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WELCOME!

Welcome to your new job with the Federal Government and, more importantly, welcome to ERDC! This specially prepared employee guide will give you a jump start in learning the ropes of civil service employment and the rights, privileges, and responsibilities that now become so much a part of your career. The U.S. Army and the Department of Defense (DoD) realize that people like you are key to their success, and that’s why they are committed to making sure that the personnel actions and decisions that affect you will be based on law and apply to all federal employees. As you review this employee guide, you will see that the policies and procedures set for employees and managers incorporate these principles. Please keep in mind that this guide does not include information on every situation that you may encounter on your job; you will need to ask your immediate supervisor questions that might not be answered or addressed here. The Army and the DoD are committed to the following actions:

- Recruit qualified individuals from appropriate sources representing all segments of society; select and advance individuals solely on the basis of relative ability, knowledge and skills, after fair and open competition that assures equal opportunity.
- Treat all employees and applicants fairly and equitably, without regard to political affiliation, race, color, religion, national origin, sex, sexual orientation, marital status, age, or physical disability.
- Provide equal pay for work of equal value, with appropriate consideration for national and local rates; provide appropriate incentives and recognition for excellence in performance.
- Maintain high standards of integrity, conduct, and concern for the public interest.
- Use the work force efficiently and effectively.
- Retain employees on the basis of the adequacy of their performance; correct inadequate performance; and separate those who cannot or will not improve their performance to meet required standards.
- Provide effective education and training for employees to improve organizational and individual performance.
- Protect employees from arbitrary action, personal favoritism, or coercion for partisan political purposes; and prohibit employees from using their official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for election.
- Protect employees against reprisal for the lawful disclosure of information which the employee believes evidences a violation of any law, rule, or regulation; mismanagement; a gross waste of funds; an abuse of authority; or a substantial and specific danger to the public health and safety.

JEFFERY P. HOLLAND, PhD, PE    JEFFREY R. ECKSTEIN
Director       Colonel, Corps of Engineers
Commanding
Orientation

The first few days at a new job can be very hectic. To help new employees, ERDC has put together orientation programs, which include tours of the various laboratories, so that you can learn about the world-class research being conducted by ERDC. Contact your supervisor to coordinate your participation in the next scheduled orientation tour with the Public Affairs Office. You may also want to view the ERDC Command Video, available on our Website at [www.erdc.usace.army.mil](http://www.erdc.usace.army.mil) (click on the “Who We Are” link and then “ERDC Command Video”).

This employee guide is an important part of your orientation program and can be used as a reference as you integrate into the ERDC workforce. The handbook is broken into tabulated sections, and the table of contents has been linked to the text so that you can immediately go to the area(s) that interest you by hovering your mouse over the link and using the “Control key + mouse click” to navigate to the site. Within the body of the text, “hot links” have been provided that will give more detailed and up-to-date information on the subject of interest. Other stand-alone documents included in this handbook are found in Appendix A.

An ERDC orientation program is available for new employees at [ERDC 101](http://www.erdc.usace.army.mil). This program is divided into modules and is designed to introduce new employees to the Director and Commander of ERDC and to provide information on their responsibilities and your benefits as an ERDC employee.
Introduction – About the U.S. Army Engineer Research and Development Center

The U.S. Army Engineer Research and Development Center (ERDC) is one of the most diverse engineering and scientific research organizations in the world, combining all U.S. Army Corps of Engineers Research and Development (R&D) capabilities into one organization. ERDC provides R&D solutions to some of the most complex problems facing our Armed Forces and the nation.

ERDC R&D supports the Department of Defense (DoD) and other agencies in military and civilian projects. Principal research mission areas include:

- Warfighter Support – geospatial information; system development; operational support; force protection; and force projection and sustainment
- Installations – transformation; operations; and environmental issues
- Environment – remediation and restoration; land planning, stewardship and management; threatened and endangered species; and cultural resources
- Water Resources – infrastructure, water resources, environmental issues, navigation, flood control, and storm damage reduction
- Information Technology – informatics; geospatial technologies; computation services; high performance computing applications.

The ERDC comprises seven laboratories in four states, with more than 2,500 employees, $1.2 billion in facilities, and an annual program exceeding $1 billion. More information is available at www.erdc.usace.army.mil. ERDC is headquartered at:

U.S. Army Engineer Research and Development Center
3909 Halls Ferry Road
Vicksburg, MS 39180-6199

ERDC Offices and Command Structure

ERDC Executive Office (Vicksburg, MS) comprises the ERDC Director, Deputy Director, Commander, Associate Director, Deputy to the Commander, and their support personnel. Many of the ERDC Command Staff Division offices that provide support to the entire ERDC organization (Contracting, Security, Safety, Equal Employment Opportunity (EEO), Resource Management, Public Affairs, Human Capital, etc.) are headquartered in Vicksburg.

ERDC Executive Office (Alexandria, VA) is the location of the ERDC Programs Office, which assists the ERDC Director and Deputy Director, and provides a corporate approach to ERDC civil works and military programs.
U.S. Army Corps of Engineers Directorate of Research and Development (R&D) is at the Corps of Engineers headquarters in Washington, DC. The ERDC Director also serves as the Director of R&D for the Corps of Engineers. The Directorate coordinates Corps of Engineers research efforts and acts as an advocate for the ERDC, representing the Corps’ R&D interests at the Pentagon and in Congress.

**Headquarters, U.S. Army Corps of Engineers (USACE):** Located at 441 G Street, NW, in Washington, DC, the USACE Headquarters is focused primarily on strategic learning, planning and direction, national relationships, policy and guidance development, and creating conditions for success of the entire organization. The Headquarters is made up of an Executive Office and 17 staff principals. ERDC falls under the USACE command structure.

**ERDC Laboratories**

**Coastal and Hydraulics Laboratory (CHL)** offers unparalleled expertise in shoreline and beach erosion control; flooding and storm protection; design, construction, and maintenance of navigation channels, harbors, hydraulic structures, reservoirs, locks, levees and channel realignments for navigation and flood control; coastal and inland dredging; shoaling; salinity problems; groundwater modeling; military logistics-over-the-shore; hydrology; and hydro-environmental modeling.

**Cold Regions Research and Engineering Laboratory (CRREL)** is a unique facility that addresses the problems and opportunities unique to the world’s cold regions. The laboratory gains knowledge of the cold region through scientific and engineering research, including theoretical, experimental, laboratory, and field work. CRREL serves through traditional military engineering (problems that arise during conflict), military construction and operations technology (building and maintenance of military bases, airfields, roads, ports and facilities), and civil works (navigation on inland waterways, coastal engineering, etc).

**Construction Engineering Research Laboratory (CERL)** conducts research to support sustainable military installations. Research increases the Army’s ability to more efficiently construct, operate, and maintain its installations and ensure environmental quality and safety at a reduced life-cycle cost. Excellent facilities support the Army’s training, readiness, mobilization, and sustainability missions. Adequate infrastructure and realistic training lands are critical assets to installations, which in turn provide the training opportunities that help our Soldiers dominate the battlefield of today and tomorrow.
Environmental Laboratory (EL) examines the interaction between man and the environment for the Army and USACE. Environmental expertise is applied to the ecology of estuarine, marine and freshwater areas; natural and cultural resources management; water quality; management of aquatic nuisance species; projects relating to the environmental impact of dredging and dredged material disposal; wetlands; protection and enhancement of threatened and endangered species; and environmental cleanup and restoration (waste site characterization and treatment of organic waste, explosives, and heavy metals).

Geotechnical and Structures Laboratory (GSL) conducts research on military applications such as force protection for our warfighters, structural response to weapons effects and other loadings, projectile penetration, explosives technologies for combat engineering, vehicle mobility and trafficability, and pavements (airfield and roadways) technologies. GSL also conducts research on civil works projects in the areas of soil and rock mechanics, earthquake engineering, and geophysics. GSL research also helps make concrete and other materials more durable and economical.

Information Technology Laboratory (ITL) executes a broad R&D and operational program on behalf of the Corps, Army, and DoD. Functions include high-performance computing, bandwidth communications, computer-aided engineering, computer-aided design and drafting, geographic information systems, software engineering, and scientific visualization. The laboratory manages one of six DoD supercomputing centers.

Topographic Engineering Center (TEC) provides the warfighter with a superior knowledge of the battlefield and supports the nation's civil and environmental initiatives through R&D expertise in the topographic, geospatial, and related sciences.

Directions to ERDC Campuses

For ERDC laboratory addresses/locations visit ERDC Lab Addresses.

Working with ERDC

Serving Our Customers

Wherever you work, whatever you do, you have one thing in common with every other federal employee — you provide service to the public. The people who come to see you, call you on the telephone, or write to you are “OUR” customers, whether they are members of the military, a group, another agency, individual customers, or your co-workers. They are not an interruption of your work — they are the purpose of your work.
We are not doing our customers a favor by serving them. They are doing us a favor by putting their trust in us and giving us the opportunity to serve.

**Deployment**

ERDC employees are given opportunities to deploy, in other words temporarily relocate to another location for a period of time whether in the aftermath of a natural disaster, emergency operation, or in support of military operations worldwide. These deployments are strictly voluntary, and your duties may be different from what they are in your ERDC job. Deployment offers unique opportunities to serve ERDC, the Corps of Engineers, and your country. With the expanding missions of the Corps, you will have many opportunities to serve outside the ERDC, both in the United States and abroad. Many team members look back on deployments as major events in their careers that provide unequaled development opportunities. If you have more questions regarding deployments or temporary duty (TDY), see the travel section of the Handbook.

**Off-the-Job Activities**

Most activities you engage in during your free time are of no concern to anyone except you. Your own good judgment, based on the Code of Ethics, will guide you. When in doubt, ask your supervisor. Some specific rules for federal employees with regard to off-the-job activities are outlined below.

**Outside Employment**

Employees are generally free to work outside their federal employment, provided the outside employment does not constitute a conflict of interest with their federal jobs. The Office of Counsel can make a determination if an outside job violates any law, rule, or regulation. Any job that interferes with your attendance or the performance of your federal job, or that is conducted in any way during your official work hours, is unacceptable.

**Political Activity**

The Hatch Act is a U.S. law that restricts the political activities of federal employees, even when they are on leave or in a non-pay status. There are severe penalties for violations of the Hatch Act. The basic rule is that you are encouraged to vote and are free to express your personal opinions, but there are narrow restrictions on activity on behalf of a political party or candidate, especially in the workplace. Your supervisor can provide you with more complete information, or you can contact the Office of Counsel.
Emergency Contact Information

As soon as possible after you start work, you should enter emergency contact information into the Army database. This information will be used in the event of a large-scale emergency requiring extreme measures to locate employees. Access the “MyBiz” application, where you can enter your emergency contact information by clicking on “update my information,” then “emergency contact info,” then “update” and enter your information. Then click “next” and finally “submit.” You should also provide this information to your immediate supervisor. For help registering your Common Access Card (CAC) go to MyBiz.

Working Together

As an ERDC employee, you are now a team player in public service. Team effort is of vital importance to the smooth operation of any organization and is stressed within the ERDC and the Corps of Engineers. Your supervisor is very important to you and is your first source of information and guidance. Your supervisor will be able to either answer your questions or direct you to the right source. You and your supervisor have much in common – both of you are here to get a job done for the ERDC. Your supervisor does one part, you do the other, and both parts are important and necessary. Cooperation is essential to doing the job well. Supervisors cannot readily get their jobs done without you, nor can you get along very well on the job without some guidance. Your supervisor is ready and willing to help you and your fellow workers. Remember, we are all working for the same goal. Ask your supervisor to discuss with you how your work fits into the ERDC organization.

In addition to being part of ERDC, you are also part of the U.S. Army and the Corps of Engineers. One thing you will quickly learn is that the Federal Government, especially military organizations, frequently uses acronyms in place of longer titles. For example, you will rarely hear your co-workers refer to this organization as the Engineer Research and Development Center but rather the ERDC. The U.S. Army Corps of Engineers is simply the “Corps” or “USACE.” A list of additional acronyms that you may run across during your career is printed at Appendix C. If you run into an acronym you do not understand, refer to the list or ask your supervisor. It will take time to become familiar with even the most frequently used acronyms.
Collective Bargaining

ERDC has several bargaining units (such as labor unions) that may differ by geographical location and occupation series. These bargaining units are determined by ERDC employees who have selected a group or groups to exclusively represent employee interests to management. The coverage of a position in a bargaining unit is determined by the qualifications and duties of the position. It is your personal choice to join a union or not, regardless of the bargaining unit status of your position. You will be represented by a union if your position is in the bargaining unit whether you choose to become a member of the union by paying dues or not. Union information and points-of-contact are posted locally.

Equal Employment Opportunity

It is the policy of the U.S. Government to ensure that each federal employee and applicant for employment is afforded Equal Employment Opportunity (EEO) in accordance with laws, regulations, and Executive Orders. ERDC is committed to the principle of equal employment for all employees and applicants for employment, regardless of race, color, religion, national origin, sex, age, physical/mental disability, without fear of reprisal. This principle is an intrinsic part of our mission and is upheld and enforced by all ERDC supervisors and managers.

As part of the EEO Program, Special Emphasis Program Managers (SEPMs) ensure equal opportunity in the hiring, advancement, training, and treatment of women, minorities, and individuals with disabilities. SEPM responsibilities are assigned to EEO Specialists, who manage the Federal Women’s Program, Hispanic Employment Program, Black Employment Program, Asian-Pacific Islander Program, Native American Program, and Individuals with Disabilities Program.

Your Appointment and Job

Types of Employment

The ERDC workforce has several different categories of civilian federal employees (described below). ERDC also employs numerous contractors who provide R&D and technical or administrative support. While not federal employees, these team members are integral elements in providing the technologies ERDC customers need.
Competitive Service

Most of our federal employees serve in the competitive service. Employees with these appointments may be employed under full-time, part-time, or intermittent work schedules. The types of appointments include the following:

- **Career-Conditional**: A career-conditional appointment is a permanent appointment in the competitive service. Depending on an employee’s employment history, the first year of employment is a period of probation (the first 2 years for Personnel Demonstration Project employees newly appointed as engineers and scientists), during which the employee must demonstrate the proper conduct, ability, and aptitude for the job. After satisfactorily completing the probationary period, an employee acquires competitive status. In some cases, other types of previous federal employment may be creditable toward the completion of the probation period.

- **Career**: A career appointment is one that is usually given to an employee who has completed three years of continuous creditable service on a career-conditional appointment. In some cases, an individual may be given a career appointment based on other employment or service without having to first serve on a career-conditional appointment. Depending on the type of previous service, or the means in which selected, the employee may be required to serve a probationary period.

- **Term**: Term appointments are used to fill positions that will last for more than 1 year, but not longer than 4 years (when the need for an employee’s services is not permanent under the Personnel Demonstration Project, the appointment may initially be made for a period not longer than 5 years and may be extended for a sixth year). The reasons for utilizing a term appointment may include, but are not limited to, project work, extraordinary workload, reorganization, contracting out of a function, or uncertainty of future funding. Term employees do not obtain competitive status on the basis of the term appointment. The first year of service of a term employee is a trial period. The employee may be promoted, demoted, or reassigned, but only to other positions appropriate for term employment. Term appointments under the Personnel Demonstration Project are made under the Modified Term Appointment Authority. Employees serving under this authority who meet specific service requirements can be eligible for conversion to career-conditional appointments.

- **Temporary Limited**: Temporary appointments are used to fill positions that will last for a period of up to 1 year, with no more than a 1-year extension.

- **Excepted Service**: Excepted service appointments are used to fill confidential or policy-determining positions or positions for which it is not practical to examine. Employees serving under these appointments do not acquire competitive status. However, some appointments in the Excepted Service may allow for an employee to be placed in a career or career-conditional appointment. In these cases, the former Excepted Service employee may automatically acquire competitive status upon
placement into the competitive service. Use of these appointments varies by location. Examples of some types of excepted appointments include Veterans Readjustment Act, PATHWAYS for Students & Recent Graduates and handicapped appointments. Excepted Service appointments can also be permanent, temporary, or term, as in the competitive service.

**Salary**

The pay scale used to set your salary will depend on your occupational series and your geographic location. Pay scales may be found at [Federal Wages and Salaries](#). You can also view your Leave and Earnings Statement and make changes to your W2, etc., at the [MyPay](#) Website.

**Personnel Demonstration Project Plan**

Section 342 of the National Defense Authorization Act for Fiscal Year 1995 (Public Law 103-337) authorized the Secretary of Defense, with the approval of the Director of the Office of Personnel Management (OPM), to undertake personnel demonstration projects at DoD laboratories that are designated as Science and Technology (S&T) Reinvention Laboratories. These DoD S&T laboratories were authorized to develop alternatives and waivers to certain Title 5 laws, rules, and regulations relating to recruitment and appointment of personnel; classification; compensation; assignment, reassignment, and promotions; discipline; incentives; hours of work; and methods of reducing staff and grade levels. The laboratories cannot waive any laws or regulations pertaining to leave, employee benefits, EEO, limits on political activities, and merit system and prohibited personnel practices.

The Personnel Demonstration Project Plan, commonly known as Lab Demo, involved management’s partnership with its local unions, extensive involvement of the ERDC workforce, support by ERDC’s civilian personnel center, and the advice of Army, DoD, and OPM experts. Lab Demo initiated hiring and assignment flexibilities, established a broad pay banding system, simplified job descriptions, streamlined classification, replaced the standard Army performance appraisal system with local performance appraisal and pay-for-performance systems, and expanded developmental opportunities. Each feature was designed to increase ERDC’s authority over the personnel process, greatly benefiting employees while reducing the administrative burden and improving organizational effectiveness.

Major thrusts of the project are to simplify personnel procedures for employees, managers, and the civilian personnel community;
attract and retain the best employees; reward employees through salary increases based on performance; and increase flexibility in adjusting the workforce for future work and missions. A major part of the Personnel Demonstration Project is a feature known as **pay banding**. Pay banding consolidated existing General Schedule pay grades for federal employees into broad pay bands. Pay bands allow for wider pay ranges and simplified job classifications. Pay bands increase an employee’s pay potential and provide the opportunity to reach that potential based on job performance rather than tenure.

Under Lab Demo, **job performance** serves as the basis for salary increases. Pay increases are determined annually and are based on an employee’s performance.

A big objective of the demonstration project was to recruit, develop, motivate, and retain a quality workforce. Lab Demo implements programs to promote the use of sabbaticals and to increase available training and development opportunities to increase employee skill levels.

The Lab Demo project is being evaluated to determine its impact on the ERDC organization. For more information on Lab Demo, see [CR 690-1-1](#).

**Your Benefits**

Army civilian employees enjoy a benefits package that includes a competitive salary, health and life insurance, a retirement plan, a 401(k) equivalent plan (with matching contribution) called the Thrift Savings Plan (TSP), a flexible work schedule, vacation (annual leave) and sick leave, paid federal holidays, and incentive awards. These benefits are described briefly below.

Employees can access information on benefits and initiate participation in life insurance, health insurance, and the TSP through the [Army Benefits Center (ABC)](#). You can always obtain more information from your supervisor, administrative support staff, or your Human Resources Specialist.

**Army Benefits Center**

The ABC is an online system that provides information on employee benefits; you can also use it to process most benefit changes. You can access the [ABC online](#). If you are a new user, you will need to create a Point of Entry account. Your office’s administrative support person can help you access this online system. You may also access ABC by calling (877) ARMY-CTR. The number for the hearing impaired is (877) ARMY-TDD.
You will need your Social Security number and a personal identification number (PIN). Initially, your PIN will be your month and year of birth (formatted MMYY), which should be changed once you access the system. You can access the automated system nearly 24 hours a day, 7 days a week, via touch-tone telephone or the Web. Counselors are also available Monday through Friday, from 6:00 a.m. to 6:00 p.m. CT.

**Federal Employee Group Life Insurance (FEGLI)**

Through the FEGLI program, the Federal Government offers its employees an opportunity to participate in a group life insurance plan with the convenience of payment through payroll deduction. Most federal employees, including part-time employees, are eligible to enroll.

Intermittent employees and temporary employees with less than 1 year of service are not eligible.

Employees must access ABC in order to waive automatic basic coverage or elect additional options. Employees have 60 days after their effective date of hire to elect the optional coverage. Employees who elect FEGLI coverage may cancel at any time. FEGLI builds no cash value and is intended as a form of immediate protection against financial hardship in the event of death.

Rather than try to explain all the numerous details of the FEGLI program, [OPM Life Insurance](#) will provide you with the most current program information.

Because participation is entirely voluntary, you have the option of selecting your own life insurance policies through professional memberships or agencies such as Worldwide Assurance for Employees of Public Agencies, Inc. ([WAEPA](#)). Just as FEGLI, WAEPA allows for payroll deduction. If you do not make an election, you are considered to have waived optional insurance.

**Federal Employee Health Benefits (FEHB)**

The FEHB program has group-rated premiums and benefits. The government pays part of the premium, and the employee pays the rest through payroll deduction. FEHB assists you and your eligible family members with expenses in case of illness or accident. It is a voluntary program available to all employees with regularly scheduled tours of duty whose appointment is permanent or not to exceed more than 1 year. Employees will have the opportunity to review brochures on each plan before making a selection, but the **initial selection must be made within 60 days from the date of being hired (or from the date you become eligible)** to enroll in FEHB. If you do not
enroll during your first opportunity, you will not be able to enroll until an Open Season or until an eligible life event permits enrollment.

**Open Season** is held once each year, from mid-November to mid-December. You can enroll and obtain information regarding qualifying events through ABC. You may elect coverage from a host of fee-for-service and Health Maintenance Organization providers. You can also elect coverage through a High Deductible Health Plan and, if eligible, participate in a Health Savings Account or Health Reimbursement Arrangement. The most current information on individual plan benefits can be found at: [OPM Health Insurance](https://www.opm.gov/health-insurance/). You can also participate in the Premium Conversion program. Unless you specifically waive participation in this program, your health benefit premiums will be deducted on a pre-tax basis. Each open season you will have an opportunity to waive or restore participation in this premium conversion program. Compare health plans at: [OPM Health Insurance Search](https://www.opm.gov/health-insurance/)

Some important features of the health benefits program are:

- Benefits are available as soon as the coverage is effective.
- No required medical examinations or restrictions because of age or physical condition.
- A choice of coverage (Self only or Self and family coverage for you, your spouse, and unmarried dependent children under age 26). Under certain circumstances, FEHB enrollment may cover a disabled dependent child 26 years or older who is incapable of self-support.
- A choice of plans and options.
- A Government contribution.
- Salary deduction of premium through payroll deduction (non-taxed).
- Annual enrollment opportunities during “Open Season” or when a life event, such as the birth of a child, occurs.
- Continued group coverage after retirement (requires 5 years continuous federal coverage prior to retirement).

**Federal Employees Dental and Vision Insurance Program (FEDVIP)**

FEDVIP is available to eligible federal employees, retirees, and their eligible family members on an enrollee-pay-all basis. FEDVIP allows dental and vision insurance to be purchased on a group basis, which means competitive premiums and no pre-existing condition limitations. Premiums for enrolled employees are withheld from salary on a pre-tax basis. There are multiple dental and vision plans to choose from.
New and newly eligible employees can enroll in a dental plan and/or a vision plan during the **60 days** after they become eligible. They may enroll in a plan for **Self Only**, **Self plus one**, or **Self and family** coverage. Employees must be eligible for the FEHB Program in order to be eligible to enroll in FEDVIP. It does not matter if you are actually enrolled in FEHB — eligibility is the key.

A plan comparison tool ([OPM Dental Insurance Search](#)) is available for your convenience. You can also read Frequently Asked Questions about the FEDVIP at: [OPM Dental Facts](#). For more information on the individual dental and vision programs, visit: [OPM Dental](#) and [OPM Vision](#).

**Flexible Spending Accounts (FSAs)**

You have 60 days from your entry on duty to sign up for an FSA or until 1 October, whichever comes first. Applications for the current calendar year are not accepted from 1 October through 31 December. If you wish to enroll after 1 October, you will need to do so during Open Season for the following year.

The Federal Flexible Spending Account Program (FSAFEDS) allows you to pay for certain health and dependent care expenses with pre-tax dollars. You may choose to make a voluntary allotment from your salary to your FSAFEDS account(s). You will not pay employment or income taxes on your allotments, and your employing agency also avoids paying employment taxes. FSAs are not carried over from one Plan Year to the next, so each fall during the annual Open Season you must make a new election for the upcoming Plan Year.

Three types of FSAs are offered by FSAFEDS:

- **Health Care FSA (HCFSA)** – Pays for eligible health care expenses (such as co-payments, deductibles, over-the-counter medications and products, vision and dental expenses, and much more) for you and your dependents that are not covered or reimbursed by FEHB or FEDVIP coverage or any other insurance.

- **Limited Expense Health Care FSA (LEX HCFSA)** – Designed for employees enrolled in or covered by a High Deductible Health Plan with a Health Savings Account. Eligible expenses are limited to dental and vision care expenses for you and your dependents that are not covered or reimbursed by FEHB or FEDVIP coverage or any other insurance.

- **Dependent Care FSA (DCFSA)** – Pays for eligible dependent care expenses for your child(ren) under age 13 or for dependents unable to care for themselves that allow you (and your spouse if married) to work, look for work (as long as you have earned income for the year), or attend school full-time.
Note: Each type has a minimum and maximum annual election. Further information on the FSAFEDS Program can be found at: Federal Flexible Spending Accounts.

**Federal Long Term Care Insurance Program (FLTCIP)**

The FLTCIP provides long-term care insurance for federal employees and their qualified relatives. You (and your spouse) have **60 days** from your entrance date to apply for FLTCIP using the abbreviated underwriting application with only a few health-related questions. If you apply **after** the 60-day period, you will have to use the long underwriting application with numerous health-related questions, and possibly undergo a review of medical records and/or an interview with a nurse.

If you are newly employed in a position that conveys eligibility for FEHB coverage, you can apply for long-term care insurance, even if you do not enroll in the FEHB Program. Check with your Human Resources Office (HRO) if you are unsure about your eligibility.

Long-term care insurance is NOT just for older people. Forty percent of the persons receiving long-term care are working-age adults between the ages of 18 and 64, with many of these people receiving benefits as they recover from an accident or crippling disease. The cost of the insurance is based on your age when you apply – the older you are when you apply, the higher the premiums. Certain medical conditions, or combinations of conditions, will prevent some people from being approved for coverage. Not everyone who applies will be approved for the insurance coverage.

You can read more about and apply for the FLTCIP at Federal Long Term Health Care and you can find Frequently Asked Questions at Long Term Care FAQs.

**Federal Employee Retirement System (FERS)**

Most new federal employees with an appointment that exceeds 1 year are eligible for automatic coverage under FERS, which provides benefits from three different sources:

- Basic Benefit Plan
- Social Security
- Thrift Savings Plan (TSP)

These three sources provide a strong financial foundation for your retirement. Two of the three parts of FERS (Social Security and TSP) keep their full value even if you leave federal service before retirement. The FERS Basic Benefit Plan can provide annuity...
benefits for you as a retiree and survivor benefits for an eligible spouse and children. It is also portable if you leave the federal service after meeting the vesting requirement of 5 years of creditable service.

You pay full Social Security taxes and a small contribution to the Basic Benefit Plan. In addition, your agency puts an amount equal to 1% of your basic pay each pay period into your TSP account. You are able to make tax-deferred contributions to the TSP, and the government matches a portion of it.

Under FERS, you can retire with a basic benefit with just 10 years of service as soon as you reach the Minimum Retirement Age (MRA). The MRA varies according to the year in which you were born. For anyone born before 1948, the MRA is age 55. It increases gradually to age 56 for those born before 1965 up to 57 for those born in 1970 and after. The basic benefit loses its value if you choose to leave federal service before retirement.

**Social Security Benefits**

The term “Social Security” means benefit payments provided to workers and their dependents who qualify as beneficiaries under the Old-Age, Survivors, and Disability Insurance (OASDI) programs of the Social Security Act. OASDI replaces a portion of earnings lost as a result of retirement, disability, or death. As an employee with FERS coverage, you have Social Security coverage. You also are covered under Social Security’s Medicare Hospital Insurance program. This pays a portion of hospital expenses incurred while you are receiving Social Security disability benefits or retirement benefits at age 65 or older.

The Social Security Program provides:

- Monthly benefits if you are retired and have reached at least age 62, and monthly benefits during your retirement for your spouse and dependents if they are eligible;
- Monthly benefits if you become totally disabled for gainful employment and benefits for your spouse and dependents if they are eligible during your disability;
- Monthly benefits for your eligible survivors; and
- A lump sum benefit upon your death.

To become eligible for benefits, you and your family must meet different sets of requirements for each type of benefit. An underlying condition of payment of most benefits is that you have paid Social Security taxes for the required period of time.

The amount of monthly benefits you receive is based on three fundamental factors:

- Average earnings upon which you have paid Social Security taxes, which are adjusted over the years for changes in average earnings of the American work force;
• Family composition (for example, whether you have a spouse or dependent child who may be eligible for benefits); and
• Consumer Price Index changes that occur after you become entitled to benefits.

Thrift Savings Plan
The TSP is a tax-deferred retirement savings and investment plan that offers you the same type of savings and tax benefits that many private corporations offer their employees under 401(k) plans. By participating in the TSP, you have the opportunity to save part of your income for retirement, receive matching agency contributions, and reduce your current taxes.

Your TSP account is the part of your retirement plan that you control because you decide how much of your pay to put in your thrift account, how to invest it, and, when you retire, you decide how you want your money paid out.

The best way to assure that your retirement income meets your needs is to start investing in the TSP at the beginning of your federal service, and to continue to do so throughout your career. You are investing in your own future and investing in yourself. It is particularly important for higher-paid employees to save enough through the TSP since Social Security replaces less income of higher-paid workers than it does for lower-paid workers. You may contribute up to the maximum amount permitted by Internal Revenue Service regulations.

You can get information about TSP and begin participating through ABC. Additional information and account access is available at TSP Gov or by calling 877-968-3778.

Eligibility. All federal employees covered by FERS are eligible to participate in the TSP.

Contributions. You may begin participation anytime. You can also roll over or transfer money from a qualified retirement plan or a conduit Individual Retirement Account (IRA) into your existing TSP account. There are five TSP Investment Funds and a series of Lifecycle Funds that you may use in your account. These funds differ in the rate of return and amount of risk involved. You may invest any percentage of future contributions to your account in any of the investment funds. You can also transfer any portion of your existing account balance among these funds.

Agency Automatic 1% Contributions. Beginning in the last month of the second Open Season after you are hired, your agency will set up a TSP account for you if you have not already done so, and will automatically contribute an amount equal to 1% of your basic...
pay each pay period. These Agency Automatic 1% Contributions are not taken out of your salary, and your agency makes these contributions whether or not you contribute your own money.

_Employee Contributions._ You may make your own contributions by payroll deduction. The money you contribute is taken out of your pay before federal and, in most cases, state income taxes are calculated. Participants’ contributions are restricted only by the IRS Code’s annual limit. For annual limits, see [IRS](#).

_TSP Publications._ To find all the current information on your TSP benefits, you are encouraged to visit [TSP Forms](#) (TSP Publications). This will give you information on such topics as Agency Automatic 1% Contributions, Agency Matching Contributions, and Vesting.

_Agency Matching Contributions._ If you are contributing your own money, you will also receive Agency Matching Contributions beginning in the last month of the second Open Season after you were hired. The matching contributions will be made to your TSP account according to the following schedule:

<table>
<thead>
<tr>
<th>Your Agency</th>
<th>Contribution Match</th>
</tr>
</thead>
<tbody>
<tr>
<td>First 3% of Basic Pay</td>
<td>$1.00 for each $1.00 you contribute</td>
</tr>
<tr>
<td>Next 2% of Basic Pay</td>
<td>$0.50 for each $1.00 you contribute</td>
</tr>
</tbody>
</table>

The agency contributions are not taken out of your salary; they are an extra benefit to you. While your agency will only provide matching contributions on your contributions up to 5% of your basic pay each pay period, you still benefit from before-tax savings and tax-deferred earnings on amounts you contribute in excess of 5% of your basic pay each pay period.

NOTE: If you frontload your TSP so that the IRS annual limit is reached before the end of the year, you will lose that portion of the Agency Matching Contribution when you are not contributing. Therefore, you should space out your TSP employee contributions throughout the entire year in order to max out on the Agency Matching Contribution.

_Vesting Requirement._ When you separate from federal service, you must meet the TSP vesting requirement to be entitled to, or vested in, your Agency Automatic (1%) Contributions and Attributable Earnings. For most employees, this vesting requirement is 3 years of federal, generally civilian, service. You are always vested in your own contributions and the Agency Matching Contributions and in the earnings attributable to these contributions.
**Investment Options.** There are different TSP Investment Funds. The funds differ in the rate of return and amount of risk involved. You may invest any percentage of future contributions to your account in any of the investment funds. You may also transfer any portion of your existing account balance among the five funds.

- Government Securities Investment (G) Funds
- Common Stock Index Investment (C) Fund
- Fixed Income Index Investment (F) Fund
- Small Capitalization Stock Index Investment (S) Fund
- International Stock Index (I) Fund
- Lifecycle (L) Funds

To find out more about the available choices, see the pamphlet “Summary of the Thrift Savings Plan” ([TSP Summary](#)).

**Tax Advantages.** There are two major tax advantages to the TSP: first, you pay current federal income taxes on your salary after your TSP contributions have been deducted. Second, you do not pay current federal income taxes on the earnings you receive on your TSP account balance. Most states allow the same pre-tax and tax-deferred savings on their income taxes. These tax advantages continue until you withdraw your account balance, usually at retirement when your tax bracket may be lower. If you leave federal service before you are eligible to retire, you may transfer your account balance to an IRA or other eligible retirement plan and continue to defer taxes.

**Loan Program.** If you have at least $1,000 of your own contributions (including attributable earnings) in your TSP account, you may borrow from it. There are two types of loans: general purpose, which does not require you to document or specify the purpose of your loan; and residential, which is only for the purchase of a primary residence and requires documentation. You pay interest on the loan at the G Fund rate in effect at the time your application is received. Both the principal and the interest you pay go back into your own TSP account. See the booklet “Thrift Savings Plan Loan Program” for more information about the TSP loan program.

**Withdrawing Your Funds.** The TSP is a long-term plan for retirement savings with special tax advantages. Generally, you cannot withdraw your TSP account until you leave federal service. However, there are circumstances that allow for an in-service withdrawal, but you cannot return or repay the money you remove from your account, so you permanently deplete your retirement savings and future earnings on the amount withdrawn. Participants who are still employed by the Federal Government are limited to the following two types of in-service withdrawals:
• Age-based – in-service withdrawals for participants who are 59½ years or older.
• Financial Hardship – in-service withdrawals for participants who can document financial hardship.

After you separate from federal service, there are four basic ways to withdraw your account:
• Have the TSP purchase a life annuity for you.
• Receive your account in a single payment.
• Receive your account in a series of monthly payments.
• Have the TSP transfer all or a part of a single payment or, in some cases, a series of monthly payments, to an IRA or other eligible retirement plan.

*Leaving your Money in the TSP.* If you do not want to withdraw your account when you leave federal service, you can leave your entire account balance in the TSP. However, you must withdraw your TSP account or begin receiving monthly or annuity payments by 1 April of the year following the year you reach 70½ years of age.

*Automatic Cashout.* After you separate from federal service, if your vested account balance is $3,500 or less, your entire account will be paid to you automatically in a single payment unless you elect another withdrawal option or to leave your money in the TSP. The TSP will notify you before automatically cashing out your account and allow you the opportunity to elect as specified above.

**Annual, Sick, and Other Types of Leave**

You are expected to be at work during your established work hours unless you have permission to be absent. Permission to be absent from work is called “leave.” Information on the different leave types follows:

• Annual Leave
• Sick Leave
• Leave Without Pay (LWOP)
• Military Leave
• Court Leave
• Excused Absence

When requesting leave in advance, use OPM Form 71, Request for Leave. If you are unable to request leave in advance due to an emergency, notify your supervisor as soon as possible or no later than within 2 hours of the start of your normal workday. Failure to make proper notification could result in your being placed in an unauthorized absence (UA) status.
Annual (Vacation) Leave

Annual leave is designed to give you time off for vacations and to attend to personal business or family needs. Your annual leave must be scheduled and approved in advance except in cases of unforeseen circumstances or emergencies. Although you have the right to use your accrued annual leave, your immediate supervisor is responsible for determining when you can be spared from your duties to use it. The following table outlines accrual rates for annual leave. These amounts are prorated for employees on part-time schedules. Intermittent employees do not earn annual leave. Most military service counts toward the time required to go into a higher annual leave category.

<table>
<thead>
<tr>
<th>Creditable Service</th>
<th>Work Schedule</th>
<th>Accrual Rate Per Pay Period (80 hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 3 years</td>
<td>Full-Time</td>
<td>4 hours per pay period (normally 104 hours per year)</td>
</tr>
<tr>
<td></td>
<td>Part-Time</td>
<td>1 hour per 20 hours in a pay status</td>
</tr>
<tr>
<td>3-15 years</td>
<td>Full-Time</td>
<td>6 hours per pay period + 10 hours during the last pay period of the year (normally 160 hours per year)</td>
</tr>
<tr>
<td></td>
<td>Part-Time</td>
<td>1 hour per 13 hours in a pay status</td>
</tr>
<tr>
<td>15 years and over</td>
<td>Full-Time</td>
<td>8 hours per pay period (normally 208 hours per year)</td>
</tr>
<tr>
<td></td>
<td>Part-Time</td>
<td>1 hour per 10 hours in a pay status</td>
</tr>
</tbody>
</table>

Note: You are only allowed to carry over 240 hours (30 days) of annual leave per year. Any hours over this amount may be permanently lost unless you have supervisory approval.

The annual leave fact sheet is available at [Annual Leave Facts](#).

**Accrued Annual Leave.** This is leave that an employee has earned and not used; it is therefore available for use. You should consult your Leave and Earnings Statement (LES; your pay statement) for the amount of your accrued and available annual leave.

**Restored Annual Leave.** Annual leave that was “lost” (because the employee had a leave balance in excess of 240 hours entering a new leave year) but was restored for use within 2 years. Your LES will show your “use or lose” hours. These hours will decrease during the year as you use annual leave. Any use or lose hours remaining at the end of the leave year may be lost. Leave restoration is not automatic; it requires higher level approval from the employee’s management.

**Advanced Annual Leave.** Annual leave that has not yet been earned but will be earned by the end of the leave year is called advanced annual leave. This leave is available for use by the employee in the same manner as Accrued Annual Leave and may not be refused solely because the leave has not yet been earned. Even if the employee requests Advanced Annual Leave, the automated time and attendance system will use all Accrued
Annual Leave before using Advanced Annual Leave. Advanced Annual Leave is approved at the discretion of the immediate and/or second level supervisor(s).

**Sick Leave**

All full-time employees, regardless of their length of service, earn 4 hours of sick leave each pay period (normally 104 hours per year). Part-time employees earn 1 hour of sick leave for every 20 hours in a pay status. Employees do not accrue sick leave in pay periods where leave without pay or absence without leave reaches 80 hours. Intermittent employees do not earn sick leave. An employee must request sick leave in advance when possible. When advance notice cannot be given, contact your supervisor as soon as possible to avoid being placed in a UA status.

Specific situations where sick leave can be used might include an employee who:

- Is incapacitated for the performance of duty by physical or mental illness, injury, pregnancy or childbirth
- Receives medical, dental, or optical examination or treatment
- Would, as determined by the health authorities having jurisdiction or by a health care provider, jeopardize the health of others by their presence on the job because of exposure to a communicable disease
- Must be absent from duty for purposes relating to the adoption of a child, including appointments with adoption agencies, social workers and attorneys; court proceedings; required travel and any other activities necessary to allow the adoption to proceed
- Cares for a family member with a serious health condition
- Provides care for a family member as a result of physical or mental illness, injury, pregnancy, childbirth, or medical, dental, or optical examination or treatment
- Makes arrangements necessitated by the death of a family member or attends the funeral of a family member

A sick leave fact sheet is available at [Sick Leave Facts](#)

*Advancing Sick Leave.* While sick leave may be advanced, the amount of advanced sick leave may not exceed 240 hours at any time. In order to be eligible for advanced sick leave, you must exhaust all accrued sick leave and there must be reasonable assurance that you will return to duty and work long enough to repay the advanced leave.
Caring for a Family Member with a Serious Health Condition. Federal employees may use a total of up to 12 weeks of sick leave each year to care for a family member with a serious health condition. Any sick leave used under the Family Friendly Leave Act (described below) must be deducted from the 12-week entitlement.

Bone Marrow or Organ Donors. Federal employees electing to serve as bone marrow or organ donors are authorized additional paid leave off from duty. Please contact your servicing HRO for additional guidance on this subject.

Leave Transfer Program
The voluntary Leave Transfer Program permits you to donate annual leave for the use of other federal employees who will be in a non-pay status because of medical emergencies, either personally or for a family member. Announcements for employees eligible for this program are distributed via e-mail as the need arises.

Family Medical Leave Act
Permanent, temporary, and intermittent employees, who meet the 12-month service requirement, are entitled to 12 weeks of unpaid leave, and are permitted to elect to substitute annual leave and/or sick leave as appropriate, for any of the following situations:

- Birth and care of a newborn child
- Placement of a child with employee for adoption/foster care
- Care of spouse/child/parent with a serious health condition
- Serious health condition of employee that makes employee unable to perform the essential duties of his or her position

Family Medical Leave Act - to Care for a Covered Service Member
Permanent, temporary, and intermittent employees, who meet the 12-month service requirement, are entitled to an additional 26 weeks of unpaid leave, and are permitted to elect to substitute annual leave and/or sick leave as appropriate, with no limitation on the amount of sick leave, to care for a covered family member who suffers a serious injury or illness on active military duty. The definition of a covered family member is the spouse, son, daughter, parent, or next of kin (nearest blood relative) of the employee.

Sick Leave to Care for a Family Member
A covered full-time employee may use up to 104 hours (13 workdays) of sick leave each leave year to:
• Care for a family member - (illness, injury, pregnancy, childbirth, medical/dental/optical appointments);
• To attend the funeral of a family member.

Part-time employees and employees with uncommon tours of duty are also covered, and the amount of sick leave permitted for family care and bereavement purposes is pro-rated in proportion to the average number of hours of work in the employee’s scheduled tour of duty each week. At the discretion of the agency, an employee may be advanced up to 104 hours of sick leave each leave year (or a proportional amount for an employee on a part-time schedule or uncommon tour of duty) for family care or bereavement purposes.

Sick leave to care for a family member includes coverage for the following “family members”:

• Spouse and parents thereof;
• Children, including adopted children, and spouses thereof;
• Parents, and spouses thereof;
• Brother, sisters, and spouses thereof;
• Grandparents and grandchildren, and spouses thereof;
• Domestic partners and parents thereof, including domestic partners of any individual listed above;
• Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship

**Leave Without Pay (LWOP)**

You may request a temporary absence from duty in a non-pay status. However, the request may be granted only when your services can be spared without detriment to office work requirements. The authorization of LWOP is normally a matter of administrative discretion.

**Mandatory vs. Discretionary Approval.** You do not have a right to LWOP except if you are: a disabled veteran undergoing medical treatment for a service-connected disability; a member of the National Guard or Reserves performing military duties; an employee who is eligible for and invokes the Family Medical Leave Act (FMLA) and requests LWOP; or an employee who has suffered an on-the-job injury. Additionally, activities are required to authorize up to 90 days of LWOP to employed family members of transferring military or civilian personnel for the purpose of seeking employment at their new duty stations. (NOTE:
LWOP is an approved absence and should not be confused with unauthorized absence. Normally, LWOP cannot be imposed as a penalty or used for disciplinary purposes.)

**Military Leave**
If you are a member of the Armed Forces Reserve or the National Guard, you are eligible for time off at full pay for active duty, inactive duty (weekend drills), or military training.

- **Accrual Amount.** Full-time employees accrue 15 days per fiscal year. Part-time employees accrue military leave on a pro-rated basis; the rate is determined by dividing 40 into the number of regularly scheduled work hours.
- **Eligibility.** Employees serving in permanent or term appointments who are members of the Armed Forces Reserve or the National Guard are eligible for military leave. Temporary and intermittent employees are not eligible.

**Court Leave**
This is the authorized absence from duty for jury duty or for serving as a witness in a non-official capacity in a suit where the federal, state, or local government is one of the parties.

- **Amount.** There is no limitation on the amount of court leave you may be authorized. Employees must reimburse to their agency fees paid for service as a juror or witness. However, monies paid to jurors or witnesses which are in the nature of "expenses" (e.g., transportation) do not have to be reimbursed to the agency.
- **Eligibility.** All employees, except those who are employed on an intermittent basis, are entitled to court leave for jury duty. If you are called to serve as a witness in a court, you may or may not be eligible for court leave. You will need to check with your supervisor.
- **Appropriate procedure for requesting and documenting.** If you are summoned to attend court for service as a witness or in the capacity of serving on a jury, you should notify your immediate supervisor as soon as possible by submitting an OPM Form 71 supported by a copy of the summons. On returning to work, you will be required to provide a certification of attendance verifying your jury duty.

**Excused Absence**
An excused absence is an absence from duty administratively authorized without loss of pay and without charge to leave. There must be legal or regulatory authority for absence from duty during the basic workweek. The following are examples of appropriate situations to grant excused absence:

- **Inclement Weather.** You are expected to cope with some inclement weather and to report to work unless a command decision has been made to close Corps offices. Such a decision will be made as early as
possible and will be made available to employees via television and radio announcements. Please see the Inclement Weather Matrix under the Safety Office section of this handbook for a listing of television and radio stations broadcasting closures. If you have not heard an announcement regarding closure by 7:00 a.m., you are to assume that ERDC is open and a decision on closure was not considered necessary. When offices are open but some localized hazardous conditions exist, it is expected that you will use caution in driving or will **use your own good judgment in deciding how early to get on the roads**. Depending on your work schedule, employees can use flex-time or annual leave to ensure safety to and from the work place. You should discuss options with your supervisor ahead of time if possible.

- **Tardiness and Brief Absences.** Infrequent tardiness or brief absences of less than 1 hour may be excused by your immediate supervisor.
- **Registration and Voting.** You may be excused for a reasonable time, when practicable to do so without seriously interfering with operations, to vote or register in any election or referendum on civic matters in your community. In areas where polls are not open at least 3 hours, either before or after your regular hours of work, an amount of excused time will be granted which will permit you to report for work 3 hours after the polls open or leave work 3 hours before the polls close, whichever requires the least amount of time off.
- **Blood Donation.** If you donate blood, you may be granted excused absence to cover travel to and from the donation site, the actual donation of blood, and recovery. This provision does not cover you if you give blood for your own use or receive compensation for giving blood.
- **Employment Interviews.** If you are competing for a position within the DoD, you may be granted an excused absence for merit placement interviews. This provision does not cover travel time to job searches and interviews outside the commuting area.
- **Counseling.** An excused absence may be granted to permit you to attend the initial counseling session resulting from a self-referral under the Civilian Employee Assistance Program (EAP). You may elect to use sick leave, annual leave, or leave without pay for subsequent visits.
- **Attendance at Conferences or Conventions.** You may be granted an excused absence to attend conferences or conventions of professional organizations when it is determined that attendance will serve the interests of the Government. Such excusals are limited to those employees who officially represent the organization or participate in the program of the conference or convention. Excusal is not authorized for attendance at conferences or conventions of political parties or partisan political groups. Excused absence to attend union-sponsored training or conventions is governed by terms of the applicable collective bargaining agreement.
• **Compensatory Time Off.** Compensatory time off in lieu of overtime pay derives from entitlement to pay for overtime work (i.e., work in excess of 8 hours in a day or 40 hours in a week) ordered in advance by management. At the request of an employee, the employee’s supervisor may grant an eligible employee compensatory time off from the employee’s scheduled tour of duty instead of payment for an equal amount of time spent in irregular or occasional overtime work. Compensatory time off shall be granted to an employee within a reasonable time after the overtime is worked. The limit for the use of compensatory time is the end of the 26th pay period after that in which the overtime was worked. The unused compensatory time then shall be paid at the overtime rate at which it was earned. If an ERDC employee separates or transfers to another DoD component or federal agency, unused compensatory time balances shall be paid at the overtime rate in effect when the compensatory time was earned.

• **Compensatory Time Off for Religious Reasons.** Compensatory time off for religious observances is provided for in 5 USC 5550a (reference (b)). An employee whose personal religious beliefs require not working during certain periods of time may elect to work compensatory time for the time lost to meet those religious requirements. An employee who works compensatory time for religious reasons shall be granted equal compensatory time off from the scheduled tour of duty (5 CFR 550.1002) (reference (l)). See subparagraph 030302.F for additional information regarding compensatory time off for religious reasons.

**Paid Holidays**

Federal law (5 USC 6103) establishes the following ten public holidays for federal employees:

• New Years Day (1 January)
• Martin Luther King, Jr. Birthday (third Monday in January)
• Presidents Day (third Monday in February)
• Memorial Day (last Monday in May)
• Independence Day (4 July)
• Labor Day (first Monday in September)
• Columbus Day (second Monday in October)
• Veterans Day (11 November)
• Thanksgiving Day (fourth Thursday in November)
• Christmas Day (25 December)

Please note that most federal employees work a Monday through Friday schedule. For these employees, when a holiday falls on a non-workday — Saturday or Sunday — the holiday is usually observed on Monday (if the holiday falls on Sunday) or Friday (if the holiday falls on Saturday). If you work a compressed or alternate work schedule, you will
need to discuss holidays and how they are to be recorded with your supervisor. More information about federal holidays is located at [OPM Holiday Schedule](#).

**Work Schedules**

**Flexible Work Schedule (FWS)**

An FWS includes designated hours (core hours) and days when an employee must be present for work. A full-time employee is expected to complete 80 hours per 2-week pay period. If an employee must work more than the normal 8-hour workday to accomplish a task, credit hours may be worked in lieu of overtime (both require supervisory approval). This option is available only to employees working an FWS. No more than two credit hours may be worked in one day, and an employee may not carry over more than 24 credit hours from one biweekly pay period to the next. The accrued credit hours may be used to shorten another workday instead of taking annual leave.

**Compressed Work Schedule**

A variety of compressed work schedules may also be offered, such as:

- Working eight 9-hour days, one 8-hour day, and taking a regularly scheduled day off every other week;
- Working four 10-hour days and taking a regularly scheduled day off every week;
- Working four 9-hour days and one regularly scheduled 4-hour day every week.

NOTE: The type of position you hold may limit work schedule options available to you, and all schedules require prior supervisory approval.

**Teleworking**

For further information on teleworking see the following directive: [Telework Directive](#)

**Incentive Awards**

In addition to salary and benefits, all Department of Army employees are eligible for a variety of incentive awards. Incentive awards are generally based on performance-related criteria or as compensation for suggested ideas that improve work processes. There are two types of incentive awards, monetary and non-monetary. A brief description of several of the most frequently used awards follows.
**Monetary Awards.** A monetary award is a one-time cash payment, which is in addition to the regular salary of the recipient and which does not increase the individual’s rate of basic pay. Monetary awards may be granted:
- for an outstanding one-time accomplishment or contribution of a non-recurring nature that produces tangible savings or intangible benefits, or
- for performance based on the employee’s annual performance rating of record.

**Suggestion Awards.** The U.S. Army Suggestion Program provides a formal structure by which ideas are solicited from or offered by the workforce as a tool to improve the operations of an organization and reduce its costs. Cash may be awarded contingent upon the tangible and intangible benefits derived from the suggestion.

**Non-Monetary Award.** Time-Off Awards permit an individual to be away from his/her job during official work hours and for which the time away from work is not charged to leave. Time-Off Awards are an alternative method of recognizing the superior accomplishments or contributions of employees; therefore, the decision to grant a Time-Off Award is based on the same criteria or circumstances as for any other award.

**Individual Development Plan (IDP)**

ERDC's most valuable resource is its people, and ERDC is committed to supporting employees in reaching their full potential. A critical element in helping employees define their career goals, and develop a plan for achieving these goals, is the Individual Development Plan (IDP).

- Center Regulation 350-1-420 – Five Year Individual Development Plan (IDP) and Development Assignment
- ERDC Policy Memo #4 – Five Year Individual Development Plan
- ENG Form 5055 – Individual Development Plan

This plan will be a joint effort between you and your supervisor and should be reviewed frequently. Your IDP is the plan you develop with your supervisor to obtain the training and development you need in your ERDC position. It will also help you define what self-development you may need to achieve your career goals. You and your supervisor will discuss your plans at the start of each annual performance rating period. Your supervisor is a valuable source of career advice and counseling. Your plan of approved training, which will include not only formal courses but on-the-job training, developmental assignments, and cross-training, will be defined on your IDP. The IDP is
a living document and will be reviewed regularly in personal discussions with your supervisor.

**Other Important Information**

**ACE-IT**

The U.S. Army Corps of Engineers Enterprise Information Technology (ACE-IT) organization is a separate operating activity under the U.S. Army Corps of Engineers and provides enterprise information technology services for the entire Corps organization. ACE-IT consists of approximately 1,400 team members who support automation (computers, e-mail, and computing services), communications (wide area and local networking, telephone, etc.), information assurance, records management, visual information, printing services, and publications activities. ACE-IT employees are located in 55 major sites and support 39,000 Corps customers at more than 1,500 locations, including ERDC sites.

For ACE-IT assistance (service requests, etc.), call 1-866-56-ACE-IT (1-866-562-2348), or go online at [ACE-IT Online](#).

**Telephone, Internet, and E-Mail Usage**

Personal use of government services and systems is a privilege, NOT a right. Users must understand that access to these systems (and thereby to a vast array of services, sites, people, and uncensored information) requires personal responsibility. You may never use government telephone, Internet, and e-mail services and systems for prohibited purposes, such as conducting private business, political campaigns, or any illegal uses. Abuse of these systems and services can serve as the basis for disciplinary action for civilian employees and punishment under the Uniform Code of Military Justice for military members.

Examples of authorized personal use of communication systems and equipment include:

- Brief communication that is most reasonably made from the employee’s normal workplace, e.g., checking in with spouse or minor children; scheduling doctor, auto, or home repair appointments; brief Internet searches; or e-mail directions to visiting relatives.
- Receipt of brief e-mail messages and facsimiles, as long as a comparable receipt would be acceptable via telephone, and the use is no more disruptive than a telephone call.
Examples of authorized personal use of Internet access includes, but is not limited to:

- Professional development purposes, subject to ensuring that the primary duties and mission are accomplished.
- Routine e-mail correspondence with your children away at college, reading a business magazine, or checking stock quotes.

The above authorization is subject to the following conditions:

- Employees should limit personal communication and Internet searches to authorized break periods, lunch, or before and after duty hours.
- Use does not adversely affect the performance of official duties by the employee in the employee’s organization.
- Personal communications will be infrequent and short.
- No additional government resources, equipment, services, etc., will be expended/used to facilitate this personal use.

Prohibited use of government systems and services includes:

- Accessing, storing, processing, displaying, or distributing offensive, obscene, or sexually explicit e-mail; accessing sexually explicit Websites and pornographic images; and accessing virtual computer-generated or otherwise pornographic images.
- Communication that unduly overburdens communication systems or equipment.
- Communicating to solicit or conduct business, advertising, or other selling activities in support of a private business enterprise or other nonfederal organization and individual selling or soliciting relative to personal property (e.g., house, auto, stereo equipment, etc.) regardless of whether for profit.
- Making disparaging or derogatory comments attacking someone's character or integrity, including profanity and other abusive language, or venting personal frustrations to a wide audience.
- Any type of partisan political activities, candidate support, etc., as defined by the Hatch Act.
- Unauthorized entry, use, transfer, and tampering with the accounts and files of others, interference with the work of others, and other computing facilities.
- Broadcasting unsubstantiated virus warnings from sources other than systems administrators.
- Discussing or transmitting classified information.
- Incurring long-distance charges or other charges for unofficial calls or fax transmission fees to the government; i.e., employees must use toll-free numbers, charge any long distance communications to personal credit cards, or reimburse the
government for personal charges upon receipt of the official phone bill. In general, long distance personal phone calls should be charged to the government phone system only in emergency circumstances. Personal credit cards or toll-free numbers should be used at all other times.

- Downloading copyrighted materials (including text, graphics, video, and audio) from the Internet. Copyrighted materials may only be used with permission of the copyright holder or to the extent allowed by fair use.
- Sending chain letters, games, catalogs, recipes, stories, or holiday messages.
- Publicizing unauthorized activities, such as charity solicitations, unless otherwise permitted by law (e.g., Combined Federal Campaign).
- Using hand-held cell phones and Blackberry devices while operating motor vehicles (including privately owned vehicles) on ERDC facilities, while operating government-owned or leased motor vehicles regardless of location, or while using personal vehicles on official business (e.g., when being reimbursed for mileage) regardless of location.
- Any other use that would reflect adversely on DoD, that is incompatible with public service (e.g., threatening or harassing phone calls, electronic messages, and hate literature; unauthorized fundraising, gambling, or similar activities; terrorist activities; partisan political activity; and political or religious lobbying), or that violates a statute or regulation is never authorized.

Personnel who access Federal Government communication systems and equipment or communication systems and equipment paid for by the government do so with the understanding that such use is neither secure nor anonymous, with no expectation of privacy. All use, regardless of whether official or authorized, is subject to monitoring. Furthermore, communication on government systems and equipment may constitute federal records within the meaning of the Federal Records Act and may be obtainable under the Freedom of Information Act (FOIA).

Personnel receiving media and public inquiries for information will forward them to the Public Affairs Office (PAO). Freedom of Information Act inquiries must be forwarded to the FOIA Officer in the ERDC Counsel Office.

**Travel**

**ERDC Travel Office**

The Commercial Travel Office (CTO) is managed by Carlson Travel. The CTO service will be provided for all Corps of Engineers sites from a central call center in San Antonio, Texas.
There will be a transaction fee for each ticket issued. Electronic Tickets (e-Tickets) are less expensive and should be used if the option is available. It is the responsibility of the traveler to ensure travel orders are received by the CTO, with sufficient time to issue the ticket.

**General Office Information**

Office Hours: 7:30 a.m. – 6:00 p.m. CST  
Monday – Friday (closed Federal Holidays)  
Toll Free Commercial Number: (800) 953-7286  
Toll Free Fax Number: (877) 634-7705  
Email: vcccoe@cwtsatotravel.com

**Emergency After-Hours Service**

24 Hr. Emergency Services After-Hours: (800) 953-7286  
International Travelers, Call Collect (210) 877-6828

**Travel Order/Vouchers/Per Diem**

Travel orders (**TDY Request Form**) are required for any temporary duty (TDY) and must be signed by the appropriate supervisor (and approved in the Corps of Engineers Financial Management System [CEFMS]) at least three days prior to the start of TDY.

You should consult the per diem web page (**GSA Per Diem**) to verify the per diem rates for your TDY location. Please contact your office or branch administrative assistant to obtain the current travel order and voucher forms and for detailed instructions on accurately completing them. Visit the Defense Travel Management Office website (**Travel Resources**) for more general information on travel, including mileage rates, travel comp time, hotels at per diem rates, travel tips, etc.

Per diem is the total amount of money you will be paid on a per-day basis. A specific amount of money is allotted for hotels and food for various geographic locations. If a hotel cannot be found at the per diem rate, a justification may be written and signed by your supervisor to approve reserving a hotel room at a rate above the per diem amount. Consult with your supervisor regarding rules for conference travel.

After the travel is complete, you will need to submit a Travel Voucher, (**DD1351-2**). All claims must be submitted within five days of return to or arrival at the PDS. In the case of extended TDY, the traveler must submit a claim for each 30-day period. That claim must be submitted within five days after each 30-day period.
Travel Comp Time
Compensatory Time Off for Travel will be requested, prior to travel, on the DA 5172-R, “Request, Authorization, and Report of Overtime.” After completion of the travel, the approved DA 5172-R needs to be filed with the travel voucher.

Government Travel Charge Card (GTCC)
Public Law 105-264 mandates that federal employees defined as frequent travelers who perform official government travel must use a GTCC to pay for official travel expenses. A frequent traveler is one who travels at least three times per year. Any employee who does not have a GTCC, but who anticipates having to perform official travel, should apply for a card. Employees who are not required to perform official travel in connection with their official duties do not need and should not obtain a GTCC. For more information, see the GTCC section in the Directorate of Resource Management portion of this handbook.

Permanent Change of Station (PCS)
Before being issued a PCS travel order, you will be required to sign a statement agreeing to remain with the government for a period of not less than 12 months. Additionally, a transfer within the DoD, at government expense, is not authorized within 12 months of the employee’s most recent PCS unless the order-issuing official certifies that the transfer is in the interest of the government; an equally qualified employee is not available within the commuting area of the component concerned; and the losing component agrees to the transfer.

Your travel order is the key to an authorized move. Do not incur any moving expenses before receiving it. Read it carefully. When you receive your travel order, you can complete your travel plans, make the necessary arrangements for shipment and/or storage of your household goods and personal effects, and put your personal affairs in order. Depending on a cost comparison, you may be authorized shipment of your household goods under a commuted rate system or an actual expense method. Under the commuted rate system you make all arrangements for shipment of household goods and personal effects within the continental United States. Under the actual expense method, transportation for household goods is arranged by the government and shipment is made on a Government Bill of Lading (GBL). For overseas moves, you should contact the transportation/traffic management office at a nearby military installation to arrange your shipment by GBL.
Drug-free Workplace

On 15 September 1986, Executive Order (EO) 12564 established the goal of a Drug-free Federal Workplace (DFW). This EO recognized the serious impact of illegal drug use on the national workforce and required federal agencies to develop a plan for achieving the DFW's objectives, with due consideration to the rights of the government, employees, and the public. To achieve this goal, the Army implemented the DFW drug abuse testing program for Army civilian employees. The following regulations and publications provide guidelines for administration of civilian drug testing in the Corps of Engineers. These guidelines should be used in conjunction with Army Regulation (AR) 600-85, Alcohol and Drug Abuse Prevention and Control Program, and the Department of Health and Human Services Mandatory Guidelines for Federal Workplace Drug Testing Programs. To view a slide show on the ERDC Drug-free Workplace Program, go to ERDC Drug-free Workplace. More information on drug testing can be found in the Safety section of this handbook.

Military/Civilian Etiquette

When working on DoD installations, including Corps of Engineers offices, there are practices and customs of which you should be aware.

Military/Civilian Ranks

ERDC and the Corps are very unique in that our diversity includes active duty Soldiers of almost every rank and civilian employees of practically every grade. Each of us has an inherent responsibility to understand and to take pride in the rich history, traditions, customs, and courtesies our Army was built upon, while enforcing those standards in accordance with (IAW) Army regulations, policies, and guidelines. As an organization comprised of 97% civilian and 3% military, it is vitally important that we set and enforce the standards as directed by military customs and protocol.

The Senior Executive Service (SES) was established by the Civil Service Reform Act (CSRA) of 1978 and became effective in July 1979. The CSRA established a senior executive corps with solid executive expertise, public service values, and a broad perspective of government. The vision for SES executives is to provide continuity in senior management for government departments and agencies underneath the top civilian leaders appointed by the President and, in DoD, senior military officers in command positions.
SES members are assigned one of three protocol codes, based on their position. SES’s with a protocol code of 6 are ranked directly below a military Brigadier General (One Star) and above the rank of Colonel. SES’s with a protocol code of 5 are ranked directly below a military Major General (Two Star) and above the rank of a Brigadier General; SES’s with a protocol code of 4 are ranked directly below a military Lieutenant General (Three Star) and above the rank of a Major General. The majority of USACE SES’s have a protocol code of 6. ERDC has nine SES positions: the ERDC Director, ERDC Deputy Director, and the seven individual laboratory directors.

USACE military and civilian personnel are to be mindful of the rank and stature of our SES members, who are afforded all military customs and courtesies IAW their protocol code (i.e., even though an SES may sign their signature as Karen or Joe, be reminded that they should be addressed as ma’am or sir accordingly).

“Protocol is the combination of good manners and common sense, which allows effective communications...It is not static...Etiquette encompasses the body of manners and forms prescribed by custom, usage, or authority...It is accepted as correct behavior when people deal with one another...it preserves respect for the rights and dignities of others.” DA Pamphlet 600-60 (11 Dec 2001)

You may routinely meet and deal with military members. Charts of Officer Military Rank insignias including Warrant Officers are posted on the Internet at Officer Rank

Charts of Enlisted Military Rank insignias are posted on the Internet at Enlisted Rank

**Military Dates/Time**

**Dates:** Military dates are normally written with the day preceding the month (e.g., 1 October 2010) with no punctuation. You would be well served to master the concept as quickly as possible.

**Time:** The military clock begins after midnight and continues for 24 hours until the following midnight. The civilian time of 1:00 AM is expressed as zero-one hundred hours (0100) etc. If your boss stated that you are to report to a meeting at 1100 hours, then you are to report at 11:00 a.m. Noon in military time is 1200 hours; 1:00 p.m. is 1300 hours, etc. Co-workers, visitors, and callers will assume you understand military dates and times when communicating with you.

**Flag Etiquette**
If you hear someone say “it’s time for morning or evening colors,” that means that the US flag is being raised or lowered. Members of the armed services have carried out this ceremony with reverence and care for more than two centuries. Regulations and etiquette require that if you are walking within view or earshot of the ceremony, you should stop, face the direction of the flag, and place your right hand over your heart (military personnel will face the flag and formally salute). Men wearing a hat should remove it with their right hand and place it over their heart. If you happen to be driving, stop your car safely at the side of the road. You and your passengers should sit quietly until the ceremony is over. If you are inside working, you may continue to work.

**Command Staff Division**

The Command Staff Division offices provide administrative and technical support functions to all of ERDC, including the laboratories. No matter what job you have at the ERDC, you will be interacting with these offices on a regular basis.

**Security Office**

An ERDC Security team member will most likely be the first person you see when you come to work each day and the last person you see when you leave for the day. ERDC Security is available to assist you as you become acclimated to your new work environment now and with any future security needs.

Access on and off post during the work day and after hours is through armed security guards who will check your government identification (the Common Access Card or CAC), and allow you entry. Secondary form of identification is your State driver’s license. The guard has the discretion to deny entry to anyone that he/she believes poses a reasonable suspicion of endangering life or property. ERDC guards are on duty 24 hours a day, 7 days a week, 365 days a year. A guard is available to assist you at all times.

Signs are posted at the entrances to all ERDC facilities that notify all who enter the facilities of policies that govern installation access. All ERDC sites are monitored with closed circuit televisions (CCTVs) for protection of personnel and property.

Control of access to buildings is achieved through various forms, either an access control system using the CAC card, key control, push-button systems, or locking mechanisms. If ERDC employees require access to a building and cannot gain entry on their own, they may contact a guard on duty to assist them.
ERDC complies with the DoD Force Protection Conditions. These conditions are Normal, Alpha, Bravo, Charlie, and Delta.

Foreign national visitors to ERDC require coordination with the ERDC Foreign Disclosure Officer, who is located in the ERDC Security Office. It may take up to 30 days for this approval process. You may not circumvent this approval process by meeting with foreign nationals off-site or at other locations.

All persons, including family members, visiting ERDC must show photo identification and tell the security card who they are visiting. At the Vicksburg site, they are then directed to the PAO for further processing. Visitors at Hanover and Champaign are given a visitor badge by the guard at the gate and directed to the lobby for escort by their POC. At Alexandria, visitors are greeted at the front desk entrance by the guards, issued a badge, and their POC is contacted to provide an escort.

Those individuals with a security clearance and a need to work with classified information will receive a special briefing from the Security Office that will outline the procedures for handling classified information. If classified information is found by individuals who do not hold a security clearance or do not deal with classified information, please report it immediately to your local Security Office.

In summary, ERDC provides a robust security program that encompasses all aspects of security:

- The Common Access Card is issued (reissued if lost, stolen, expired, etc.) by the ERDC Security Office at your site. The CAC is to be used for access control purposes to government facilities and computer access, and is NOT to be used for identification purposes or displayed openly outside of the work environment. Cards must be renewed every 3 years, and it is your responsibility to ensure that your card does not expire.
- ERDC Security has annual mandatory Operational Security (OPSEC) training located on the ERDC Intranet Security homepage. OPSEC is the process of denying our enemies information about ERDC’s capabilities and operational intentions. OPSEC applies to everyone.
- ERDC Security also provides assistance or security guidance for conferences, meetings, seminars, etc. and has the responsibility for information security (classified) programs across ERDC.
- Incoming and outgoing visit requests are handled by the ERDC Security Office; contact your local office and they will work with you to accomplish your needs.

Reporting Visitors at Each Site
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<thead>
<tr>
<th>ERDC Site</th>
<th>Contact Public Affairs</th>
<th>Contact Security</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alexandria</td>
<td></td>
<td>X</td>
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<tr>
<td>Champaign</td>
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<td>X</td>
</tr>
<tr>
<td>Hanover</td>
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</tr>
<tr>
<td>Vicksburg</td>
<td>Email Visitors ERDC-PA-MS</td>
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Emergency Phone Numbers at Each Site

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<tr>
<th>ERDC Site</th>
<th>Emergency Number</th>
<th>On-Site Emergency Number</th>
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<tbody>
<tr>
<td>Alexandria</td>
<td>703-428-6626</td>
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<td>Hanover</td>
<td>603-646-4800</td>
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<td>Vicksburg</td>
<td>601-634-3333</td>
<td>3333</td>
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After Hours Access

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<tr>
<th>ERDC Site</th>
<th>Electronic Entry via CAC</th>
<th>Intercom</th>
<th>Guard Support</th>
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<tr>
<td>Alexandria</td>
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<tr>
<td>Vicksburg</td>
<td>X</td>
<td>X(ITL)</td>
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</tbody>
</table>

Public Affairs Office

The mission of the PAO fulfills the Army’s obligation to keep Americans and the Army informed. PAO does this by communicating ERDC and DoD messages to our team members, our customers, the Corps, Army, DoD, and the American people. PAO delivers superior products, provides public communications advice and counsel, and supports all public affairs areas across the entire ERDC.

You play an important role in PAO functions. If you are working on a project that would be of interest to your teammates, sponsors, or the public, please contact PAO and let them work with you to highlight your work. If you receive an award or professional recognition, or are elected to a panel or committee in a professional society, etc., please
contact PAO so they can help recognize your achievement, which also helps promote ERDC capabilities.

In a nutshell, it is everyone’s job to tell the ERDC story, with PAO assistance and guidance. That affects you because YOU are a part of the ERDC story, from the projects you work on, to your involvement in the community, to your professional development throughout your career.

**PAO Mission Areas**

- **Advice and counsel to leadership on Public Affairs initiatives to assist the ERDC, Corps, and DoD in telling our story.**
- **Command information** – communicating with team members to keep them informed. PAO writes and publishes articles and other information in the Employee Information Bulletin, on ERDC Websites, through e-mail messages, weekly rollup reports, etc.
- **Public information** – keeping our customers, stakeholders, and the American public informed about ERDC research and people. PAO does this primarily through newspaper and magazine articles, videos, group presentations, and other mechanisms that tell the ERDC story.
- **Media relations** – PAO works with local, national, and international media to tell the ERDC story. This includes the major news networks, national and local newspapers, Discovery Channel, History Channel, 60 Minutes, etc. ERDC responds to hundreds of media contacts each year, all from people wanting to learn more about the great research we do. How does this affect you? **If you receive a call from the media, always contact PAO before you grant or give an interview.** PAO will coordinate with the media and assist you in preparing for the interview. PAO will also assist in coordinating media contacts with leadership, sponsors, higher Corps and DoD elements, etc.
- **Community Relations** – PAO helps ensure ERDC and our contributions are well-known in the community. ERDC also participates in community events, speaking engagements, and educational outreach efforts such as science fairs, job shadowing opportunities, mentoring, and summer camps sponsored by ERDC. You will have many opportunities throughout your career to assist and volunteer for these activities. ERDC hopes you take advantage of opportunities to support such activities to mentor the next generation in the importance of science and engineering.
- **The ERDC Corporate Exhibits Program** is another outreach tool for telling our story. ERDC supports approximately 20 corporate exhibits each year. PAO helps develop content for exhibit displays and assists with staffing booths at conferences, job fairs,
tradeshows, and symposia to promote ERDC missions. You may be asked to assist at a future conference by serving as the subject matter expert in the ERDC booth to discuss your research with conference attendees or the public.

- Speech writing – other traditional PAO functions include speech and script writing for leaders, researchers, visiting speakers, and ceremonies.
- Web page content – PAO is responsible for ensuring that information on the ERDC Website is accurate, timely, meets operational security requirements, and is releasable to the public.
- Brand management and marketing – this function includes those things that “brand” and reinforce ERDC to our sponsors, stakeholders, and the public. PAO assists in marketing development and in creating brochures, videos, and other marketing materials that promote ERDC.

Nontraditional PAO Functions

- History Program – PAO has a part-time historian on staff to assist in ERDC’s history program. ERDC was stood up in 1998, but the ERDC laboratories have a rich history going back to 1929.
- Protocol assistance includes guidance and support for high-level visitors to ERDC sites and for special events and ceremonies such as Change of Command, groundbreaking, and awards ceremonies.
- Visitor support – at some sites, PAO has the responsibility to provide visitor support, to include registration, POC notification, directions, accommodations information, etc. ERDC hosts thousands of visitors annually at our sites. How does this affect you? All visitors are required to register upon arrival at our four sites. If you have a visitor coming to ERDC, you are required to provide the necessary information on the visitor to the appropriate ERDC visitor control office. In Vicksburg, you contact PAO; at Hanover, Champaign, and Alexandria, you contact the Security Office. See the Security Office section of this handbook for information about the proper reporting procedures at each site.
- Conference facilities and video teleconference/audiovisual scheduling and support – the Vicksburg site PAO also has responsibility for scheduling the ERDC conference facilities and classrooms (those facilities not controlled by individual laboratories). Information on how to schedule these facilities is listed below.

PAO Things to Remember

- If you receive a call from the media, ALWAYS refer them to the PAO.
- If you have an article for the Employee Bulletin, please submit it to your local PAO for coordination and staffing.
- For reporting visitors, please refer to the matrix below.
• To reserve the auditorium, classrooms, main conference room, and main VTC room (Vicksburg only), call x2502 or x3250.
• If you need any PAO assistance, feel free to call on any PAO staff member. To reach the PAO chief, call 601-634-3188. To reach any other PAO team member, see the numbers listed below.

Public Affairs Office by Site

<table>
<thead>
<tr>
<th>ERDC Site</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alexandria</td>
<td>703-428-6655</td>
</tr>
<tr>
<td>Champaign</td>
<td>217-373-6714</td>
</tr>
<tr>
<td>Hanover</td>
<td>603-646-4292</td>
</tr>
<tr>
<td>Vicksburg</td>
<td>601-634-3188</td>
</tr>
</tbody>
</table>

Safety Office

The ERDC Safety and Environmental Management Office manages the safety, occupational health, and environmental compliance program to protect people and the environment in the following areas:

- Accident and injury reporting
- Occupational health services
- Employee Assistance Program counseling
- Drug screening
- Compliance with environmental regulations

Corps of Engineers employees must comply with numerous safety requirements mandated by the Occupational Safety and Health Administration and the Army. Information on all aspects of on-the-job safety has been consolidated into one document: Engineer Manual (EM) 385-1-1. Hard copies are also available from the ERDC Safety Office upon request.

Most of you will face hazards at some time during your career. Those hazards may be as common as driving a car or working at a computer workstation, or more unusual, such as working with toxic chemicals or explosives.

Your Rights

Whatever your job is, you have a right to be protected from occupational hazards. Your supervisor must consider the potential hazards before assigning you work and must provide you with any necessary training, protective clothing, or other safety measures.
If you believe that you are being asked to perform hazardous duties without proper protection, you have a right to contact the ERDC Safety Office for an assessment. You should discuss your concerns with your supervisor first, but you are not required to do so. You have a right to request anonymity and, if you do so, the Safety Office will look into the situation without revealing your name.

Your Responsibilities

- You must report ALL injuries, even minor injuries, to your supervisor.
- Wearing government-furnished protective clothing and equipment is not optional.
- You must comply with any posted safety notices and you must adhere to any safety training that you have received.

Mandatory Medical Exams

If your duties expose you to recognized health risks or if your position has established physical requirements, your supervisor will provide appropriate safeguards to ensure your protection. In such cases, you will most likely be given an annual medical examination to make sure that your health and safety are not being compromised.

Medical professionals from the ERDC Safety Office will select the examining physician, determine the scope of the examination, and arrange for examination. The examination will be provided at no cost to you and on government time.

Professional Medical Services – Vicksburg Site

The clinic in Vicksburg is staffed by two registered nurses and a part-time contract physician.

The diagnosis and treatment of non-occupational injuries and illnesses among civilian employees is primarily the responsibility of each individual’s personal physician.

Each Monday and Wednesday morning, a physician is in the ERDC Vicksburg Health Services clinic to provide occupational medical services.

Workload permitting, the physician and nurses will provide:

- First-aid or palliative treatment of minor disorders,
- Treatment to enable the employee to complete the current work shift before consulting his/her personal physician,
• Administration of allergy shots (the vaccine must be provided by the employee), and
• Advice on weight problems, smoking cessation, healthy living, and community resources.

**Employee Assistance Program**

You and your immediate family members are also eligible for counseling under ERDC’s EAP. This program provides up to six counseling sessions for personal problems that may be affecting your job performance.

Problems of the following types are within the scope of the EAP program:

• Marital issues
• Divorce or separation
• Alcohol or drug abuse
• Gambling addiction
• Emotional or behavioral disorders
• Depression
• Suicidal tendency
• Grief

All EAP services are strictly confidential. However, to ensure proper billing to ERDC, you must identify yourself as an ERDC employee or your family member as the relative of an ERDC employee. EAP is available by calling toll free (866) 443-3217.

**Drug Testing**

If your duties involve potential danger to the public health and safety or national security, you are subject to random drug testing without any cause and without suspicion that you are using illegal drugs. Drugs tested for include:

• Amphetamines
• Opiates
• PCP
• Cocaine
• Marijuana

Even if your duties do not involve public health and safety or national security, you are subject to drug testing for:

• Reasonable suspicion
• After an accident or unsafe practice
• Follow-up to previous illegal drug use
If you fail a drug test or refuse to participate in a drug test, you will be referred to the EAP. You may also be subject to disciplinary actions ranging from reassignment, demotion, or separation from federal service.

**Smoking Restrictions**

You may not use any form of tobacco products (including chewing tobacco and snuff) inside any ERDC building or motor vehicle. You also must not smoke or use any other tobacco products within 50 feet of any building entrance or any area commonly used by others.

**Motor Vehicle Operation**

- You must not use a hand-held cell phone or Blackberry while driving on most posts or while you are driving on official business. You may use a hands-free cell phone.
- All occupants in a moving vehicle must use seat belts.
- You should always park in designated parking spaces and adhere to posted speed limits, one-way traffic signs, and other posted traffic signs.

**Clothing**

You may be furnished special clothing (such as a hard hat, safety glasses, and steel-toed boots) to protect you on the job. If you work in a non-office environment, the minimum clothing is:

- A short sleeve shirt
- **Long pants (excessively long or baggy pants are prohibited), and**
- Leather or other protective work shoes or boots.

**Your workplace is a professional setting, and you must dress in a professional manner. Shorts, cut-off jeans, tank tops, and flip-flops are not appropriate clothing for the workplace.**

For more information on the Safety Office, and to reach the Safety Staff at your location, please visit: [ERDC Safety Office](#)

**Inclement Weather Instructions**

<table>
<thead>
<tr>
<th>ERDC Site</th>
<th>Contact Numbers or Websites</th>
<th>Media Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alexandria</td>
<td><a href="http://www.opm.gov/status">www.opm.gov/status</a></td>
<td>Channels 4, 5, 7, 9 Radio: most local stations</td>
</tr>
<tr>
<td>Champaign</td>
<td>352-6511 or Weatherline at 3388</td>
<td>Channels 3, 15, 17, 20 Radio: 1400 AM or 97.5, 100.3 FM</td>
</tr>
</tbody>
</table>
Directorate of Resource Management

The Directorate of Resource Management (DRM) provides advice and guidance to the ERDC on all matters related to budget, finance and accounting, management analysis, and manpower programs to assure economic and efficient accomplishment of ERDC objectives.

One of DRM’s functional areas that relates directly to you is management of the Government Travel Charge Card program. The GTCC provides travelers with a safe, convenient way to pay for official duty travel expenses and obtain cash advances, reducing overhead costs related to processing paperwork for cash advances. If you travel three or more times a year as part of your duties with the ERDC, you will need to acquire a GTCC.

GTCC Application Process

- Contact your site Agency Program Coordinator (APC) to start the application process.
  - Your site APC or any ERDC APC will send the application paperwork to you by e-mail
  - Take the mandatory GTCC training online at GTCC Training. Register for a user name and password, then once logged in, select the Training tab at the top middle of the page. Click on the "View All" bubble to list all of the available classes. Scroll down the list and look for "Programs & Policies - Travel Card Program (Travel Card 101) [Mandatory]." Click on "Launch." The training will take approximately 45 minutes. Print the training certificate once you have completed the training.
  - Sign and obtain your supervisor’s signature on the DoD Cardholder Statement of Understanding and submit along with your Travel Card Training Certificate to your APC.

- The APC will initiate an online application and the applicant will receive an email from the card vendor when the application is ready for processing. The supervisor will receive an email from the card vendor when the application is ready for approval. Then the application is returned to the APC for final approval before it is sent to the card vendor for processing.

- The card is then processed and shipped. The application can be tracked by the APC throughout the processing stages from employee, supervisor, and the card vendor.
will take 5-7 business days for the card to be processed or a card can be expedited in 2–3 business days with a $20 fee (reimbursable).

- If you have access to CEFMS, you can verify that your card number is correct (screen 10.131) (F2, Type Last Name, F3) CEFMS Link

How the Program Works

- Tickets purchased by the Travel Office, ticket fees, car rentals, lodging, and ATM cash advances are applied to your charge card.
- Use of the card for meals and incidental expenses is encouraged when practical, but is optional.
- Retain all receipts in order to keep track of the total charges applied to the card and your reimbursable expenses.
- If you have card problems, call the card vendor administering the GTCC at the 1-800 number listed on the back of your card, or call your APC for assistance. You have five days to file your TDY travel voucher once you return from TDY.
- When filing your travel voucher, you must always use split-pay in CEFMS, the Corps of Engineers Financial Management System. The system will prompt you to enter the amount due to the card vendor (charges for airline tickets, hotel rooms, parking, etc.). The amount you entered into CEFMS as split-pay will go to the card vendor and the remainder will be sent to you by electronic funds transfer. You will receive a statement from the vendor at the end of the billing cycle. You may also access your account online. Please review your statement to verify the accuracy of charges and to ensure that payment in full has been made. This will help you avoid late fees and/or inactivation of your card for non-payment.

Spending Limits

Cards are issued as Standard or Restricted. Restricted cards are automatically issued to applicants who decline the credit check or who have a FICO score between 500 and 659.

<table>
<thead>
<tr>
<th></th>
<th>Standard</th>
<th>Restricted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automatic credit limit ($)</td>
<td>7,500</td>
<td>4,000</td>
</tr>
<tr>
<td>Cash advance portion ($)</td>
<td>665</td>
<td>365</td>
</tr>
</tbody>
</table>

The addition of transportation charges, coupled with extended TDY and travel outside the Continental United States (OCONUS), may cause the standard monthly limits to fall short of the amount needed. Higher credit limits are possible in such cases through the completion of a Credit Increase Request Form. Contact your APC for assistance in obtaining a temporary limit increase.

Banking and ATM
The GTCC card vendor provides online banking and automated teller machine (ATM) cash withdrawal options. Online banking allows you to view your account information, transaction details, current balance, and payments. Call the toll-free number on the reverse side of your card and select the PIN option to establish a Personal Identification Number. Cash advance withdrawals should only be made to cover expenses related to TDY; all such fees assessed are reimbursable.

**Frequently Asked Questions**

**Q.** My trip is cancelled or my itinerary changed. What do I do?

**A.** Contact the travel transportation provider immediately to cancel the unused itinerary or re-issued ticket to prevent being billed for it (airfare/rail).

**Q.** What do I do if my card is lost, stolen, or damaged?

**A.** Notify your APC and the GTCC bank immediately.

**Q.** I changed my address. Who should I notify?

**A.** Notify the bank immediately by (a) calling the toll-free customer service number on the back of your card or billing statement, or (b) asking your APC to submit the change electronically, or (c) using the address change form provided with the billing statement (on the back of page 1).

**Q.** There are charges on my billing statement that I don’t recognize.

**A.** Call the merchant first and ask for clarification. If you need help identifying the merchant, call the GTCC card vendor. Ask the merchant for a correction of any disputed charges. If you are unable to resolve the issue with the merchant, submit a dispute form to the bank within 60 days of the invoice date on which the charge(s) first appeared. Once submitted, you will not be required to pay the charge while the problem is being solved. (Note: Sales tax and shipping are non-disputable items. Returned or unused airline tickets are disputable items.)

**Q.** My card has been deactivated due to inactivity. What do I do?

**A.** Contact your APC for assistance in reactivating your card.

**Travel Outside the Continental United States (OCONUS)**

Your GTCC will be readily accepted by most merchants OCONUS. Use the ATM to obtain advances in foreign currency. The fee assessed will be based on the bank’s conversion rate plus any applicable transaction fees.

For security concerns, GTCC offers a “generic” looking travel card that is not readily
apparent as government-sponsored. Contact your APC if you have need of this option.

**Card Abuse or Mismanagement**
Failure to use the card as intended, or failure to make timely payments of undisputed charges in full could result in one or more of the following:

- Card converted to restricted use only
- Card suspension
- Card cancellation
- Bad report to Credit Bureau from GTCC vendor
- Salary garnishment initiated by GTCC vendor
- Adverse personnel action

There will be NO out-of-pocket expenses if the GTCC is used appropriately and you stay within your allowed per diem limits for your TDY.

**Remember**, use the card to satisfy your TDY expenses, file your voucher within 5 days using split-pay to satisfy your bill, review your statement for accuracy, and promptly pay any residual debt. If you encounter a problem, contact your APC for assistance.

**Useful Websites and Links**
Visit the Directorate of Resource Management Website ([GTCC Program](#)) website for more information on Agency Program Coordinators:

Per Diem Rate Website Information [Per Diem](#).

For more information on DRM and how it relates to you, visit [ERDC RM](#).

**ERDC Library Services**
The ERDC Library Science and Knowledge Transfer Branch provides library services to ERDC employees, customers, and the public, and editing services to ERDC employees.

The ERDC Library has staff in Hanover, Champaign, and Vicksburg, and provides employees with access to thousands of online journals and databases through their subscriptions. Specifically, the ERDC Library provides access to:

- Online Catalog (catalog of Library holdings)
- E-journals, e-books, and databases
- A Digital Repository of ERDC-authored documents and ERDC-Authors Database
- Staff to help you find the best materials for your research efforts
- Staff to help with most common copyright questions
The following website is accessible by ERDC employees only: ERDC Library

This website contains links to the Online Catalog, full text ERDC publications, more than 40,000 online journals, databases, e-books, and more. The page is on a secure server requiring CAC access.

The ERDC Public Library Website can be found at the New Public URL: ERDC Public Library.

**Popular Databases:**

- Web of Science
- American Society for Testing and Materials (ASTM) Digital Library & Standards
- American Society of Civil Engineers (ASCE) Civil Engineering Database
- Cambridge Scientific Abstracts
- Engineering Village
- Science Direct
- IEEE
- Google Scholar
- ERDC Authors Database
- ERDC Digital Repository
- RefWorks

**Popular Electronic Publications**

You can access more than 10,000 e-books from Science Direct, Springerlink, IEEE (Institute of Electrical and Electronics Engineers), and Wiley Publishing; an extensive collection of mathematics journals from SIAM (Society for Industrial and Applied Mathematics); and the addition of SPIE (Society of Photo-Optical Instrumentation Engineers) to the Library collection.

**Why Do I Need the Library?**

“‘I can get what I want from Google.” Well, let’s say you perform a Google search on tropical soils and Google kicks back an interesting journal paper. You click on it and it opens the Science Direct Website. Your PDF opens and you think you’ve gotten free access through Google!

How does this work? The ERDC Library has supplied ERDC Internet Protocol (IP) addresses to the publishers of the databases and journals to which ERDC subscribes. Because the Library has already paid for it and submitted IP addresses, you have access to that paper. If the Library doesn’t subscribe to the journal you want to access, you will probably receive a prompt on how you must pay for access.
**Electronic ERDC Reports**
Most public distribution reports are available in full text in the Library catalog. Some of the older, more popular WES reports are also available. Users can search by keyword, title, or author name. The [Library catalog](#) is open to the public and can be searched directly.

**RefWorks**
RefWorks is a web-based bibliography and database manager that allows you to create your own personal database by importing references from text files or online databases and other various sources. You can use these references in writing papers and automatically format the paper and the bibliography in seconds. Users can download bibliographic citations into folders they create and then share those folders with colleagues. Sign up for an individual account at [www.refworks.com](http://www.refworks.com). Call your local ERDC Library if you need assistance setting up your Refworks account.

**Online Forms for Ordering Materials**
Our Library Web page contains online forms for ordering materials or requesting services. You can use the forms or call/stop by the Library for assistance in ordering articles, books, reports, literature searches, and subscribing to publications.

**ERDC Editing Services**
ERDC engineers and scientists are published internationally in hundreds of peer-reviewed journals every year. ERDC editors are available to assist you with editing all your publications and will help manage documents through printing and posting to the Web.

Our editors will provide:
- Clear, concise, and grammatically correct text
- Effective and accurate graphics
- Style and format that conforms to ERDC standards for a consistent look and feel

Our editors routinely assist with publications such as:
- R&D proposals
- Technical Notes
- Journal articles
- Conference papers
- Fact sheets
- Technical Reports
Library and Editor Contact Information (by Site/Lab)

<table>
<thead>
<tr>
<th>ERDC Site</th>
<th>Phone/Email</th>
<th>Hours/Operation</th>
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</thead>
<tbody>
<tr>
<td>Champaign</td>
<td>217-373-7217 (P)</td>
<td>8:00 am – 4:30 pm (CST)</td>
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<tr>
<td></td>
<td><a href="mailto:library-il@usace.army.mil">library-il@usace.army.mil</a></td>
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<tr>
<td>Hanover</td>
<td>603-646-4779 (P)</td>
<td>9:00 am – 4:00 pm (EST)</td>
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<tr>
<td></td>
<td><a href="mailto:library-nh@usace.army.mil">library-nh@usace.army.mil</a></td>
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<tr>
<td>Vicksburg</td>
<td>601-634-2355 (P)</td>
<td>8:00 am – 4:15 pm (CST)</td>
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<td></td>
<td><a href="mailto:library-ms@usace.army.mil">library-ms@usace.army.mil</a></td>
<td></td>
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</tbody>
</table>

**ERDC Training**

It is ERDC’s policy to provide a quality, cost-effective training and development program for its employees ranging from short-term to long-term training. These training opportunities include:

- Distance learning, computer-based learning, on-site and facilitator-led exportable courses, correspondence courses, and other no-cost or low-cost training
- Self-development initiatives
- ERDC Mentoring Program
- ERDC Leadership Development Program
- Other government and non-government training opportunities, such as PROSPECT, the Federal Executive Institute Programs, Graduate School, U.S. Department of Agriculture, American Management Association, National Technological University (NTU), etc.
- Long-term Training, to include:
  - HQDA-Sponsored Long-term Training (e.g., Competitive Professional Opportunities to include university training, developmental assignments, Training with Industry, and others). These programs are described in the ACTEDS Catalog at [Army Training Catalog](#) and are open to all career fields.
  - HQUSACE Long-term Training
  - ERDC Locally Sponsored Long-term Training (ERDC Sabbatical Program, developmental assignments)

**Contracting Office**

The ERDC Contracting Office is responsible for providing contracting support to all the ERDC laboratories and support offices. This support is accomplished via contracts, grants, and cooperative agreements, and includes efforts involving research and development, support services, and supplies. For more information, please contact 601-634-4824.
**Directorate of Public Works**

The Directorate of Public Works (DPW) is an organization well-known to Army military installations. DPW is responsible for master planning, operations and maintenance of facilities, minor construction design, and major construction coordination. The ERDC DPW has those responsibilities, with engineering staffs at Vicksburg, Hanover, and Champaign, but the ERDC DPW also fabricates test devices and builds physical models in direct support of the research and development efforts of the ERDC laboratories. Craftsmen in the DPW Shops in Vicksburg operate computer numerically-controlled machine tools to produce state-of-the-art products, and skilled model makers construct large physical models at site locations identified by the labs.

**Equal Employment Opportunity Office**

The EEO Office is responsible for planning, organizing, and directing EEO and related programs. Services provided to employees include:

- EEO counseling, complaint resolution, and complaint processing
- Disability Program
- EEO-related training, including the Prevention of Sexual Harassment

For more information, call 601-634-3631 or visit the EEO Website at: [ERDC EEO](#)

**Office of Counsel**

The ERDC Office of Counsel (OC) provides legal and policy advice to all components of the ERDC to ensure compliance with government statutes, regulations, policy, and guidance. They represent the legal position and rights of the ERDC organization and provide direct legal advice to the ERDC Director, Commander, and Laboratory Directors. Office of Counsel representatives provide the following services:

- Furnish legal interpretation of laws and regulations in all areas of general law, including legislative requests, civil works, fiscal law, security, AR 15-6 investigations, memoranda of understanding and agreement (MOUs/MOAs), intellectual property law, technology transfer issues, interagency affairs, military and civil works programs, reports of survey, environmental law, torts.
- Advise and perform legal services relating to contract award and performance, processing and resolving contract claims, disputes, and appeals. Investigate, process, and determine or recommend disposition of non-contract claims.
- Serve as ERDC’s Procurement Fraud Advisor and Ethics Counselor monitoring requirements for ethics training of ERDC personnel, review financial disclosure
reports filed by employees, and render legal opinions when the potential for a conflict of interest exists.

- Serve as ERDC Freedom of Information Act Officers and Initial Denial Authority.
- Prepare litigation reports for use by Department of Justice (DOJ) attorneys in cases filed by or against the United States; assist DOJ attorneys in all pre-trial and trial aspects or try the case upon request; assist DOJ attorneys on appeals or conduct the appeal.
- Provide legal support for and participate in administrative proceedings and negotiations concerning personnel, labor, and EEO issues.
- Interact with the Chief Counsel’s office on issues of national and international significance. Maintain the ERDC’s portion of the Legal Services Case Management System.

For more information, contact the Office of Counsel at 601-634-4203 or visit the OC website at: ERDC Office of Counsel.

**Internal Review Office**

The ERDC Internal Review Office (IR) is an independent, objective, assurance, and consulting activity within the command designed to add value and improve the command’s operations. The objective of the ERDC IR Program is to provide the Commander and command staffs with a full range of professional internal review services that are timely, support ERDC decision-makers and ensure effective stewardship.

The mission of the Internal Review Office is to:

- Serve as the Commander’s principal adviser on internal controls
- Advise the Commander on risk management within the organization
- Perform financial, performance, compliance, and systems security reviews as deemed necessary by the organization staff and approved by the Commander

For more information, please contact the Internal Review Office at 601-634-2160.

**Logistics Activity Center**

The primary logistics management functions provided by the USACE Logistics Activity Center (ULA) include supply management, transportation services, maintenance management, and facilities management (where applicable).

POCS for these services are:

- For **Transportation Services**, to include domestic and foreign travel, permanent change of station, passports, and visas, call 1-866-967-4852.
For **ERDC Property Book** issues, contact the ERDC Property Office at 601-634-3541 or 601-634-4391.

Site-specific logistics services include:

- Fleet (vehicle) services - General Services Administration (GSA) and government-owned (GOV)
- Hazardous Materials (HAZMAT) shipments
- Hazardous Waste (HAZWASTE) disposal
- Property disposal
- Freight shipments
- Fuel purchases and deliveries

<table>
<thead>
<tr>
<th>ERDC Site</th>
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<tbody>
<tr>
<td>Alexandria</td>
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<td>Champaign</td>
<td>217-373-4453</td>
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<td>Hanover</td>
<td>603-646-4355</td>
</tr>
<tr>
<td>Vicksburg</td>
<td>601-634-3515</td>
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</tbody>
</table>
APPENDIX A: Useful Web Links

US Army Corps of Engineers and ERDC
U.S. Army Corps of Engineers http://www.usace.army.mil
ERDC Public http://www.erdc.usace.army.mil
ERDC Intranet https://intranet.usace.army.mil/erdc/Pages/home.aspx
Coastal and Hydraulics Laboratory Public CHL Public
Cold Regions Research and Engineering Laboratory Public CRREL Public
Construction Engineering Research Laboratory Public CERL Public
Environmental Laboratory Public EL Public
Geotechnical and Structures Laboratory Public GSL Public
Information Technology Laboratory Public ITL Public
Mississippi Valley Division Office http://www.mvd.usace.army.mil
Vicksburg District Office http://www.mvk.usace.army.mil

Personnel Issues
Army Benefits Center https://www.abc.army.mil
Army Knowledge Online https://www.us.army.mil/appiansuite/login/login.fcc
Benefeds (Dental and Vision Insurance) https://www.benefeds.com
Civilian Personnel Online http://www.armycivilianservice.com/
Defense Finance and Accounting Service http://www.dfas.mil
Defense Technical Information Center http://www.dtic.mil
Thrift Savings Plan http://www.tsp.gov
USACE Learning Center http://pdsc.usace.army.mil

Helpful Links
Armed Forces Vacation Club http://www.afvclub.com
DA E-Learning Program https://usarmy.skillport.com/SkillPortFE/login/usarmylogin.cfm
DA Travel Deals http://www.armymwr.com/travel/default.aspx
DA Shades of Green (Vacation Travel) http://www.shadesofgreen.org/home.html
ERDC Information Assurance https://u-pass.usace.army.mil
ERDC Web Meeting and Teleconferencing https://aceit.usace.army.mil/support/Pages/ESD.aspx
Defense Travel Management Office http://www.defensetravel.dod.mil/

Vicksburg and Vicinity
Chamber of Commerce http://vicksburgchamber.org/
City of Vicksburg [http://web.vicksburg.org](http://web.vicksburg.org)
Convention and Visitor’s Bureau [http://www.vicksburgecvb.org](http://www.vicksburgecvb.org)
Jackson Municipal Airport [http://www.jmaa.com](http://www.jmaa.com)
Mississippi Official Website [http://www.ms.gov](http://www.ms.gov)
Mutual Credit Union [http://www.mutualcu.org](http://www.mutualcu.org)
Vicksburg Warren School District [http://www.vwsd.k12.ms.us](http://www.vwsd.k12.ms.us)
Warren County Public Library [http://www.warren.lib.ms.us](http://www.warren.lib.ms.us)

**Hanover and Vicinity**
Chamber of Commerce [http://www.hanoverchamber.org](http://www.hanoverchamber.org)
City of Hanover [http://www.hanovernh.org](http://www.hanovernh.org/)
City of Lebanon [http://www.lebnh.net/](http://www.lebnh.net/)
Dresden School District [http://www.sau70.org/](http://www.sau70.org/)
Hanover Library (Howe Library) [http://www.thehowe.org/](http://www.thehowe.org/)

**Champaign and Vicinity**
City of Champaign [http://ci.champaign.il.us/](http://ci.champaign.il.us/)

**Alexandria and Vicinity**
APPENDIX B: Helpful Telephone Numbers

Army Benefits Center 877-276-9287
Carpenter Shop (Vicksburg) 601-634-3363
Carlson Wagonlit 800-953-7286
CHL 601-634-2011
CRREL 603-646-4292
CERL 217-373-6714
Electric Shop (Vicksburg) 601-634-2453
EL 601-634-3619
Fitness Center (Vicksburg) 601-634-4282
GSL 601-634-2207
Health Services 601-634-2426
Help Desk 866-373-2457
ITL 601-634-2187
ERDC-Vicksburg Library 601-634-2355
Machine Shop (Vicksburg) 601-634-3360
Main Gate (Vicksburg) 601-634-2487
Model Shop (Vicksburg) 601-634-3362
myPay 800-290-2348
Paint Shop (Vicksburg) 601-634-2428
Payroll Office (Vicksburg) 601-634-4371
Pipe Shop (Vicksburg) 601-634-2602
Plumbers (Vicksburg) 601-634-3359
Post Restaurant #1 (Vicksburg) 601-634-2560
Public Affairs Office Chief 601-634-3188
Receiving (Vicksburg) 601-634-2524
Shipping (Vicksburg) 601-634-2463
TEC 703-428-6655
Thrift Savings Plan 1-877-968-378
Welding Shop (Vicksburg) 601-634-3359
# APPENDIX C: Commonly Used Acronyms

<table>
<thead>
<tr>
<th>Letter</th>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>A</td>
<td>ABC</td>
<td>Army Benefits Center</td>
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<tr>
<td></td>
<td>ACE-IT</td>
<td>US Army Corps of Engineers Enterprise Information Technology</td>
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<tr>
<td></td>
<td>ADP</td>
<td>Automated Data Processing</td>
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<tr>
<td></td>
<td>AEP</td>
<td>Affirmative Employment Plan</td>
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<td></td>
<td>AOC</td>
<td>Army Operations Center</td>
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<td></td>
<td>APC</td>
<td>Agency Program Coordinator</td>
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<td>B</td>
<td>BRAC</td>
<td>Base Realignment and Closure</td>
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<td>C</td>
<td>CAC</td>
<td>Common Access Card</td>
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<td></td>
<td>CEFMS</td>
<td>Corps of Engineers Financial Management System</td>
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<td></td>
<td>CERL</td>
<td>Construction Engineering Research Laboratory (ERDC-Champaign)</td>
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<td></td>
<td>CFO</td>
<td>Chief Financial Officer</td>
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<td></td>
<td>CFR</td>
<td>Code of Federal Regulations</td>
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<td>CHL</td>
<td>Coastal and Hydraulics Laboratory (ERDC-Vicksburg)</td>
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<td>CMC</td>
<td>Crisis Management Center</td>
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<td>CONUS</td>
<td>Continental United States</td>
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<td></td>
<td>COR</td>
<td>Contracting Officer Representative</td>
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<td></td>
<td>CPAC</td>
<td>Civilian Personnel Advisory Center</td>
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<td>CRREL</td>
<td>Cold Regions Research and Engineering Laboratory (ERDC-Hanover)</td>
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<td>CSD</td>
<td>Command Staff Division</td>
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<td>CSRA</td>
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<td>CSRS</td>
<td>Civil Service Retirement System</td>
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<td>D</td>
<td>DA</td>
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<td>Drug-free Federal Workplace</td>
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<td>Directorate of Resource Management</td>
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<td>EAP</td>
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<td></td>
<td>EEO</td>
<td>Equal Employment Opportunity</td>
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<td></td>
<td>EL</td>
<td>Environmental Laboratory (ERDC-Vicksburg)</td>
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<td>EM</td>
<td>Engineer Manual</td>
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<td>EO</td>
<td>Executive Order</td>
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<td>Acronym</td>
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<tr>
<td>ERDC</td>
<td>U.S. Army Engineer Research and Development Center</td>
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<td>FAO</td>
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<td>GAO</td>
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<td>GTCC</td>
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<td>HQUSACE</td>
<td>Headquarters, United States Army Corps of Engineers</td>
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<td>HPCMP</td>
<td>High Performance Computing Modernization Program</td>
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<td>IDP</td>
<td>Individual Development Plan</td>
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<td>Job Training Partnership Act</td>
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<td>LDP</td>
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<td>MAC</td>
<td>Mapping and Analysis Center</td>
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<td>MRA</td>
<td>Minimum Retirement Age</td>
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<td>Military Support to Civilian Authority</td>
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<td>MT</td>
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<td>NASA National Aeronautics and Space Administration</td>
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<td>NECC</td>
<td>NECC National Emergency Coordination Center</td>
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<td>NIST</td>
<td>NIST National Institute of Standards and Technology</td>
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<td>NOAA</td>
<td>NOAA National Oceanic and Atmospheric Administration</td>
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<td>NRT</td>
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<td>NSA</td>
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<td>NSF National Science Foundation</td>
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<td>NTSP</td>
<td>NTSP National Telecommunications Support Plan</td>
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<td>NWS</td>
<td>NWS National Weather Service</td>
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<td>O</td>
<td>OASDI Old Age, Survivors, and Disability Insurance</td>
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<td>OCONUS</td>
<td>OCONUS Outside the Continental United States</td>
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<td>OFM</td>
<td>OFM Office of Financial Management</td>
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<td>OMB</td>
<td>OMB Office of Management and Budget</td>
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<td>OPM</td>
<td>OPM Office of Personnel Management</td>
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<td>OPSEC</td>
<td>OPSEC Operational Security</td>
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<td>OSC</td>
<td>OSC Operations Support Center</td>
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<td>OSTP</td>
<td>OSTP Office of Science and Technical Policy</td>
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<td>OTTO</td>
<td>OTTO Office of Technology Transfer and Outreach</td>
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<td>OWCP</td>
<td>OWCP Office of Workers’ Compensation Program</td>
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<td>P</td>
<td>PAO Public Affairs Office</td>
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<td>PCS</td>
<td>PCS Permanent Change of Station</td>
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<tr>
<td>PI</td>
<td>PI Principal Investigator</td>
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<tr>
<td>PIN</td>
<td>PIN Personal Identification Number</td>
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<td>POC</td>
<td>POC Point of Contact</td>
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<td>PT</td>
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<td>Q-R</td>
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<td>R&amp;D</td>
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<td>RMA</td>
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<td>S</td>
<td>S&amp;T Science and Technology</td>
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<td>SCIF</td>
<td>SCIF Sensitive Compartmented Information Facility</td>
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<td>SEMO</td>
<td>SEMO Safety and Environmental Management Office</td>
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<td>SES Senior Executive Service</td>
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<td>SF</td>
<td>SF Standard Form</td>
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<td>SRC</td>
<td>SRC Shared Resource Center</td>
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<td>SSN</td>
<td>Social Security number</td>
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<td>-----</td>
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<tr>
<td>T</td>
<td>Temporary Duty (aka &quot;Travel/Off-Site Work&quot;)</td>
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<tr>
<td>TDY</td>
<td>Temporary Duty (aka &quot;Travel/Off-Site Work&quot;)</td>
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<tr>
<td>TEC</td>
<td>Topographic Engineering Center (ERDC-Alexandria)</td>
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<td>TSP</td>
<td>Thrift Savings Plan</td>
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<td>U</td>
<td>USACE Logistics Activity Center</td>
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</tr>
<tr>
<td>ULA</td>
<td>USACE Logistics Activity Center</td>
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<tr>
<td>USACE</td>
<td>United States Army Corps of Engineers</td>
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<tr>
<td>USC</td>
<td>United States Code</td>
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<tr>
<td>V</td>
<td>Visual Information</td>
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<td>VI</td>
<td>Visual Information</td>
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<tr>
<td>VIP</td>
<td>Very Important Person</td>
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<td>W</td>
<td>Waterways Experiment Station (ERDC HQ location in Vicksburg, MS)</td>
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<td>Waterways Experiment Station (ERDC HQ location in Vicksburg, MS)</td>
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<td>X–Z</td>
<td>Find listings of DoD acronyms at DoD Acronyms From this page you can browse the DoD Dictionary of Military and Associated Terms. The DoD Dictionary and the Joint Acronyms and Abbreviations master database are managed by the Joint Doctrine Division, J-7, Joint Staff. All approved joint definitions are contained in Joint Publication 1-02, “DoD Dictionary of Military and Associated Terms.”</td>
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