

New Employee Orientation Handbook

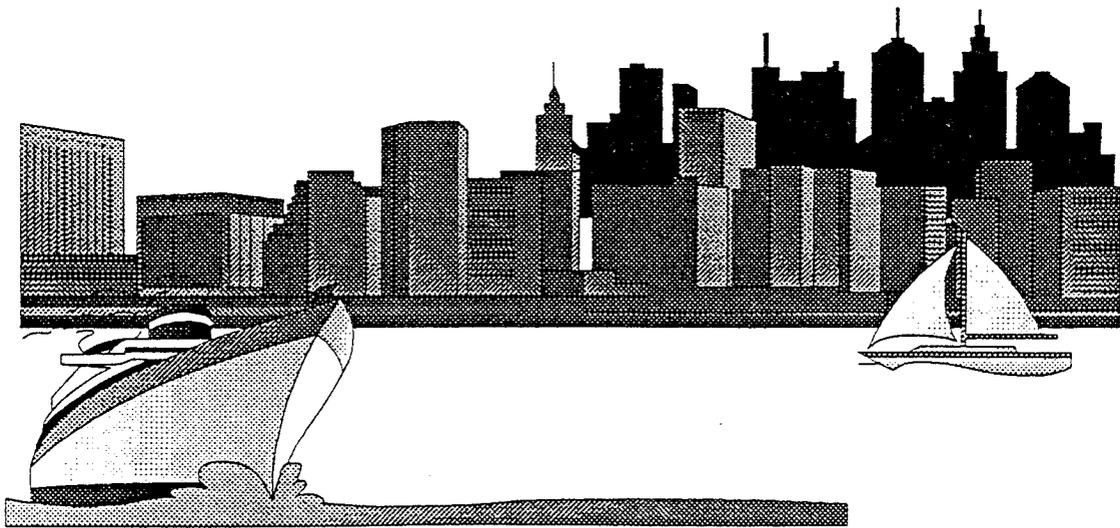


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Safe Harbor

HISTORY

Welcome to the Naval Training Center, Great Lakes, IL. Originally dedicated in 1911 by President William Taft, the Navy's only training center has a history that reflects a pride in accomplishment.

More than 100,000 men trained at Great Lakes during the First World War. During this same period, the Center served as the nation's largest aviation school and was home base for John Phillip Sousa and his 200+ band. During the World War I era, athletics were stressed and a strong Center football team won the Rose Bowl in 1918 defeating the Mare Island Marines.

During the Second World War, over a million sailors were training at a growing Naval Training Center. Athletics were still emphasized with Center football teams defeating Notre Dame and the Naval Training Center baseball team defeating the Chicago Cubs as they were on their way to the pennant.

During the Vietnam era, a period of construction that seems to be on-going, was begun and dramatically increased in 1993 with the Commission for Base Realignment and Closure selecting Naval Training Center, Great Lakes as the single site for Navy recruit training and the center for enlisted surface warfare technical training. As of 1997, the number of recruits trained at the Center averages 53,000 per year and the number of students on board at Service School Command averages 7,000.

The first building that any visitor to the Center notices is Building One, a block-long red brick structure with a clock tower at the center. Building One served as the first administration building for the Base when it was dedicated and today it serves as headquarters for Commander, Naval Training Center and for the Center staff.

The Commander, Naval Training Center is a flag officer responsible for Navy activities over a five state area. Under the immediate direction of the Commander are area activities of over 30 different commands at Great Lakes. The Center has an average population of more than 30,000 including military members and their families as well as civilian employees.

Each new sailor and each new civilian employee can and should take pride in a Naval Training Center with a rich history and enthusiastically approach a bright and expanding future in support of the Center's mission to provide technically trained sailors to the fleet.

A MESSAGE FROM THE HRO SITE MANAGER

Welcome to the Great Lakes Naval Complex. You are now a member of one of the many commands serviced by the Human Resources Office - Pensacola, Great Lakes Service Center. While each command carries its own separate mission, they share the common goal of providing effective and efficient defense of the United States.

This handbook is designed to tell you about the many benefits and privileges derived from your employment in the federal government and the responsibilities expected of you. Like any large organization, there are rules and regulations that all members have to follow. You will be introduced to these through this handbook and during your command's orientation. This is your personal copy, please read through the enclosed material and keep it for future reference.

At the end of this Handbook is a list of Human Resources personnel that are available to assist you with any of your questions. Please feel free to contact our office during business hours, 0700 to 1530, Monday through Friday.

All personnel and positions within the Great Lakes Naval Complex are important to the attainment of the Navy's training objectives. Every day others will depend on you to perform your duties to the best of your abilities and to be part of the Navy team. I hope you will find your work as a federal employee to be a rewarding and enjoyable opportunity to serve your country. I wish you success in your federal career.


CAROLYN J. BRYSON

RESPONSIBILITIES AND CONDUCT

Employee-Management Cooperation

It is with and through YOUR SUPERVISOR that your work is performed. Feel free to discuss any questions or problems with your supervisor. As a member of your activity's team, you are important and your supervisor has a vested interest in your well-being.

Supervisors are busy individuals; the responsibilities and problems associated with the coordination of people and tasks are many. The more responsibility you assume for the effective performance of your assigned tasks and duties, the more you can help alleviate your supervisor's problems. Things to keep in mind are:

To work conscientiously and efficiently with a minimum of direct supervision;

Keep your supervisor informed of your work progress and job related problems;

Be willing to put forth extra effort in any emergency;

Provide objective information;

Do not request preferential treatment.

Your supervisor is the one individual most directly involved in the progress of your career. Among the things you have a right to expect of a good supervisor are:

Concern for your adjustment and orientation to your job;

Assignment of your specific tasks and mutually arriving at an understanding of your work role in your immediate work area and its relation to the organization as a whole;

Adequate answers to your questions and whatever advice or assistance you may need to get the job done;

Fair appraisal and evaluation of your work with constructive criticism and recommendations on how to improve work areas;

Help in developing your long term potential through assessment of training needs and assistance in establishing a career plan for yourself;

Assurance that you understand safety policy and regulations and that you adhere to safe work practices;

Scheduling and approval of requests for vacation/leave, which is recognized as a positive morale factor in employee relations;

Impartiality to you or any other member of the work group.

Standards of Conduct

Government employment, as a public trust, requires that employees of the Department of Defense place loyalty to country, ethical principles, and law above private gain and other interests. As a new employee, you are asked to carefully review and adhere to the Standards of Conduct contained in the handout you received during your in-processing.

Political Activity

Under the Hatch Act, you are prohibited from engaging in certain political activities in connection with national, state and local political campaigns and elections.

Specifically, these provisions prohibit: Taking an active part in political management or political campaigns; or using official authority or influence to interface with an election or to affect its results.

You may, of course, vote as you please; you may privately discuss politics and you may be a member (but not an officer) of a political party or club. Please adhere to the principles as outlined in the handout you received during your in-processing.

Union Contracts

If you are covered under a bargaining unit, you have the right without interference, coercion, restraint or fear of discrimination or reprisal to join that union if you desire. If you join, dues are payable through payroll deductions. There are five different unions at the Great Lakes Naval Complex, IBOT Local 714, NAGE Local R7-51, IAFF Local F-37, AFGE Local 2326, AFGE Local 2107 (AFL-CIO).

Customary Practices and Compliance Concerning the Flag

When on duty at a military base, you should conform to local regulations. You are expected to comply with these regulations as well as the usual practices that have become a military tradition.

Morning and evening colors, the raising and lowering of the flag, is a customary ceremony always carried out with reverence and care by members of the Armed Services. Regulations and etiquette require the same reverence and attention from all other personnel who are within sight and sound of these ceremonies. Drivers of vehicles within sight and hearing of the ceremony will stop their vehicles and sit quietly until the ceremony is completed. If you are on foot outside, stop, face the direction of the flag until the ceremony is completed.

The military clock begins after midnight and continues for 24 hours until the following midnight. The civilian time of 1:00 a.m., is expressed as zero one hundred (0100). If your supervisor states you are to report for duty at zero seven thirty (0730), you are to report at 7:30 a.m. Noon in military time is twelve hundred hours (1200); 1:00 p.m. is 1300; 2:00 p.m. is 1400; 3:00 p.m. is 1500; etc.

Identification Cards

All employees, including military dependents, are required to have an identification card, with photograph, for the Naval Base. Arrangements for your card will be made at the time of your employment. To renew your identification card, bring your old card to the front desk at the Human Resources Office - Pensacola, Great Lakes Service Center.

Auto Permit/Parking Sticker

If you wish to drive your automobile on the Naval Base, you are requested to apply for a Base automobile sticker. You must have a valid operator's license, evidence of auto ownership (current plate registration), and proof of insurance. See your supervisor for making application for parking stickers near your work site. Parking is restricted to recognized parking lots and certain streets and you may park only in the lot or space authorized for you.

Traffic and Safety Regulations

Comply cheerfully with safety and traffic regulations wherever you may be. These regulations are intended for your protection and welfare as well as that of your fellow workers.

Telephone Calls

Official government telephones are for official use only and are subject to monitoring at all times. Never discuss classified information on the telephone.

Telephone calls should be made by the least expensive method using DSN whenever possible. Consult the Great Lakes telephone directory for instructions on these services.

YOUR JOB - YOUR APPOINTMENT

Personnel Documents

Under the Civil Service System, appointments to jobs are made on the basis of your ability to do the work of the position in competition with other applicants. All qualified applicants receive consideration without regard to race, color, religion, national origin, sex, political affiliation, age, physical or mental handicap or any other non-merit factor.

Within a short time after reporting for work at your command you will be given a copy of a Standard Form 50 (SF-50), Notification of Personnel Action. This form will indicate information regarding your appointment, insurance elections, retirement program, position and pay. You should carefully review this form. If any information is incorrect, you should immediately contact the Human Resources Office - Pensacola, Great Lakes Service Center at (847) 688-2222, extension 10. You should start your own personal file of SF-50's as you will have occasion to refer back to them or to use them to establishment entitlement during your federal career. Whenever you have any personal status change such as name change, address, marital or dependent status, etc., contact the Human Resources Office at (847) 688-2222, extension 10 to change your records.

Official Personnel File (OPF)

The Official Personnel File, more commonly known as the "OPF" is the official file maintained on each employee. This file contains only official documents relative to the employment of each employee.

The OPF is protected under the Privacy Act of 1974 and no one, other than those officials who would use the information in their routine duties, is authorized access to this file without written permission of the respective employee.

Each employee has a right to review and obtain a microfiche copy of any document maintained within the OPF as provided by the Freedom of Information Act of 1974.

The OPF is the official file maintained by the Department of the Navy and is the property of the Department of the Navy. It is not the employee's personal file as is commonly perceived. It is the responsibility of each employee to maintain and preserve copies of these documents in a personal file for their own use.

The OPF has limitations of what is to be filed within it, for example, Letters of Appreciation, Certificates of Training (other than mandatory training), etc., are prohibited from being filed in the OPF. These are PERSONAL DOCUMENTS!

Official Personnel Folders are maintained at the Human Resources Office, 368 South Avenue, Pensacola, Florida. All documents in the OPF are maintained on microfiche. If you want a microfiche copy of any documents in your OPF, you need to contact the Human Resources Office - Pensacola, Great Lakes Service Center at (847) 688-2222, extension 10.

National Agency Check Investigations (NACI)

All initial appointments are made subject to investigation as to character, employment history and security requirements. Additional investigation is required in connection with positions that are designated as "sensitive" from the standpoint of the necessity to have access to classified information of importance to national security. You will be required to complete the NACI forms and be fingerprinted within 30 days of your appointment. Your fingerprints will be taken by a personnelist at the Human Resources Office. Your NACI, fingerprints, and application will be forwarded to the United States Investigative Services for adjudication. Your appointment is conditional upon favorable findings. All statements made on your application and related appointment documents are subject to verification

Types of Appointments

Items number 5A and 5B of your Notification of Official Personnel Action, SF-50, identify the type of appointment you have received, as explained below:

1. Career Conditional and Career. Generally, these are appointments for individuals who are selected from an Office of Personnel Management (OPM) Certificate of Eligibles. If you are in a permanent position, you are a career conditional employee for your first three (3) years of service. After three months of continuous service, career-conditional employees are eligible to be reassigned, transferred, or compete for promotion for other positions through the Merit Promotion Program Vacancy Announcements.

If you are a nonveteran and quit during your first three (3) years of service, you will have reinstatement eligibility for three (3) years from the effective date of your separation. (Veterans have lifetime reinstatement eligibility). After three years of substantially continuous creditable service, you will

acquire full personal career status, affording you maximum rights, privileges, and protection under the Civil Service System including lifetime reinstatement eligibility (non-veterans) and higher retention in case of reduction in force.

Career conditional employees and employees who are already career employees and appointed from OPM certificates are required to complete a one year probationary period. This probationary period places a responsibility on you to demonstrate your qualifications and fitness for duty. During this time, after written notification, you may be dismissed for unsatisfactory job performance or misconduct. Before the end of the 12 month probationary period, your supervisor must specifically recommend your retention or separation on the basis of your conduct and work performance up to that time.

2. Temporary Appointment. A temporary appointment is made for a period of time considered necessary to get a particular job done, but normally will not exceed one year. However, there is no guarantee that the job will last the indicated period of time. As a temporary employee, you do not acquire any civil service status, you are not eligible for health/life insurance or retirement benefits, and you can be terminated at any time. You are eligible for annual/sick leave if your appointment is for more than 90 days. A temporary can be employed for a maximum of two years.

3. Term Appointment. A term appointment is made for a period of time considered necessary to get a particular job done. The minimum period of time you can be appointed as a term is 13 months, the maximum is four (4) years. As a term employee, you cannot be terminated before the expiration date of your appointment unless a reduction in force is initiated. You do not acquire any civil service status, however, you are eligible for health/life insurance, retirement benefits and annual/sick leave.

4. Excepted Appointment. Certain positions are excepted from the Civil Service system by law, by Executive Order of the President or by direction of the Office of Personnel Management. Employees may be appointed to a position excepted from the competitive service on a permanent, indefinite or temporary basis. Examples of excepted appointments include attorneys, experts in certain fields, consultants, and any positions encumbered by the employee on a Veterans Readjustment Appointments.

5. Veterans Readjustment Appointment (VRA). By law, Federal agencies may hire certain qualified veterans of the Armed Forces directly under the Veterans' Readjustment Appointment (VRA) authority. VRA Appointees initially are hired for a two

year period. Successful completion of the two year VRA appointment leads to a permanent career-conditional civil service appointment.

When agencies have vacancies to fill, they may choose eligibles from civil service examination lists, agency employees, or current and former federal employees with civil service status. The VRA authority gives agencies an alternative source to consider for selecting quality candidates.

Veterans Preference

The government has given special rights and benefits in the areas of employment and retention to veterans' unmarried widows, widowers and mothers of veterans

Veteran preference is given if you were honorably discharged from active duty and:

a. Served in the Armed Forces during a war, in a campaign or expedition for which a campaign badge has been authorized, or

b. Served in the Armed Forces during the period beginning April 28, 1952 and ending July 1, 1955, or

c. Served in the Armed Forces for a period of more than 180 consecutive days any of which occurred after January 31, 1955 and before October 15, 1976, or

d. Served in the Armed Forces, and have established the present existence of a service-connected disability or you are receiving compensation, disability retirement benefits or pension because of a public statute administered by the Veterans' Administration or a military department.

In addition, you may be given Veterans' Preference if you are an unmarried widow or widower of a veteran, or mother of a veteran and meet additional requirements.

Please note preference eligible does not include a retired member of the armed forces unless the individual is a disabled veteran, or the individual retired below the rank of major or its equivalent.

Tenure Groups

Your tenure group depends on the type of appointment you have. There are three (3) different tenure groups. Within each tenure groups there are three sub-groups.

1. Career. An employee who has served three substantially continuous creditable years of career conditional service is identified as I.

IAD - Veterans Preference eligible with service connected compensable disability of 30% or more

IA - Other preference eligible not in subgroup AD

IB - Non-preference eligible employees

2. Career-Conditional. An employee within the first three years of employment is identified as II.

IIAD - Veterans Preference eligible with service connected compensable disability of 30% or more

IIA - Other preference eligible not in subgroup AD

IIB - Non-preference eligible employees

3. Term. An employee on a time limited appointment eligible for benefits is identified as III.

IIIAD - Veterans Preference eligible with service connected compensable disability of 30% or more

IIIA - Other preference eligible not in subgroup AD

IIIB - Non-preference eligible employees

You can identify your tenure group in block #24 and your subgroup in block #23 of your SF-50. Career employees are identified as 1, career conditional employees are identified as 2, Term employees are identified as 3 in block #24 on your SF-50.

YOUR POSITION AND YOUR "PD"

As an employee, your position consists of duties and responsibilities assigned to you by your supervisor. Your supervisor may change these duties and responsibilities at any time. Your regular work assignments must be specified in writing. The written description of your duties and responsibilities is called a "position description" or "PD". Employees are entitled to have a copy of their position description.

If you do not have a copy and desire one or you have any questions about its accuracy or about your duties in general, you

should discuss your questions with your supervisor. Your salary is based on the work you do as described in your position or job description. For these reasons, your PD must be accurate and it must be rewritten and amended when your major duties change.

Each description is given a grade level and your salary is determined, in part, by the grade assigned to your position. The salary ranges for the fifteen GS grades are set by Congress. For WG employees, salary ranges are established based on a local private industry wage survey. To determine the proper title, series and grade for your position, the duties of your position as shown in your PD, are compared with the OPM and/or Navy Classification Standards. You are entitled to see the Standards that apply to your position. They are maintained by the Human Resources Office - Pensacola, Great Lakes Service Center. The Classification Act requires equal pay for substantially equal work.

You may appeal the classification of your position if you believe that it is not correctly classified. The appropriate appeal procedures vary depending upon the type of job you hold. The Human Resources Office - Pensacola, Great Lakes Service Center can provide you with more information concerning classification appeals.

PROMOTION AND CAREER DEVELOPMENT

You are encouraged to apply for any vacancy for which you feel you are qualified. You will find announcements for vacancies posted on Official Bulletin Boards; at the Human Resources Office - Pensacola, Great Lakes Service Center, Building 27, Great Lakes. You can also call the job information line at (847) 688-2049 for current job vacancies. The job information line can be accessed 24 hours a day. If you leave your name and address, job postings will be mailed to your home. In addition, you should seek any needed counseling from your supervisor or personnel management specialist at the Human Resources Office - Pensacola, Great Lakes Service Center.

New employees may not be promoted, changed to a lower grade or reassigned to a different line of work for 90 days after appointment from an OPM Certificate of Eligibles.

Merit Promotion Vacancy Announcements

Merit promotion vacancy announcements provide the opportunity for current federal employees, other applicants who have civil service status and other appointable applicants the opportunity to apply for positions. The announcement number always begins with the letters **CPE** and is generally open from one to two weeks, depending on the area of consideration. It is important that you read the announcements carefully to see if you are included under the area of consideration and that you have the necessary qualifications to perform the duties of the position. It is also important to read the "General Information" section attached as it provides you detailed information concerning how to apply for the position.

Open-Competitive Announcements - Recruiting Bulletins

In addition to announcing permanent positions under Merit Promotion, your supervisor may decide to announce positions open competitively. A Recruiting Bulletin will be issued. The announcement number always begins with the letters **EO** and is generally open from two to four weeks. These announcements are open to the general public. It is important to read the entire announcement because, in addition to submitting an application, a supplemental form may be required. Temporary positions are also filled using a Recruiting Bulletin, however, these announcements always begin with the letters **TLE**.

Details

The term "detail" is simply another word for a temporary assignment while you continue to receive the pay of your permanent position. Details are used to meet emergencies that arise because of abnormal workloads, changes in mission of the organization or office, or absences of other individuals.

Employees may be detailed up to one (1) year to the same or lower graded positions, or to a set of duties for 120 days at a time.

Technically speaking, a position is not filled by a detail. If you are detailed, you will be considered an incumbent of the position from which you were detailed.

BENEFITS

Pay

All employees are paid based on a bi-weekly schedule. There are 26 pay periods in a year and pay periods end on Saturday. As a new employee, you may or may not receive a paycheck on the first pay day, depending on the day your employment began. However, your first paycheck will include all hours previously worked.

All new employees must complete a Direct Deposit Form to have their pay deposited directly to an account with a financial institution. With each payroll check, you will receive a Leave and Earnings Statement (LES). This form reflects your gross pay less deductions. Your LES will be mailed to the address you list when you complete your tax forms.

The following deductions will be made from your gross pay:

- Federal Income Tax
- State Income Tax
- Social Security
- Indebtedness to the Government
- Retirement Contributions
- Medicare Tax

In addition, you may also elect to have the following deductions:

- Thrift Savings Plan (TSP) Allotment
- Health Benefits
- Federal Group Life Insurance
- U. S. Savings Bonds
- Union Dues
- Combined Federal Campaign
- Allotment to savings/checking account at a financial institution or credit union (You are allowed two allotments to savings or banking institutions in addition to direct deposit)
- Child Support Allotment (May be voluntary or court ordered)

PAY INCREASES FOR GENERAL SCHEDULE (GS) AND WAGE GRADE (WG) EMPLOYEES

You can identify which pay plan you were hired under in block #16 of your SF-50.

● GS PAY PLAN

There are 10 pay steps within each grade. Within grade increases are granted to all employees whose performance meets acceptable standards. Advancement to the next step requires supervisory certification that work is of an acceptable level of competence. The time increment between within grade increases at all grade levels is:

For advancement to:	Step	Waiting Period Number of Weeks
	2,3,4	52
	5,6,7	104
	8,9,10	156

● WG\WS\WD Pay Plans

There are 5 pay steps within each grade. Within grade increases are granted to all employees whose performance meets acceptable standards. Advancement to the next step requires supervisory certification that work is of an acceptable level of competence. The time increment between within grade increases at all grade levels is:

For advancement to:	Step	Waiting Period Number of Weeks
	2	26 weeks
	3	78 weeks
	4,5	104 weeks

Health Insurance

Permanent and term employees have 31 days from the effective date of their appointment to make an election to enroll in health insurance. The cost of health benefits is shared by the employee and the Government.

Temporary employees may enroll after one year of continuous civil service employment and have 31 days from this date to enroll. Temporary employees must pay the full cost of health benefits, including the Government contribution.

There are two different types of enrollments:

- Self Only, which provides for the enrollee
- Self and Family, which provides for the enrollee and all who qualify as family members.

There are a variety of health plans from which to make a decision. Please review individual brochures carefully so you make an informed decision. Some health insurance plans require a membership fee in addition to the bi-weekly premium. Consider this amount when you're doing cost/benefit comparisons.

In the fall of each year, OPM will provide an annual Open Season during which any employee who is eligible to participate in the program may enroll. Employees already enrolled may change plans, options (high or low) or type of enrollment (self only/self and family).

In order to elect health insurance or make any changes, you must complete a Health Benefits Enrollment Form, SF-2809.

Life Insurance

Permanent and term employees are automatically insured for basic life insurance under the Federal Employees Group Life Insurance (FEGLI) from the day they are employed UNLESS a specific waiver is completed. Employees have 31 days from the effective date of their appointment to make any additional election to their basic life insurance. (Temporary and intermittent employees are not eligible for life insurance.)

FEGLI offers insurance in an amount which is at least \$2,000 more than your annual basic pay. The minimum amount of basic life insurance is \$10,000. Your basic life insurance coverage is your base annual salary rounded to the next \$1,000 plus \$2,000. Optional insurance is also available in addition to your regular insurance. Both regular and optional are term insurance and are payable upon death, dismemberment, or loss of eyesight. It does not carry any loan or cash surrender privileges. In addition to the basic life, employees may enroll in any or all of the following options:

- Standard Option, insurance worth \$10,000
- Additional Option, insurance offered in multiples of one, two, three, four, or five times the annual rate of basic pay rounded to the next highest \$1,000
- Family Option, insurance worth \$5,000 payable upon the death of a spouse and \$2,500 payable upon the death of an eligible child

Optional life insurance is available only if you elect regular coverage. The cost of optional coverage is deducted from your pay. The cost depends on your age and increases as you reach a new age bracket. Both regular and optional insurance may be converted to an individual policy when you leave federal employment.

If you decide to waive coverage, you can reapply after one year, provided that you pass a medical examination (taken at your own expense). However, if you waive coverage and subsequently reapply, you will not be able to continue coverage after retirement unless you are covered for five years prior to your retirement.

Paid Holidays

The following are official federal holidays for which most employees will receive pay:

- New Year's Day, 1 January
- Martin Luther King's Birthday, third Monday of January
- Washington's Birthday, third Monday of February
- Memorial Day, last Monday of May
- Independence Day, fourth day of July
- Labor Day, first Monday of September
- Columbus Day, second Monday of October
- Veterans' Day, November 11
- Thanksgiving Day, fourth Thursday of November
- Christmas Day, December 25

If a holiday falls on Saturday, your day off will be Friday. If a holiday falls on Sunday, your day off will be Monday.

Leave

Approved absence from work in the government is known as leave. There are two basic types of leave - with and without pay. There are several kinds of leave with pay, but the two most commonly taken are annual leave for vacation and necessary personal business and sick leave to cover illness or visits to your doctor or dentist.

It is important that leave be requested as soon as you know the need AND a request for leave does not allow your absence until approved by your supervisor.

ANNUAL LEAVE

Accrual of annual leave is computed according to your years of service, both military and civilian. The rate of accumulation is:

YEARS OF FEDERAL SERVICE	ANNUAL LEAVE ACCUMULATED	
	PAY PERIOD	PER YEAR
Less than 3	4 hours	13 days
3 through 15	6 hours	20 days
15 or more	8 hours	26 days

Annual leave can be accumulated and carried forward from year to year, not to exceed 240 hours (30 days). Upon termination of your employment from the federal service, you are entitled to a lump sum payment for all accumulated annual leave.

Annual leave must be approved by your superior in advance. Approval is obtained by completing an Application for Leave, SF-71. All supervisors are encouraged to develop a vacation schedule which provides for a period of planned leave for each employee. Further, all supervisors have a responsibility to consider the overall work schedule and have the right to indicate a time when leave can be taken.

EMERGENCY LEAVE

Annual leave is used to cover leave for reasons of emergency or unforeseen circumstances. In the event of an emergency, you should notify your supervisor promptly, usually no later than two hours after the time scheduled to begin work, except for some units where notice BEFORE beginning of shifts is required. Your supervisor will inform you of procedures to follow in these cases.

SICK LEAVE

Sick leave accumulates at the rate of four hours per pay period, 104 sick hours per annum, with no limitation of the total accumulation. Sick leave can be used as soon as it is credited to your account. Sick leave also accumulates throughout your government service. If you resign or are separated from your position and are reemployed in the federal government, your sick leave may be recredited to your leave account.

It is to your advantage to preserve sick leave. Keep these points about sick leave in mind: Sick leave is granted when an employee is incapacitated for duty because of illness or injury. It is also granted for medical, optical and dental appointments.

You may also take sick leave:

1. To care for a family member who is incapacitated as a result of physical or mental illness, injury, pregnancy, or childbirth or who receives medical, dental or optical examination or treatment.

2. To make arrangements necessitated by the death of a family member or attend the funeral of a family member.

3. To make arrangements for 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. And,

4. When, as determined by the health authorities or your doctor, that you will jeopardize the health of others because of your exposure to a communicable disease.

Certain restrictions apply to the amount of sick leave you may use during the year and the balance of your sick leave when requesting sick leave under numbers 1 and 2 above.

If you are too ill to report for work, you should notify your supervisor at the beginning of your work shift, except when you are prevented from doing so by extenuating circumstances. If your illness exceeds three (3) days duration, you may be requested to submit medical certification to support your request for sick leave.

Sick leave for medical, dental or optical appointments should be requested in advance. Employees are encouraged to schedule routine appointments outside of regular working hours to the extent possible.

MILITARY LEAVE

Employees, as defined by 5 U.S.C. 2105 and of the District of Columbia, whether permanent or temporary indefinite, are entitled to leave without loss of pay, time or performance or efficiency rating for periods of active duty or while engaging in field or coast defense training under sections 502-505 of Title 32 as a Reserve of the armed forces or member of the National Guard.

Intermittent and temporary employees appointed for less than one year are not eligible for military leave. (NOTE: Employees under term appointment for periods of more than one year but not to exceed four years are eligible.)

Full-time employees earn 15 calendar days per **fiscal** year. Leave is credited at the beginning of the fiscal year. Part-time employee (16 to 31 hours per week) earn on a pro rata basis.

Unused leave can be carried into the next fiscal year; however, no more than 30 days may be credited to an employee's account.

Military leave is charged in increments of a full calendar day regardless of the number of hours the employee is on active duty. Military leave is for active duty periods only. When an employee is required to attend weekend drills or attend training while in an inactive duty status, the employee is NOT entitled to military leave (drills are inactive duty). Absence from work for inactive duty should be charged to annual leave or other forms of approved absence or an approved non-pay status, i.e., leave without pay (LWOP). Military leave is charged for consecutive calendar days of active duty.

LEAVE WITHOUT PAY (LWOP)

This type of leave is approved time away from duty and is granted at the discretion of the activity. The following are some situations when LWOP may be granted:

1. When the final action on a disability retirement is pending and the employee has exhausted all sick and annual leave.
2. When an employee is in receipt of injury compensation awaiting return to duty or termination.
3. When a dependent employee is leaving the area with the intention of seeking federal employment in a new location.

Decisions to grant discretionary LWOP are governed by whether the services of the employee may be spared.

FAMILY AND MEDICAL LEAVE

The Family and Medical Leave Act applies to most permanent employees of the federal government including employees paid from non-appropriated funds who have completed at least 12 months of service (which need not be recent or consecutive months). This Act does not apply to part-time employees, intermittent employees or temporary employees serving under a temporary appointment with a time limitation of one (1) year or less.

You are entitled to a total of 12 administrative workweeks of unpaid leave during any 12 month period for one or more of the following reasons:

1. The birth of a child of an employee and the care of the newborn.

2. The placement of a child with the employee for adoption or foster care.

3. The care of a spouse, son, daughter or parent of the employee, if such spouse, son, daughter or parent has a serious health condition.

4. A serious health condition of the employee that makes the employee unable to perform the essential functions of his or her position.

For more detailed information, please request HROPNCLAINST 12630.2A dated 21 Feb 1997 from the Human Resources Office - Pensacola, Great Lakes Service Center at (847) 688-2222, extension 10.

COURT LEAVE

You will be given leave if you are summoned to appear as a witness (in a non-official capacity) in a proceeding in which either the federal, state or local government is a party. Additionally, if you are summoned to appear as a juror, including appearing to establish qualifications for jury service, you will be given court leave.

You may not accept a jury fee for services as a juror when service is performed during the regularly scheduled workweek.

VOLUNTARY LEAVE TRANSFER PROGRAM

Under the Voluntary Leave Transfer Program, federal employees may donate annual leave for the use of other federal employees in medical or family medical emergency situations. A medical emergency means a medical condition of an employee or a family member of such an employee that is likely to require an employee's absence from duty for a prolonged period of time and results in a substantial loss of income of the employee because of the unavailability of paid leave.

An employee who meets the criteria for a medical emergency can apply to become a leave recipient. Employees who wish to donate annual leave may apply to become leave donors. An employee can donate a maximum of one half of the annual leave that they accrue during a leave year.

Federal Employees Retirement System (FERS)

New employees are automatically covered under FERS. FERS is a three-tiered retirement plan consisting of the Basic Annuity, Social Security and the Thrift Savings Plan. 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 Thrift Savings Plan account. You are able to make tax-deferred contributions to the Plan and a portion is matched by the Government.

The three components of FERS work together to give you a strong financial foundation for your retirement years.

Employees reentering civil service after a break in service or retirement coverage of more than one year, who were covered by Civil Service Retirement System and had less than five years of Federal civilian service prior to their separation, will be covered under FERS.

Civil Service Retirement System (CSRS)

CSRS was the only federal retirement system until December 31, 1983. Employees covered by this system contribute solely to CSRS and Medicare with no Social Security component. Additional investment options include the Thrift Savings Plan, where employees may contribute up to 5% of pre-tax salary with no government matching funds and Voluntary Contributions, where employees may save after-tax monies at the variable interest rate.

Employees reentering civil service after a break in service of 365 days or less who were covered by the CSRS prior to their separation will be covered under CSRS.

Employees rehired after a break in service or retirement coverage of more than one year, who were covered by CSRS and had at least five years of Federal civilian service prior to their separation, will be covered under the CSRS with Social Security Offset (CSRS Offset).

If you are covered by either of those categories, upon return to federal employment, you will be afforded the choice to remain in that system or to transfer to FERS. This decision must be made within six months from the date of your reemployment.

Thrift Savings Plan (TSP)

The Thrift Savings Plan (TSP) is a retirement savings plan for FERS and CSRS employees. Because your TSP account is for your retirement, there are restrictions on withdrawing your money while you are employed. However, a major advantage of the TSP is that you pay no taxes on contributions or earnings until you withdraw your account.

If you are covered by FERS, you can contribute up to 10% of your basic pay each pay period, up to the annual Internal Revenue Service (IRS) limit. Your agency matches your contributions:

- dollar for dollar on the first 3% you contribute each pay period, and
- 50 cents on the dollar for the next 2% you contribute.

Also, your agency automatically contributes an amount equal to 1% of your basic pay each pay period, whether you contribute or not.

If you are covered by CSRS, you can contribute up to 5% of your basic pay each pay period, up to the annual IRS limit. You do not receive any agency contributions.

You can choose among three investment funds:

- GOVERNMENT SECURITIES INVESTMENT (G) FUND, invested in short-term, risk-free U.S. Treasury securities that are specially issued to the TSP
- COMMON STOCK INDEX INVESTMENT (C) FUND, invested in a stock index fund that tracks the Standard & Poor's (S&P) 500 stock index
- FIXED INCOME INDEX INVESTMENT (F) FUND, invested in a bond index fund that tracks the Lehman Brothers Aggregate (LBA) bond index

For more information concerning FERS, CSRS or TSP, please call Human Resources Office - Pensacola, Great Lakes Service Center at (847) 688-2222, extension 10.

SAFETY AND INJURY COMPENSATION

Safety

One of the foremost obligations the Navy has to its employees is to provide a safe place in which to work. To reduce the possibility of injuries on the job, the Navy has taken these measures:

- Provided guards for machinery and other equipment;
- Established work rules and procedures that permit safe operations;
- Ensured that you are physically capable of performing your job, providing personal protective equipment such as gloves, hard hats, safety glasses and special clothing when such protection is needed;
- Established a safety program to provide for continuing efforts to prevent accidents;
- Instructed you on office safety.

As an employee, you also have responsibilities in preventing accidents. You should:

- Perform your job according to established procedures and wear safety equipment that may be required on a particular job;
- Keep your work area as clean as possible since cluttered desks, tables, benches and floors tend to produce accidents;
- Report all hazardous conditions and accidents immediately to your supervisor.

Injury Compensation

Under the Federal Employees' Compensation Act (FECA), civilian employees who are injured or killed in the performance of duty or die as a result of a job-incurred injury, are entitled to apply for benefits provided by the Act.

You MUST report ALL work injuries, even a paper cut. You must complete a Report of Accident Form (CA-1) and return the form to your supervisor to file with the Human Resources Office -

Pensacola, Great Lakes Service Center, to prove the accident occurred at work. Above all, be sure to get proper medical treatment for your injury.

FECA benefits cover full medical care and compensation for disability or death for civilian employees of the U. S. Government injured in performance of their duties. An employee is entitled to continuation of pay within certain parameters, if he/she sustains a traumatic injury. If the injured employee continues to be absent from the effects of the job-related injury after 45 days, he/she may apply for compensation benefits based on loss of wages. In the case of all other types of injuries or failure to meet prescribed time limitations, compensation is payable. If injury results in death, compensation is payable to widow/widower, minor children, and certain other dependents.

More information may be obtained from the Human Resources Office - Pensacola, Great Lakes Service Center by calling (847) 688-2222, extension 10.

REDUCTION IN FORCE

A lay-off in government employment is called a reduction in force (RIF). Reorganization, cuts in funds, lack of work, insufficient personnel ceiling are examples of reasons for a RIF. Employees are released or laid off on the basis of their tenure of employment, veterans preference, length of service and performance in descending order. If you are scheduled for separation, you will receive a notice that includes any rights you may have for reemployment and how to apply for unemployment insurance.

PERFORMANCE APPRAISALS

Shortly after you report to your position, your supervisor is required to establish both critical performance elements and standards that measure how well those elements are performed. You should be given a progress review half-way through your appraisal cycle (which is one year) and a final rating of record at the end of your appraisal period. Your rating of record may serve as justification for a performance award.

BENEFICIAL SUGGESTIONS

A beneficial suggestion is a constructive proposal that directly contributes to economy, efficiency or directly increases effectiveness of Government operations. Ideas which relate to employee services or benefits, working conditions, housekeeping, routine safety practices or maintenance of buildings and grounds are not considered "beneficial suggestions".

After you've been on the job awhile, ask yourself the following questions:

- What is the most complicated thing I do now, how can I simplify the process?
- What parts of my job seem to be most difficult, and what methods, procedures, tools or equipment would make those parts simpler?
- Are the procedures, equipment and facilities safe?

Anyone can submit a suggestion, government or non-government employees. However, only U. S. government employees can receive monetary awards for suggestions.

TRAINING

Civilian employees will be selected for training and development on the basis of needs and requirements generated from specific documented sources such as performance appraisals, position function changes, formal career program requirements, regulatory issuances, and approved individual/activity training plans. Training courses/programs are implemented for the following reasons:

- Developing, among activity employees, skills unavailable through existing recruitment sources.
- Improving employee performance of current duties.
- Assisting the upward mobility of lower level employees.
- Providing employees with skills, knowledge and attitudes necessary to accommodate changing policies, technology, equipment or mission assignment.
- Keeping employees abreast of the state of the art and maintaining specialized proficiencies.
- Providing for the activity's future requirements for trained personnel through the systematic development of high potential.

You need to discuss your training needs and desires with your supervisor.

EMPLOYEE RELATIONS

Grievances

A grievance is a request by an employee to his/her supervisor for corrective action in a matter which directly affects the employee. All grievances should be promptly taken up with the supervisor. If your activity has a recognized union, you may wish to check the union contract and/or discuss your grievance with the union steward. Otherwise, ask your supervisor for the Grievance Instruction.

Discipline

The Department of the Navy's philosophy on discipline is to correct the problem and not punish the employee. Activities use disciplinary procedures in a constructive and progressive manner for the purpose of (1) maintaining discipline and morale among employees and (2) correcting the behavior of offending employees.

Actions taken by an activity to correct a problem include verbal or written admonishments, which are considered informal or non-grievable actions. Letters of reprimand and suspensions without pay for periods of time through 14 days are disciplinary actions that are grievable. Suspensions of 15 days or more, change to a lower grade and removal are considered appealable disciplinary actions. Activities that have existing negotiated agreements with a union must follow the negotiated agreement when taking disciplinary action against bargaining unit employees. Employees should be familiar with the guidelines of their negotiated agreement. The severity of penalty depends upon the circumstances surrounding the offense.

Civilian Employee Assistance Program

The Civilian Employee Assistance Program (CEAP) is available to all employees who have personal problems that may have an adverse effect upon their work performance. A supervisor may refer an employee to the CEAP because of performance or conduct problems, or employees may voluntarily contact a CEAP counselor regarding any personal problem. Confidentiality of the discussion is maintained and only information authorized by the employee may be released to anyone, including management. CEAP Coordinators are available at the Human Resources Office - Pensacola, Great Lakes Service Center, to help you through the referral process.

Drug-Free Workplace Program (DFWP)

The Department of the Navy has developed a drug-free workplace program to implement Executive Order 12564 of 15 September 1986. Appendices A, B and C provide the General Notice of Implementation of Drug Testing, the Naval Training Center, Great Lakes Notice for Implementation of the Drug-Free Workplace Program and Notice regarding Safe Harbor.

EQUAL EMPLOYMENT OPPORTUNITY

Equal Employment Opportunity is the firm policy of the Department of the Navy in all aspects of employment; including recruitment, selection, training, promotions, performance appraisals, awards, etc. Unlawful discrimination against any application or employee on the basis of age, race, color, religion, sex, national origin, or mental or physical disability is strictly prohibited. The Department of the Navy also vigorously pursues a policy for the prevention of sexual harassment in the workplace. Affirmative Action Programs for women and minorities and for disabled persons, including disabled veterans, have been implemented.

In order to help eliminate barriers to equality of opportunity in all aspects of Federal employment, a complaint system has been established for those who feel they have been discriminated against because of age, race, color, religion, sex, national origin, mental or physical disability.

THESE PROCEDURES PLACE STRONG EMPHASIS ON REACHING INFORMAL SETTLEMENTS OF COMPLAINTS AT THE LOWEST POSSIBLE LEVEL.

Any employee who feels that he or she has been discriminated against must first discuss the problem with a trained Equal Employment Opportunity (EEO) Counselor before making a formal complaint.

In your work area, posted on the official bulletin board, is the name of a designated counselor that you can contact. The EEO Counselor will inform you of the complaint procedures and attempt to resolve the complaint at the lowest possible level. If a sound and acceptable solution to the problem cannot be reached informally, the EEO Counselor will provide the information and forms required to file a formal complaint.



DEPARTMENT OF THE NAVY
HUMAN RESOURCES OFFICE-PENSACOLA
GREAT LAKES SERVICE CENTER
BUILDING 27
2701 SHERIDAN ROAD
GREAT LAKES, ILLINOIS 60088-5021

7 Nov 1997

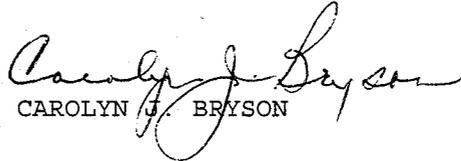
From: Site Manager, Great Lakes Service Center, Human Resources Office
- Pensacola

To: All Employees Services by Human Resources Office - Pensacola,
Great Lakes Service Center

Subj: NEW EMPLOYEE ORIENTATION HANDBOOK

Encl: (1) Page 34
(2) Appendix A
(3) Appendix B
(4) Appendix C

1. Due to an administrative error, enclosures (1) through (4) were omitted from the original printing of subject handbook. These enclosures are now forwarded to be included at the end of the booklet.
2. I apologize for any inconvenience this may have caused.


CAROLYN J. BRYSON



DEPARTMENT OF THE NAVY
HUMAN RESOURCES OFFICE-PENSACOLA
GREAT LAKES SERVICE CENTER
BUILDING 27
530A FARRAGUT AVENUE
GREAT LAKES, ILLINOIS 60086-5021

19 February 1999

MEMORANDUM

From: Site Manager, HRO Pensacola, Great Lakes Service Center, Great Lakes
To: Distribution

Subj: GREAT LAKES SERVICE CENTER COMMAND ASSIGNMENTS

1. The telephone numbers for the HRO - Pensacola, Great Lakes Service Center and the activity assignments are as follows:

PHONE:	(847) 688-2222	DSN 792-2222
FAX:	(847) 688-4478/3467	DSN 792-4478/3467
JOB LINE:	(847) 688-2049	DSN 792-2049
INTERNET:	www.hropensacola.com	
TDD:	(847) 688-4932	
INTERNET:	first name.last name@smtp.cnet.navy.mil	

SITE MANAGER: CAROLYN BRYSON (847) 688-2222 EXT 25

<u>ACTIVITY</u>	<u>HRO SPECIALIST/EXT #</u>
LABOR RELATIONS FOR ALL UNIONIZED ACTIVITIES AND OPERATIONS SUPERVISOR	LINDA KRISTAN - EXT 14
PUBLIC WORKS CENTER ENGINEERING FIELD ACTIVITY MIDWEST	ROBERT JUDD - EXT 32
NAVAL TRAINING CENTER PERSONNEL SUPPORT ACTIVITY	PAMELA BUCKLE - EXT 11
ALL MEDICAL COMMANDS	BARBARA POWER - EXT 23
ALL OTHER COMMANDS	PEGGY HOUGH - EXT 17
PERSONNEL ASSISTANT	PAMELA CRICK - EXT 10

The Specialists listed above, perform duties related to Classification, Staffing, New Employee Processing, RIF, Employee Benefits, Injury Compensation, Retirement, Spouse Preference Registration, Training, and processing all requests for Personnel Actions.

EEO COUNSELOR FOR ALL
SERVICED COMMANDS AND NAF EMPLOYEES

ROSEMARIE BRENNAN - EXT 27

ACTIVITY

HRO SPECIALIST/EXT #

PUBLIC WORKS CENTER
ENGINEERING FIELD ACTIVITY MIDWEST
ALL MEDICAL COMMANDS

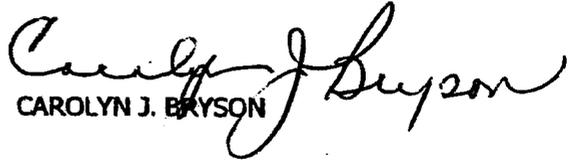
ALL OTHER COMMANDS

DEANNA LEADINGHAM - EXT 15

The Specialists listed above perform duties related to Employee Relations, Performance Management, and Awards.

2. Our mailing address is:

**HUMAN RESOURCES OFFICE
GREAT LAKES SERVICE CENTER
530A FARRAGUT AVENUE BLDG 27
GREAT LAKES IL 60088 - 5021**


CAROLYN J. BRYSON

Distribution:

All employees serviced by HRO
Pensacola, Great Lakes Service Center
HRO, Pensacola
HRSE NE, Philadelphia



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
WASHINGTON D C 20350

6 August 1988

OCPMINST 12792.3

30 JUN 1989

CPI 792-3-F

GENERAL NOTICE OF IMPLEMENTATION
OF
DRUG TESTING
UNDER
DEPARTMENT OF THE NAVY
DRUG-FREE WORKPLACE PROGRAM

TO DEPARTMENT OF THE NAVY CIVILIAN APPROPRIATED FUND EMPLOYEES:

1. On 15 September 1986, President Reagan signed Executive Order 12564, establishing the goal of a Drug-Free Federal Workplace. The Executive Order made it a condition of employment for all Federal employees to refrain from using illegal drugs on or off duty. The Department of the Navy Drug-Free Workplace Program, developed to implement the Order, is designed to accomplish these goals through deterrence, identification, rehabilitation, and personnel action. While the Department of the Navy (DON) will assist employees with drug problems, it must be recognized that the employees who use illegal drugs are primarily responsible for changing their own behavior and actions.
2. Illegal drug use by any civilian employee of the DON is incompatible with the maintenance of high standards of conduct and performance. Moreover, illegal drug use could adversely affect personnel safety, risk damage to government and personal property, and significantly impair day-to-day operations. The DON program is aimed at identifying illegal drug users in order to maintain a safe, secure workplace and efficient DON operation.
3. The determination that an employee uses illegal drugs may be made on the basis of direct observation, a criminal conviction, the employee's own admission, other appropriate administrative determination or by a confirmed positive urinalysis. The program subjects all civilian appropriated fund employees to drug testing (urinalysis) under the following conditions:
 - a. When there is a reasonable suspicion that the employee uses illegal drugs.
 - b. As part of an authorized examination regarding an accident or unsafe practice.
 - c. As a part of or as a follow-up to counseling or rehabilitation for illegal drug use.

APPENDIX A

OCPMINST 12792.3

30 JUN 1989

CPI 792-3-F

4. In addition, certain employees occupying specifically designated sensitive positions within DON will be subject to random drug testing. These are called Testing Designated Positions.

a. Employees in this category will receive individual written notices that their positions have been included in the activity random testing pool at least 30 days prior to actual testing.

b. Employees selected for or otherwise placed in a designated sensitive position, will be subject to a drug test prior to final selection/placement and to random testing thereafter.

c. Any employee can volunteer for random testing and will be included in the activity random testing pool.

5. All employees subject to testing shall be allowed to provide urine specimens in private except when there is reason to believe the specimen will be altered. Employees will be given the opportunity to declare the legitimate use of over-the-counter or prescription drugs prior to taking a test. The DON has developed strict chain-of-custody procedures to ensure proper identification of the specimen tested.

6. All urine specimens will be tested in DON laboratories or approved contract laboratories in accordance with mandatory guidelines published by the Department of Health and Human Services on 11 April 1988 in the Federal Register. A two step procedure has been established for testing urine specimens. The first test procedure used is called a radioimmunoassay (RIA) test and is used as an initial screening test. If the results of that procedure are positive, a second, confirmatory procedure is used, called a gas chromatography-mass spectrometry (GC/MS). The screening levels of these tests are sufficiently high to eliminate extraneous reasons for a positive test and with confirmation by the second, but different test method, the chemical test results are highly reliable and accurate. A Medical Review Officer (MRO) will review all positive test results. Employees will be given an opportunity to provide evidence to an MRO for verification of the legitimate use of over-the-counter or prescription drugs authorized by a physician or medical officer.

7. Drug test results will be handled in a confidential manner. Positive test results from the laboratory will only be disclosed to a Medical Review Officer. Positive results, verified by the MRO, may only be disclosed to the employee, the appropriate Civilian Employee Assistance Program (CEAP) Administrator, and appropriate supervisory/management officials necessary to take and process an administrative and/or adverse action against the employee, in an administrative proceeding (such as appeals and grievances) or in a court proceeding.

30 JUN 1989

CPI 792-3-F

8. The Navy cannot tolerate the use of illegal drugs and we encourage any employee who has a substance abuse problem to seek assistance through his/her activity Civilian Employee Assistance Program (CEAP). Such assistance may be obtained by contacting the activity CEAP administrator. Employees who voluntarily identify themselves to their supervisor or other appropriate management official as users of illegal drugs, prior to being so identified by other means, and who seek counseling and/or rehabilitation assistance, will not be subject to disciplinary action for their prior drug use. This is referred to as "safe harbor." It is important to note that once an employee is officially informed of an impending drug test, the employee is no longer eligible for "safe harbor." All employee medical and rehabilitation records maintained in connection with the CEAP program will be deemed confidential "patient" records and may not be disclosed without the prior written consent of the employee.

9. All employees are expected to refrain from drug use and participate in the testing program. Disciplinary action up to and including removal from Federal service will be initiated for the first failure to remain drug-free or refusal to submit to a drug test. Removal action will be initiated for any employee upon a second positive test result, failing to refrain from illegal drug use after counseling and/or rehabilitation, or adulterating or substituting a specimen.

10. This is a general notice to all employees that the Navy intends to implement a drug testing program. Actual testing by the activity/command will begin no sooner than 60 days from the date this notice is issued by the local activity/command. This notice is intended to provide general information on the DON drug testing program.



William L. Ball, III
Secretary of the Navy



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER

GREAT LAKES, ILLINOIS 60088-8000 Canc: Nov 90

NTCGLAKESNOTE 12792
N2 81 OCT 1989

NTC GREAT LAKES NOTICE 12792

From: Commander, Naval Training Center, Great Lakes

Subj: GENERAL NOTICE OF IMPLEMENTATION OF DRUG TESTING UNDER
THE DEPARTMENT OF THE NAVY DRUG-FREE WORK PLACE PROGRAM

Encl: (1) SECNAV General Notice of 6 Aug 88

1. Purpose: Enclosure (1) provides a general notice signed by the Secretary of the Navy concerning the drug testing program for civilian appropriated-fund employees.

2. Action:

a. This notice is to be distributed to each individual Navy civilian employee not later than 9 November 1989. Copies should also be posted on appropriate Bulletin Boards, and disseminated throughout individual Commands and activities by any other appropriate means; e.g., Staff Meetings.

b. This general notice will also be included in the November issue of the NTC CCPO NEWSGRAM, which is at the printers and in the GREAT LAKES BULLETIN of 3 November 1989.

c. Due to the significance of this program and its implications, the need for immediate activity dissemination and implementation cannot be overly emphasized.

S. T. MILLIKIN
Chief of Staff

Distribution:
All Civilian Employees Serviced
By NTC CCPO
NTC CCPO Great Lakes (5)



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
GREAT LAKES, ILLINOIS 60088-5000

12732
Ser N2/ 001492

30 APR 1990

From: Commander, Naval Training Center, Great Lakes
To: All Civilian Employees, NTC Staff

Subj: NOTICE REGARDING APPLICATION FOR SAFE HARBOR UNDER THE
DEPARTMENT OF THE NAVY DRUG-FREE WORK PLACE PROGRAM

Ref: (a) SECNAV letter of 6 Aug 1988, "General Notice of
Implementation of Drug Testing Under Department
of the Navy Drug-Free Workplace Program"

1. Reference (a), a copy of which has been provided to all Navy employees, describes the operation of the Navy's Drug-Free Workplace Program (DFWP). Paragraph 8 of that letter describes the operation of a feature known as "Safe Harbor", under which an employee may voluntarily identify himself or herself as a user of illegal drugs, prior to being so identified by other means, and seek counseling or rehabilitation assistance without being subject to disciplinary action for prior drug use.
2. An employee who requests safe harbor under the provisions of this program must be aware that he or she may be relieved from performing sensitive duties. Further, the security officer will be advised of the safe harbor request and this information may then be used to determine whether the employee will retain his or her security clearance. This review could lead to the revocation of the security clearance and removal from the service for failure to meet a condition of employment, i.e., maintaining a security clearance.
3. This does not affect the ongoing operation of the Civilian Employee Assistance Program (CEAP), under which employees may seek rehabilitation assistance for drug abuse problems and be assured that such information will not be released to activity management officials.

G. M. HOELLER
By Direction