCOM Commander and sector commanders	Service Commendation Medal
Achievement Medal for Civilian Service	USMEPCOM Commander and sector commanders	Service Achievement Medal
Certificate of Achievement	USMEPCOM Commander, sector commanders, and MEPS commanders	Certificate of Achievement
Civilian Award for Humanitarian Service	USMEPCOM Commander	Humanitarian Service Medal

Table 4-4 Public service awards approval authority	
AWARD	APPROVAL LEVEL
Decoration for Distinguished Civilian Service	• Secretary of the Army
Outstanding Civilian Service Award	• USMEPCOM Commander
Commanders Award for Public Service	• USMEPCOM Commander
Certificate of Appreciation for Patriotic Civilian Service	• USMEPCOM Commander • Sector commander
Certificate of Appreciation	• USMEPCOM Commander • Sector commander • MEPS commander

Table 4-5 Awards by non-Federal organizations			
DATE	HONORARY	ELIGIBILITY	APPROVAL LEVEL
15 January each year	William A. Jump Memorial Certificate	Civilian and military employees	William A. Jump Memorial Foundation
1 August each year or as announced	GEICO Public Service Certificate	Career civilian employees	GEICO Public Service Awards Selection Committee
1 October each year	Arthur S. Fleming Certificate	Civilian and military employees	Arthur S. Fleming Commission
1 October each year	National Public Service Certificate	Career civilian employees	National Public Service Award Committee
15 November each year	Roger W. Jones Award for Executive Leadership Certificate	Career Federal executives	Roger W. Jones Award Selection Committee American University

Table 4-6 Various annual awards competitions			
DATE	AWARD	ELIGIBILITY	APPROVAL LEVEL
All year (January through August) Ceremony each year	Decoration for Exceptional Civilian Service	Career civilian employees	Secretary of the Army
1 February each year	William H. Kushnick Award	Career civilian employees	Secretary of the Army
1 April each year or as announced	Outstanding Employee of the Year with a Disability	Civilian employees	Secretary of the Army
2 May each year or as announced	Army Editor of the Year	Civilian and military employees	Secretary of the Army
2 May each year or as announced	Secretary of the Army Award for Publications	Civilian and military employees	Secretary of the Army
31 May each year	Suggesters of the Year	Civilian and military employees	Secretary of the Army
30 June each year	Presidential Quality and Management Improvement	Civilian and military employees	Office of Personnel Management
30 June or as announced	Excellence in Administration	Civilian and military employees	Secretary of the Army
14 July each year or as announced	Nick Hoge	Civilian and military employees	Secretary of the Army
31 October each year or as announced	Congressional Award for Exemplary Service	Career civilian employees	President of the United States
1 November each year	DOD Distinguished Civilian Service	Department of Defense civilian employees	Secretary of Defense
16 November each year or as announced	Congressional Excalibur	Civilian and military employees	Office of Personnel Management
1 December each year	President's Award for Distinguished Federal Civilian Service	Career Federal civilian employees	President of the United States
15 December each year	Secretary of the Army Award for Outstanding Achievements in Material Acquisition	Civilian and military employees	Secretary of the Army

Table 4-7 Award descriptions		
HONORARY AWARDS		
AWARD	DESCRIPTION	RECOGNITION
Achievement Medal for Civilian Service	Achievement Medal is for noteworthy achievements.	Medal, lapel pin, and certificate
Commander's Award for Civilian Service	Outstanding duty, heroism, leadership, or long-standing excellence. (Consult the servicing CPA for other such awards.)	Medal, lapel pin, and certificate
Superior Civilian Service Award	Superior service or achievement normally covering a minimum of 1 year of service. If awarded for courageous act in an emergency situation, a minimum cash award of \$300 will be awarded with the medal.	Medal, lapel pin, certificate, and cash award (minimum \$300)
Meritorious Civilian Service Award	Outstanding achievement, exceptional accomplishments of duty, unusual courage, and competence in an emergency while performing official duties.	Medal, rosette, and certificate
Letter of Commendation or Appreciation	Any contribution of value to work, an individual, or the group (for example, section, division, installation).	Letter
Certificate of Achievement	Contribution of importance to a division or installation.	Certificate
MONETARY AWARDS		
Performance Awards	Given in recognition of high-level performance significantly above that ordinarily found in the specific position.	Cash award – percentage of payable salary
Special Act or Service Award	One or more above-normal accomplishments in connection with or related to official employment.	Cash award and certificate
On-the-Spot Cash Award	Award given for above normal accomplishment of a short duration or minor project.	\$25 - \$250
Quality Step Increase	An additional within grade pay increase for job performance above the performance standards (other than absolute standards) for major job elements. Performance must be of such quality that is could only be achieved by the most exceptional employee. The high quality performance must cover a total of not less than 1-year's performance of the same or substantially the same duties.	Additional pay
LENGTH OF SERVICE AWARDS		
Certificate of Service	Recognition for 5 years of service.	Certificate
Length of Service Awards	Recognition for 10, 15, 20, 25, 30, 35, 40, 45, and 50 years of service.	Certificate and lapel pin

Chapter 5

Use of Paid Civilian Overtime and Compensatory Time

5-1. Overtime and compensatory time

This chapter provides guidance for paid overtime and compensatory time for civilian personnel. It prescribes the policies and procedures for the financial planning, controlling, budgeting, and approval of overtime pay, compensatory time, and pay for working on a holiday or for attending an officially approved training session on a holiday. Commanders/supervisors will use USMEPCOM Form 690-13-1-R-E (Overtime Request and Authorization) to request and approve/disapprove overtime, compensatory time, Sunday premium, and holiday time.

5-2. Approval of overtime

a. The sector commander may delegate the authority to approve overtime work to the MEPS commander. In the absence of the MEPS commander, the next senior officer present (as acting commander) may approve overtime work. The sector commander must delegate the authority in writing. Both the commander and the individual delegated this authority must file a copy of the delegation in their files. File written authority under file number 1x and destroy after 6 years.

b. Authority to approve overtime at the sector and HQ USMEPCOM level is delegated in writing by the Commander to responsible staff members.

c. The supervisor will request approval of overtime from the individual in the activity with approval authority for overtime.

d. The budget and accounting technician/analyst, or person responsible for fund control, will certify the availability of funds for overtime.

e. The supervisor must verify the overtime worked and the work accomplished.

f. Overtime must be approved in advance on USMEPCOM Form 690-13-1-R-E except in the unusual circumstance where oral approval is given and recorded later.

5-3. Overtime

a. Overtime will be held to the minimum necessary to meet mission and emergency requirements. Wherever possible, the AWS should be used to accomplish the work without using overtime. Employees must, however, volunteer to be on a flexible work schedule and cannot be forced to participate in the AWS program.

b. Overtime will be paid from the available funding levels. Overtime will not be directed or permitted unless or until fund availability has been determined, or additional funds have been requested and approved.

c. FLSA-exempt employees whose basic rate of pay exceeds GS-10, step 10, will be required to take compensatory time for irregular or occasional overtime work. Other employees will be paid for overtime worked unless the employee voluntarily elects (by checking the appropriate box on initialing USMEPCOM Form 690-13-1-R-E, section I, block 3a) to receive compensatory time in lieu of overtime pay.

d. Commanders/supervisors and employees should be aware that management has the right to order overtime. Commanders/supervisors will inform the employees of the need to work overtime as soon as the need is known. Overtime will be administered equitably. Provisions of a union contract regarding

overtime will be reviewed and the commander/supervisor will assign overtime according to the provisions of the applicable negotiated contract.

5-4. Administration

a. Supervisors will use USMEPCOM Form 690-13-1-R-E to administer overtime. The amount of overtime requested should be an estimated amount; the actual overtime worked and reported when turning in your time and attendance to the timekeeper may be less than requested, but may not exceed the approved amount, unless approved by the authorized approving authority. A separate form is required when requesting overtime, compensatory time, or holiday pay. A sample of a completed USMEPCOM Form 690-13-1-R-E is at figure 5-1.

Note: In block 7, section II, enter the payroll AMS and APC associated with the individual's position.

b. Supervisors may use one USMEPCOM Form 690-13-1-R-E to request overtime for multiple persons on the same day or one person on multiple days. The maximum period for any one form is one 2-week pay period.

c. Vocal authority to work overtime will be included in the justification block and will identify the authorized approving authority and the date and time of the vocal order. Justification will include pertinent narrative information explaining the nature and amount of the work to be accomplished outside of normal duty hours. If additional space is needed beyond section II, block 5, the reverse of the form may be used.

d. Overtime rates are one and a half times the basic hourly rate for employees through grade GS-10, step 1. Employees earning more than a GS-10, step 1, will be paid the overtime rate of a GS-10, step 1 when authorized overtime. Employees exceeding the pay of a GS-10, step 10, can be paid overtime for irregular or occasional overtime work, however, they may be required by the supervisor to take compensatory time. Any employee who works a regular scheduled overtime (such as a regular scheduled Saturday opening) will be paid overtime rates.

e. Employees who wish to work compensatory time will complete USMEPCOM Form 690-13-1-R-E, section I, block 3e(2), and submit to their supervisor for approval. The employee must initial, in ink, the hours shown in the block.

f. An employee required to work on a holiday is paid a straight time rate for hours worked that correspond to normal duty hours plus normal duty pay (equaling double pay). Supervisors will include this figure on USMEPCOM Form 690-13-1-R-E, section I, block 3c.

Note: An employee who has volunteered to attend training on a holiday does not receive holiday premium pay. Only HQDA may grant an exception for employees to be paid holiday premium pay for training. Supervisors must specify holiday premium pay in the justification block and forward the request through the chain of command to MCP.

g. Supervisors should require their employees to use earned compensatory time within 52 weeks (26 pay periods) or it will normally be paid as overtime. Supervisors should review compensatory time reports to ensure employees who are earning compensatory time are taking it and thereby avoiding the compensatory time converting to a cash payment.

h. Undocumented arrangements for working overtime and taking time off later are improper. Such arrangements can lead to potentially damaging and expensive complications later including claims by nonexempt employees for retroactive payment for overtime work. Commanders and supervisors must ensure employees are compensated either by overtime pay or compensatory time for work performed beyond normal duty hours.

i. The timekeeper will file a copy of USMEPCOM Form 690-13-1-R-E with the time and attendance record. File form under file number 1x and destroy after 6 years. The signature of the supervisor on the time and attendance is the only authorization required by MCP.

OVERTIME REQUEST AND AUTHORIZATION For use of this form, see USMEPCOM Reg 690-13 FOR OFFICIAL USE ONLY					1. Internal office control number:		
DATA REQUIRED BY THE PRIVACY ACT OF 1974							
<p>Authority: DOD 7000.14-R, Volume 8. Principal Purpose: Social security number is needed to keep records accurate because other people may have the same name and birth date. Executive Order 9397 also asks Federal agencies to use the social security number to help identify individuals in agency records. Routine Uses: To process overtime request and authorization. Disclosure: Disclosure is voluntary, however, failure to supply any requested information may result in denial of benefits.</p>							
SECTION I - REQUEST FOR APPROVAL (to be completed by employee's supervisor)							
2. Date: 15 May 00		3a. Request authorization for the following employee(s) to work-- <input checked="" type="checkbox"/> Overtime <input type="checkbox"/> Compensatory time <input type="checkbox"/> Holiday time					
b. Employee name(s) (last, first, MI, and SSN)		c. Overtime rate	d. Date of over-time and hours (from - to)	e. Overtime hours (1) Requested (2) Worked		f. Estimated cost	g. Actual cost
Johnson, Francis A. 234-56-7890		\$25.79	5/15/00 1300-1500	2	2	\$51.58	\$51.58
Willy, Lee B. 356-87-9876		\$24.74	5/15/00 1500-1800	3	3	\$74.22	\$74.22
Williams, Jane C. 943-34-1122		\$21.60	5/15/00 2200-2400	2	2	\$43.20	\$43.20
h. Total:				7.00	7.00	\$169.00	\$169.00
4. Justification: To complete regulation conversions from WordPerfect to Microsoft Word.							
5. Supervisor (signature and title): <i>Andy Janes, Chief, Support Services Division</i>					6. Date: 5/14/00		
SECTION II - CERTIFICATION OF AVAILABLE FUNDS (to be completed by budget and accounting technician/analyst)							
7. Accounting classification: 333333.3333XXX		8. Signature: <i>Jeff Brown</i>			9. Date: 5/14/00		
SECTION III - APPROVING AUTHORITY'S ACTION							
10. <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		11. Approving authority (signature and title): <i>Susan Miles, Director, Information Management</i>			12. Date: 5/14/00		

Figure 5-1. Sample of a completed USMEPCOM Form 690-13-1-R-E

Chapter 6

Use of the Employee Wellness Program

6-1 Employee Wellness Program

This chapter provides guidelines for employee participation in the Wellness Program. It prescribes the policies and procedures for participation.

6-2 Approval of Employee Participation

a. Each supervisor has the authority to approve or disapprove employee participation in the program based upon mission requirements and/or employee compliance with the provision of this chapter and those of USMEPCOM Reg 350-1, chapter 2.

b. Employee participation may be temporarily suspended based on mission requirements.

c. The establishment of local fitness activities is supported; however, responsibility is generally placed upon the employee to use non-duty time including lunchtime, when participating in health and fitness activities to the extent possible personal health and fitness may be accommodated. Any physical fitness activities scheduled by the USMEPCOM activity for employees should be scheduled immediately before or after working hours or during lunchtime.

d. Short periods of excused absences (not charged to leave) may be granted in limited instances where the health and/or physical fitness activity is being officially sponsored and administered by the USMEPCOM activity such as Federal Fitness Day events, health screening activities conducted by a local Medical facility, or a smoking cessation program that might consist of several brief class sessions. In addition, commanders are authorized to approve up to three hours of excused absence per week, under very specific circumstances (see USMEPCOM Reg 350-1, chapter 2) to allow employees to participate in command-sponsored formal physical exercise training. In order to qualify for the excused absence, the training program must include pre- and post-program participant evaluation, continuous monitoring during the program, exercise, and nutritional education. In addition, the physical fitness activities must be an integral part of a total fitness program and are time-limited (i.e., up to 6 months in duration) and not more than 3 hours per week. This period during which a commander may grant excused absence is intended to be limited to one time only, and employees will not be granted excused absence for physical exercise training once they have received such training.

e. Excused absence should not be granted for participating in an activity over an extended or indefinite period.

Appendix A References

Except where otherwise indicated below, the following publications and forms are available on their service or agency Web sites: Army (<http://www.usapa.army.mil>) and USMEPCOM (MEPNET (<https://mepnet.mepcom.army.mil>) or Web (<http://www.mepcom.army.mil>))

Section I
Required Publication(s) (The publication(s) is a source of additional information. Users may read it/them to better understand the subject, but are not required to read it/them to comply with this regulation.)

Section II
Related Publication(s) (The publication(s) is a source of additional information. Users may read it/them to better understand the subject, but are not required to read it/them to comply with this regulation.)

AR 672-20
Incentive Awards

DA Pam 672-20
Incentive Awards Handbook

USMEPCOM Reg 350-1
Command Training Programs

Section III
Required Form(s) (The form(s) needed to comply with this regulation.)

DA Form 11-2-R
Management Control Evaluation Certification Statement. Cited in paragraph 1-5 and B-3.

DA Form 7222
Senior System Civilian Evaluation Report. Cited in paragraph 4-6a(2)(a).

DA Form 7222-1
Senior System Civilian Evaluation Report Support Form. Cited in paragraph 4-6a(2)(a).

DA Form 7223
Base System Civilian Evaluation Report. Cited in paragraph 4-6a(2)(a).

DA Form 7223-1
Base System Civilian Performance Counseling Checklist/Record. Cited in paragraph 4-6a(2)(a).

Section IV
Prescribed Form(s) (The form(s) prescribed in this regulation. Users must use these forms to comply with this regulation.)

USMEPCOM Form 690-13-1-R-E
Overtime Request and Authorization. Cited in paragraph 5-1.

USMEPCOM Form 690-13-2-R-E
Request for Alternative Work Schedule (AWS). Cited in paragraph 2-1.

Section V
Prescribed File Number(s) (The file number(s) prescribed in this regulation. Users must use the file number(s) to file specific documents.)

1x
Office civilian personnel time and attendance files. Prescribed in paragraphs 2-5 and 2-13b, 5-2a, and 5-4i.

600-8-22i

Public award cases. Cited in paragraph 4-12.

672-20b

Incentive award cases. Prescribed in paragraphs 4-7 and 4-11.

Appendix B

Management Control Evaluation Checklist – Civilian Personnel Management

B-1. Function

This checklist pertains to the administration of the USMEPCOM Civilian Personnel Management Program.

B-2. Purpose

The purpose of this checklist is to assist commanders and supervisors in evaluating the key management controls outlined in paragraph B-4. It is not intended to cover all controls.

B-3. Instructions

Supervisors must base answers to the test questions (par. B-4) on actual testing of key management controls (e.g., document analysis, direct observation, sampling, simulation). Supervisors must propose and explain corrective actions in supporting documentation for answers that indicate deficiencies. Supervisors must evaluate these key management controls at least once every 5 years using DA Form 11-2-R (Management Control Evaluation Certification Statement), see sample of a completed form at figure B-1.

B-4. Test questions

- a. Is the civilian personnel servicing portion of the interservice support agreement current and does the agreement reference MEPS, sector, or HQ USMEPCOM needs?
- b. Do commanders and supervisors of civilian employees have a copy of USMEPCOM Reg 690-13 (Civilian Personnel Management Program)?
- c. Are commanders and supervisors of civilian employees aware of their duties and responsibilities prescribed in USMEPCOM Reg 690-13?
- d. Are USMEPCOM Forms 690-13-1-R-E (Request for Alternative Work Schedule (AWS)) correctly completed and signed by the employee and the appropriate commander/supervisor?
- e. Are credit hours monitored to ensure no more than 24 hours are carried over from one pay period to the next?
- f. Upon mobilization only, have commanders ensured that no employees are identified and reported as key employees?
- g. Are cash awards approved at the local level within the budgeted limits? If not, does an approved exception exist?
- h. Are cash awards requiring the commander's approval forwarded to the appropriate authority?
- i. Are honorary awards properly forwarded to the appropriate authority for approval?
- j. Is overtime for exempt employees properly directed and approved in advance?
- k. Are overtime requests for employees properly signed?
- l. Are employees participating in the employee wellness program in excess of 3 hours per week for 6 months or more on official duty time?
- m. Are managers/supervisors reviewing compensatory time reports to ensure employees are using compensatory time before it converts to a cash payment?

B-5. Supersession

This checklist replaces the Management Control Evaluation Checklist, Civilian Personnel Management, previously published in this regulation.

B-6. Comments

Commanders and supervisors may send comments evaluating these management controls to the Commander, HQ USMEPCOM, ATTN: MCP, 2834 Green Bay Road, North Chicago, IL 60064-3094.

MANAGEMENT CONTROL EVALUATION CERTIFICATION STATEMENT		1. REGULATION NUMBER USMEPCOM Reg xxx-xx
For use of this form, see AR 11-2; the proponent agency is ASA(FM).		2. DATE OF REGULATION dd/mm/yy
3. ASSESSABLE UNIT Name the area being evaluated		
4. FUNCTION Name the function being evaluated		
5. METHOD OF EVALUATION (<i>Check one</i>)		
<input checked="" type="checkbox"/>	a. CHECKLIST Checklist title (if used)	b. ALTERNATIVE METHOD (<i>Indicate method</i>)
APPENDIX (<i>Enter appropriate letter</i>)		
6. EVALUATION CONDUCTED BY		
a. NAME (<i>Last, First, MI</i>) Name, rank, title of person(s) performing the evaluation		b. DATE OF EVALUATION
7. REMARKS (<i>Continue on reverse or use additional sheets of plain paper</i>)		
1. Certify all evaluations using DA Form 11-2-R (Management control Evaluation Certification Statement)		
2. Commanders and managers will evaluate all tasks, as applicable, in their area of responsibility		
3. Choose the method of review: .. Management Control Evaluation Checklist .. existing or other review process (e.g., command inspection program, Internal Review audit, IG inspection)		
4. A management control evaluation must: .. be detailed, systemic, and comprehensive .. determine whether key management controls are in place, being used as intended, and are effective in achieving their purpose .. be based on actual testing of the management controls, using one of several approaches: direct observation, file/document analysis, sampling or simulation		
5. All evaluations must be supported by documentation that clearly indicates: .. who documented the evaluation .. when the evaluation was conducted - the date .. what methods were used to test key management controls .. what management control material weaknesses (MW) (if any) were detected and .. what corrective actions were taken		
6. Reporting organizations (HQ, directorates, special staff, sectors, MEPS) will maintain copies of their annual statements, along with complete supporting documentation		
7. Organizations tracking MWs must maintain documentation on: .. status of corrective action(s) .. effectiveness of corrective action(s) .. validation of corrective action(s)		
8. Retention of documentation will be IAW with requirements in USMEPCOM Reg 11-4, Management Control		
8. CERTIFICATION		
I certify that the key management controls in this function have been evaluated in accordance with provisions of AR 11-2, Army Management Control Process. I also certify that corrective action has been initiated to resolve any deficiencies detected. These deficiencies and corrective actions (<i>if any</i>) are described below or in attached documentation. This certification statement and any supporting documentation will be retained on file subject to audit/inspection until superseded by a subsequent management control evaluation.		
a. ASSESSABLE UNIT MANAGER		b. DATE CERTIFIED dd/mm/yy
(1) Typed Name and Title		
(2) Signature		

Figure B-1. Sample of a completed DA Form 11-2-R

Glossary

Section I
Abbreviations

AMS

Army Management Structure

APC

account processing code

AR

Army regulation

AWS

alternative work schedule

CPA

civilian personnel activity

DA

Department of the Army

DOD

Department of Defense

FLSA

Fair Labor Standards Act

GS

General Schedule

HQDA

Headquarters, Department of the Army

HQ USMEPCOM

Headquarters, United States Military Entrance Processing Command

MEPS

military entrance processing station

OTS

on-the-spot

QSI

quality step increase

SSN

social security number

TAPES

Total Army Performance Evaluation System

TDA

tables of distribution and allowances

TOA

time off award

USMEPCOM

United States Military Entrance Processing Command

Section II***Terms*****alternative work schedule**

An alternative work schedule (AWS) allows an employee to alter basic work hours in accomplishing the 80-hour per pay-period requirement. An AWS includes flexible and compressed work schedules.

bargaining unit employees

Employees in a recognized grouping certified by the Federal Labor Relations Authority for purposes of collective bargaining who are represented exclusively by a labor organization.

basic work requirement

The number of hours, excluding overtime hours, which an employee is required to work or for which an accounting is required by leave or otherwise, equaling 80 hours in a pay period.

compensatory time

A form of overtime where instead of actual dollars paid, one hour time off is granted for each hour overtime worked.

compressed work schedule

A compressed work schedule is a schedule under which a full-time employee works a 2-week basic work requirement through a varied work schedule exceeding, or not, an 8-hour per day schedule and totaling 80 hours per pay period.

core time

Designated hours and days when an employee on an alternative work schedule must be at work unless on approved leave or excused absence.

credit hours

Credit hours are defined as approved hours of work within a flexible work schedule in excess of the basic work requirement and for which the employee elects to work to vary the length of a workday or workweek.

employee wellness program

A program whereby an employee may be granted permission to use short periods of excused absence (limited to up to 3 hours per week for not more than a total of 6 months (26 weeks)) to participate in officially sponsored activities administered by the USMEPCOM activity for health and/or fitness activity.

flexible hours

Flexible hours go together with core time and are designated as approved hours from which an employee on a flexible schedule may select an arrival and departure time for work and for a lunch period.

flexiglide

A flexitime schedule in which an employee has a basic work requirement of 8 hours in a day and 40 hours in each week. The employee may select an arrival time daily as long as it is within the established flexible time band.

flexitime

A system of scheduling hours of duty that splits the workday into two distinct kinds of time: core time and flexible time.

flexitour

A flexitime schedule under which an employee's starting time varies yet the employee still works 8 hours per day.

interservice support agreement

An agreement between USMEPCOM and supporting activity to provide various services including civilian personnel support.

maxiflex

A flexible work schedule which contains core-time bands on fewer than 10 work days in a 2-week pay period and in which an employee has a basic work requirement of 80 hours for the 2-week pay period. An employee may vary the number of hours worked on a given workday or the number of hours each week within the limits established for the organization.

overtime

Overtime hours are normally hours worked in excess of 8 hours in a day or over 40 hours in a week that are officially ordered and approved in advance by management. They are in addition to completion of the 2-week work requirement.

part-time employment

The basic work requirement equals the number of hours the employee must work each day in the administrative workweek and in a 2-week pay period (less than 40 hours in a week and 80 hours in a pay period).