



**DEPARTMENT OF THE ARMY**  
**U.S. ARMY CORPS OF ENGINEERS**  
**WASHINGTON, D.C. 20314-1000**

CECO-O  
Engineer Circular  
No. 11-2-190

EC 11-2-190  
2 August 2010

EXPIRES 1 August 2012  
Office of Homeland Security  
**REEMPLOYED ANNUITANT OFFICE PROGRAM**

1. Purpose. This circular establishes the policy for reemploying and deploying annuitants for purposes that are in accordance with Public Law 108-136, Section 9902 (j) of title 5, as enacted by Section 1101 of the National Defense Authorization Act for FY 2004 and DoD Instruction Number 1400.25 Volume 300, Subject: Employment of Federal Civilian Annuitants in the Department of Defense dated 10 December 2008.
2. Applicability. It applies to the Reemployed Annuitant Office (RAO) which is organizationally in Headquarters, U. S. Army Corps of Engineers (USACE), Directorate of Contingency Operations (CECO-O). It also applies to all USACE elements, Major Subordinate Commands (MSC), and district commands that use CECO-O to administer this program. It does not apply to employment on the rolls of other USACE organizations, however, the guidance and policies contained in this document may also be used to provide a framework for similar local programs.
3. Distribution Statement. This circular is approved for public release; distribution is unlimited.
4. References.
  - a. Public Law 108-136, Section 9902 (j) of title 5, United States Code, as enacted by Section 1101 of the National Defense Authorization Act for Fiscal Year 2004.
  - b. DoD Instruction Number 1400.25 Volume 300, Subject: Employment of Federal Civilian Annuitants in the Department of Defense dated 10 December 2008. (reference Appendix A).
  - c. Directive-Type Memorandum (DTM) 08-006 "DoD Implementation of Homeland Security Presidential Directive – 12 (HSPD-12) dated 26 November 2008.
  - d. Directive-Type Memorandum (DTM) 08-003, Subject: "Next Generation Common Access Card (CAC) Implementation Guidance" dated 1 December 2008.

This EC supersedes EC 11-2-190 dated 1 June 2009

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e. Memorandum signed by US Army Corps of Engineers Director Human Resources, Subject: Reemployed Annuitant Office (RAO) Program Members Retention of Common Access Card (CAC) dated 30 December 2008.

5. Background. Over the past decade it has become increasingly evident that ways were needed to supplement the USACE regular workforce if the many, varied and often highly technical missions assigned to USACE were to be accomplished in an acceptable and timely manner. The major reasons for this development were: A declining workforce in conjunction with the increasingly vital role that USACE plays in national disaster planning, preparedness and response; the Overseas Contingency Operation (OCO); short term surge requirements; the need for backfill while recruiting to fill permanent positions; project planning and execution provided to other agencies and organizations; and the accelerating exit of highly trained and knowledgeable personnel due to the increasing number of retirements brought about by USACE's aging workforce, and the need for mentors for newer employees. Reemployed annuitant employment was identified as an effective way to meet many of these needs. However it is not intended to replace hiring of permanent employees. Problems recognized as particularly important were:

a. Finding qualified people in a timely manner for difficult to fill positions (as evidenced by historically high turnover, a severe shortage of candidates or other recruiting difficulties).

b. The recurring need for employees with unique or specialized skills or unusual qualifications (example-unique historical and/or technical knowledge of particular equipment, systems or projects).

c. The need, on an increasingly frequent basis, for qualified personnel to supplement the regular Corps workforce to accomplish established missions (examples - disaster preparedness and response, and temporary backfill for employees who deploy overseas in support of the OCO or to complete specific projects or initiatives).

d. The recognition that situations occur where it would be particularly valuable to have an experienced person available to mentor less experienced employees or to provide continuity during critical organizational transitions.

Reference 4 a. provides that reemployed annuitants must receive the appropriate pay rate for the position without a reduction in pay or annuity. As a result, the salary of the annuitant is not offset by the amount of the annuity received for the period of employment.

6. Definitions.

a. Common Access Card (CAC). The Department of Defense (DoD) CAC is the official DoD Federal identification credential that is used for logical and physical access to Federally controlled facilities and information systems once access privileges are granted. As Army civilian employees, all RAO employees are required to obtain a civilian employee CAC. The civilian employee CAC will be issued and/or renewed in accordance with DoD and/or Army Instructions. For RAO employees on a one-year temporary appointment, the civilian employee CAC will be issued for one year. If the employee's appointment is extended, a new civilian employee CAC should be issued with a new expiration date.

b. Eligible Annuitant. For the purpose of the RAO, an eligible annuitant is defined as a former civilian Federal employee who has retired from the competitive or excepted service and is receiving an annuity from the Civil Service Retirement and Disability Fund (CSRS or FERS) or a retired NAF employee who elected to remain in CSRS or FERS and is receiving an annuity from the Civil Service Retirement and Disability Fund. This includes annuitants who have filed a temporary waiver of their annuities with the Office of Personnel Management (OPM). The RAO is not limited to Army civilian annuitants. Annuitants from other agencies may be considered if they demonstrate they have appropriate competitive or excepted status to be eligible for appointment to a position in the Corps of Engineers, and meet the qualifying annuity requirements as described above. In rare cases, for critical shortage category occupations, the RAO may also elect to advertise and consider applications through competitive Delegated Examining Unit (DEU) procedures. Competitive and Excepted Service are defined in 5 U.S.C. 3301 and 2103. Generally, Competitive Service means all civilian positions in the Federal Government that are not specifically excepted from the civil service laws and OPM competitive hiring process. Excepted Service is comprised of positions and agencies that are not required to use OPM's competitive hiring process. Examples of excepted service occupations include attorneys, intelligence and chaplains. Examples of excepted agencies include: Tennessee Valley Authority and the Federal Bureau of Investigations. Excepted agency employees may not move as freely from one government job to another unless that agency has an interchange agreement with OPM or unless the employee has competitive status based on other employment. Some agencies or organizations, such as the Government Accountability Office, are not in the executive branch, but have special statutory provisions which allow conversion or appointment in the competitive service and thereby provide eligibility. Eligibility for the RAO is based on an individual's previous federal status and eligibility to be appointed to a position in the RAO and receipt (or temporary waiver) of a qualifying annuity. Each applicant's employment history will be reviewed on a case by case basis to determine eligibility for the RAO.

c. Ineligible Annuitants. Annuitants are ineligible for the program if any of following apply:

(1) The applicant has received a VSIP (Voluntary Separation Incentive Program) in the past five years (after one year the VSIP can be repaid if the annuitant wishes to be considered, but the full amount of the VSIP must be repaid before any work can be accomplished).

(2) The applicant has an appointment with another Federal agency which includes a full time (40 hours per week) work schedule. (Note that applicants who have appointments with a non-DoD agency for less than 40 hours per week may be considered.)

(3) The applicant holds any type of civilian appointment within DoD.

(4) The applicant does not have appropriate civil service eligibility for non-competitive appointment, although in very rare cases, for shortage category occupations, annuitants may be appointed through competitive DEU announcements.

(5) The applicant is currently employed as a contractor or as a member of FEMA's 'Cadre On-Call Response Employees' (COREs) program, unless the applicant can demonstrate that there is no possibility of conflict of interest with the work of the RAO program. To request such consideration, the annuitant must provide the RAO PM with full information regarding the contract or FEMA work. Each case will be decided on an individual basis by the RAO PM with required input from CECC.

d. Intermittent Work Schedule. The work schedule for all members of the RAO is intermittent. Unlike full-time and part-time employees, there is no "regularly scheduled tour of duty." When deployed, the RAs hours of work are determined by the on-site supervisor. Specific information regarding the impact on entitlements under this type of work schedule is contained in Standard Operating Procedure No. CECO-O-1, Reemployed Annuitant Office (RAO) dated 1 June 2009.

e. Non-Tasker Assignments. Any assignment in accordance with DoDI 1400.25 Volume 300, that is not disaster related. Non-tasker requests are normally submitted to the RAO PM by email rather than through ENGLink.

f. Reemployed Annuitant (RA). A civil service annuitant who has accepted a new civil service appointment to return to work as a member of the Corps of Engineers RAO, in accordance with Appendix A.

g. Reemployed Annuitant Cadre (RAC). A core group of reemployed annuitants assigned to CECO-O who are available for deployment, or to provide support to USACE and other DoD organizations for any of the reasons outlined in paragraph 4.b.(1)-(4) of the Guidance and Procedures section of Appendix A. An annuitant becomes a member of the RAO, and is available for deployment, when all human resource functions, security and medical clearance requirements are completed. The RAC does not provide deployment overseas in support of the Overseas Contingency Operation (OCO). Employment for OCO assignments requires separation from the RAC when hired on OCO rolls.

h. Tasker. An official request in the ENGLink system. Taskers are initially generated by disaster Recovery Field Offices (RFO) or supported District Emergency Operations Centers (EOC) before being released to the supported Division. The Division EOC directs the tasker to its subordinate commands or to the USACE Operations Center (UOC). Each tasker is a request for one person (whether it is for initial assignment or for extension of duty).

i. Temporary Return to Home of Record (HOR) During Extended TDY.

(1) Employees assigned to tasker initiated duty and who are deployed for a period of 60 or more days may be authorized to temporarily return to their home of record after 30 consecutive days of duty (TDY) and after every 30 consecutive days thereafter. The standard period for temporary return to HOR is four days (2 days for travel and 2 days off), but it can be extended for up to 10 days with supervisory approval and in rare and unusual circumstances the RAO Program Manager (PM) may make exceptions to this provision. Scheduling return to HOR must be coordinated with the on-site supervisor.

(2) For employees assigned to non-tasker initiated duty, paid travel for temporary trips home is at the discretion of the office to which the employee is assigned.

7. Policy. It is the policy of USACE to utilize reemployed annuitants to supplement Corps staff, as needed, in accordance with the provisions of DoDI 1400.25 Volume 300 (reference Appendix A). The RAO program is not intended to take the place of hiring permanent employees.

8. Policy Implementation Procedures. The procedures for implementing the policies contained in this EC are spelled out in Standard Operating Procedure (SOP) No. CECO-O-1, Reemployed Annuitant Office (RAO), dated 2 August 2010.

9. Organization and Duties. The Reemployed Annuitant Office (RAO) is organizationally in Headquarters, USACE, Directorate of Contingency Operations.

It was established to provide support to the U.S. Army Corps of Engineers, on an as needed basis, in accordance with the guidelines established by Appendix A. The RAO program is managed and directed by a Program Manager and support staff organizationally at USACE Headquarters. The Humphreys Engineer Center Support Activity (HECSA) Civilian Personnel Advisory Center (CPAC) performs all human resource functions. HECSA CPAC coordinates with HECSA Security on RA civilian suitability and security issues and processing. HECSA Resource Management (CEHEC-RM) provides resource management support to the program.

a. RAO Program Manager. Manages and directs the program by overseeing recruitment; reviewing applications; determining eligibility for the program; making RA selections; matching taskers with qualified RAC personnel; contacting qualified personnel to determine availability; nominating personnel in ENGLink to fill taskers (selection is done by the office originating the tasker); matching non-tasker initiated requests with RAO personnel; determining RA retention in the program; insuring that adequate funding has been made available by the requesting office; and providing miscellaneous support to deployed and non-deployed RAO personnel.

b. RAO Support Staff. Provides administrative support to the PM and to deployed and non-deployed RAC personnel. This includes, but is not limited to: recruiting; deployment; timekeeping; coordinating all deployment related travel; preparing travel orders; processing travel vouchers and claims; budget planning, analysis and execution; database management; coordination with internal and external funding sources; coordination with the Contract Health Physician; coordination with ACE-IT, HECSA Security and CPAC; and maintaining and storing travel and timekeeping files.

c. PECH-NCR-D (HECSA CPAC). Performs all human resource functions and coordinates with HECSA Security on civilian suitability issues and processing.

d. CEHEC-RM. Provides resource management support to the program, including: funding and funding transfer; payroll Customer Service Representative (CSR) services; Government Travel Credit Card (GTCC) services; and technical advisory services.

e. CEHEC-SH. Processes background investigations (SF85/SF86 through OPM (if required) and provides civilian suitability and security support and serves as a resource on CAC related issues and processing.

10. Conditions of Employment in the RAC. The following describe the conditions of the reemployed annuitant appointment and work schedule, as well as conditions of employment specific to the RAC Program:

a. Annuitants accepting positions in the USACE RAC will be hired as temporary employees with the initial appointment not to exceed 1 year. After the first year, the

appointment can be converted to term appointment, as appropriate.

b. All RAO employees are assigned to an intermittent work schedule for the duration of their appointments. The effects of working an intermittent work schedule are explained in SOP No. CECO-O-1, Reemployed Annuitant Office (RAO), dated 2 August 2010.

c. All RAO employees will be hired into the General Schedule (GS), or a Wage Grade (WG) or Wage Leader (WL) position. There are no WS, WD, Special Power Rate, or other wage positions in the RAC. The position and pay offered will be set in consideration of the individual's qualifications and experience, including recency, as they relate to the needs of the program and the Corps of Engineer's missions. There is no guarantee that the pay level offered will equal the pay of the pre-retirement position. The RAO Program Manager establishes the GS grade and step using applicable regulations and guidance. WG and WL grades and pay are established in accordance with federal wage system regulations.

d. Since the RAC does not deploy individuals overseas in support of the OCO, any RAO wishing to deploy overseas in support of OCO must be separated from RAO rolls and picked up on OCO rolls. After the OCO deployment, the individual may request to be returned to RAC rolls.

e. All appointments to the RAC require a break in service of at least 3 days if the annuitant currently holds any type of federal civilian appointment, including temporary or term appointments in OCO. The effective date of appointment will not be finalized until all required in-processing paperwork is complete and has been received by HECSA CPAC.

f. All RA applicants and employees must comply with OPM, Army and DoD Suitability and Security requirements for civilians. This may require the applicant or RA employee to complete a new Background Investigation by submitting an SF-85 (Questionnaire for Non-Sensitive Positions) or SF-85P (Questionnaire for Public Trust Positions), or if a security clearance is required, an SF-86 (Questionnaire for National Security Positions), to include fingerprints. Assignments involving secret or other clearances must be coordinated in advance with the appropriate Security Office.

g. RAs must obtain a civilian employee Common Access Card (CAC) after their reemployment personnel action is processed, monitor the expiration date and take timely

action to obtain a new civilian employee CAC as needed. This also requires the RA to establish an Army Knowledge On-Line (AKO) email account as part of the CAC process. The RAO staff will provide instructions to RAO employees on how to obtain an AKO account and civilian employee CAC. Individuals who fail to comply will be removed from the RAO rolls.

h. Medical clearance is required, both on a pre-employment and an annual review basis. This is accomplished by submitting a medical questionnaire for review by the RAO contract physicians, who make final medical determinations for the RAO Program. Medical clearance may be requested and approved for either field or office-only deployments. Additional medical reviews may also be required when an RA's physical or medical condition changes, and eligibility to deploy may be suspended while medical information is being evaluated. RAs are required to notify the RAO PM when any changes occur in their physical or medical condition. Individuals who fail to maintain a current medical clearance through the annual medical review process will be removed from the RAO rolls.

i. RAs are subject to all standard requirements and conditions of Federal employment such as Safety, Standards of Conduct, Ethics, Employee Accountability During Emergencies, EEO, Hatch Act provisions regarding permitted and prohibited political activity for Federal employees, etc. and related training requirements, unless specifically excepted. Harassment of any kind, including sexual harassment, is prohibited.

j. RAs must notify the RAO PM when any situations develop that may be a potential conflict of interest, such as accepting employment with a contractor or with FEMA while an RA employee. Each case will be considered individually by the RAO PM with required input from CECC, to determine if there is a conflict of interest.

11. CAC Requirements for RAO. As Army civilian employees, all RAO members are required to obtain a civilian employee CAC upon appointment, monitor the expiration date, and obtain a new civilian employee CAC upon expiration so that they maintain a valid civilian employee CAC for as long as they remain in the RAO. Normally RAs will not be deployed until they have a civilian employee CAC, unless the receiving installation has made arrangements to issue a CAC upon arrival. All CAC issuing sites will provide support by issuing civilian employee CACs to eligible RAs through the DEERS/RAPIDS system upon submission of proper documentation. Once issued, the civilian employee CAC is to remain in the possession of the RA until it expires or the RA leaves the RAO. The civilian employee CAC will not be surrendered at the end of a temporary deployment unless the card has expired (See Ref 4.e). RAs must insure that the civilian employee CAC is kept safe and secure and is used only for official business. When RAs separate from the RAO, the RAO Program Manager is responsible to ensure that civilian employee CACs are collected in accordance with established procedures. This will be handled as part of the normal personnel out-processing procedures, in coordination with HECSA security.

12. Awards. Exemplary service for the supported organization may be recognized through the appropriate Awards program.

13. Pay. RAC Employees are subject to all civilian federal employment pay laws, regulations and procedures, based on the classification of their official position, FLSA status, official duty station and their work schedule (intermittent). This includes but is not limited to the various maximum earning limitations:

a. Bi-Weekly Maximum Earnings Limitation. GS RAs are subject to the bi-weekly maximum earnings limitation on pay, which provides that premium pay (e.g. overtime) cannot cause the bi-weekly pay to exceed that equivalent to a GS-15 step 10, (including any applicable locality-based comparability payment) or Executive Level V, whichever is greater. A waiver of the bi-weekly pay cap may be authorized by the head of the agency or designee in certain emergency or other critical situations. A bi-weekly waiver is not automatic and must be specifically authorized in writing for the specific event.

b. Annual Maximum Earnings Limitation. GS RAs are also subject to the annual maximum earnings limitation not to exceed that of a GS-15 Step 10 (including any applicable locality-based comparability payment) or Executive Level V, whichever is greater. More detailed information is available in SOP No. CECO-O-1, dated 1 June 2009.

c. Aggregate Limitation on Pay. An employee's aggregate compensation received in any given calendar year may not exceed the rate of pay for level I of the Executive Schedule at the end of the calendar year, in accordance with 5 CFR 530.203.

14. Training. RAs may be required to complete certain training to be eligible for deployment. This will be determined on an individual basis, and may consist of either on-line or on-site training.

15. Funding. Funding for the RAO PM, RAO support staff, HECSA CPAC support staff, HECSA Security Staff and HECSA RM Customer Service Representative is from the Overhead Account for RAO, Appropriations (96X4902) or other appropriations consistent with sound fiscal policy. Funding for all RAO staff deployed to field locations is the responsibility of the organization receiving support. Funding for the RAC staff deployed to the field must be transferred via MIPR from the supported organization's RM office to the Headquarters S0 database, for CEHEC-RM processing, prior to deployment.

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16. Implementation. The provisions and policies contained in this EC will be implemented immediately on approval of this document. Authority for any policy or procedure revisions and the development of Standard Operating Procedures is vested with and the responsibility of CECO-O.

FOR THE COMMANDER:

1 Appendix  
App A – DoDI 1400.25, Vol 300



EDWARD J. HECKER  
Director, Contingency Operations  
and Chief, Office of Homeland Security

**Directorate of Contingency Operations, Reemployed Annuitant Office**  
**Standard Operating Procedure (SOP)**  
**Reemployed Annuitant Office (RAO)**

1. **Purpose.** This document provides the standard operating procedures to be used for the Headquarters (HQ) Reemployed Annuitant Office (RAO) when reemploying and deploying annuitants for purposes that are in accordance with the provisions of Public Law 108-136, Section 9902 (j) of title 5, as enacted by Section 1101 of the National Defense Authorization Act for FY 2004; Department of Defense Instructions (DoDI) Number 1400.25, Volume 300 Subject: DoD Civilian Personnel Management System: Employment of Federal Civilian Annuitants in the Department of Defense dated 10 December, 2008; and EC 11-2-190 dated 1 June 2009.

2. **Applicability.** This applies to the retirees (Reemployed Annuitant Cadre (RAC) hired through the Reemployed Annuitant Office (RAO) which is organizationally in Headquarters, U. S. Army Corps of Engineers (USACE), Directorate of Contingency Operations (CECO-O) and to all RAC employees assigned to- any USACE elements, Major Subordinate Commands (MSC), and district commands that use CECO-O to administer this program.

3. **Summary of Procedures.** The SOP does not repeat all the laws, regulations and rules that apply to RAC employees as Army Civilian employees. It describes many of the policies, procedures and processes that are required to operate the RAC program. These procedures and processes are presented in a step by step format and include recruitment, application, selection, conditions of employment, hiring and deployment, redeployment and separation procedures. There is also information on program funding, time and attendance, civilian employee Common Access Card (CAC) requirements, safety, computer access, travel and administrative support as it applies to the program.

4. **Definitions.**

**Eligible Annuitant.** For the purpose of this program, an eligible annuitant is defined as a former civilian Federal employee who has retired from the competitive or excepted service and is receiving an annuity from the Civil Service Retirement and Disability Fund (CSRS or FERS) or a retired NAF employee who elected to remain in CSRS or FERS and is receiving an annuity from the Civil Service Retirement and Disability Fund. This includes annuitants who have filed a temporary waiver of their annuities with the Office of Personnel Management (OPM). The RAC is not limited to Army civilian annuitants. Annuitants from other agencies may be considered if they demonstrate they have appropriate competitive or excepted status to be eligible for appointment to a position in the Corps of Engineers, and meet the qualifying annuity requirements as described above. In rare cases, for critical shortage category occupations, the RAO may also elect to advertise and consider applications through competitive Delegated Examining Unit (DEU) procedures. Competitive and Excepted Service are defined in 5 U.S.C. 3301 and 2103. Generally, Competitive Service means all civilian positions in the Federal Government that are not specifically excepted from the civil service laws and OPM competitive hiring process. Excepted Service is comprised of positions and agencies that are not required to use OPM's competitive hiring process. Examples of excepted service occupations include attorneys, intelligence and chaplains. Examples of excepted agencies include: Tennessee Valley Authority and the Federal Bureau of Investigations. Excepted agency employees may not move as freely from one government job to another unless that agency has an interchange agreement with OPM or unless the employee has competitive status based on other employment. Some agencies or organizations, such as the General Accountability Office, are not in the executive branch, but have special statutory provisions which allow conversion or appointment in the competitive service and thereby provide eligibility. Eligibility for the RAC is based on an individual's previous federal status and eligibility to be appointed to a position in the RAC and receipt (or temporary waiver) of a qualifying annuity. Each applicant's employment history will be reviewed on a case by case basis to determine eligibility for the RAC.

b. **Ineligible Annuitants.** Annuitants are ineligible for the program if any of following apply.

(1) The applicant has received a VSIP (Voluntary Separation Incentive Program) from any Federal agency in the past five years (after one year the VSIP can be repaid if the annuitant wishes to be considered, but the full amount of the VSIP must be repaid before an individual can be appointed).

(2) The applicant has an appointment with another Federal agency which includes a full time (40 hours a week) work schedule. (Note that applicants who hold civilian appointments with a non-DoD agency may be considered if their work schedules are intermittent or part time.)

(3) The applicant holds any type of civilian appointment within DoD.

(4) The applicant does not have appropriate civil service eligibility for non-competitive appointment. In rare cases, for shortage category occupations, annuitants may be appointed through competitive DEU announcements.

(5) The applicant is currently employed as a contractor or as a member of FEMA's 'Cadre On-Call Response Employees' (COREs) program, unless the applicant can demonstrate that there is no possibility of conflict of interest with the work of the RAO program. To request such consideration, the annuitant must provide the RAO PM with full information regarding the contract or FEMA work. Each case will be decided on an individual basis by the RAO PM with required input from CECC.

c. **Reemployed Annuitant (RA).** A civil service annuitant who has accepted a new civil service appointment to return to work with this program in accordance with the reasons outlined in paragraph 4.b. (1)-(4) of the Policy section of Reference 13.I.

d. **Reemployed Annuitant Cadre (RAC).** A core group of reemployed annuitants assigned to CECO-O who are available for deployment, or to provide support to USACE and other DoD organizations for any of the reasons outlined in paragraph 4.b. (1)-(4) of the Policy section of Reference 13.I. An annuitant becomes a member of the RAC, and is available for deployment, when all human resource, security and medical clearance requirements are completed. Note that the RAC does not provide deployment overseas in support of the Overseas Contingency Operation (OCO). Employment for OCO assignments requires separation from the RAC when hired on OCO rolls.

e. **Reemployed Annuitant Office (RAO).** The entity which administers the Reemployed Annuitant program in HQUSACE.

f. **Intermittent Work Schedule.** The work schedule for all members of the RAC is intermittent. Unlike full-time and part-time employees, there is no "regularly scheduled tour of duty." When deployed, the RA's hours of work are determined by the on-site supervisor. Specific information regarding the impact on entitlements under this type of work schedule is contained in Paragraph 6 (Conditions of Employment) of this document.

g. **Common Access Card (CAC).** The Department of Defense (DoD) CAC is the official DoD Federal identification credential that is used for logical and physical access to Federally controlled facilities and information systems once access privileges are granted. As Army civilian employees, all RAC employees are required to obtain a civilian employee CAC. The civilian employee CAC will be issued and/or renewed in accordance with DoD and/or Army instructions.

h. **Engineers Link Interactive (ENGLink).** ENGLink is the USACE web based Emergency Management command and control system. It provides the framework for processing information and performing command and control of USACE elements responding to civil and military contingencies. It is managed by the Readiness Support Center (RSC) and is part of the Corps of Engineers Enterprise Infrastructure System (CEEIS) network. Except for the public access portions, access to ENGLink is available only through the USACE network.

i. **Military Interdepartmental Purchase Request (MIPR).** An official request from one DoD organization to another for materials or services (using DD 448). MIPRs are prepared by the requesting agency and accepted by the organization that will provide the services. In the Corps of Engineers Financial Management System (CEFMS) an outgoing MIPR is called a government order, and an incoming MIPR is called a customer order. For the purpose of this document, MIPRs are used to transfer funds from the organization requesting help to the Headquarters SO database for the services (travel, per diem and overhead) of reemployed annuitants providing assistance for reasons that are in accordance with Reference I. Labor funds are furnished by the requesting organization with cross labor charge codes.

j. **Tasker.** An official request in the ENGLink system, for disaster related assistance, from a USACE Division, through Emergency Operations channels. Taskers are initially generated by disaster Recovery Field Offices (RFO) or supported District Emergency Operations Centers (EOC) before being released to the supported Division. The Division EOC directs the tasker to

its subordinate commands or to the USACE Operations Center (UOC). Each tasker is a request for one person (whether it is for initial assignment or for extension of duty).

k. **Non-Tasker Assignments.** Any assignment in accordance with the reasons outlined in Reference I, that is not disaster related. Such requests are submitted by USACE Offices directly to the RAO PM by phone or email.

l. **UserID and Password Security System (U-Pass).** The automated system that accomplishes the administration of all User IDs and associated password(s) and assures compliance with AR 25-2, Information Systems Security. A U-Pass user ID is required for all employees before they can be entered into the Corps of Engineers Financial Management System (CEFMS). All RAC employees are assigned a User ID organizationally specific to the RAO, not to the location(s) where they may be deployed.

m. **Overseas Contingency Operation (OCO).** Is the ongoing mission to assist in rebuilding both Iraq's and Afghanistan's infrastructures (formerly Global War on Terrorism – GWOT).

5. **Personnel Requirements.** In order to be eligible for the RAC, a person must meet the following qualifications:

a. Be a retired Federal civil service employee receiving an OPM annuity, or who has temporarily waived an OPM annuity as described in this SOP, and has eligibility for appointment in the competitive or excepted service, or who was selected from a competitive announcement. (Reference paragraph 4.a., Annuitant)

b. Agree to return to work for USACE in the RAC for reasons outlined in paragraph 4.b. (1)-(4) of the Policy section of Reference I.

c. Meet appropriate medical screening requirements indicating adequate fitness for field or office deployments.

d. Retirees cannot have received a VSIP within the past five years (repayment in full after one year will restore eligibility) or have a full time job with any Federal agency.

e. May be considered for the RAC while holding an appointment on an intermittent or part time basis with another Non-DoD agency.

f. May not hold a civilian appointment of any type with the Department of Defense because of the payroll system.

g. Agree to and sign the Conditions of Employment for the RAC as outlined in this SOP, EC-11-2-190 and related regulations.

h. Must meet the OPM qualification requirements including suitability for the position.

6. **Conditions of Employment in the RAC.** The following describe the conditions of the reemployed annuitant appointment and work schedule, as well as conditions of employment specific to the RAC.

a. **Nature of Appointment.** Annuitants accepting positions in the USACE RAC will be hired as temporary employees with the initial appointment not to exceed 1 year. After the first year, the appointment may be converted to additional term appointments.

b. **Work Schedule.** All RAC employees are on an intermittent work schedules which means they are employed on an irregular or occasional basis, with hours or days of work not on a prearranged schedule. This impacts some benefits and entitlements. Due to the intermittent work schedule, RAC employees:

- Are paid only for those hours that they are in duty status and performing work
- Are not eligible for holiday premium pay or Sunday or night differential
- Receive only their salary plus any overtime earned
- Do not accrue annual leave or sick leave and may not use annual or sick leave
- Are not eligible for any other type of leave such as administrative leave
- Are not eligible to make retirement contributions as described in DODI 1400.25 v.300

c. **Classification and Pay Rate.** All RAC positions are classified in one of the following: General Schedule (GS), Wage Grade (WG) or Wage Leader (WL) positions. There are no WS, WD, Special Power Rate, or other type of Wage positions in the RAC. RACs are appointed to an official position and at the level determined to be most appropriate for the work of the RAC. The position and pay offered will be set in consideration of the individual's qualifications and experience, including recency of experience, as related to the needs of the program and the Corps of Engineers' missions. There is no guarantee that the pay level offered will equal the pay of the pre-retirement position, including prior supervisory pay rates. The RAO Program Manager establishes the GS grade and step using applicable regulations and guidance. WG and WL grades and pay are established in accordance with appropriate wage regulations. RACs are not eligible for promotions/reassignment or within grade pay increases for WG positions - with the following exception: a RAC who is hired into the program at a grade lower than previously held, may be reappointed to a higher grade up to the highest permanent grade previously held. And, in some instances, employees may be temporarily reassigned/promoted. However, this occurs rarely and only in unique situations.

d. **Direct Deposit and Withholdings.** RACs are paid on a bi-weekly basis when deployed and must receive their pay through direct deposit. The following are withheld from RAC paychecks:

- Federal Income Tax
- State Income Tax where applicable
- Old-Age Survivors and Disability Insurance (OASDI ) more commonly known as Social Security
- Medicare

e. **Official Duty Station.** RAs are appointed with an official duty station of Walla Walla, Washington for pay consistency purposes (with the exception of those who live in the Washington, D.C. area and are assigned to the Washington, D.C. area – not on TDY). They will receive the pay rates, annual cost of living and locality pay increases for their official duty station of Walla Walla, Washington, regardless of where they live or where they are deployed. RAs will not travel to Walla Walla, Washington unless there is a specific reason for deployment to that location.

f. **Medical Clearance.** Medical Clearance is required, both on a pre-employment and an annual review basis. This is accomplished by the RA submitting the RAC Self-Certification Medical Questionnaire for review by the RAO contract physicians, who make final medical determinations for the RAO Program. Results of previous medical clearances are not accepted: applicants must submit a new form prior to appointment. Medical clearance is approved for either field or office deployments, based on each individual's request and physical/medical condition. RAs are required to notify the RAO PM when any changes occur in their physical or medical condition. Such changes may require additional, out-of-cycle, medical reviews before additional deployments are approved. Eligibility to deploy may be suspended while medical information is being evaluated. Individuals who fail to maintain a current medical clearance through the annual medical review process will be removed from the RAC rolls. More specific information on medical clearance procedures and the RAC Medical Screening Questionnaire is provided in Attachment 1.

g. **Pay and Maximum Earnings Limitations.** RAs are subject to all pay laws, rules, regulations and procedures as determined by the classifications of their official positions and their intermittent work schedule. This includes maximum earnings limitations as follows:

- **Bi-Weekly Maximum Earnings Limitation** –GS RAs are subject to the bi-weekly maximum earnings limitation on pay, which provides that premium pay (e.g. overtime) cannot cause the bi-weekly pay to exceed that equivalent to a GS-15 step 10 (including any applicable locality-based comparability payment), or Executive Level V, whichever is greater. A waiver of the bi-weekly pay cap may be authorized by the head of the agency or designee in certain emergency or other critical situations. A bi-weekly waiver is not automatic and must be specifically authorized in writing for the specific event (reference Appendix B and 5 CFR 550.105 for more information).
- **Annual Maximum Earnings Limitation** –GS RAs are subject to the annual maximum earnings limitation not to exceed that of a GS-15 Step 10 (including any applicable locality-based comparability payment) or Executive Level V, whichever is greater. More detailed information is available in Appendix B and 5 CFR 550.106.
- **Aggregate Maximum Earnings Limitation** – All employees are subject to the aggregate maximum earnings limitation not to exceed the rate of pay for level I of the Executive Service at the end of the calendar year in accordance with 5 CFR 530.20 (reference Appendix B).

h. **Effective Date of Appointment.** Applicants who hold a full time civilian employee appointment elsewhere in federal government at the time of selection for appointment to an RAC position, must be given a break in service of at least 3 calendar

days before appointment. This includes appointments on the rolls of other Corps organizations, including OCO. The effective date of the appointment is normally 15 work days from receipt of in processing paper work and will not be finalized until all required paperwork is complete and has been received by the HESCA CPAC.

i. **Benefits Coverage.** Due to the nature of appointment RAs are subject to the following pay and benefits criteria:

- Are excluded from coverage under CSRS and FERS.
- Pay into Social Security. Employees younger than Full Retirement Age (FRA) (depends on date of birth) and drawing Social Security are subject to the Social Security earnings test (Social Security may be offset by excess earnings). For additional information refer to <http://www.ssa.gov>.
- Are excluded from Federal Employee's Health Benefit (FEHB) coverage. However, if an employee has taken it into retirement, the normal premium will continue to be withheld from their annuity.
- Are excluded from Federal Employee's Group Life Insurance (FEGLI) coverage. However, if an employee has taken it into retirement, the normal premium will continue to be withheld from their annuity
- May not contribute to the Thrift Savings Plan
- Do not establish or increase survivor benefit entitlements
- Do not earn any type of leave, e.g. annual, sick or administrative leave including administrative granted by Presidential Executive Order.
- The RAO does not contribute to any States' Unemployment Compensation program and will contest applications for same.

j. **Standard Requirements and Conditions of Federal Employment.** RAs are subject to all standard requirements and conditions of Federal employment such as Standards of Conduct, Ethics, Employee Accountability During Emergencies, EEO, Hatch Act provisions for Federal Employees, etc., and related training requirements (unless specifically excepted). Harassment of any kind, including sexual harassment, is prohibited.

k. **Common Access Card (CAC).** RAs must obtain and keep a current civilian employee CAC in order to be deployed, and must carefully safeguard the civilian employee CAC, even when not deployed. In addition, RAs are responsible for monitoring the expiration date of the civilian employee CAC and taking timely actions to obtain a new civilian employee CAC prior to expiration. The civilian employee CAC should not be surrendered at the end of a deployment (reference Appendix A). It is only surrendered when employment in the RAC program ends, however if the employee leaves the RAC to take another Corps of Engineers civilian appointment he/she may retain the CAC (reference Attachment 2 for instructions). The CAC is to be used for official business only.

l. **Immunization.** RACs deployed to a disaster or to the field must comply with immunization requirements as directed at the time of deployment and are responsible for making arrangements to obtain immunizations prior to deployment. Immunizations are not reimbursable to the RAC. DPT (diphtheria, tetanus, and pertussis) and hepatitis A are required. Other immunizations may be required based on the deployment location and conditions.

m. **Employee Accountability During Emergencies.** RAC must comply with the USACE Personnel Accountability During Emergencies procedures. (reference Attachment 3 for more specific information)

n. **Personal Email Contact Address.** RAs must have a readily accessible Email address to be considered for employment by the RAO. This is a requirement because all communication for deployment and medical recertification is accomplished through home Email accounts.

o. **Awards.** Exemplary service for the supported organization may be recognized through the appropriate Awards program.

p. **Overseas Contingency Operations (OCO) Special Provisions.** The RAO does not deploy members directly to OCO, due to the specialized requirements of that program. RACs wishing to deploy in support of OCO must be separated from the RAO rolls in order to be picked up on OCO rolls. After the OCO deployment, individuals may request to be returned to the RAO rolls, after a break in service of at least 3 calendar days.

q. **Family Readiness Support.** (Reserved)

r. **Safe Haven.** (Reserved)

s. **Passport**. For some deployments/assignments a current US Passport (Blue) will be required. This is not a reimbursable expense.

7. **Program Procedures**. The following procedures will be followed when recruiting, selecting, hiring and deploying RAC employees.

a. **Recruitment Procedures**.

(1) **Recruitment Process**. Various means will be used to recruit for the RAC. They are as follows:

(a) The Humphrey Engineer Center Support Activity (HECSA) Civilian Personnel Advisory Center (CPAC) will periodically issue vacancy announcements on USA Jobs. (<http://www.usajobs.opm.gov>).

(b) Information concerning the program is available at: <http://rao.usace.army.mil>  
Information provided includes information on what it takes to qualify for the program, how to make contact, how the program works, medical requirements, deployment preparation, and travel and mission support.

(c) Periodic articles in USACE publications.

(d) Articles developed for use in publications external to USACE that target retired Federal civil service personnel.

(2) **Recruiting Information Packet**. Interested annuitants can request an information packet concerning the program from the Program Manager. The Emailed information packet contains the following: a letter introducing the program, RAO Medical Screening Questionnaire, Personal Data Sheet, and RAO Conditions of Appointment, Work Schedule and Employment Form.

a. **Application Procedures**. In order to be considered for a position with the RAO, an applicant must provide the following:

(1) **Retirement SF50-B, Notification of Personnel Action** – If an individual does not possess a copy, it can be obtained from the National Personnel Records Center.

- Website – <http://www.archives.gov/st-louis/>
- Address – 111 Winnebago Street, St. Louis, MO 63118-4126
- Phone – 314-801-9250; Fax – 314-801-9269
- Email: [cpr.center@nara.gov](mailto:cpr.center@nara.gov)

(2) **Resume** – Sufficient information on experience, education and training should be included so that an appropriate determination can be made concerning eligibility for various types of RAO work. Previous emergency management experience is not required for all occupations. But, if an applicant has previous emergency management or other specialized experience, training, or certifications, it should be described in detail. For example, if an applicant served as a member of a Planning Response Team (PRT) the type (water, ice, debris, roofing, housing, etc.) and responsibilities should be described. No specific format or length is required, but typically resumes are 2-3 pages. The use of previously used Federal Resumes is not recommended. In many instances this is the only opportunity for the selecting official to review the skills needed for a particular work assignment or deployment.

(3) **Personal Data Sheet** – Self explanatory.

(4) **RAO Conditions of Appointment, Work Schedule and Employment Form** – Self explanatory.

(5) **RAO Medical Screening Questionnaire** – Must be filled out completely and faxed by the applicant to the USACE contract medical provider, Washington Occupational Health Associates (WOHA) at 202-223-6525. This ensures that confidential medical information is only seen by authorized medical personnel. WOHA will evaluate the contents of the medical screening questionnaire, determine fitness to deploy and fax the results to RAO. **Note – If additional information is required to finalize a medical determination, the medical provider may contact the applicant directly and will allow a specified amount of time for response.**

All forms and information **with the exception of the RAO Medical Screening Questionnaire** will be faxed or emailed to the RAO PM. Directions for filling out the forms are either on the forms or in the cover letter.

**\* No mailed applications will be accepted with the following exception.** If applications are through USAJOBS or Civilian Personnel On-Line (CPOL) the applications may be mailed or submitted electronically to the HECSA CPAC. HECSA CPAC then gives the applications to RAO for processing. On rare occasions the RAO may elect to advertise for critical shortage occupations on a competitive basis. In such cases, the application procedures identified on the vacancy announcement must be followed.

**c. RAO Selection and Hiring Process.**

(1) When the required application forms and medical screening approval have been received by the RAO, a qualification determination will be made and documented on the Reemployed Annuitant Office Candidate Form. For General Schedule positions the RAO Program Manager establishes the grade and step of the positions to be offered, in accordance with General Schedule regulations, and documents the determination. For Wage Grade and Wage Leader positions the RAO Program Manager determines an appropriate job series and pay level in accordance with established wage system regulations. Classification and pay level are set as described in paragraph 6.c. of this SOP. All application documents, resume, Personal Data Sheet, RAO Candidate Form and GS Salary Determination Worksheets (when applicable), are forwarded to the HECSA CPAC for processing. In addition, a New Hire RAO form will be filled out by the RAO support staff and forwarded to the U-Pass Administrator to create the employees profile in the CEFMS database.

(2) The HECSA CPAC will perform the human resource functions necessary to in-process RAO applicants, will contact applicants to explain in-processing procedures and will provide a link to the necessary in-processing forms. This will include a requirement for completion of an SF 85 (Questionnaire for Non-Sensitive Positions, SF-85P (Questionnaire for Public Positions) or if a security clearance is required SF 86 (Questionnaire for National Security Positions), with fingerprints, unless the RAC applicant already has a current background check in JPASS. The RAC applicant is responsible for obtaining a valid set of fingerprints and sending the fingerprints, a completed SF 85/85P and a completed OF 306 to the HECSA CPAC by commercial carrier, rather than through normal mailing procedures. This will be done at the RA's expense as a condition of employment. The special submission procedure for fingerprint cards is needed due to the irradiation process that is applied to all normal mail delivery to USACE Headquarters in Washington D.C. See SF-85P step by step directions. All other forms can be submitted by fax or scanned and emailed. The HECSA CPAC coordinates all security and suitability issues with the servicing HECSA Security Manager. The HECSA CPAC will send an appointment letter via email to the RA showing the tentative effective date of the appointment, duty station location (Walla Walla, Washington) and other necessary in-processing information. The HECSA CPAC will also forward the necessary employee information to CEHEC-RM-M for input into the CEFMS data base. This process generally takes several work days before the CEFMS profile is active.

(3) The RAO support staff will enter all necessary information on the RA into ENGLink.

(4) All RAs must also obtain a current civilian employee CAC (ID card) after their appointment action is completely processed. The civilian employee CAC is required before an employee can deploy. There are several steps to obtaining a civilian employee CAC. They are as follows:

(a) The appointment action (SF 50) must be completely processed and the employee information must 'flow' electronically from the personnel database to the Defense Enrollment Eligibility Reporting System (DEERS). This takes several days after the appointment action is processed. If the employee information does not appear in DEERS, the problem must be reported to the RAO HQ staff, who will coordinate with the HECSA CPAC to resolve the problem.

(b) The RA must establish an Army Knowledge on Line (AKO) account, either as an Army Civilian Retiree or as a sponsored new employee, so that the AKO information can be coded onto the civilian employee CAC.

(c) The RA must personally visit a CAC issuing facility to obtain the photo ID. Specific instructions and assistance in locating an appropriate facility will be provided by the RAO support staff. All RAs must safeguard their civilian employee CAC, even while not in a deployed status. CAC is to be used only while on Official Business.

**d. Selection Process for Tasker Initiated Support.**

(1) Selected taskers are assigned to RAO through the USACE Operations Center (UOC). Whenever possible, the requesting organization should contact the RAO PM in advance to discuss any special needs.

(2) The RAO PM and support staff develop a list of qualified personnel from the RAC roster, based on tasker job specifications and contact those persons, via email or telephone, to determine availability (note – for certain positions the RAO PM may provide resume(s) to the field office generating the tasker, for review, prior to nomination).

(3) The selection of nominees for taskers is based on such factors as qualifications, timeliness in indicating availability, willingness to accept site conditions and working hours, and the need for an appropriate combination of experienced personnel and new employees at a worksite. The RAC program strives to “build the bench” by training new RAC members for emergency response situations, but must also ensure sufficient experienced RAC members are on site. Generally, the first qualified RA to indicate availability and a willingness to accept site and working conditions will normally be selected. If there are additional taskers with the same job specifications, additional nominations will be made using the same selection criteria.

(4) The nominee is then selected in ENGLink by the office originating the tasker. In some instances, the supported district may name request an employee. The RAO PM will handle such requests.

(5) After selection has been made, the RAO support staff will submit a P2 request to the supported organization requesting funds for salary, overhead, travel and per diem. Note – before an RA can be deployed, funding covering the cost of deployment must be received, via MIPR/cross labor charge code from the requesting organization and be processed by CEHEC-RM-B.

e. **Selection Process for Non-Tasker Initiated Support.**

(1) A District, Division or other organization will request support from the RAO by contacting the RAO PM or staff.

(2) The RAO PM/Staff will work with the requestor to determine the required skill-set and corresponding job series that most closely matches the request and to determine the anticipated working conditions, duties, hours of work, and any other special requirements for the deployment.

(3) The RAO staff may contact the RAs who meet the job requirements, either by phone or email, to determine availability. The resumes of those indicating availability will be reviewed and those most closely matching the requirements identified in paragraph (2) above will be forwarded to the requestor for review and to make a selection or selections. On occasion, the supported organization may name request an employee. The RAO PM will handle such requests on a case by case basis.

(4) After selection has been made, the RAO support staff will request funds for salary, overhead, travel and per diem. Note – before an RA can be deployed/begin work, funding covering costs must be received, via MIPR or cross labor charge codes (labor only), from the supported organization and be processed by CEHEC-RM-B.

f. **Deployment Procedures (Tasker Initiated).** RAO is responsible for all deployment procedures.

(1) **Pre-Deployment.** Travel orders will be created in CEFMS by the RAO support staff. The following will be emailed to the RA prior to deployment.

(a) **Travel Orders** – TDY Orders are limited to 179 consecutive days at one location.

(b) **Reemployed Annuitant Cadre POC List** (reference Attachment 10)

(c) **Emergency Operations Time and Attendance Sheet** (reference Attachment 11)

(d) **DD 1351-2 Travel Voucher** (reference Appendix D for instructions and Attachment 12 for the form)

(e) **RAO Responder Instructions** (reference Attachment 13) – Should be provided to the RA through ENGLink, Tasker, by Email, or on site. To be read by the RA and retained for reference while deployed.

- (f) **Post Deployment Checklist** (reference Attachment 14)
- (g) **Return to Home of Record (HOR)/Alternate Location (AL) During TDY – RAC Personnel** (reference Attachment 15)
- (h) **Reemployed Annuitant Deployment and Return Survey Form (RADAR)** (reference Attachment 16)

RAs will not travel prior to receiving travel orders unless they are a first responder to a disaster (see Appendix D, Travel, Confirmatory Travel for First Responders). If a non-first responder travels without travel orders, they will be required to return home at their own expense and will not be selected for future deployment. After receiving travel orders, the RA will make travel arrangements using the HQ contract travel agency. Prior to deployment the RA will also receive a tasker notification via email. At a minimum it will contain information on where to report, when to report, the location of the Joint Field Office (JFO) or Recovery Field Office (RFO), hotel reservation procedures, what to bring, a description of duties, and required equipment.

(2) **Deployment**. The RA will travel to their mission area of responsibility (AOR) and report to the JFO/RFO in accordance with the instructions received in the tasker notification.

(a) The JFO/RFO is responsible for providing the following:

- **Required Immunizations (if the RA has not already received them)**. DPT (diphtheria, pertussis, tetanus) and Hepatitis A.
- **Equipment**. Required equipment includes such things as hard hats, high visibility safety vests, work gloves, safety glasses, red or white shirts, jackets, etc. Cell phones and lap top computers will also be provided if required. Safety shoes may also be required but will not be provided. They should be purchased prior to deployment by the RA. The RA will be reimbursed for the cost of safety shoes (maximum of \$120.00) by submitting a Safety Shoe Purchase Record form (reference Appendix E, Interim Safety Shoe Reimbursement Policy and Procedures), signed by the local approving authority and approved by the RAO PM, with a receipt to RAO. Payment of the claim will be via SF 1164 (Claim for Reimbursement of Expenditures on Official Business) (reference Attachment 17).
- **Training**. Typically this will include mission related safety training and how to complete necessary administrative forms such as time and attendance and travel vouchers. It may also include training more specific to the mission.
- **Special Note - Civilian Employee CAC**. In rare emergency situations, the requesting organization may request an RA to be deployed before obtaining a civilian employee CAC. In that situation the organization will make arrangements for on-site issuance of the civilian employee CAC. Once issued, the civilian employee CAC will be retained by the RA for the duration of his/her appointment in the RAO program or until the CAC expires, and it will not be returned to the issuing office at the end of the deployment.

(b) **Documents Required when Deployed**.

Each RA must bring the following when deployed:

- **RAO CADRE POC Sheet** (reference Attachment 10)
- **RAO Information Sheet – Return to Home of Record (HOR)/Alternate Location (AL) During TDY – RAC Personnel** (reference Attachment 15)
- **CitiCorp Government Travel Credit Card**. Although not mandatory (reference Appendix E, Memo from Chief, Office of Homeland Security dated 31 May 2006), all RAs are offered the opportunity to apply for and obtain a CitiCorp Government Travel Credit Card (reference Appendix D, Travel for more information).
- **Travel orders**
- **Emergency Operations Time and Attendance Sheet** (reference Attachment 11, 7 day version)
- **DD 1351-2 - Travel Voucher** (Reference Appendix D and Attachment 12)
- **Civilian Employee CAC**
- **Immunization record** – TDP (tetanus, diphtheria, pertussis) and Hepatitis A are required
- **RAO Responder Instructions** (reference Attachment 13)

- **Post Deployment Checklist** (Reference Attachment 14)
- **Return to Home of Record (HOR)/Alternate Location (AL) During TDY – RAO Personnel** (reference Attachment 15)
- **Reemployed Annuitant Deployment and Return survey form (RADAR)** (reference Attachment 16)

(3) **Continued Deployment.** RAC TDY may extend beyond their initial period of deployment if there is still work to be done and the RA and field supervisor agree to the extension – **EXTENSIONS CANNOT INCREASE THE TDY MORE THAN A TOTAL OF 179 CONSECUTIVE DAYS AT ONE LOCATION.** This must be approved via email, by the RAO PM, before the extension can take place.

(a) **Tasker.** The Recovery Field Office (RFO) will issue an extension tasker in ENGLink. The extension tasker must be approved by the RAO PM. When approved, the field office is responsible for performing formal acceptance of the extension in ENGLink.

(b) **Funding.** If necessary, additional funding will be sent by the requesting organization, via MIPR/cross labor charge code, to the Headquarters S0 database (S0Y1600) for CEHEC-RM-B processing to cover travel and labor costs.

(c) **Travel Orders.** Travel orders for extensions will not be created until the extension tasker has been approved in ENGLink. Once additional funding (if necessary) is received, RAO will create and issue the travel order amendment, not to exceed a total of 179 consecutive days at one location. This amendment will show the extension date. The travel orders will then be emailed or faxed to the RA. If travel orders are not received before the beginning of the extension, the POC for travel orders should be contacted (reference Attachment 10).

(4) **Post Deployment.** At the end of all deployments, RAs must follow post-deployment procedures as they prepare to return to their home of record. The procedures are as follows:

- Coordinate with the on-site supervisor to establish the return travel date.
- Follow any local check-out procedures to return equipment, supplies, etc. as instructed.
- Remember to retain the civilian employee CAC since it is required as identification for the entire duration of appointment, not just during deployments.
- Return to home of record and ensure that all items on the Post Deployment Checklist (reference Attachment 14) are completed as specified. This will ensure that funding is closed out properly, that time and attendance is correct, and that travel expenses are paid.
- Notify the RAO PM that they have arrived at their home of record.
- Update their resumes to indicate any new experience and forward to RAO.
- Complete and submit the Reemployed Annuitant Deployment and Return survey form (RADAR) (reference Attachment 16). (Optional but encouraged)

g. **Deployment Procedures (non-tasker initiated).** RAO is responsible for supporting all non-tasker initiated deployments.

(1) **Pre-Deployment.** The RAO support staff will prepare travel orders (if necessary) in CEFMS (reference Appendix D for travel order information). **RA's will not travel prior to receiving travel orders. If they do, they will be required to return home at their own expense and may not be selected for future deployments.**

(2) **Deployment.** RAs will report to the requesting organization as instructed. Length of deployment will vary according to need. It is the responsibility of the organization requesting RAO help to insure that the RA obtains:

- **Pertinent information about the mission AOR**
- **Necessary training**
- **Special Note - Civilian Employee CAC.** In rare emergency situations, the requesting organization may request an RA to be deployed before obtaining a civilian employee CAC. In that situation the organization will make arrangements for on-site issuance of the civilian employee CAC. Once issued, the civilian employee CAC will be retained by the RA for the duration of his/her appointment in the RAO program and it will not returned to the issuing office at the end of deployment (reference Appendix A).

(a) **Documents Required when Deployed.**

- **RAO Information Sheet** (reference Attachment 10)
- **CitiCorp Government Travel Credit Card.** Although not mandatory, all RAs are offered the opportunity to apply for and obtain a CitiCorp Government Travel Credit Card (reference Appendix D, Travel, for more information)
- **Travel orders** (if needed)
- **DD 1351-2 - Travel Voucher** (if needed - Reference Appendix D and Attachment 12)
- **Timesheet** (reference Attachment 11, 14 day version)
- **Civilian Employee CAC**
- **Reemployed Annuitant Deployment and Return survey form (RADAR)** (reference Attachment 16)

(3) **Continued Deployment.** RAs may extend beyond his/her initial period of deployment if there is still work to be done and the RA and field supervisor agree to the extension. **EXTENSIONS CANNOT INCREASE THE TDY MORE THAN A TOTAL OF 179 CONSECUTIVE DAYS AT ONE LOCATION.** This must be approved via email, by the RAO PM, before the extension can take place.

(a) **Funding.** If necessary, additional funding will be sent by the requesting organization, via MIPR or cross labor charge codes (labor only), to the Headquarters S0 database (S0Y1600) for CEHEC-RM-B processing to cover travel and labor costs (reference Appendix C for information on funding).

(b) **Travel Orders.** The RAO support staff will create and issue the travel order amendment (if travel is involved) when additional funding (if needed) is received. This amendment will show the extension date, not to exceed a total of 179 days. The travel orders will then be emailed or faxed to the employee. If travel orders are not received before the beginning of the extension, the POC for travel orders should be contacted (reference Attachment 10).

(4) **Post Deployment.** At the end of all deployments, the RA must follow post-deployment procedures as they prepare to return to their home of record. The procedures are as follows:

- Coordinate with the on-site supervisor to establish the return travel date.
- Follow any local check-out procedures to return equipment, supplies, etc. as instructed.
- Remember to retain the civilian employee CAC since it is required as identification for the entire duration of appointment, not just during deployments.
- Return to home of record and ensure that all items on the Post Deployment Checklist (reference Attachment 14) are completed as specified. This will ensure that funding is closed out properly, that time and attendance is correct, and that travel expenses are paid.
- Notify the RAO PM that he/she has arrived at their home of record.
- Update his/her resume to indicate any new experience and forward to the RAO PM.
- Reemployed Annuitant Deployment and Return survey form (RADAR) (reference Attachment 16) (optional but encouraged).

h. **Maintaining a Deployable Status.**

(1) RAs are required to contact the RAO office when their availability for deployment changes (i.e. change in medical condition, sickness, family situation, extended vacation travel, etc.). They are also required to contact the RAO office when their home address, email address or telephone number has changed.

(2) RAs are required to provide updated medical information (RAO Medical Screening Questionnaire – reference Attachment 1) annually. To assure this is accomplished, all RAs will be contacted no later than 11 months after the effective month of the most recent medical clearance. This will insure that the RA has sufficient time to complete the form and provide it to the medical provider. If the medical clearance is not current (dated within the last year) the individual is not eligible for deployment and/or the current deployment/assignment may be curtailed. RA's who are working when their medical clearance expires must stop working until a current clearance is approved. **RA's who fail to maintain a current medical clearance will be dropped from the program.**

(3) Updated emergency contact information, email addresses, mailing addresses and phone numbers will be compiled in ENGLink by the RAO support staff.

i. **Redeployment.** An RA may deploy multiple times to various locations during their tenure with RAO. **An individual may not be TDY to same location for more than 179 days in a row.**

j. **Office of Workers' Compensation (OWCP).** While deployed, RAO personnel are covered by Workers' Compensation. It is the responsibility of the on site supervisor to insure that proper OWCP forms are available in the event of an accident or occupational illness. Workers' Compensation claims will be processed by HECSA CPAC. It will insure that the proper billing information is provided to the Department of Labor for chargeback purposes.

k. **Family Readiness Network.** (Reserved)

l. **Temporary Return to Permanent Duty Station during Extended TDY (commonly referred to as R&R)**

(1) **Tasker Initiated.** Employees who are deployed for a period of 60 days or more may be authorized R&R after 30 consecutive days of duty (TDY) and after every 30 consecutive days thereafter. R&R is to be coordinated by the field supervisor and the employee. The standard time period for R&R is four days (2 days for travel and 2 days off) but it can be extended up to 10 days with supervisory approval and in rare and unusual circumstances may exceed that time with the prior approval of the RAO PM. Authorization for R&R must be requested on a "Return to Home of Record (HOR)/Alternate Location (AL) During TDY – RAO Personnel" form (reference Attachment 15) and be approved by the Field Supervisor and Mission Manager. Prior to authorizing R&R, the Field Supervisor and Mission Manager must determine that the savings (i.e. increased employee efficiency and productivity and reduced recruitment and retention costs) outweigh periodic return cost. R&R can be taken at the employee's home of record or at an alternate location, so it is very important that the location be stated on the Return to PDS during TDY (Authorization for R&R) form. If an employee needs to make travel arrangements for R&R (e.g., airline tickets or to extend their car rental agreement) they should contact Carlson/SATO (reference Attachment 10). The RAO staff will be notified in advance of upcoming R&R and will be available to answer any questions that the traveler may have. Travelers are reimbursed as follows for R&R.

- **Travel to Home of Record.** The traveler will receive transportation (actual cost of airfare, rental car, etc.) to their home of record and three-fourths of the daily per diem for the day in route home and the day they return to duty. They will not receive per diem for the days home.
- **Travel to an Alternate Location.** The traveler is not authorized compensation or reimbursement for transportation expenses. The traveler is authorized reimbursement for only per diem related expenses and reimbursable miscellaneous expenses that would have been allowable had the employee remained at the TDY location. These expenses will be equal to that of their TDY work site for the non workdays (2 travel days plus 2 days R&R). Expenses incurred during the employee's time off, with the exception of those discussed above, are not reimbursable.
- **Rules Applying to Employees Taking R&R at Home of Record or Alternate Location.**
  - **RA's are not authorized pay for travel days or days off while on R & R** (reference Appendix B, Pay while in Travel Status).
  - Employees are authorized to retain their lodging for three nights and rental car for four days while on R&R.
  - If R&R exceeds the standard time period (2 days for travel and two days off) the employee will have to either turn in the rental car and give up their lodging or pay for the additional days.
  - **The rental car may be used for transportation home during R & R, but may not be used for personal reasons while there. It cannot be used while on R & R to an alternate location.**
  - Attachment 15, RAO Information Sheet- Return to Home of Record (HOR)/Alternate Location (AL) During TDY - RAO Personnel, will be given to all RA's. It explains the R&R program and will provide a ready reference for deployed RA's.

(2) **Non-Tasker Initiated Travel Home.** Paid travel for temporary trips home for those assigned non-tasker initiated duties is at the discretion of the office to which the employee is assigned. If travel home is permitted, the RA should contact Carlson

/SATO to make travel arrangements. The RAO staff will be notified in advance and will be available to answer any questions that the traveler may have.

8. **Civilian Employee CAC Requirements for the RAC.** As Army civilian employees, all RAC members are required to obtain a civilian employee CAC. The civilian employee CAC will be issued and/or renewed in accordance with appropriate CAC regulations. For RAC employees on a one-year temporary appointment, the civilian CAC may be issued for one year. If the RAO employee's appointment is extended, such as to a 4-year term appointment, a new civilian employee CAC should be issued with a new expiration date. Normally RAs will not be deployed until they obtain a CAC unless the receiving installation has made arrangements to issue a civilian employee CAC upon arrival. All CAC issuing sites will provide support by issuing civilian employee CACs to eligible RAs through the DEERS/RAPIDS system upon submission of proper documentation. Once issued, the civilian employee CAC is to remain in the possession of the RA until it expires or the RA leaves the RAC. The civilian employee CAC will not be surrendered at the end of a temporary deployment unless the card has expired (reference Appendix A). RAs must insure that the civilian employee CAC is kept safe and secure and is used only for official business. When RAs separate from the RAC, the RAO Program Manager is responsible to ensure that civilian employee CACs are collected in accordance with established procedures. This will be handled as part of the normal personnel out-processing procedures, in coordination with HECSA security.

9. **ACE-IT Procedures for the RAO.** (Reserved)

10. **SAFETY.** Safety is the number one priority for RAs at all times. It is particularly relevant for those RAs deployed to locations where disasters have occurred, due to the potential for exposure to hazardous driving and strenuous working conditions and substandard sanitary/environmental conditions. Extended work schedules (often 12 or more hours per day, 7 days per week) and stress due to the intensive nature of the work, exposure to weather extremes, often primitive living conditions and extended separation from family also contributes to safety concerns and the potential for accidents. It is important that RAs deployed to disaster locations pace themselves for the long run, be flexible and be cooperative. It is also very important that they wear proper clothing, use all required personal protective equipment, drive in a "safety first" manner in accordance with all applicable laws and be vigilant at all times. As employees of USACE, RAs are required to comply with all provisions of EM 385-1-1.

- **Accident Reporting** - All accidents must be reported to the RA's assigned supervisor as soon as possible. The supervisor will follow the reporting requirements and procedures set by the Field Operating Activity (FOA).

11. **Separation from the RAO.** There may be various reasons for separation from the RAO, including at the request of the individual and to meet the needs of the organization. All RAs serve at the will of the appointing officer. Whatever the reason, when an RA separates from the program, the following procedures must be followed:

a. The RAO PM notifies the HECSA CPAC of the date of separation, so that CPAC can process a separation personnel action, which is then mailed to the RA.

b. The RAO PM insures that standard out-processing procedures are followed (reference Attachment 18).

c. The RA must:

- follow instructions to return the civilian employee CAC
- make final arrangements regarding the Government Travel card
- return any government owned property and equipment
- submit any outstanding travel vouchers or other vouchers
- ensure proper final payments and any other administrative procedures
- ensure their forwarding address is current so that copies of the separation documents are received.

Any questions regarding out-processing must be directed to the RAO PM.

12. **Employee Records.** RAC deployment and travel records will be maintained for a period of 60 months. Deployment, travel and time keeping records will be maintained by the RAO office. RAs will retain their **original** travel vouchers and receipts for a period of 60 months.

13. **Quality Assurance/Quality Control.** This SOP will be reviewed on a periodic basis to ensure that the processes and procedures outlined are accurate and up to date. The attachments and contents of the attachments will be revised as needed to ensure that they remain accurate at all times. This is particularly important because some contain contacts, phone numbers and email addresses, all of which may be subject to frequent change.

14. **References.**

- a. Public Law (PL) 93-259, Fair Labor Standards Act
- b. PL 105-264 "The Travel and Transportation Reform Act of 1998" (TTRA)
- c. PL 107-314 "Bob Stump National Defense Authorization Act"
- d. PL 108-136, Section 9902 (j) of title 5, as enacted by Section 1101 of the National Defense Authorization Act for FY 2004
- e. Title 5, United States Code (USC), Section 9902
- f. Directive-Type Memorandum (DTM) 08-006 "DoD Implementation of Homeland Security Presidential Directive – 12 (HSPD-12) dated 26 November 2008
- g. DTM 08-003, Subject: "Next Generation Common Access Card (CAC) Implementation Guidance" dated December 1, 2008
- h. Department of Defense (DoD) Financial Management Regulation 7000.14R, Volume 9, Travel Policy and Procedures
- i. Joint Travel Regulations (JTR) Volume 2 – DOD Civilian Personnel
- j. DoD FMR Volume 8 – Civilian Pay Policy and Procedures, Chapter 2 – Time and Attendance
- k. DoD 1400.25-M, Civilian Personnel Manual, Chapter 1900, National Personnel Security System
- l. DoD Instructions Number (DoDI) 1400.25, Volume 300 Subject: DoD Civilian Personnel Management System: Employment of Federal Civilian Annuitants in the Department of Defense dated 10 December 2008
- m. Army Regulation (AR) 25-2, Information Assurance, 24 October 2007
- n. Engineer Regulation (ER) 11-1-320, Civil Works Emergency Management Programs
- o. ER 55-1-2 Transportation and Travel Management, Chapter 4 – Funding
- p. Engineer Circular (EC) 11-2-190, Reemployed Annuitant Office Program dated 1 June 2009
- q. Engineer Manual (EM) 385-1-1, Corps of Engineers Safety and Health Requirements Manual
- r. Engineer Pamphlet (EP) 37-1-6 Resource Management Functional Guide for Civil Emergency Management Programs
- s. Corps of Engineers Financial Management System (CEFMS) User Manual, Access Request Management System (ARMS)
- t. CEFMS User Manual, CEFMS Access Control and Application Rules, Section III.
- u. CEFMS Timekeepers Users Guide
- v. CEFMS User Manual Section 16 – Travel

- w. CERM-F Memorandum dated 1 June 2004, Subject: Travel Cards for Members of the Reemployed Annuitant Office (RAO)
- x. Memorandum from the USACE Director of Human Resources, Subject: Reemployed Annuitant Office (RAO) Program Members Retention of Common Access Card (CAC) dated 30 December 2008.
- y. Memorandum from the Chief, USACE Office of Homeland Security, Subject: Travel Cards for Members of the Reemployed Annuitant Cadre dated 31 May 2006
- z. Memorandum from the Acting Chief, HQUSACE Safety and Occupational Health Office, Subject: Interim Safety Shoe Reimbursement Policy and Procedures dated 20 March 2006.



1 June 2009

**Office of Homeland Security and Provost Marshal  
Standard Operating Procedures (SOP)  
Reemployed Annuitant Office (RAO)**

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## ATTACHMENTS

- ATTACHMENT 1 – Medical Clearance Procedures for the RAO Program and RAO Medical Screening Questionnaire
- ATTACHMENT 2 – Civilian Employee Common Access Card (CAC) Instructions
- ATTACHMENT 3 – Employment Accountability during Emergencies
- ATTACHMENT 4 – Personal Data Sheet
- ATTACHMENT 5 – Conditions of Appointment, Work Schedule and Employment Form (for signature)
- ATTACHMENT 6 – Reemployed Annuitant Office Candidate Form
- ATTACHMENT 7 – NSPS Salary Determination Worksheet
- ATTACHMENT 8 – New Hire RAO Form
- ATTACHMENT 9 – RAO Security and Background Investigation Procedures
- ATTACHMENT 10 – Reemployed Annuitant Office – Information Sheet
- ATTACHMENT 11 – RAO Time and Attendance Sheets
- ATTACHMENT 12 – Travel Voucher and Subvoucher (DD 1351-2)
- ATTACHMENT 13 – RAO Responder Instructions
- ATTACHMENT 14 – Reemployed Annuitant Office – Post Deployment Checklist
- ATTACHMENT 15 – Return to Home of Record (HOR)/Alternate Location (AL) During TDY – RAO Personnel
- ATTACHMENT 16 – Reemployed Annuitant Deployment and Return Survey Form (RADAR)
- ATTACHMENT 17 – Claim for Reimbursement of Expenditures on Official Business (SF 1164)
- ATTACHMENT 18 – Civilian Clearance Certificate for RAOs
- ATTACHMENT 19 – ACE-IT (reserved)
- ATTACHMENT 20 – RAO Timesheet – No Hours Worked
- ATTACHMENT 21 – MIPR (Sample)
- ATTACHMENT 22 – Vicinity Travel Log



**Directorate of Contingency Operations, Reemployed Annuitant Office**  
**Standard Operating Procedure (SOP)**  
**Reemployed Annuitant Office (RAO)**

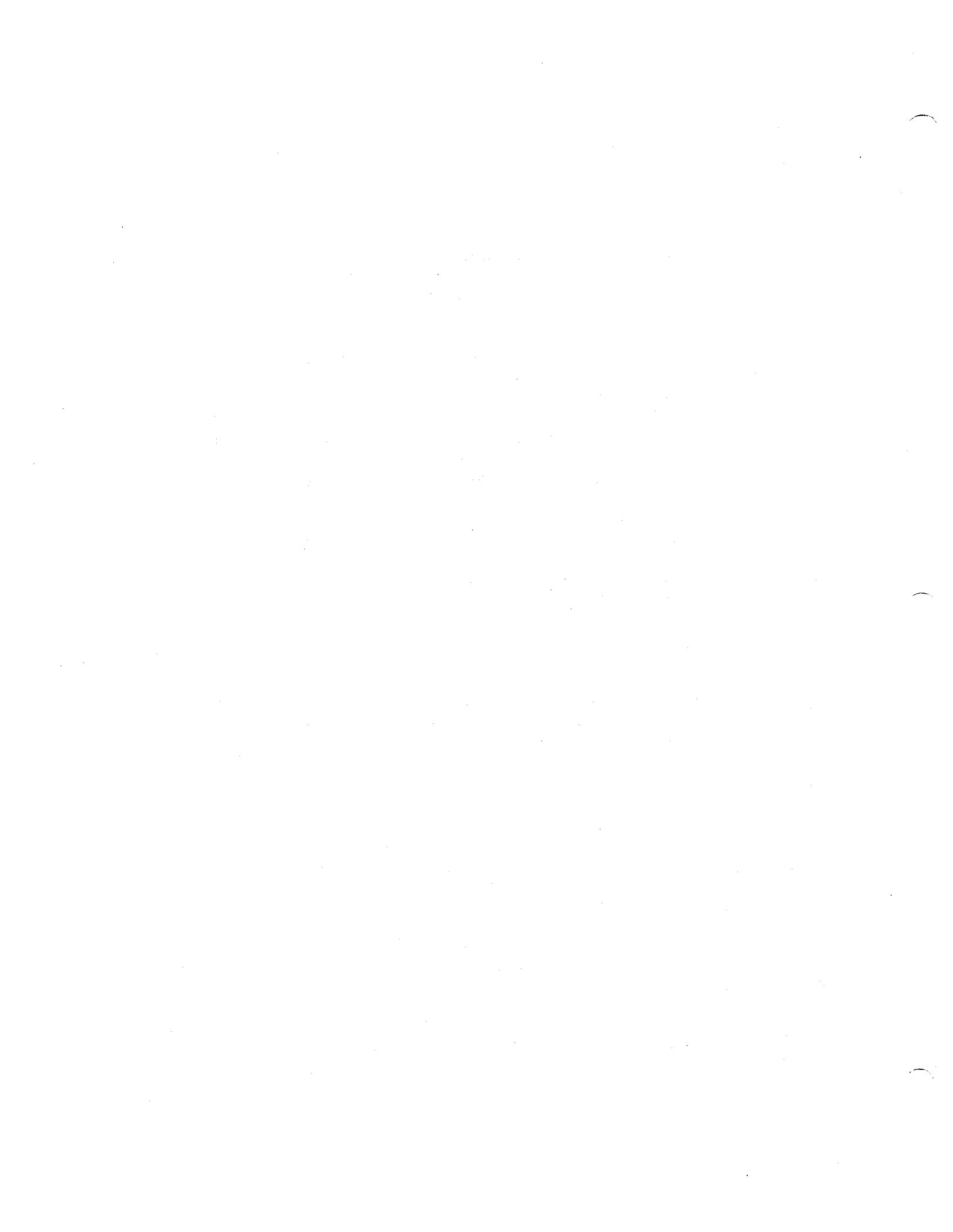
1. **Purpose.** This document provides the standard operating procedures to be used for the Headquarters (HQ) Reemployed Annuitant Office (RAO) when reemploying and deploying annuitants for purposes that are in accordance with the provisions of Public Law 108-136, Section 9902 (j) of title 5, as enacted by Section 1101 of the National Defense Authorization Act for FY 2004; Department of Defense Instructions (DoDI) Number 1400.25, Volume 300 Subject: DoD Civilian Personnel Management System: Employment of Federal Civilian Annuitants in the Department of Defense dated 10 December, 2008; and EC 11-2-190 dated 1 June 2009.

2. **Applicability.** This applies to the retirees (Reemployed Annuitant Cadre (RAC) hired through the Reemployed Annuitant Office (RAO) which is organizationally in Headquarters, U. S. Army Corps of Engineers (USACE), Directorate of Contingency Operations (CECO-O) and to all RAC employees assigned to- any USACE elements, Major Subordinate Commands (MSC), and district commands that use CECO-O to administer this program.

3. **Summary of Procedures.** The SOP does not repeat all the laws, regulations and rules that apply to RAC employees as Army Civilian employees. It describes many of the policies, procedures and processes that are required to operate the RAC program. These procedures and processes are presented in a step by step format and include recruitment, application, selection, conditions of employment, hiring and deployment, redeployment and separation procedures. There is also information on program funding, time and attendance, civilian employee Common Access Card (CAC) requirements, safety, computer access, travel and administrative support as it applies to the program.

4. **Definitions.**

**Eligible Annuitant.** For the purpose of this program, an eligible annuitant is defined as a former civilian Federal employee who has retired from the competitive or excepted service and is receiving an annuity from the Civil Service Retirement and Disability Fund (CSRS or FERS) or a retired NAF employee who elected to remain in CSRS or FERS and is receiving an annuity from the Civil Service Retirement and Disability Fund. This includes annuitants who have filed a temporary waiver of their annuities with the Office of Personnel Management (OPM). The RAC is not limited to Army civilian annuitants. Annuitants from other agencies may be considered if they demonstrate they have appropriate competitive or excepted status to be eligible for appointment to a position in the Corps of Engineers, and meet the qualifying annuity requirements as described above. In rare cases, for critical shortage category occupations, the RAO may also elect to advertise and consider applications through competitive Delegated



Examining Unit (DEU) procedures. Competitive and Excepted Service are defined in 5 U.S.C. 3301 and 2103. Generally, Competitive Service means all civilian positions in the Federal Government that are not specifically excepted from the civil service laws and OPM competitive hiring process. Excepted Service is comprised of positions and agencies that are not required to use OPM's competitive hiring process. Examples of excepted service occupations include attorneys, intelligence and chaplains. Examples of excepted agencies include: Tennessee Valley Authority and the Federal Bureau of Investigations. Excepted agency employees may not move as freely from one government job to another unless that agency has an interchange agreement with OPM or unless the employee has competitive status based on other employment. Some agencies or organizations, such as the General Accountability Office, are not in the executive branch, but have special statutory provisions which allow conversion or appointment in the competitive service and thereby provide eligibility. Eligibility for the RAC is based on an individual's previous federal status and eligibility to be appointed to a position in the RAC and receipt (or temporary waiver) of a qualifying annuity. Each applicant's employment history will be reviewed on a case by case basis to determine eligibility for the RAC.

b. **Ineligible Annuitants.** Annuitants are ineligible for the program if any of following apply.

(1) The applicant has received a VSIP (Voluntary Separation Incentive Program) from any Federal agency in the past five years (after one year the VSIP can be repaid if the annuitant wishes to be considered, but the full amount of the VSIP must be repaid before an individual can be appointed).

(2) The applicant has an appointment with another Federal agency which includes a full time (40 hours a week) work schedule. (Note that applicants who hold civilian appointments with a non-DoD agency may be considered if their work schedules are intermittent or part time.)

(3) The applicant holds any type of civilian appointment within DoD.

(4) The applicant does not have appropriate civil service eligibility for non-competitive appointment. In rare cases, for shortage category occupations, annuitants may be appointed through competitive DEU announcements.

(5) The applicant is currently employed as a contractor or as a member of FEMA's 'Cadre On-Call Response Employees' (COREs) program, unless the applicant can demonstrate that there is no possibility of conflict of interest with the work of the RAO program. To request such consideration, the annuitant must provide the RAO PM with full information regarding the contract or FEMA work. Each case will be decided on an individual basis by the RAO PM with required input from CECC.

c. **Reemployed Annuitant (RA).** A civil service annuitant who has accepted a new civil service appointment to return to work with this program in accordance with the reasons outlined in paragraph 4.b. (1)-(4) of the Policy section of Reference 13.1.



d. **Reemployed Annuitant Cadre (RAC)**. A core group of reemployed annuitants assigned to CECO-O who are available for deployment, or to provide support to USACE and other DoD organizations for any of the reasons outlined in paragraph 4.b. (1)-(4) of the Policy section of Reference 13.1. An annuitant becomes a member of the RAC, and is available for deployment, when all human resource, security and medical clearance requirements are completed. Note that the RAC does not provide deployment overseas in support of the Overseas Contingency Operation (OCO). Employment for OCO assignments requires separation from the RAC when hired on OCO rolls.

e. **Reemployed Annuitant Office (RAO)**. The entity which administers the Reemployed Annuitant program in HQUSACE.

f. **Intermittent Work Schedule**. The work schedule for all members of the RAC is intermittent. Unlike full-time and part-time employees, there is no "regularly scheduled tour of duty." When deployed, the RA's hours of work are determined by the on-site supervisor. Specific information regarding the impact on entitlements under this type of work schedule is contained in Paragraph 6 (Conditions of Employment) of this document.

g. **Common Access Card (CAC)**. The Department of Defense (DoD) CAC is the official DoD Federal identification credential that is used for logical and physical access to Federally controlled facilities and information systems once access privileges are granted. As Army civilian employees, all RAC employees are required to obtain a civilian employee CAC. The civilian employee CAC will be issued and/or renewed in accordance with DoD and/or Army instructions.

h. **Engineers Link Interactive (ENGLink)**. ENGLink is the USACE web based Emergency Management command and control system. It provides the framework for processing information and performing command and control of USACE elements responding to civil and military contingencies. It is managed by the Readiness Support Center (RSC) and is part of the Corps of Engineers Enterprise Infrastructure System (CEEIS) network. Except for the public access portions, access to ENGLink is available only through the USACE network.

i. **Military Interdepartmental Purchase Request (MIPR)**. An official request from one DoD organization to another for materials or services (using DD 448). MIPRs are prepared by the requesting agency and accepted by the organization that will provide the services. In the Corps of Engineers Financial Management System (CEFMS) an outgoing MIPR is called a government order, and an incoming MIPR is called a customer order. For the purpose of this document, MIPRs are used to transfer funds from the organization requesting help to the Headquarters S0 database for the services (travel, per diem and overhead) of reemployed annuitants providing assistance for reasons that are in accordance with Reference 1. Labor funds are furnished by the requesting organization with cross labor charge codes.

j. **Tasker**. An official request in the ENGLink system, for disaster related assistance, from a USACE Division, through Emergency Operations channels. Taskers are initially generated by disaster Recovery Field Offices (RFO) or supported District Emergency Operations Centers



(EOC) before being released to the supported Division. The Division EOC directs the tasker to its subordinate commands or to the USACE Operations Center (UOC). Each tasker is a request for one person (whether it is for initial assignment or for extension of duty).

k. **Non-Tasker Assignments.** Any assignment in accordance with the reasons outlined in Reference I, that is not disaster related. Such requests are submitted by USACE Offices directly to the RAO PM by phone or email.

l. **UserID and Password Security System (U-Pass).** The automated system that accomplishes the administration of all User IDs and associated password(s) and assures compliance with AR 25-2, Information Systems Security. A U-Pass user ID is required for all employees before they can be entered into the Corps of Engineers Financial Management System (CEFMS). All RAC employees are assigned a User ID organizationally specific to the RAO, not to the location(s) where they may be deployed.

m. **Overseas Contingency Operation (OCO).** Is the ongoing mission to assist in rebuilding both Iraq's and Afghanistan's infrastructures (formerly Global War on Terrorism – GWOT).

5. **Personnel Requirements.** In order to be eligible for the RAC, a person must meet the following qualifications:

a. Be a retired Federal civil service employee receiving an OPM annuity, or who has temporarily waived an OPM annuity as described in this SOP, and has eligibility for appointment in the competitive or excepted service, or who was selected from a competitive announcement. (Reference paragraph 4.a., Annuitant)

b. Agree to return to work for USACE in the RAC for reasons outlined in paragraph 4.b. (1)-(4) of the Policy section of Reference I.

c. Meet appropriate medical screening requirements indicating adequate fitness for field or office deployments.

d. Retirees cannot have received a VSIP within the past five years (repayment in full after one year will restore eligibility) or have a full time job with any Federal agency.

e. May be considered for the RAC while holding an appointment on an intermittent or part time basis with another Non-DoD agency.

f. May not hold a civilian appointment of any type with the Department of Defense because of the payroll system.

g. Agree to and sign the Conditions of Employment for the RAC as outlined in this SOP, EC-11-2-190 and related regulations.

h. Must meet the OPM qualification requirements including suitability for the position.



6. **Conditions of Employment in the RAC.** The following describe the conditions of the reemployed annuitant appointment and work schedule, as well as conditions of employment specific to the RAC.

a. **Nature of Appointment.** Annuitants accepting positions in the USACE RAC will be hired as temporary employees with the initial appointment not to exceed 1 year. After the first year, the appointment may be converted to additional term appointments.

b. **Work Schedule.** All RAC employees are on an intermittent work schedules which means they are employed on an irregular or occasional basis, with hours or days of work not on a prearranged schedule. This impacts some benefits and entitlements. Due to the intermittent work schedule, RAC employees:

- Are paid only for those hours that they are in duty status and performing work
- Are not eligible for holiday premium pay or Sunday or night differential
- Receive only their salary plus any overtime earned
- Do not accrue annual leave or sick leave and may not use annual or sick leave
- Are not eligible for any other type of leave such as administrative leave
- Are not eligible to make retirement contributions as described in DODI 1400.25 v.300

c. **Classification and Pay Rate.** All RAC positions are classified in one of the following: General Schedule (GS), Wage Grade (WG) or Wage Leader (WL) positions. There are no WS, WD, Special Power Rate, or other type of Wage positions in the RAC. RACs are appointed to an official position and at the level determined to be most appropriate for the work of the RAC. The position and pay offered will be set in consideration of the individual's qualifications and experience, including recency of experience, as related to the needs of the program and the Corps of Engineers' missions. There is no guarantee that the pay level offered will equal the pay of the pre-retirement position, including prior supervisory pay rates. The RAO Program Manager establishes the GS grade and step using applicable regulations and guidance. WG and WL grades and pay are established in accordance with appropriate wage regulations. RACs are not eligible for promotions/reassignment or within grade pay increases for WG positions - with the following exception: a RAC who is hired into the program at a grade lower than previously held, may be reappointed to a higher grade up to the highest permanent grade previously held. And, in some instances, employees may be temporarily reassigned/promoted. However, this occurs rarely and only in unique situations.

d. **Direct Deposit and Withholdings.** RACs are paid on a bi-weekly basis when deployed and must receive their pay through direct deposit. The following are withheld from RAC paychecks:

- Federal Income Tax
- State Income Tax where applicable
- Old-Age Survivors and Disability Insurance (OASDI ) more commonly known as Social Security
- Medicare



e. **Official Duty Station.** RAs are appointed with an official duty station of Walla Walla, Washington for pay consistency purposes (with the exception of those who live in the Washington, D.C. area and are assigned to the Washington, D.C. area – not on TDY). They will receive the pay rates, annual cost of living and locality pay increases for their official duty station of Walla Walla, Washington, regardless of where they live or where they are deployed. RAs will not travel to Walla Walla, Washington unless there is a specific reason for deployment to that location.

f. **Medical Clearance.** Medical Clearance is required, both on a pre-employment and an annual review basis. This is accomplished by the RA submitting the RAC Self-Certification Medical Questionnaire for review by the RAO contract physicians, who make final medical determinations for the RAO Program. Results of previous medical clearances are not accepted: applicants must submit a new form prior to appointment. Medical clearance is approved for either field or office deployments, based on each individual's request and physical/medical condition. RAs are required to notify the RAO PM when any changes occur in their physical or medical condition. Such changes may require additional, out-of-cycle, medical reviews before additional deployments are approved. Eligibility to deploy may be suspended while medical information is being evaluated. Individuals who fail to maintain a current medical clearance through the annual medical review process will be removed from the RAC rolls. More specific information on medical clearance procedures and the RAC Medical Screening Questionnaire is provided in Attachment 1.

g. **Pay and Maximum Earnings Limitations.** RAs are subject to all pay laws, rules, regulations and procedures as determined by the classifications of their official positions and their intermittent work schedule. This includes maximum earnings limitations as follows:

- **Bi-Weekly Maximum Earnings Limitation** –GS RAs are subject to the bi-weekly maximum earnings limitation on pay, which provides that premium pay (e.g. overtime) cannot cause the bi-weekly pay to exceed that equivalent to a GS-15 step 10 (including any applicable locality-based comparability payment), or Executive Level V, whichever is greater. A waiver of the bi-weekly pay cap may be authorized by the head of the agency or designee in certain emergency or other critical situations. A bi-weekly waiver is not automatic and must be specifically authorized in writing for the specific event (reference Appendix B and 5 CFR 550.105 for more information).
- **Annual Maximum Earnings Limitation** –GS RAs are subject to the annual maximum earnings limitation not to exceed that of a GS-15 Step 10 (including any applicable locality-based comparability payment) or Executive Level V, whichever is greater. More detailed information is available in Appendix B and 5 CFR 550.106.
- **Aggregate Maximum Earnings Limitation** – All employees are subject to the aggregate maximum earnings limitation not to exceed the rate of pay for level I of the Executive Service at the end of the calendar year in accordance with 5 CFR 530.20 (reference Appendix B).



h. **Effective Date of Appointment.** Applicants who hold a full time civilian employee appointment elsewhere in federal government at the time of selection for appointment to an RAC position, must be given a break in service of at least 3 calendar days before appointment. This includes appointments on the rolls of other Corps organizations, including OCO. The effective date of the appointment is normally 15 work days from receipt of in processing paper work and will not be finalized until all required paperwork is complete and has been received by the HESCA CPAC.

i. **Benefits Coverage.** Due to the nature of appointment RAs are subject to the following pay and benefits criteria:

- Are excluded from coverage under CSRS and FERS.
- Pay into Social Security. Employees younger than Full Retirement Age (FRA) (depends on date of birth) and drawing Social Security are subject to the Social Security earnings test (Social Security may be offset by excess earnings). For additional information refer to <http://www.ssa.gov>.
- Are excluded from Federal Employee's Health Benefit (FEHB) coverage. However, if an employee has taken it into retirement, the normal premium will continue to be withheld from their annuity.
- Are excluded from Federal Employee's Group Life Insurance (FEGLI) coverage. However, if an employee has taken it into retirement, the normal premium will continue to be withheld from their annuity
- May not contribute to the Thrift Savings Plan
- Do not establish or increase survivor benefit entitlements
- Do not earn any type of leave, e.g. annual, sick or administrative leave including administrative granted by Presidential Executive Order.
- The RAO does not contribute to any States' Unemployment Compensation program and will contest applications for same.

j. **Standard Requirements and Conditions of Federal Employment.** RAs are subject to all standard requirements and conditions of Federal employment such as Standards of Conduct, Ethics, Employee Accountability During Emergencies, EEO, Hatch Act provisions for Federal Employees, etc., and related training requirements (unless specifically excepted). Harassment of any kind, including sexual harassment, is prohibited.

k. **Common Access Card (CAC).** RAs must obtain and keep a current civilian employee CAC in order to be deployed, and must carefully safeguard the civilian employee CAC, even when not deployed. In addition, RAs are responsible for monitoring the expiration date of the civilian employee CAC and taking timely actions to obtain a new civilian employee CAC prior to expiration. The civilian employee CAC should not be surrendered at the end of a deployment (reference Appendix A). It is only surrendered when employment in the RAC program ends, however if the employee leaves the RAC to take another Corps of Engineers civilian appointment he/she may retain the CAC (reference Attachment 2 for instructions). The CAC is to be used for official business only.



l. **Immunization**. RACs deployed to a disaster or to the field must comply with immunization requirements as directed at the time of deployment and are responsible for making arrangements to obtain immunizations prior to deployment. Immunizations are not reimbursable to the RAC. DPT (diphtheria, tetanus, and pertussis) and hepatitis A are required. Other immunizations may be required based on the deployment location and conditions.

m. **Employee Accountability During Emergencies**. RAC must comply with the USACE Personnel Accountability During Emergencies procedures. (reference Attachment 3 for more specific information)

n. **Personal Email Contact Address**. RAs must have a readily accessible Email address to be considered for employment by the RAO. This is a requirement because all communication for deployment and medical recertification is accomplished through home Email accounts.

o. **Awards**. Exemplary service for the supported organization may be recognized through the appropriate Awards program.

p. **Overseas Contingency Operations (OCO) Special Provisions**. The RAO does not deploy members directly to OCO, due to the specialized requirements of that program. RACs wishing to deploy in support of OCO must be separated from the RAO rolls in order to be picked up on OCO rolls. After the OCO deployment, individuals may request to be returned to the RAO rolls, after a break in service of at least 3 calendar days.

q. **Family Readiness Support**. (Reserved)

r. **Safe Haven**. (Reserved)

s. **Passport**. For some deployments/assignments a current US Passport (Blue) will be required. This is not a reimbursable expense.

7. **Program Procedures**. The following procedures will be followed when recruiting, selecting, hiring and deploying RAC employees.

a. **Recruitment Procedures**.

(1) **Recruitment Process**. Various means will be used to recruit for the RAC. They are as follows:

(a) The Humphrey Engineer Center Support Activity (HECSA) Civilian Personnel Advisory Center (CPAC) will periodically issue vacancy announcements on USA Jobs. (<http://www.usajobs.opm.gov>).

(b) Information concerning the program is available at: <http://rao.usace.army.mil>  
Information provided includes information on what it takes to qualify for the program, how to make contact, how the program works, medical requirements, deployment preparation, and travel and mission support.



(c) Periodic articles in USACE publications.

(d) Articles developed for use in publications external to USACE that target retired Federal civil service personnel.

(2) **Recruiting Information Packet.** Interested annuitants can request an information packet concerning the program from the Program Manager. The Emailed information packet contains the following: a letter introducing the program, RAO Medical Screening Questionnaire, Personal Data Sheet, and RAO Conditions of Appointment, Work Schedule and Employment Form.

a. **Application Procedures.** In order to be considered for a position with the RAO, an applicant must provide the following:

(1) **Retirement SF50-B, Notification of Personnel Action** – If an individual does not possess a copy, it can be obtained from the National Personnel Records Center.

- Website – <http://www.archives.gov/st-louis/>
- Address – 111 Winnebago Street, St. Louis, MO 63118-4126
- Phone – 314-801-9250; Fax – 314-801-9269
- Email: [cpr.center@nara.gov](mailto:cpr.center@nara.gov)

(2) **Resume** – Sufficient information on experience, education and training should be included so that an appropriate determination can be made concerning eligibility for various types of RAO work. Previous emergency management experience is not required for all occupations. But, if an applicant has previous emergency management or other specialized experience, training, or certifications, it should be described in detail. For example, if an applicant served as a member of a Planning Response Team (PRT) the type (water, ice, debris, roofing, housing, etc.) and responsibilities should be described. No specific format or length is required, but typically resumes are 2-3 pages. The use of previously used Federal Resumes is not recommended. In many instances this is the only opportunity for the selecting official to review the skills needed for a particular work assignment or deployment.

(3) **Personal Data Sheet** – Self explanatory.

(4) **RAO Conditions of Appointment, Work Schedule and Employment Form** – Self explanatory.

(5) **RAO Medical Screening Questionnaire** – **Must be filled out completely and faxed by the applicant to the USACE contract medical provider, Washington Occupational Health Associates (WOHA) at 202-223-6525.** This ensures that confidential medical information is only seen by authorized medical personnel. WOHA will evaluate the contents of the medical screening questionnaire, determine fitness to deploy and fax the results to RAO. **Note – If additional information is required to finalize a medical determination, the medical**



**provider may contact the applicant directly and will allow a specified amount of time for response.**

All forms and information **with the exception of the RAO Medical Screening Questionnaire** will be faxed or emailed to the RAO PM. Directions for filling out the forms are either on the forms or in the cover letter.

**\* No mailed applications will be accepted with the following exception.** If applications are through USAJOBS or Civilian Personnel On-Line (CPOL) the applications may be mailed or submitted electronically to the HECSA CPAC. HECSA CPAC then gives the applications to RAO for processing. On rare occasions the RAO may elect to advertise for critical shortage occupations on a competitive basis. In such cases, the application procedures identified on the vacancy announcement must be followed.

**c. RAO Selection and Hiring Process.**

(1) When the required application forms and medical screening approval have been received by the RAO, a qualification determination will be made and documented on the Reemployed Annuitant Office Candidate Form. For General Schedule positions the RAO Program Manager establishes the grade and step of the positions to be offered, in accordance with General Schedule regulations, and documents the determination. For Wage Grade and Wage Leader positions the RAO Program Manager determines an appropriate job series and pay level in accordance with established wage system regulations. Classification and pay level are set as described in paragraph 6.c. of this SOP. All application documents, resume, Personal Data Sheet, RAO Candidate Form and GS Salary Determination Worksheets (when applicable), are forwarded to the HECSA CPAC for processing. In addition, a New Hire RAO form will be filled out by the RAO support staff and forwarded to the U-Pass Administrator to create the employees profile in the CEFMS database.

(2) The HECSA CPAC will perform the human resource functions necessary to in-process RAO applicants, will contact applicants to explain in-processing procedures and will provide a link to the necessary in-processing forms. This will include a requirement for completion of an SF 85 (Questionnaire for Non-Sensitive Positions, SF-85P (Questionnaire for Public Positions) or if a security clearance is required SF 86 (Questionnaire for National Security Positions), with fingerprints, unless the RAC applicant already has a current background check in JPASS. The RAC applicant is responsible for obtaining a valid set of fingerprints and sending the fingerprints, a completed SF 85/85P and a completed OF 306 to the HECSA CPAC by commercial carrier, rather than through normal mailing procedures. This will be done at the RA's expense as a condition of employment. The special submission procedure for fingerprint cards is needed due to the irradiation process that is applied to all normal mail delivery to USACE Headquarters in Washington D.C. See SF-85P step by step directions. All other forms can be submitted by fax or scanned and emailed. The HECSA CPAC coordinates all security and suitability issues with the servicing HECSA Security Manager. The HECSA CPAC will send an appointment letter via email to the RA showing the tentative effective date of the appointment, duty station location (Walla Walla, Washington) and other necessary in-processing information. The HECSA CPAC will also forward the necessary employee information to



CEHEC-RM-M for input into the CEFMS data base. This process generally takes several work days before the CEFMS profile is active.

(3) The RAO support staff will enter all necessary information on the RA into ENGLink.

(4) All RAs must also obtain a current civilian employee CAC (ID card) after their appointment action is completely processed. The civilian employee CAC is required before an employee can deploy. There are several steps to obtaining a civilian employee CAC. They are as follows:

(a) The appointment action (SF 50) must be completely processed and the employee information must 'flow' electronically from the personnel database to the Defense Enrollment Eligibility Reporting System (DEERS). This takes several days after the appointment action is processed. If the employee information does not appear in DEERS, the problem must be reported to the RAO HQ staff, who will coordinate with the HECSA CPAC to resolve the problem.

(b) The RA must establish an Army Knowledge on Line (AKO) account, either as an Army Civilian Retiree or as a sponsored new employee, so that the AKO information can be coded onto the civilian employee CAC.

(c) The RA must personally visit a CAC issuing facility to obtain the photo ID. Specific instructions and assistance in locating an appropriate facility will be provided by the RAO support staff. All RAs must safeguard their civilian employee CAC, even while not in a deployed status. CAC is to be used only while on Official Business.

**d. Selection Process for Tasker Initiated Support.**

(1) Selected taskers are assigned to RAO through the USACE Operations Center (UOC). Whenever possible, the requesting organization should contact the RAO PM in advance to discuss any special needs.

(2) The RAO PM and support staff develop a list of qualified personnel from the RAC roster, based on tasker job specifications and contact those persons, via email or telephone, to determine availability (note – for certain positions the RAO PM may provide resume(s) to the field office generating the tasker, for review, prior to nomination).

(3) The selection of nominees for taskers is based on such factors as qualifications, timeliness in indicating availability, willingness to accept site conditions and working hours, and the need for an appropriate combination of experienced personnel and new employees at a worksite. The RAC program strives to "build the bench" by training new RAC members for emergency response situations, but must also ensure sufficient experienced RAC members are on site. Generally, the first qualified RA to indicate availability and a willingness to accept site and working conditions will normally be selected. If there are additional taskers with the same job specifications, additional nominations will be made using the same selection criteria.



(4) The nominee is then selected in ENGLink by the office originating the tasker. In some instances, the supported district may name request an employee. The RAO PM will handle such requests.

(5) After selection has been made, the RAO support staff will submit a P2 request to the supported organization requesting funds for salary, overhead, travel and per diem. Note – before an RA can be deployed, funding covering the cost of deployment must be received, via MIPR/cross labor charge code from the requesting organization and be processed by CEHEC-RM-B.

e. **Selection Process for Non-Tasker Initiated Support.**

(1) A District, Division or other organization will request support from the RAO by contacting the RAO PM or staff.

(2) The RAO PM/Staff will work with the requestor to determine the required skill-set and corresponding job series that most closely matches the request and to determine the anticipated working conditions, duties, hours of work, and any other special requirements for the deployment.

(3) The RAO staff may contact the RAs who meet the job requirements, either by phone or email, to determine availability. The resumes of those indicating availability will be reviewed and those most closely matching the requirements identified in paragraph (2) above will be forwarded to the requestor for review and to make a selection or selections. On occasion, the supported organization may name request an employee. The RAO PM will handle such requests on a case by case basis.

(4) After selection has been made, the RAO support staff will request funds for salary, overhead, travel and per diem. Note – before an RA can be deployed/begin work, funding covering costs must be received, via MIPR or cross labor charge codes (labor only), from the supported organization and be processed by CEHEC-RM-B.

f. **Deployment Procedures (Tasker Initiated).** RAO is responsible for all deployment procedures.

(1) **Pre-Deployment.** Travel orders will be created in CEFMS by the RAO support staff. The following will be emailed to the RA prior to deployment.

(a) **Travel Orders** – TDY Orders are limited to 179 consecutive days at one location.

(b) **Reemployed Annuitant Cadre POC List** (reference Attachment 10)

(c) **Emergency Operations Time and Attendance Sheet** (reference Attachment 11)

(d) **DD 1351-2 Travel Voucher** (reference Appendix D for instructions and Attachment 12 for the form)



(e) **RAO Responder Instructions** (reference Attachment 13) – Should be provided to the RA through ENGLink, Tasker, by Email, or on site. To be read by the RA and retained for reference while deployed.

(f) **Post Deployment Checklist** (reference Attachment 14)

(g) **Return to Home of Record (HOR)/Alternate Location (AL) During TDY – RAC Personnel** (reference Attachment 15)

(h) **Reemployed Annuitant Deployment and Return Survey Form (RADAR)** (reference Attachment 16)

**RAs will not travel prior to receiving travel orders unless they are a first responder to a disaster (see Appendix D, Travel, Confirmatory Travel for First Responders). If a non-first responder travels without travel orders, they will be required to return home at their own expense and will not be selected for future deployment.** After receiving travel orders, the RA will make travel arrangements using the HQ contract travel agency. Prior to deployment the RA will also receive a tasker notification via email. At a minimum it will contain information on where to report, when to report, the location of the Joint Field Office (JFO) or Recovery Field Office (RFO), hotel reservation procedures, what to bring, a description of duties, and required equipment.

(2) **Deployment.** The RA will travel to their mission area of responsibility (AOR) and report to the JFO/RFO in accordance with the instructions received in the tasker notification.

(a) The JFO/RFO is responsible for providing the following:

- **Required Immunizations (if the RA has not already received them).** DPT (diphtheria, pertussis, tetanus) and Hepatitis A.
- **Equipment.** Required equipment includes such things as hard hats, high visibility safety vests, work gloves, safety glasses, red or white shirts, jackets, etc. Cell phones and lap top computers will also be provided if required. Safety shoes may also be required but will not be provided. They should be purchased prior to deployment by the RA. The RA will be reimbursed for the cost of safety shoes (maximum of \$120.00) by submitting a Safety Shoe Purchase Record form (reference Appendix E, Interim Safety Shoe Reimbursement Policy and Procedures), signed by the local approving authority and approved by the RAO PM, with a receipt to RAO. Payment of the claim will be via SF 1164 (Claim for Reimbursement of Expenditures on Official Business) (reference Attachment 17).
- **Training.** Typically this will include mission related safety training and how to complete necessary administrative forms such as time and attendance and travel vouchers. It may also include training more specific to the mission.
- **Special Note - Civilian Employee CAC.** In rare emergency situations, the requesting organization may request an RA to be deployed before obtaining a civilian employee CAC. In that situation the organization will make



arrangements for on-site issuance of the civilian employee CAC. Once issued, the civilian employee CAC will be retained by the RA for the duration of his/her appointment in the RAO program or until the CAC expires, and it will not be returned to the issuing office at the end of the deployment.

(b) **Documents Required when Deployed.**

Each RA must bring the following when deployed:

- **RAO CADRE POC Sheet** (reference Attachment 10)
- **RAO Information Sheet – Return to Home of Record (HOR)/Alternate Location (AL) During TDY – RAC Personnel** (reference Attachment 15)
- **CitiCorp Government Travel Credit Card.** Although not mandatory (reference Appendix E, Memo from Chief, Office of Homeland Security dated 31 May 2006), all RAs are offered the opportunity to apply for and obtain a CitiCorp Government Travel Credit Card (reference Appendix D, Travel for more information).
- **Travel orders**
- **Emergency Operations Time and Attendance Sheet** (reference Attachment 11, 7 day version)
- **DD 1351-2 - Travel Voucher** (Reference Appendix D and Attachment 12)
- **Civilian Employee CAC**
- **Immunization record** – TDP (tetanus, diphtheria, pertussis) and Hepatitis A are required
- **RAO Responder Instructions** (reference Attachment 13)
- **Post Deployment Checklist** (Reference Attachment 14)
- **Return to Home of Record (HOR)/Alternate Location (AL) During TDY – RAO Personnel** (reference Attachment 15)
- **Reemployed Annuitant Deployment and Return survey form (RADAR)** (reference Attachment 16)

(3) **Continued Deployment.** RAC TDY may extend beyond their initial period of deployment if there is still work to be done and the RA and field supervisor agree to the extension – **EXTENSIONS CANNOT INCREASE THE TDY MORE THAN A TOTAL OF 179 CONSECUTIVE DAYS AT ONE LOCATION.** This must be approved via email, by the RAO PM, before the extension can take place.

(a) **Tasker.** The Recovery Field Office (RFO) will issue an extension tasker in ENGLink. The extension tasker must be approved by the RAO PM. When approved, the field office is responsible for performing formal acceptance of the extension in ENGLink.

(b) **Funding.** If necessary, additional funding will be sent by the requesting organization, via MIPR/cross labor charge code, to the Headquarters S0 database (S0Y1600) for CEHEC-RM-B processing to cover travel and labor costs.



(c) **Travel Orders.** Travel orders for extensions will not be created until the extension tasker has been approved in ENGLink. Once additional funding (if necessary) is received, RAO will create and issue the travel order amendment, not to exceed a total of 179 consecutive days at one location. This amendment will show the extension date. The travel orders will then be emailed or faxed to the RA. If travel orders are not received before the beginning of the extension, the POC for travel orders should be contacted (reference Attachment 10).

(4) **Post Deployment.** At the end of all deployments, RAs must follow post-deployment procedures as they prepare to return to their home of record. The procedures are as follows:

- Coordinate with the on-site supervisor to establish the return travel date.
- Follow any local check-out procedures to return equipment, supplies, etc. as instructed.
- Remember to retain the civilian employee CAC since it is required as identification for the entire duration of appointment, not just during deployments.
- Return to home of record and ensure that all items on the Post Deployment Checklist (reference Attachment 14) are completed as specified. This will ensure that funding is closed out properly, that time and attendance is correct, and that travel expenses are paid.
- Notify the RAO PM that they have arrived at their home of record.
- Update their resumes to indicate any new experience and forward to RAO.
- Complete and submit the Reemployed Annuitant Deployment and Return survey form (RADAR) (reference Attachment 16). (Optional but encouraged)

g. **Deployment Procedures (non-tasker initiated).** RAO is responsible for supporting all non-tasker initiated deployments.

(1) **Pre-Deployment.** The RAO support staff will prepare travel orders (if necessary) in CEFMS (reference Appendix D for travel order information). **RA's will not travel prior to receiving travel orders. If they do, they will be required to return home at their own expense and may not be selected for future deployments.**

(2) **Deployment.** RAs will report to the requesting organization as instructed. Length of deployment will vary according to need. It is the responsibility of the organization requesting RAO help to insure that the RA obtains:

- **Pertinent information about the mission AOR**
- **Necessary training**
- **Special Note - Civilian Employee CAC.** In rare emergency situations, the requesting organization may request an RA to be deployed before obtaining a civilian employee CAC. In that situation the organization will make arrangements for on-site issuance of the civilian employee CAC. Once issued, the civilian employee CAC will be retained by the RA for the duration of his/her appointment in the RAO program and it will not be returned to the issuing office at the end of deployment (reference Appendix A).



(a) **Documents Required when Deployed.**

- **RAO Information Sheet** (reference Attachment 10)
- **CitiCorp Government Travel Credit Card.** Although not mandatory, all RAs are offered the opportunity to apply for and obtain a CitiCorp Government Travel Credit Card (reference Appendix D, Travel, for more information)
- **Travel orders** (if needed)
- **DD 1351-2 - Travel Voucher** (if needed - Reference Appendix D and Attachment 12)
- **Timesheet** (reference Attachment 11, 14 day version)
- **Civilian Employee CAC**
- **Reemployed Annuitant Deployment and Return survey form (RADAR)** (reference Attachment 16)

(3) **Continued Deployment.** RAs may extend beyond his/her initial period of deployment if there is still work to be done and the RA and field supervisor agree to the extension. **EXTENSIONS CANNOT INCREASE THE TDY MORE THAN A TOTAL OF 179 CONSECUTIVE DAYS AT ONE LOCATION.** This must be approved via email, by the RAO PM, before the extension can take place.

(a) **Funding.** If necessary, additional funding will be sent by the requesting organization, via MIPR or cross labor charge codes (labor only), to the Headquarters S0 database (S0Y1600) for CEHEC-RM-B processing to cover travel and labor costs (reference Appendix C for information on funding).

(b) **Travel Orders.** The RAO support staff will create and issue the travel order amendment (if travel is involved) when additional funding (if needed) is received. This amendment will show the extension date, not to exceed a total of 179 days. The travel orders will then be emailed or faxed to the employee. If travel orders are not received before the beginning of the extension, the POC for travel orders should be contacted (reference Attachment 10).

(4) **Post Deployment.** At the end of all deployments, the RA must follow post-deployment procedures as they prepare to return to their home of record. The procedures are as follows:

- Coordinate with the on-site supervisor to establish the return travel date.
- Follow any local check-out procedures to return equipment, supplies, etc. as instructed.
- Remember to retain the civilian employee CAC since it is required as identification for the entire duration of appointment, not just during deployments.
- Return to home of record and ensure that all items on the Post Deployment Checklist (reference Attachment 14) are completed as specified. This will ensure that funding is closed out properly, that time and attendance is correct, and that travel expenses are paid.
- Notify the RAO PM that he/she has arrived at their home of record.
- Update his/her resume to indicate any new experience and forward to the RAO PM.



- Reemployed Annuitant Deployment and Return survey form (RADAR) (reference Attachment 16) (optional but encouraged).

**h. Maintaining a Deployable Status.**

(1) RAs are required to contact the RAO office when their availability for deployment changes (i.e. change in medical condition, sickness, family situation, extended vacation travel, etc.). They are also required to contact the RAO office when their home address, email address or telephone number has changed.

(2) RAs are required to provide updated medical information (RAO Medical Screening Questionnaire – reference Attachment 1) annually. To assure this is accomplished, all RAs will be contacted no later than 11 months after the effective month of the most recent medical clearance. This will insure that the RA has sufficient time to complete the form and provide it to the medical provider. If the medical clearance is not current (dated within the last year) the individual is not eligible for deployment and/or the current deployment/assignment may be curtailed. RAs who are working when their medical clearance expires must stop working until a current clearance is approved. **RAs who fail to maintain a current medical clearance will be dropped from the program.**

(3) Updated emergency contact information, email addresses, mailing addresses and phone numbers will be compiled in ENGLink by the RAO support staff.

i. **Redeployment.** An RA may deploy multiple times to various locations during their tenure with RAO. **An individual may not be TDY to same location for more than 179 days in a row.**

j. **Office of Workers' Compensation (OWCP).** While deployed, RAO personnel are covered by Workers' Compensation. It is the responsibility of the on site supervisor to insure that proper OWCP forms are available in the event of an accident or occupational illness. Workers' Compensation claims will be processed by HECSA CPAC. It will insure that the proper billing information is provided to the Department of Labor for chargeback purposes.

k. **Family Readiness Network.** (Reserved)

**l. Temporary Return to Permanent Duty Station during Extended TDY (commonly referred to as R&R)**

(1) **Tasker Initiated.** Employees who are deployed for a period of 60 days or more may be authorized R&R after 30 consecutive days of duty (TDY) and after every 30 consecutive days thereafter. R&R is to be coordinated by the field supervisor and the employee. The standard time period for R&R is four days (2 days for travel and 2 days off) but it can be extended up to 10 days with supervisory approval and in rare and unusual circumstances may exceed that time with the prior approval of the RAO PM. Authorization for R&R must be requested on a "Return to Home of Record (HOR)/Alternate Location (AL) During TDY – RAO Personnel" form (reference Attachment 15) and be approved by the Field Supervisor and Mission Manager. Prior



to authorizing R&R, the Field Supervisor and Mission Manager must determine that the savings (i.e. increased employee efficiency and productivity and reduced recruitment and retention costs) outweigh periodic return cost. R&R can be taken at the employee's home of record or at an alternate location, so it is very important that the location be stated on the Return to PDS during TDY (Authorization for R&R) form. If an employee needs to make travel arrangements for R&R (e.g., airline tickets or to extend their car rental agreement) they should contact Carlson/SATO (reference Attachment 10). The RAO staff will be notified in advance of upcoming R&R and will be available to answer any questions that the traveler may have. Travelers are reimbursed as follows for R&R.

- **Travel to Home of Record.** The traveler will receive transportation (actual cost of airfare, rental car, etc.) to their home of record and three-fourths of the daily per diem for the day in route home and the day they return to duty. They will not receive per diem for the days home.
- **Travel to an Alternate Location.** The traveler is not authorized compensation or reimbursement for transportation expenses. The traveler is authorized reimbursement for only per diem related expenses and reimbursable miscellaneous expenses that would have been allowable had the employee remained at the TDY location. These expenses will be equal to that of their TDY work site for the non workdays (2 travel days plus 2 days R&R). Expenses incurred during the employee's time off, with the exception of those discussed above, are not reimbursable.
- **Rules Applying to Employees Taking R&R at Home of Record or Alternate Location.**
  - **RA's are not authorized pay for travel days or days off while on R & R** (reference Appendix B, Pay while in Travel Status).
  - Employees are authorized to retain their lodging for three nights and rental car for four days while on R&R.
  - If R&R exceeds the standard time period (2 days for travel and two days off) the employee will have to either turn in the rental car and give up their lodging or pay for the additional days.
  - **The rental car may be used for transportation home during R & R, but may not be used for personal reasons while there. It cannot be used while on R & R to an alternate location.**
  - Attachment 15, RAO Information Sheet- Return to Home of Record (HOR)/Alternate Location (AL) During TDY - RAO Personnel, will be given to all RA's. It explains the R&R program and will provide a ready reference for deployed RA's.

(2) **Non-Tasker Initiated Travel Home.** Paid travel for temporary trips home for those assigned non-tasker initiated duties is at the discretion of the office to which the employee is assigned. If travel home is permitted, the RA should contact Carlson /SATO to make travel arrangements. The RAO staff will be notified in advance and will be available to answer any questions that the traveler may have.



8. **Civilian Employee CAC Requirements for the RAC.** As Army civilian employees, all RAC members are required to obtain a civilian employee CAC. The civilian employee CAC will be issued and/or renewed in accordance with appropriate CAC regulations. For RAC employees on a one-year temporary appointment, the civilian CAC may be issued for one year. If the RAO employee's appointment is extended, such as to a 4-year term appointment, a new civilian employee CAC should be issued with a new expiration date. Normally RAs will not be deployed until they obtain a CAC unless the receiving installation has made arrangements to issue a civilian employee CAC upon arrival. All CAC issuing sites will provide support by issuing civilian employee CACs to eligible RAs through the DEERS/RAPIDS system upon submission of proper documentation. Once issued, the civilian employee CAC is to remain in the possession of the RA until it expires or the RA leaves the RAC. The civilian employee CAC will not be surrendered at the end of a temporary deployment unless the card has expired (reference Appendix A). RAs must insure that the civilian employee CAC is kept safe and secure and is used only for official business. When RAs separate from the RAC, the RAO Program Manager is responsible to ensure that civilian employee CACs are collected in accordance with established procedures. This will be handled as part of the normal personnel out-processing procedures, in coordination with HECSA security.

9. **ACE-IT Procedures for the RAO.** (Reserved)

10. **SAFETY.** Safety is the number one priority for RAs at all times. It is particularly relevant for those RAs deployed to locations where disasters have occurred, due to the potential for exposure to hazardous driving and strenuous working conditions and substandard sanitary/environmental conditions. Extended work schedules (often 12 or more hours per day, 7 days per week) and stress due to the intensive nature of the work, exposure to weather extremes, often primitive living conditions and extended separation from family also contributes to safety concerns and the potential for accidents. It is important that RAs deployed to disaster locations pace themselves for the long run, be flexible and be cooperative. It is also very important that they wear proper clothing, use all required personal protective equipment, drive in a "safety first" manner in accordance with all applicable laws and be vigilant at all times. As employees of USACE, RAs are required to comply with all provisions of EM 385-1-1.

- **Accident Reporting** - All accidents must be reported to the RA's assigned supervisor as soon as possible. The supervisor will follow the reporting requirements and procedures set by the Field Operating Activity (FOA).

11. **Separation from the RAO.** There may be various reasons for separation from the RAO, including at the request of the individual and to meet the needs of the organization. All RAs serve at the will of the appointing officer. Whatever the reason, when an RA separates from the program, the following procedures must be followed:

- a. The RAO PM notifies the HECSA CPAC of the date of separation, so that CPAC can process a separation personnel action, which is then mailed to the RA.



b. The RAO PM insures that standard out-processing procedures are followed (reference Attachment 18).

c. The RA must:

- follow instructions to return the civilian employee CAC
- make final arrangements regarding the Government Travel card
- return any government owned property and equipment
- submit any outstanding travel vouchers or other vouchers
- ensure proper final payments and any other administrative procedures
- ensure their forwarding address is current so that copies of the separation documents are received.

Any questions regarding out-processing must be directed to the RAO PM.

12. **Employee Records.** RAC deployment and travel records will be maintained for a period of 60 months. Deployment, travel and time keeping records will be maintained by the RAO office. RAs will retain their **original** travel vouchers and receipts for a period of 60 months.

13. **Quality Assurance/Quality Control.** This SOP will be reviewed on a periodic basis to ensure that the processes and procedures outlined are accurate and up to date. The attachments and contents of the attachments will be revised as needed to ensure that they remain accurate at all times. This is particularly important because some contain contacts, phone numbers and email addresses, all of which may be subject to frequent change.

14. **References.**

- a. Public Law (PL) 93-259, Fair Labor Standards Act
- b. PL 105-264 "The Travel and Transportation Reform Act of 1998" (TTRA)
- c. PL 107-314 "Bob Stump National Defense Authorization Act"
- d. PL 108-136, Section 9902 (j) of title 5, as enacted by Section 1101 of the National Defense Authorization Act for FY 2004
- e. Title 5, United States Code (USC), Section 9902
- f. Directive-Type Memorandum (DTM) 08-006 "DoD Implementation of Homeland Security Presidential Directive – 12 (HSPD-12) dated 26 November 2008
- g. DTM 08-003, Subject: "Next Generation Common Access Card (CAC) Implementation Guidance" dated December 1, 2008
- h. Department of Defense (DoD) Financial Management Regulation 7000.14R, Volume 9, Travel Policy and Procedures



- i. Joint Travel Regulations (JTR) Volume 2 – DOD Civilian Personnel
- j. DoD FMR Volume 8 – Civilian Pay Policy and Procedures, Chapter 2 – Time and Attendance
- k. DoD 1400.25-M, Civilian Personnel Manual, Chapter 1900, National Personnel Security System
- l. DoD Instructions Number (DoDI) 1400.25, Volume 300 Subject: DoD Civilian Personnel Management System: Employment of Federal Civilian Annuitants in the Department of Defense dated 10 December 2008
- m. Army Regulation (AR) 25-2, Information Assurance, 24 October 2007
- n. Engineer Regulation (ER) 11-1-320, Civil Works Emergency Management Programs
- o. ER 55-1-2 Transportation and Travel Management, Chapter 4 – Funding
- p. Engineer Circular (EC) 11-2-190, Reemployed Annuitant Office Program dated 1 June 2009
- q. Engineer Manual (EM) 385-1-1, Corps of Engineers Safety and Health Requirements Manual
- r. Engineer Pamphlet (EP) 37-1-6 Resource Management Functional Guide for Civil Emergency Management Programs
- s. Corps of Engineers Financial Management System (CEFMS) User Manual, Access Request Management System (ARMS)
- t. CEFMS User Manual, CEFMS Access Control and Application Rules, Section III.
- u. CEFMS Timekeepers Users Guide
- v. CEFMS User Manual Section 16 – Travel
- w. CERM-F Memorandum dated 1 June 2004, Subject: Travel Cards for Members of the Reemployed Annuitant Office (RAO)
- x. Memorandum from the USACE Director of Human Resources, Subject: Reemployed Annuitant Office (RAO) Program Members Retention of Common Access Card (CAC) dated 30 December 2008
- y. Memorandum from the Chief, USACE Office of Homeland Security, Subject: Travel Cards for Members of the Reemployed Annuitant Cadre dated 31 May 2006



- z. Memorandum from the Acting Chief, HQUSACE Safety and Occupational Health Office,  
Subject: Interim Safety Shoe Reimbursement Policy and Procedures dated 20 March  
2006.



APPENDIX A

**Memorandum from the USACE Director of Human Resources  
Subject: Reemployed Annuitant Office (RAO Program Members  
Retention of Common Access Card (CAC)**



DEPARTMENT OF THE ARMY  
U.S. Army Corps of Engineers  
WASHINGTON, D.C. 20314-1000

30 DEC 2008

REPLY TO  
ATTENTION OF:

CECW-HS

Memorandum for Commanders, U.S. Army Corps of Engineers

SUBJECT: Reemployed Annuitant Office (RAO) Program Members Retention of  
Common Access Card (CAC)

We have been advised that in certain divisions, districts and recovery field offices (RFO), Reemployed Annuitant Office (RAO) personnel are required to surrender their common access cards (CAC) at the completion of a detail assignment either to a district or in support of the Federal Emergency Management Agency (FEMA) during disaster response and recovery activities. This is inappropriate and should not occur.

The RAO are a cadre of personnel on the roles of the USACE Contingency Operations Directorate (Provisional) and Homeland Security Office, utilized throughout the Corps providing surge staffing to meet critical needs. These can be any number of different missions. To assure this cadre is readily available; all of them are on the Corps rolls as Federal civil service employees with an intermittent work schedule. When they are working they are in a paid status and when not, they are in a non-paid status, but remain on the roles of the Corps. Most RAO employees are 'detailed' to a district, division or RFO and should be treated the same way as other detailed federal employees.

Should you have any questions in this regard please contact Mr. Don Binder, CECW-HS at 202 761-7099.

*for Jeannie A. Davis*  
JEANNIE A. DAVIS  
Director, Human Resources

CF: Chief, Division and District Security Officers  
Division Human Resource Advisors  
Division and District Emergency Managers  
Chief, Division and District Logistics  
Chief, USACE Civilian Personnel Advisory Centers



## APPENDIX B

### TIME KEEPING, OVERTIME AND PAY LIMITATIONS

B-1. **Time and Attendance Sheets (Tasker Initiated)**. Time and Attendance sheets (reference Attachment 11) will be signed by the field supervisor and verified by the RFO RM office or other appropriate organization and then faxed or scanned and emailed to the RAO timekeeper (reference Attachment 10) every week to be received by the RAO timekeeper as follows: First week – on Sunday morning after the first week of the time period. Second week – on Saturday (before the end of the time period).

**Time and Attendance Sheets (Non-Tasker Initiated)**. Timesheets must be verified by the field supervisor and faxed or scanned and emailed to the RAO timekeeper (reference Attachment 10) on the last Thursday of the pay period prior to close of business. If an RA, assigned to non-tasker initiated duty has no hours to report during a pay period, they will complete and fax or email an RAO Timesheet-No Hours Worked form (reference Attachment 21) to the RAO timekeeper (reference Attachment 10) by the last Thursday of the pay period. This will notify the timekeeper that there will be no timesheet from that RA for the time period.

The labor code must be on the timesheets prior to signatures. Any questions concerning time sheets will be addressed by the RAO timekeeper via email (reference Attachment 10). Three signatures are required on each timesheet. The signatures are:

- The employee's signature (to verify that the actual hours worked are correct)
- The onsite supervisor's signature (signifies approval of the timesheet)
- The Timekeeper's signature (signifies that the information has been posted to the time and attendance report in CEFMS).

If there is a mistake on a timesheet, it must be returned to the employee for correction. The corrected timesheet must then be signed by the employee and the onsite supervisor and returned to the timekeeper as soon as possible. Time will be certified in CEFMS after the timekeeper has completed the tour of duty edits. Copies of the timesheets will be forwarded by the RAO timekeeper to the RAO support staff for filing. The original timesheets will be mailed by the timekeeper to the RAO support staff for storage.

When completing timesheets the following applies:

- Reemployed annuitants do not have a scheduled tour of duty so the first 8 hours of any work day is considered "regular" (code-RG) hours worked, even if it is Sunday, at night or on a holiday.



- Only 40 “RG” hours will be recorded for any week (Sunday through Saturday), any additional hours worked will be recorded as overtime (code OX).
- Employees on an intermittent work schedule must work their first 8 RG hours before overtime will be recorded. All hours worked over 8 in a day will be recorded as overtime (OX).
- RG (RF for Federal wage system employees) and OX are the only types of hours recorded for RAO employees.
- RAO employees should notate “R&R” periods and “end of tour” on their timesheet.

The following are summaries of two timesheets for persons working 12 hours a day, seven days a week. The Sunday Arrival summary is typical of a full workweek summary.

**Sunday Arrival:**

Sunday -	8 RG	4 OX
Monday -	8 RG	4 OX
Tuesday -	8 RG	4 OX
Wednesday -	8 RG	4 OX
Thursday -	8 RG	4 OX
Friday -		12 OX
Saturday -		12 OX
Totals for week -	40 RG	44 OX

**Monday Arrival**

Sunday -		
Monday -	8 RG	4 OX
Tuesday -	8 RG	4 OX
Wednesday -	8 RG	4 OX
Thursday -	8 RG	4 OX
Friday -	8 RG	4 OX
Saturday -		12 OX
Totals for the week -	40 RG	32 OX

For more specific guidance on entering time into CEFMS, see the CEFMS Users Manual Timekeeper Users Guide or visit:

[https://cefmsdev2.usace.army.mil/cefms/doc/user\\_manuals/timekeeper.pdf](https://cefmsdev2.usace.army.mil/cefms/doc/user_manuals/timekeeper.pdf).

B-2. **Overtime.** Overtime for RAO employees is governed by the regulations appropriate to their pay system. All RAO employees are in either National Security Personnel System (NSPS) positions or Federal Wage System (FWS) WG or WL positions.



### For NSPS Positions

- Non-Supervisory positions in pay schedules/pay band YA-1, YA-2, YB-1, YB-2, YD-1, YD-2, YB-3, YE-1, YE-2, YE-3 and YE-4 will be paid for overtime at 1.5 times their straight time pay rate.
- Supervisory positions in pay schedules YC-2, YC-3, YF-2 and YF-3 and Non-Supervisory positions in pay schedules YC-3 and YF-3 will be paid for overtime at their straight rate. (Ref DoD1400.25-M SC1930 SC 1930.13)

### For FWS WG and WL positions

- WG and WL positions are covered by the Fair Labor Standards Act (FLSA) and are non-exempt positions, so overtime is paid at 1.5 times their straight time pay.

Overtime Forms for RAO employees will be maintained by the RAO Office. For more detailed information concerning timekeeping and pay limitations for RAO personnel refer to Chapter 8 of EP 37-1-6.

B-3. **Annual Pay Limitation.** RAO employees are subject to an annual pay cap not to exceed that of a GS-15 Step 10 (including any applicable locality-based comparability payment) or Executive Level V, which ever is greater (even under NSPS). **This includes pay for regular time (40 hours per week), overtime and any compensation carried over from the previous calendar year.**

B-4. **Biweekly Premium Pay Limitation.** For NSPS positions the biweekly basic pay plus premium pay (overtime), for those deployed in emergency capacities, is limited to the maximum bi-weekly earnings of a GS-15, step 10 (including any applicable locality-based comparability payment) or Executive Level V, which ever is greater. In certain circumstances the head of the agency or their designee may waive the bi-weekly pay limitation. In those cases the RAO support staff will provide the HECSA Payroll CSR with a memo requesting a waiver for those employees that have been selected for deployment but due to the number of hours worked will normally exceed the bi-weekly pay limitation. The HECSA Payroll CSR will forward the waiver requests to DFAS payroll. The DFAS payroll system automatically projects an employee's earnings for the calendar year based on the amount of regular time worked (40 hours per week) and the amount of overtime being worked and compares it with the annual pay cap. If, at some point, the projection exceeds the yearly pay cap, the amount of overtime pay permitted, per pay period, for the remainder of the calendar year will be limited to the amount calculated by the payroll system program. Occasionally the amount of overtime worked will exceed the payroll system's calculations and they will not be fully compensated. If this occurs, the employee must contact the CSR at CEHEC-RM-M after the beginning of the next calendar year and request compensation for the amount not received. **When this occurs, the compensation received will count toward the new calendar year's pay**



**cap. When the RA's deployment to the event has concluded, the RAO support staff will send another memo to DFAS cancelling the bi-weekly waiver.**

**B-5. Aggregate Maximum Earnings Limitation.** All employees are subject to the aggregate maximum earnings limitation not to exceed the rate of pay for level I of the Executive Service at the end of the calendar year in accordance with 5 CFR 530.201.

**B-6. Pay while in Travel Status.** Reemployed annuitants are to receive pay for all hours they travel during their initial deployment and final departure only. For example, if an employee is deployed for 60 days, he/she will receive pay for the 1<sup>st</sup> day while traveling to the TDY site and the 60<sup>th</sup> day when traveling home. If an employee is authorized one mode of transportation (example – air) but uses a different mode (example – POV or rental car) or chooses to travel at a time or by route other than that selected by the organization, the supervisor shall estimate the time that would have been required to travel by the approved mode or route. The supervisor's estimated time will be documented on the time sheet and only that amount of time will be paid. The employee will be credited with the estimated time if it is less than the actual time taken. **Time spent traveling, while taking R&R is not to be recorded as time worked.**



## APPENDIX C

### FUNDING

CECW-HS-RAO support can be provided to USACE organizations, FEMA funded disaster missions and other Department of Army entities. Funding to cover all anticipated costs (labor, overtime, overhead, travel, per diem, rental car, etc.) must be provided and will be processed as follows:

- USACE organizations – Funding can be provided by MIPR (government order – reference Attachment 21 for an example) or through cross labor charge codes (labor only – funding for other costs such as travel, per diem, etc. must be transferred via MIPR).
- FEMA funded disaster missions (Tasker initiated) – Funding must be provided by MIPR.
- Other Department of Defense entities – Funding may be provided via MIPR.

**MIPR (Government Order)** – Funding provided through the use of a MIPR is processed as follows. The supported office must send a MIPR to the HQ USACE S0 data base (S0Y1600) with adequate funding to cover all anticipated costs (estimate provided by the RAO Program Analyst). CEHEC-RM-B will process the MIPR. No changes of any kind can be made to funded work items in CEFMS (this includes de-obligating funds, moving funds between line items, cost transfers, labor cost transfers, etc.) unless it goes, in writing, through the fund's Responsible Employee.

For tasker initiated (FEMA funded) missions, information (MIPR number, amendment number and amount at the time the MIPR was prepared) must be entered into the employee Deployment Information Sheet in ENGLink by the RFO or other responsible office. Labor and travel costs incurred by individuals from supported activities will be charged to the appropriate FEMA mission (if a FEMA mission is involved).

**Cross Labor Charge Codes** – Cross Labor Charge Codes can be used to provide funding for labor by USACE organizations. When used, the supported office must send the code to the HQ USACE S0 data base (S0Y1600). Funding for the Cross Labor Charge Codes is processed in CEFMS by selecting the Select Cross Charge FOA Code on the Labor Authorization Create/Update Screen (2.58) and entering the required information (refer to the Labor Authorization Create/Update Screen (2.58) shown below.



Labor Authorization Create/Update - Screen 2.58

**P2 Initiated Requests** – If the services of an RA (name requested) is requested through the Project Management Information System II (P2), the organization making the request will provide a P2 cost estimate form to RAO. The RAO Program Analyst will estimate the cost of deployment and return the estimate to the requesting organization. The requesting organization must then set up resources in P2 to cover the estimated costs. The requesting organization will then forward a MIPR for the amount of the estimate to the Headquarters S0 data base. At this time, this applies only to projects related to rebuilding after a disaster or work on a specific project for a District. It can be either tasker or non-tasker initiated.

Funding for the RAO PM, RAO support staff, HECSA CPAC support staff, HECSA RM Customer Service Representative (CSR) and HECSA Security support is from the Overhead Account for the Reemployed Annuitant Office, Appropriations (96X4902).



## APPENDIX D

### TRAVEL

D-1. **Travel Orders.** Travel Orders are created in CEFMS by the RAO support staff. Temporary Duty Travel (TDY) is travel to any destination other than the traveler's home of record to perform duties for a specified period of time. TDY travel for RAs normally begins and ends at their home of record. Travel orders establish the conditions under which official travel and transportation is authorized at Government expense. The traveler must exercise the same care and regard for incurring expenses to be paid by the Government as would a prudent person traveling at personal expense. The purpose of travel orders are to:

- Provide the employee with information regarding what expenses will be paid.
- Provide the commercial transportation office or travel service vendor with necessary documentation for the use of travel programs.
- Provide financial information necessary for budgetary planning.
- Identify the purpose of the travel.

Travel orders will be issued before travel begins. **Employees are not to deploy until they receive travel orders unless they are a first responder. Any other employee who deploys before receiving travel orders will have to return home, at their own expense, and may not be selected for duty again.**

**Confirmatory Travel for First Responders.** When disasters occur RAO First Responders may be requested to provide support that requires them to travel before funding for travel orders is available. If this occurs, the Emergency Manager or their designee from the District requesting help must prepare a confirmatory travel authorization memo and forward it to the RAO PM. The confirmatory travel authorization must include appropriate statements regarding the prior authorization and justification for any unusual issuance delay. In addition it must include:

- Date requested
- Date to proceed
- Approximate number of days of TDY
- Mode of transportation.
- Itinerary
- Estimated costs
- TDY purpose
- Verbal or mission assignment number



The First Responder will make travel arrangements (flight, rental car, hotel, etc.). The RAO support staff will do confirmatory travel orders (DD 1610) as soon as funding is received (confirmatory travel orders must be done within 15 calendar days of when travel began in accordance with ER 55-1-2). The confirmatory travel orders must include appropriate statements regarding justification, prior authorization and/or mission assignment. CELA-T will be contacted when confirmatory travel orders are authorized and will authorize Carlson/SATO to issue the airline tickets.

**Creating RAO Travel Orders.** Travel Orders are created in CEFMS. The directions that follow apply to Travel Orders for RAs traveling to a disaster site. There may be some variances when travel for other reasons is involved, so for complete instructions on how to create travel orders, see the CEFMS User Manual, Section 16-Travel, or go the following website. [https://cefmsdev2.usace.army.mil/cefms/doc/user\\_manuals/travel.pdf](https://cefmsdev2.usace.army.mil/cefms/doc/user_manuals/travel.pdf).

**Travel Order Create/Update Screen 12.5, Travel Order–** The Travel Order Create/Update Screen is filled out as follows.

- Travel Order No: Generated automatically
- Date of Request: Generated automatically
- Traveler: First four letters of last name plus first letter of first name plus last four numbers of their Social Security Number.
- Credit Card: Generated automatically
- Travel Type: 1 Temporary Duty



- Confirmatory: N
- Variation Authorized: Y
- Privately Owned Conveyance: Y or N
- Authorized POC Rate: Allowable cost per mile of travel
- Travel Advance: Never authorized

Save before moving between tabs. Click on tabs at the top of the screen to navigate to the next Screen. **Do not exit.** It will take you completely out of the travel order screens.

Travel Order Create/Update Screen 12.5

Travel Order   Itinerary   Cost   Funding   Remarks

Leg Number: 1   Cancel Leg?

Code	Locality	Country/State
C   2000	SKYFOREST	CA CALIFORNIA
C   500	CHICAGO / COOK	IL ILLINOIS

Depart Date: 15-JUL-2007   Time: 0600   Return Date: 19-JUL-2007   Time: 2000

Transport Mode: BUS   Paid by Traveler?

Purpose of Trip: ATTEND BUSINESS CONFERENCE

TDY Category: UNDESIGNATED TDY

Reimbursement: UNDESIGNATED TDY

LSP Number:   Government Quarters?    TDY Days: 5

MSE Rate: 64.00   Lodging Rate: 141.00   Total Per Diem Rate: 205.00

Create Leg   Delete Leg

70921000   ANENR00

Prev Page   Prev   Next   Query   List   Save   Exit   Next Page

**Travel Order Create/Update Screen 12.5, Itinerary** – The Itinerary is filled out as follows.

- **Leaving From** – Location departing from
- **Arriving At** – Location traveling to
- **Depart Date** – Date traveler will depart on TDY
- **Time** – Estimated time of departure
- **Return Date** – Date traveler is scheduled to return from TDY



- **Time** – Estimated time of return
- **Transport Mode** – Hit down arrow for a list of codes
- **Paid by Traveler** – Automatically checked if traveler has a CitiCorp Travel Card
- **Purpose of Trip** – Description of purpose of travel plus mission number and location of the tasker to which the traveler is assigned.
- **TDY Category** – Special Missions (for disaster recovery – could be different for other missions). Click down arrow for options.
- **Reimbursement** – Super Actual Exp Lodging Plus (SAEL) (for disaster recovery unless otherwise specified)
- **TDY Days** – Number of travel days travel order is for – generated when dates of travel are entered
- **M & IE Rate** – Per diem rate for the TDY location – generated automatically
- **Lodging Rate** – Lodging rate for the TDY location – generated automatically
- **Total Per Diem Rate** – M & IE rate plus lodging rate – generated automatically

Travel Cost Category	Amount	Settled Amount
TRAVEL	922.50	
TRAVEL	398.70	
TRAVEL	50.00	
TRAVEL	100.00	
<b>Total</b>	<b>1471.20</b>	

View Allowed Expenses For Travel Costs      Calculate Per Diem Amount

Prev Page    Prev    Next    Query    List    Save    Exit    Next Page

**Travel Order Create/Update 12.5, Cost** – The purpose of this screen is to provide estimated travel costs. Estimates are normally based on 30 days of TDY. The RAO PM will notify the travel order creator of any exceptions. To see all travel cost descriptions click on the down arrows. When creating travel orders use only those that apply to the particular travel order being created. CEFMS will not allow checking all cost categories.



- **Per Diem Amount** – Estimated cost based on the allowable per diem for the TDY location. When disasters are involved, lodging costs may be considerably higher than the allowable rate so the estimate should be increased accordingly [a Super Actual Expense Lodging Plus (SAEL)] authorization should be in hand before making increases).
- **Transportation Amt – Govt Trans Request** – Estimated cost of commercial air transportation.
- **Commercial Trans Amt - Traveler**– Estimated cost of commercial transportation other than air (i.e. taxi, metro, bus, etc.)
- **Rental Car Amount** – Estimated cost for a rental car for 30 days (when rental car is authorized on an ENGLink tasker or by a tasker official of the supported district) Note – Rental cars and any miscellaneous equipment (eg. GPS) must be authorized by the local supervisor.
- **GPS** – only permitted if authorized on the tasker or via email (non-tasker initiated deployment)
- **4X4 Vehicles** – Only permitted if authorized on the tasker or via email (non-tasker initiated deployment)
- **Misc Amount** - Includes all costs for miscellaneous items reimbursable to the traveler in accordance with the Joint Travel Regulations.

If a POV is used for transportation (rather than air), Privately Owned Conveyance must be checked on the Travel Order screen. This will allow you to enter POV transportation costs rather than air transportation costs.

- **Privately Owned Conveyance Mileage** – Estimated allowable mileage reimbursement for use of a privately owned vehicle for travel to and from the TDY site.
- **Vicinity Mileage Amount-POC** – Estimated allowable mileage reimbursement for use of a privately owned vehicle for mileage in the vicinity of the TDY site.







Travel Order Create/Update Screen 12.5

Travel Order    Itinerary    Cost    Funding    Remarks

Remark Code    Travel Remarks

106 IF THE TRIP IS CANCELLED/CHANGED AFTER TICKETS (OR TRIP) ARE ISSUED, THE TRAVELER

112 OFFICIAL TRAVEL ARRANGEMENTS PURCHASED THROUGH A COMMERCIAL TRAVEL OFFICE (TRAVEL

119 THE ITTA OF 1998 STIPULATES THAT THE GOV-SPONSORED, CONTRACTOR-ISSUED TRAVEL CARD

124 ALL CLAIMS SHALL BE SUBMITTED WITHIN 5 WORKING DAYS OF RETURN TO, OR ARRIVAL AT,

126 THE USE OF THE CTD TO ARRANGE OFFICIAL TRAVEL IS MANDATORY, OR A STATEMENT IN DE

135 IF THERE IS A CEA CONTRACT CITY-PAIR PAIR BETWEEN AN OFFICIAL-TRAVEL ORIGIN AND

Other Remarks

40921080 AMIN D

Prev Page    Prev    Next    Query    List    Save    Exit    Next Page

**Travel Order Create/Update Screen 12.5, Remarks** – The standard travel order remarks are already populated in the “Standard Remarks” screen. The following should be selected in the “Remarks” screen if they are authorized.

- 106 – Authorization for excess baggage (fill in weight for 150 pounds)
- 112 – Rental Vehicle Authorized
- 119 – Dual Lodging approved as advantageous to meet mission requirements
- 124 – Mileage to/from Airport
- 126 – Long Distance Phone Calls/Fax (Business)
- 133 – Long Distance Phone Calls/Fax (Personal)
- 135 – Traveler is exempt from the mandatory use of the travel charge card (to be used when applicable)
- 136 – Actual expense allowance authorized while at TDY site (if approved AELP authorization is on file for the event)
- 151 – Commercial Air Baggage Fee is Authorized for 1 Bag (allowed for TDY of 2 weeks or less)
- 152 – Commercial Air Baggage Fee is Authorized for 2 Bags (allowed for TDY of more than 2 weeks.
- 210 – Non-contract carrier authorized (used because there are times and locations where no contract carriers are available)



**Travel Order Create/Update Screen 12.5, Other Remarks** - The following should be added to the "Other Remarks" screen when authorized.

- Third bag authorized – Occurs in unique circumstances due to duration of tour and location
- SAEL authorized – If authorized
- AELP authorized – If authorized
- 4 X 4 authorized – Must be authorized in tasker (non-tasker, authorized by email)
- GPS authorized – Must be authorized in tasker (non-tasker, authorized by email)
- Individual is authorized a return trip to residence/permanent duty station every 30 days after the initial 30 day deployment. While on R&R no expenses are authorized except the retention of the individual's lodging and rental car at their temporary duty station – May be authorized if deployed for a period of 60 days or more for disaster work.

**Requesting Travel Orders.** Once the travel orders have been created, they must be requested. The travel order creator will request the orders. Requesting is done in the CEFMS Request Travel Order Request Approval Screen. The requestor must have trav\_req authority to request the orders.

**Travel Order Approval.** Travel orders can be approved on screen 12.72. The approving official cannot be the traveler or requestor and must have trav\_appr authority.

**Funding Approval.** The Funds approving official must have trav\_cert and Purchase Request (PR) authority for the work item funding the travel order. The Travel Requestor cannot be the travel approver. The Travel Order approver or Travel Requestor may be the Travel Funds approver. Funding approval is done on screen 12.70. If a travel order is disapproved by the Funds Approving Official, it may be modified and resigned.

**Authenticating Travel Orders.** Travel orders for Reemployed Annuitants are authenticated by CELA-T. This process obligates the funds previously reserved by the Funds Approving Official.

**Other Travel Order Information.** If travel orders are not received before the scheduled departure date, the traveler should contact their POC for travel orders (reference Attachment 10). After travel orders have been created and approved, they will be emailed to the employee. Travel orders are valid for up to 7 days before or after the beginning date on the travel order, depending on the length of the travel order (e.g., if an employee's travel orders state that the beginning date is 1 January, the employee can depart as much as 7 days before or 7 days after 1 January). After that date, amended travel orders must be issued. Tasker initiated travel orders provide for a variation in travel destination in the event of changes due to unforeseen circumstances. When this occurs and there is a change in funding or when there is a change in



funding for other reasons (eg. change from pre-declaration to post-declaration of a disaster event) while in travel status, new travel orders must be issued and the traveler must close out their previous travel orders by submitting a travel voucher for all expenses incurred. This includes travel (air, personal auto, etc.), hotel and other miscellaneous expenses. Closing out the contract for a rental car is not generally cost effective because rental car contracts are usually by the month and carry a penalty if closed out early. Instead, the costs should be pro-rated.

#### **Deobligation of Settled TDY Travel Orders.**

Deobligation of settled travel orders will be processed as follows.

- The order type must be TDY or invitational TDY
- The final voucher must have been filed and processed
- Settlement must have been more than 30 days ago
- No outstanding/pending travel settlements can exist
- No outstanding Travel Order amendments can exist

CEHEC-RM-F will execute the program the day after the final disbursement day at the UFC each month. The traveler and travel order approver will be notified if any outstanding documents are pending that are preventing deobligation. Travelers will still be able to enter supplemental vouchers, if needed, and travelers on long-term TDY will be able to enter partial travel vouchers until travel is complete. Questions should be directed to CELA-T.

#### **D-2. Travel Arrangements.**

**Initial Travel to TDY Site.** Once travel orders are complete, travel arrangements can be made through the government contracted commercial travel office, Carlson/SATO (reference Attachment 10). NOTE: for rental cars (must be authorized by local supervisor) employees have the option of making their own arrangements directly with a rental car company. This is allowable as long as they get the government rate for the type/size of rental car authorized. Hotel arrangements for tasker initiated travel are normally made through a POC identified in the tasker. When traveling for non-tasker initiated reasons, employees have the option of making their own hotel arrangements, having Carlson/SATO make arrangements or working with the field manager to make arrangements. Hotel costs above the local federal lodging rate must be approved in advance by the field supervisor and be included in the travel orders. NOTE – Hotels in many states are exempted from charging state/local sales tax for hotel rooms to Federal travelers when on official business (must have travel orders). Travelers should determine if this applies, and if it does, obtain the proper documentation to preclude paying sales tax. Once travel arrangements are made, Carlson/SATO will email a copy of the itinerary to RAO who will in turn email it to the traveler. The traveler may have the itinerary copied to their email if they want, but it is **very important** that the primary e-mail be sent to RAO. **Employees are not to depart for their destination until they receive this documentation.**

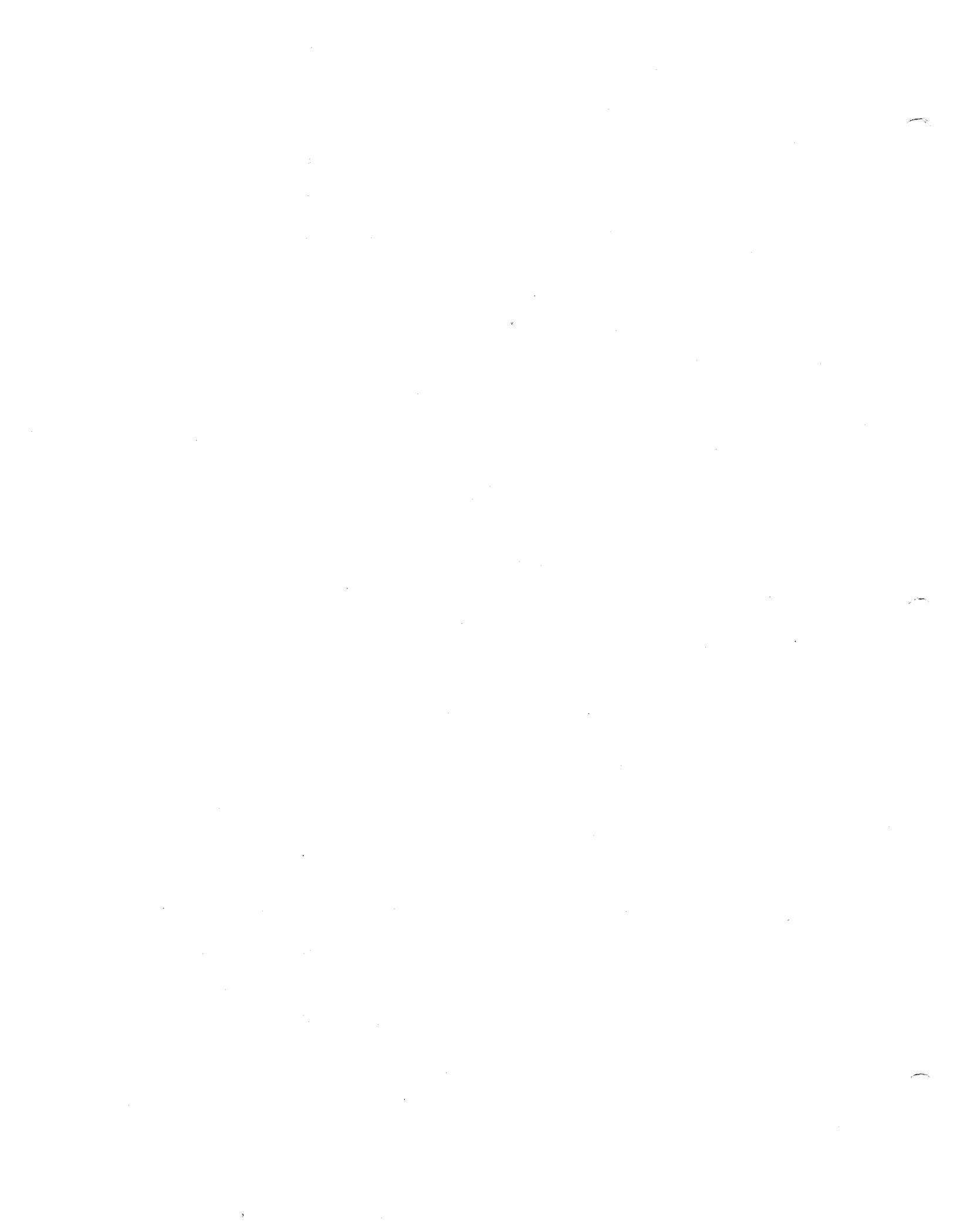


**Temporary Return to Duty Station During Extended TDY (commonly referred to as R&R).** Deployed RAs can make their own arrangements for R&R travel through Carlson/SATO (reference Attachment 10). Once travel arrangements are made, Carlson/SATO will email a copy of the itinerary to RAO who will in turn email it to the traveler. The traveler may have the itinerary copied to their email if they want, but it is **very important** that the primary e-mail be sent to RAO. Employees will notate their travel voucher and time sheets when taking R&R.

**CitiCorp Government Travel Credit Card.** Although not mandatory, all RAs are offered the opportunity to apply for and obtain a CitiCorp Government Travel Credit Card for use when making official travel reservations and paying official travel related expenses while deployed (Reference Appendix F). The credit card request form (with instructions) is included in the packet forwarded to the RA from HECSA CPAC during the hiring process. It is the employee's responsibility to apply for and safeguard the travel card, to use it properly, and to ensure that all bills are paid. The employee must also take and pass an on-line test before the travel card will be issued (website address is on the information from the HECSA CPAC). A restricted travel card can be issued to individuals who have low credit scores, no credit at all, or refuse a credit check (restricted card credit limit is \$4,000). All persons who have the CitiCorp Travel Card, and use it for travel, **must use split disbursement when filing travel vouchers.** This ensures that the travel card contractor will be paid directly from travel voucher proceeds. The standard Travel Card credit limit is normally set at \$7,500. These limits can be temporarily increased during deployment, if necessary. The amount of increase will be determined on an event by event basis and will be coordinated between the RAO PM and CEHEC-RM-M. RAO will contact the CEHEC-RM-M Customer Service Representative (CSR) who will coordinate the increase with CitiCorp. When a group or groups of RA's are deployed, RAO will forward a consolidated request for a temporary increase in the travel card limit for those having travel cards, when needed. This will help streamline the deployment process and prevent the RAs from exceeding the standard travel card credit limit of \$7,500. The Travel Card will be deactivated after 12 months if not used. It can be reactivated by contacting the RAO support staff. The RAO support staff will contact the CEHEC-RM-M CSR who will contact CitiCorp.

**Travel for when Deployment is Extended.**

**Tasker Initiated.** If the field supervisor and deployed RA agree to extend the deployment, the field office is responsible for issuing an extension tasker in ENGLink. Once an extension tasker has been issued, the tasker must be approved by the RAO PM. When approved, the field office will review and accept the extension (unless there are new or extenuating circumstances). If necessary, additional funding will be sent by the requesting organization to the Headquarters' S0 database (SOY1600) to cover any additional travel and labor costs (reference Appendix C for funding information). Travel orders for extensions are not to be done until the extension tasker has been completed in ENGLink. Once additional funding (if needed) is received, a travel order amendment will be created and issued by the RAO support staff. The amendment will show the extension date. The amended travel order will be emailed or faxed to the employee. If the amended travel order is not received prior to the beginning of the extension, the point of contact (POC) for travel orders should be contacted (reference Attachment 10).



**Non-Tasker Initiated.** If the supervisor and deployed RA agree to extend the deployment, the supervisor will email the RAO PM and request that travel for the RA be extended. The request must be approved by the RAO PM. When approved, additional funding (if necessary) will be sent by the requesting organization to the Headquarters' S0 database (S0Y1600) to cover additional travel and labor costs. When additional funding is received, a travel order amendment will be created and issued by the RAO support staff. The amendment will show the extension date. The amended travel order will be emailed or faxed to the employee. If the amended travel order is not received prior to the beginning of the extension, the POC for travel orders should be contacted (reference Attachment 10).

**D-3. Travel Vouchers (DD1351-2).**

**Filing Travel Vouchers.**

**Employees are required to file travel vouchers every 14 days during deployment.** All travel vouchers (including the final voucher) and supporting receipts (lodging receipts and all receipts for reimbursable items) are to be faxed or emailed to RAO (reference Attachment 10) for processing. Do not send the original receipts (reference TDY Fax Form and Audits, Page D-17 for more information). RAO travelers are subject to billing for any amount paid that is not in accordance with the joint travel regulations or is outside the approved limitations established on the travel orders. When travel vouchers are received, they are entered into CEFMS. Only items that are related to travel and transportation are reimbursable using travel vouchers. All other approved expenditures for items that are considered mission essential, but that are not travel related, must be reimbursed using an SF 1164, Claim for Reimbursement for Expenditures on Official Business (reference Appendix G for more information).

**Filing Out Travel Vouchers.** (reference Attachment 12 for a DD 1351-2, Travel Voucher or Subvoucher)

- **1. Payment** – Mark correct box
- **Split Disbursement** – Mark Pay box if using a Government Travel Card and input dollar amount of charges to charge card. If unsure of the amount of charges, estimate the amount, being as accurate as possible.
- **2., 3. and 4.** are self explanatory.
- **5. Type of Payment** – Mark TDY
- **6. a, b, c, d, e and 7** are self explanatory
- **8. Travel Order/Authorization Number** – Get from Travel Order
- **9. Previous Government Payments/Advances** – Not applicable
- **10. For D.O. Use Only** – Not applicable
- **11. Organization and Station** – Enter RAO
- **12. 13. & 14.** – Leave blank
- **15. a.** – Enter departure and arrival dates
- **15. b.** – Enter departure and arrival locations



- **15. c. Means/Mode of Travel** – See “Means/Mode of Travel”, second page of travel voucher for codes
- **15. d. Reasons for Stop** – See “Reason for Stop”, second page of travel voucher for codes
- **15.e. Lodging Cost** – Enter nightly lodging cost. Do not enter taxes on lodging cost. They should be entered as a Reimbursable Expense (block 18)
- **15.f. POC Miles** – Enter the number of miles if privately owned vehicle was driven to TD
- **16. POC Travel** – Mark appropriate box
- **17. Duration of Travel** – Mark appropriate box
- **18. Reimbursable Travel Expenses** – Include such reimbursable expenses as taxes on hotel rooms, laundry, allowable phone calls, vicinity mileage (requires completing Vicinity Travel Log) – Reference Attachment 22), POV mileage to and from airport, gasoline costs for rental car, rental car costs, etc.
- **19. Government Deductible Meals** – Not applicable
- **20. a. & b. Claimant Signature and Date** – Claimant signs and dates here
- **20 c. & d. Supervisor Signature and Date** – Field Supervisor signs and dates here
- **29. Remarks** – Any remarks that will help explain things that might be considered unclear or questionable should be entered here. If on R&R to an alternate location (location other than the employee’s home of record) it will be noted here and will say that the employee is authorized per diem for non-workdays up to the amount payable if the employee had remained at their duty station. If the Travel Voucher is the final Travel Voucher being submitted after an extended TDY, that fact should be noted here.

**Things to Remember:**

- Travel Vouchers should be done every 14 days.
- Travel orders should not be sent with Travel Vouchers. The RAO office already has copies of the travel orders.
- Travel vouchers should be clearly marked as a continuation or final travel voucher. (Done in Block 29. Remarks). If R&R has been taken during the period of time covered by the travel voucher, it should be clearly marked (also Block 29. Remarks)
- If a travel card holder, the employee must ensure that split disbursement is checked and that the voucher specifies the amount to be sent to the travel card company. Not doing so could delay processing of the travel voucher.
- Employees must ensure that receipts are not included that are dated before or after the beginning or ending dates of travel shown on the itinerary. CEFMS will not allow the inclusion of these items for payment.
- Explanations of any expenses that might be considered questionable will be included in the “Remarks” block of the travel voucher. A phone number where the RA can be reached if there are questions should also be included.



- All receipts must fall within the time frame of the lodging receipts (eg. if the lodging receipt is from 12/1 to 12/14 all other receipts must fall within that time frame).
- Rental car receipts must be on a separate page from other receipts.
- A phone number where the RA can be reached should be provided. Home phone numbers are of no value if the RA cannot be reached there.
- The RAO office must be notified before an RA switches modes of transportation (eg. switching from a rental vehicle to a private vehicle).
- When traveling for R&R an RA must have lodging receipts for at least two days after returning from R&R for CEFMS to process the travel voucher.
- If additional space is needed for reimbursable expenses use DD Form 1351-2C.

**Most Common Problems with Travel Vouchers**

- They are not legible
- Receipts have been marked on
- Incorrect dates are used
- The vouchers are not signed and dated



**Entering Travel Vouchers in CEFMS.**

Travel Order No	Voucher No	Voucher Amend No	Voucher Status	Partial Type	Voucher Date
70583883	2	0	P	F	19-DEC-2006
IATS Status: FINAL					
Payee					
Payee ID No:	FRANS6253 RETURNING FRANCO				
Split Disbursement					
Amount to be Paid to Credit Card Company					
<input type="radio"/> All <input checked="" type="radio"/> Partial <input type="radio"/> None					
Partial Credit Card Amount: 7904.19					
Mailing Address: DEPARTMENT OF THE ARMY					
U.S. ARMY CORPS OF ENGRS					
441 G. STREET NW					
WASHINGTON DC 20314-1000					
Organization: SOWOR60 REHIERED AMBULANT CADRE					
EMAIL Address: VICKIE.K.MCARTHUR@HQO2.USACE.ARMY.MIL					
Leave Statement: Days: [ ] Hours: [ ] Taken Between: [ ] and [ ]					
Transportation Request No: [ ] Motor Ticket No: [ ]					
POC Travel Code: [ ] Prepared By: JANICE M. BERGSTROM					
Reviewer's Name: VICKIE K MCARTHUR Date Reviewed: 19-DEC-2006					
View Act Classifications		View Itinerary		View Remarks	
View Advances		View Reimbursable Expenses			
Prev Page	Prev	Next	Query	List	Save
				Exit	Next Page

- **Travel Voucher Screen 7.32.1.** When the Travel Order No. is entered all blocks with the exception of the following will populate automatically.
  - **Voucher Status** – Can be P (Partial) or F (final)
  - **Partial Type** – B (beginning or first travel voucher), M (middle –used for all but the beginning and final travel vouchers), or F (final travel voucher).
  - **Partial Credit Card Amount** – Amount of travel settlement that is to go for paying travel card expenses.



Travel Order No: 70535650      Voucher Date: 15-DEC-2006  
 Travel Voucher No: 2      Voucher Amend No: 0

Itin	TO	Itin	Leg	Leg	Date	Arrival Date	Time	Stop	Qtrs	Meal	POC	
								Rsn	Type	Cost	Type	Miles
1										0.00	0	Conus/Oconus C
Depart Date:			15-NOV-2006		1		Mode Transport		CA	Hours Wkrd		.00
Locn Code:			LANDR		JEFFERSON PARISH - NEW ORLEANS		LA LOUISIANA					
Itin	TO	Itin	Leg	Leg	Date	Arrival Date	Time	Stop	Qtrs	Meal	POC	
								Rsn	Type	Cost	Type	Miles
2					15-NOV-2006		30	TD	CM	145.00	CM	0
Depart Date:			15-DEC-2006		1100		Mode Transport		CA	Hours Wkrd		.00
Locn Code:			LANDR		JEFFERSON PARISH - NEW ORLEANS		LA LOUISIANA					

View Exceptions      View Order Legs

Prev Page    Prev    Next    Query    List    Save    Exit    Next Page

- **Travel Voucher Itinerary Screen 7.34.** All blocks will populate with the exception of the following.

- **Stop Rsn** – Press F4 for a list of codes and select the code that applies. Use VR if the traveler is on R&R.
- **Cost** – Daily cost of hotel room
- **Itin Leg** – Applicable leg of itinerary
- **Arrival Date & Time** – Date and Time of arrival
- **Departure Date & Time** – Departure Date and Time
- **Mode transport** – Press F4 for a list of codes and select the code that applies.

It is very important to ensure that the Locn Code is correct on the screen because per diem varies according to the location of the TDY. If the Locn code is incorrect, the amount of per diem paid the traveler will be incorrect.



Travel Order No: 70535680 Voucher Amend No: 0  
 Voucher No: 2 Amend Date: 19-DEC-2006

Reimbursable Expenses

Date Incurred	Type	Description	Mode of Trans	Prev Amend Miles	Current Amend Miles	Total Vehicle Miles	Previous Amend Amt	Current Amend Amt	Total Amt Claimed
05-NOV-2006	GA GAS							24.70	24.70
16-NOV-2006	GA GAS							19.21	19.21
18-NOV-2006	GA GAS							20.30	20.30
21-NOV-2006	GA GAS							21.10	21.10
25-NOV-2006	GA GAS							19.40	19.40
28-NOV-2006	GA GAS							22.10	22.10
01-DEC-2006	GA GAS							22.05	22.05
04-DEC-2006	GA GAS							21.00	21.00
08-DEC-2006	GA GAS							22.50	22.50
10-DEC-2006	GA GAS							19.76	19.76

Prev Page Prev Next Query List Save Exit Next Page

- **Travel Voucher Reimbursable Expense Screen 7.33.** The Travel Voucher Reimbursable Expense Screen is used to record any/all authorized reimbursable expenses against a travel order. The only reimbursable expenses that can be claimed are those specified on the travel order (see the remarks section on the travel order) or in FEMA guidance, i.e. if a rental car is not specified on the travel order, it cannot be claimed as an expense. The following blocks must be filled in.

- **Date Incurred** – Date of expense
- **Type** – Press F4 for a list of codes and select the one that applies
- **Current Amend Amt** – Enter the amount claimed

If a code that involves vehicle use is entered in "Type" the number of miles used must be entered. If the miles shown are a private auto (PA) i.e. vicinity mileage or trip to airport, the program will automatically compute the cost. If the entry is for a rental car (RC), the actual cost must be entered.



12/1/13 New Travel Voucher Remarks Screen 7.32.2

Travel Order No	Amend No	Voucher No	Voucher Amend No
2051030	2	2	0
Traveler ID No: FRANS5253	STURNINO FRANCO		Voucher Date: 19-DEC-2006
Traveler Remarks			
12/15 POY MILES 32X .445 = \$ 14.24 15 DECEMBER AGENT FEE- FEE FOR CHANGING TICKET - CREDIT OF 4.50 BALANCE \$ 20.74 FINAL			
Long Distance Phone Calls Certifier Remarks			
Reviewer Remarks			
Prev Page	Prev	Next	Query
	List	Save	Exit
			Next Page

- **Travel Voucher Remarks Screen 7.32.2.** Travel voucher remarks should be as detailed as possible and cover anything that might be considered questionable. For example, if an employee has taken R&R it should be specified in the remarks section or if an employee has taken R&R and has traveled to a location other than their home of record, it should be specified in the remarks section. The following remarks are standard on all RAO travel vouchers that involve travel for emergency operations purposes.
  - Super Actual Expense Lodging (SAEL) Authorized (if previously authorized)
  - Continuous TDY
- **Travel Voucher Approval.** Certification of the travel voucher is done on the travel voucher approval screen. After carefully scrutinizing the claim, the reviewer (approver) must electronically sign the document. Since RAO employees cannot electronically sign their vouchers, their manually signed copy must be furnished to the RAO support staff.



T D Y F A X F O R M

TO: USACE FINANCE CENTER  
 OFFICE SYMBOL: CEFC-R  
 CONTACT: SYLVIA SHAWVER  
 PHONE NUMBER: (901) 874-8459  
 FAX NUMBER: (901) 874-8662  
 OR  
 EMAIL ADDRESS: cefc-tdy@usace.army.mil  
 DATE: 10-JUL-07  
 TRAVEL ORDER: 70000050  
 TRAVEL VOUCHER NO: 4  
 TRAVEL VCHR AMEND NO: 1  
 TRAVELER/PAYER NAME: JOHN DOE  
 TRAVEL VOUCHER DATE: 10-JUL-07

Please attach all required receipts.  
 Please ensure all receipts are legible.  
 Upon approval by the Travel Approving Official of this  
 travel voucher in CEPMS, this form and the receipts must  
 be immediately faxed to USACE FINANCE CENTER (UFC) at  
 901-874-8662 or emailed to cefc-tdy@usace.army.mil.  
 If you receive payment for expenses claimed without  
 legible, required receipts you may be billed for the  
 unsupported reimbursement.

Receipts to Send to UPC

-----  
 All Lodging  
 All Reimb Exp equal to or greater than \$75

**TDY Fax Form and Audits.** As part of the TDY travel voucher approving process, the Travel Approving Official must acknowledge in CEFMS that a CEFMS generated TDY Fax Form has been printed and that the form and all applicable receipts (lodging and receipts for reimbursable items of \$75 or more) will be faxed or emailed to the USACE Finance Center(UFC) in Millington, TN. This form can be printed by the traveler, travel order approver or administrative



support. Once the form is printed the receipts will be annotated with the travel order number and the TDY Fax Form and receipts will be faxed or electronically forwarded to the UFC . When the receipts are received at the UFC, they will be imaged and will become the official support for the TDY travel disbursements. Since the UFC has authority to use scanned originals as official support for payments, the original documents will no longer have to be forwarded to CECW-HS-RAO by the traveler when deployment is complete. Travelers are however required to maintain their original travel receipts for five years after travel vouchers were submitted for payment.



## APPENDIX E

### Interim Safety Shoe Reimbursement Policy And Procedures



DEPARTMENT OF THE ARMY  
U.S. Army Corps of Engineers  
WASHINGTON, D.C. 20314-1000

REPLY TO  
ATTENTION OF:

CESO-ZA (385)

20 Mar 2006

MEMORANDUM FOR ALL USACE COMMANDS  
ATTN: SAFETY AND OCCUPATIONAL HEALTH MANAGERS

SUBJECT: Interim Safety Shoe Reimbursement Policy and Procedures

1. As required by Federal, Army, and USACE regulations, safety boots and shoes have traditionally been procured for USACE employees by their home organizations when their job duties required them.
2. The attached interim policy was developed in response to questions of procurement procedures for purchasing safety shoes when employees are at their normal duty station and for employees who purchased safety shoes for themselves while deployed to recent Emergency Response operations and subsequently requested reimbursement. This interim policy shall be used for the purchase and recordkeeping of all safety footwear, both in regular duty and in Emergency Response operations.
3. This interim policy precedes a general Personal Protective Equipment (PPE) Purchasing Policy, expected for publication during FY 2006. The HQUSACE POC for this policy and associated PPE issues is Karl Anderson, (202) 761-8567.

  
KARL A. ANDERSON  
Acting Chief, HQUSACE Safety and  
Occupational Health Office



Interim Safety Shoe Reimbursement Policy and Procedures

1. General

- a. Safety shoes (Protective-toe shoes, boots, and other protective footwear such as listed in EM 385-1-1 Section 05.) required by 29 U.S.C. § 668, OSHA regulations, DODI instruction 6055.1 Enclosure 4, AR 385 series and USACE EM 385-1-1 and other USACE regulations, policies and programs shall be provided at Government expense. Hazard evaluations conducted by the supervisor or qualified safety officer in accordance with EM 385-1-1 (particularly Sections 1, 5, 6 and Appendix B) shall be used to determine which employees should be issued safety shoes.
- b. Employees exposed to foot hazards shall be provided with a safety shoe model that complies with (or conforms to) ASTM F 2412-05 and F 2413-05, or the recently replaced ANSI Standard Z41.1. The safety shoes chosen shall be adequate for the specific foot hazard, as comfortable as design permits and have a proper fit.
- c. The design, construction, testing and use of safety shoes shall meet the requirements of American Society for Testing of Materials International (ASTM) standards ASTM F 2412-05 and F 2413-05 or, while manufacturer's supplies last, the ANSI Z41.1 standard, and this compliance shall be imprinted on the shoes. It is mandatory that protective-toe safety shoes purchased meet 75 lbs impact and a compression rating of 75.
- d. USACE commands shall use the attached Safety Shoe Purchase Record, signed by the employee's supervisor, to approve the issuing of safety shoes.
- e. Supervisors shall ensure that only authorized personnel, in accordance with the criteria in EM 385-1-1 participate in this program. Supervisors signing the Safety Shoe Purchase Record shall ensure that appropriate shoes for the job are selected and that shoes are replaced only as necessary.

2. Procurement

- a. For those required to wear safety shoes as specified in 1.a. above, one pair of safety shoes per employee is authorized annually as needed due to damage or wear and tear, unless unique circumstances dictate otherwise. An exception is provided for cases where the work situation requires specialized footwear or multiple pairs. Safety shoe costs per pair will be a maximum of \$120.00 for standard issue shoes. Purchases greater than \$120.00 must be approved and justified by the supervisor.
- b. Purchases can be made through normal contracting channels from the GSA schedule, from the Federal Prison Industries (FPI) or directly from a manufacturer/ vendor.
- c. Employees may, with prior supervisory authorization, purchase safety shoes of their choice with the ASTM or ANSI logo and present the receipt with the Safety Shoe Purchase Record to the supervisor for reimbursement up to \$120.00; any amount over \$120 shall be paid by the employee (except for unique circumstances).



3. Reimbursement

- a. When safety shoes are purchased by the employee from an outside vendor, submit the following for reimbursement:
  1. Safety Shoe Purchase Record signed by the supervisor
  2. Invoice, sales receipt or canceled check
  3. Claim for reimbursement (Standard Form 1164)
  4. Safety Shoes shall NOT be claimed on a TDY travel voucher Form 1351
- b. Safety shoe purchases are considered a function and financial responsibility of the activity where they are furnished. Employees who have not previously been issued safety shoes at their home station and are assigned (through an ENLink tasker or HQ/ Supported/ Supporting MSC/ District Direction) to a TDY Emergency Response position requiring safety shoes shall have them paid for by Emergency Response funding.

4. Property Accountability of Safety Shoes

- a. USACE property is for official use only. ER 700-1-1, Chapter 3 specifies general policies for the acquisition and management of issued personal property.
- b. All issued property, acquired by/from whatever source, whether purchased or not, must be accounted for as prescribed.
- c. Classification of safety shoes for property accountability purposes shall be in accordance with AR 710-2. Safety shoes are classified as Durable, Non-Recoverable property and will be controlled in accordance with the guidelines in AR 710-2.
- d. Army publication CTA 50-900 dated 31 July 03 provides at paragraph 4.h., that safety shoes are to be considered non-recoverable property.

5. Disposition of Safety Shoes

- a. Once issued, safety shoes shall remain under the care and control of the employee to whom they are issued. The safety shoes shall be used for any USACE mission where there is a requirement to use safety shoes as long as the safety shoes are serviceable and are ASTM/ ANSI rated for the intended use.
- b. Reissue or replacement of safety shoes shall only be done if the existing pair is determined by the home station or deployed location supervisor/ safety officer to be unserviceable due to wear or damage, or if additional pairs are justified. Unserviceable safety shoes shall be destroyed. Authorizations for individuals to purchase replacement safety shoes must indicate that shoes previously provided at government expense, or for which prior reimbursement was received, are unserviceable.
- c. Replacement of lost or stolen safety shoes shall be the responsibility of the employee.



## SAFETY SHOE PURCHASE RECORD

Privacy Act Statement: Title 5 of U.S. Code (301) authorizes collection of this information. Your supervisor will use this information to approve procurement of safety shoes. Furnishing the personal information in this form, is voluntary, but failure to do so may result in disapproval of this request.

Employee Name	Command	Employee CEFMS ID	Code
Purchase Source	<input type="checkbox"/> Initial Issue  <input type="checkbox"/> Reissue	Stock Number	Cost  Shoe Size
Remarks:			
I certify that the employee listed above is a USACE employee, entitled to and required to wear safety shoes for work-related exposure to foot hazardous areas/operations and has not procured safety shoes at USACE expense within the past 12 months. If there are any exceptions, details are given above.			
Name of Supervisor	Signature of Supervisor	Date	



Enclosure 1

USACE Authority for purchase of Safety Shoes for Employees.

1. REFERENCES:

- a. 29 U.S.C. 665, et. seq.
- b. 29 C.F.R. 1960.1, et. seq.
- c. Engineering Manual 385-1-1

2. Per Reference 1.a., the Corps has authority to use its appropriated funds to purchase safety shoes for the purpose of meeting OSHA requirements. Section 668, of Title 29, United States Code, requires the "head of each Federal agency . . . to establish and maintain an effective and comprehensive occupational safety and health program . . . . The head of each agency shall . . . (2) acquire, maintain, and require the use of safety equipment, personal protective equipment, and devices reasonably necessary to protect employees." (emphasis added). Per reference 1c, the Corps requires employees to satisfy OSHA requirements by wearing protective footwear when exposed to hazards to the feet. See Chapter 5 A.08.

3. When an Activity or Position Hazard Analysis (AHA or PHA) - conducted by the supervisor, local safety official, or USACE safety manager – identifies duty hazards to the feet that cannot practically be controlled in other ways, USACE is required to purchase the safety shoes necessary to protect employees. Specific categories and types of safety shoes are identified in EM 385-1-1, the majority in Section 05.

4. On occasion, the hazards identified in an AHA or PHA require protective equipment or items other than the PPE listed in the categories/ types in EM 385-1-1 or other USACE policies and Regulations. In these cases, prior to purchase the items must be identified by HQUSACE policy as PPE required to comply with OSHA, or they must be justified by the requesting command as meeting the procurement policies for special clothing and equipment found in 5 U.S.C. §7903.

5. Issues concerning the organizational classification of protective equipment will be managed by HQUSACE Safety and Occupational Health Office.



Encl 2

### Reading "Safety Shoe" Labels

To determine if your footwear is ASTM rated for specific hazards, read the footwear label:

ASTM F2413-05  
F I/75 C/75 Mt75  
PR  
CS

**Line #1: ASTM F2413-05:** Identifies the ASTM standard – example indicates that the protective footwear meets the performance requirements of ASTM F2413 issued in 2005 (05). Vendors may still sell ANSI or ASTM Z41.1 1999 – compliant shoes until stocks are depleted. They are acceptable for use with the appropriate impact and compression ratings.

**Line #2: F I/75 C/75 Mt75:** Identifies, in order

- Gender [M (Male) or F (Female)] of the user.
- The existence of impact resistance (I), and rating (75 or 50 foot-pounds),
- The existence of compression resistance (C) and rating (75 or 50 which correlates to 2500 pounds, and 1750 pounds of compression respectively).
- The metatarsal designation (Mt) and rating (75 or 50 foot-pounds) is also identified.

*For USACE work where protective-toe shoes are needed, the minimum compression and impact ratings are 75. Metatarsal rating only applies when needed.*

**Lines 3 & 4: PR CS** Identify other specific types of hazards referenced in the standard. Line 4 is used when more than three sections of the ASTM standard are listed.

#### Specific Hazard Codes:

**Cd:** Conductive footwear intended to provide protection for the wearer against hazards of static electricity buildup and to reduce the possibility of ignition of explosives or volatile chemicals. The footwear facilitates electrical conductivity and the transfer of static electricity build up from the body to the ground. The electrical resistance ranges between zero and 500,000 ohms.

**EH:** Electrical shock resistant footwear made with non-conductive electrical shock resistant soles and heels. The outsole is intended to provide a secondary source of electric shock resistance protection to the wearer against the hazards from an incidental contact with live electrical circuits, electrically energized conductors, parts or apparatus. It is capable of withstanding 14,000 volts at 60 hertz for one minute with no current flow or leakage current in excess of 3.0 milliamperes, under dry conditions.

**SD:** Static dissipative footwear designed to provide protection against hazards due to excessively low footwear resistance and maintain a sufficiently high level of resistance to reduce the possibility of electric shock. The footwear must have a lower limit of electrical resistance of  $10^6$  ohms and an upper limit of  $10^8$  ohms.

**PR** Puncture resistant footwear is designed so that an integral and permanent puncture resistant plate is positioned between the insole and outsole. It is an part of the footwear. The puncture resistant footwear must show no signs of cracking after being subjected to 1.5 million flexes and have a minimum puncture resistance of 270 pounds.

**CS:** Chain saw cut resistant footwear designed to provide protection to the wearer's feet when operating a chain saw. It is intended to protect the foot area between the toe and lower leg. This footwear must meet the ASTM F1818 Specification for Foot Protection for Chainsaw Users standard.

**DI:** Dielectric insulation footwear is designed to provide additional insulation if accidental contact is made with energized electrical conductors, apparatus or circuits. It must meet the minimum insulation performance requirements of ASTM F1117 (Specification for Dielectric Footwear) and be tested in accordance with ASTM F1116 (Test Method for Determining Dielectric Strength of Dielectric Footwear).

*NOTE: The new ASTM F2413-05 standard does not approve of "hang-on" or "strap-on" toe appliances, toe-caps or other devices as an acceptable means for providing protection. Any protective toe cap must be designed and constructed into the shoe during the manufacturing process and tested as an integral part of the footwear.*



## APPENDIX F

### Travel Card Memorandum

#### Subject: Travel Cards for Members of the Reemployed Annuitant Cadre (RAO)

Procedures & Guidelines for Headquarters RAO Support Staff



DEPARTMENT OF THE ARMY  
U.S. ARMY CORPS OF ENGINEERS  
WASHINGTON, D.C. 20314-1000

REPLY TO  
ATTENTION OF:

MAY 31 2008

CECW-HS

#### MEMORANDUM FOR THE RECORD

SUBJECT: Travel Cards for Members of the Reemployed Annuitant Cadre (RAO)

1. DOD Finance Management Regulation 7000.14-R, Volume 9, Chapter 3, Government Travel Card provides certain cases where individuals are not required to obtain and utilize that card.
2. Specific language is: "...the Department has exempted the following classes of personnel from mandatory use of the card throughout the Department...i. Individuals employed or appointed on a temporary or intermittent basis upon a determination by the individual's supervisor or other appropriate official that the duration of the employment or appointment or other circumstances pertaining to such employment or appointment does not justify issuance of a travel charge card to such individual."
3. All RAO personnel are hired on an intermittent work schedule. Deployment is very much on a case-by-case basis and can vary from a few days to many months a year. Therefore, during in-processing, RAO personnel will be asked if they need a card in order to fulfill the mission and if so, will complete the training and an application form and subsequently be issued a card.
4. If a card is not requested then transportation charges for these personnel will be charged to a government Central Billing Account and these personnel are exempt from the use of a government travel card for rental cars, lodging, meals, etc. They are required to provide their own method of payment prior to reimbursement from the Corps.
5. As a result, I agree that those who do not need a card and who choose not use the government travel card fall within the exception above.

  
EDWARD J. HECKER  
Chief, Office of Homeland Security  
and Provost Marshall  
Directorate of Civil Works



## APPENDIX G

### CLAIM FOR REIMBURSEMENT (SF 1164)

There are certain items that are considered necessary to accomplish the mission, but that are not related to travel or transportation. Expenditures for these items must be claimed using an SF 1164, Claim for Reimbursement for Expenditures on Official Business (reference Attachment 17). These items include, but are not limited to: Safety Shoes (requires completion of Safety Shoe Purchase Record form **signed by the local approving authority** and approved by the RAO PM – Reference Appendix E), maps, batteries, some office supplies and in some cases vaccinations (all require proper justification, the original receipt and the Resident Engineer or local supervisor's signature). SF 1164 information will be input into CEFMS by the RAO support staff.



## APPENDIX H

### ACRONYMS AND USEFUL WEB LINKS

#### Acronyms

AELP – Actual Expense Lodging Plus  
AKO – Army Knowledge Online  
AOR – Area of responsibility  
CAC – Common Access Card  
CECC – Corps of Engineers Headquarters Office of Council  
CECW-HS – Corps of Engineers Civil Works Office of Homeland Security and  
CEEIS – Corps of Engineers Enterprise Infrastructure Office  
CEFMS – Corps of Engineers Financial Management System  
CORES – Cadre of On-Call Response Employees  
CPAC – Civilian Personnel Advisory Center  
CSR – Customer Service Representative  
CSRS – Civil Service Retirement System  
DEERS – Defense Enrollment Eligibility Reporting System  
DMT – Deployment Management Team  
DOD – Department of Defense  
ENGLink – Engineers Link Interactive  
EOC – Emergency Operations Center  
FEMA – Federal Emergency Management Agency  
FERS – Federal Employees Retirement System  
FWS – Federal Wage System  
FOA – Field Operating Activity  
HECSA – Humphrey Engineer Center Support Activity  
HIPPA - Health Insurance Portability and Accountability Act  
HQ – Headquarters  
JFO – Joint Field Office  
JPAS – Joint Personnel Adjudication System  
MIPR – Military Inter-Departmental Purchase Request  
MSC – Major Subordinate Commands  
NSPS – National Security Personnel System  
OCO – Overseas Contingency Operation  
OPM – Office of Personnel Management  
PDS – Permanent Duty Station  
PM – Program Manager  
PRT – Planning Response Team  
RA – Reemployed Annuitant  
RAO – Reemployed Annuitant Office  
RAPIDS – Real-time Automated Personnel Identification System  
RFO – Recovery Field Office  
TDY – Temporary Duty (travel)



UDC – USACE Deployment Center  
UFC – USACE Finance Center  
UOC – USACE Operations Center  
U-Pass – User ID and Password Security System  
USACE – United States Army Corps of Engineers  
VSIP – Voluntary Separation Incentive Program  
WOHA – Washington Occupational Health Associates

### **Useful Web Links**

RAO Webpage – (reserved)

Army Knowledge Online – [www.us.army.mil](http://www.us.army.mil)

Civilian Personnel On-Line – <http://cpol.army.mil/>

DEERS-RAPIDS Site Locator – <http://www.dmdc.osd.mil/rsi/owa/home>

HECSA CPAC Website for Reemployed Annuitants In-processing Forms -  
<http://www.hecsa.usace.army.mil/HR/Annuitants.htm>

MyPay – <https://mypay.dfas.mil>

National Security Personnel System – <http://www.cpms.osd.mil/nsps/>

Office of Personnel Management – [www.opm.gov](http://www.opm.gov)

OPM Retirees Information Page – <http://www.opm.gov/retirees/>

OPM Forms – [www.opm.gov/forms/index.asp](http://www.opm.gov/forms/index.asp)

Publications of HQ USACE – <http://140.194.76.129/publications/>

Government Travel Credit Card Web Site for Statements –  
<https://home.cards.citidirect.com/CommercialCard/Cards.html>

Hatch Act Information - [http://www.osc.gov/ha\\_fed.htm](http://www.osc.gov/ha_fed.htm)



## ATTACHMENT 1

### Medical Clearance Procedures for the RAO Program and RAO Medical Screening Questionnaire

RAO members are required to maintain a current medical clearance for the entire time they are employed in the RAO program. This includes a **Pre-Employment** medical questionnaire screening before being accepted into the program, as well as an **Annual** medical questionnaire review for the duration of their employment in the RAO. The forms to be submitted are the same for the pre-employment and the annual review.

#### Categories of Medical Clearance:

There are two general categories of Medical Clearance, and you must select which you are applying for, when you fill out the Medical Questionnaire. The categories are "Field" and "Office" and you must select only one.

- **"Field"** clearance essentially clears you for all types of positions. It includes positions in the **field and in office settings** and it provides for the most options for deployment. You should consider that "field" conditions may include work that involves some strenuous activity such as standing for long periods of time, or walking over rough terrain. It also frequently involves being outside for up to 12 hours at a time, and can include weather extremes of cold, or heat and humidity. QA personnel, construction inspectors, field engineers and many other positions require 'field' clearance. If you are willing to work in field conditions, and if you feel you are in good enough physical condition to work in that setting, select "Field".
- **"Office"** clearance is a more limited clearance. It means you can only be deployed to positions primarily in indoor office settings. This somewhat restricts your opportunities for deployment, but you can still be deployed to a variety of office positions. If you are interested only in indoor office settings, or if your physical condition is such that you could not safely work outside for extended periods of time, then select "Office". **If you select this option, you will automatically be considered "non-deployable" for field positions.**

#### How to Submit the Medical Questionnaire:

**RAO Medical Screening Questionnaire** (follows in this Attachment) – **Must be filled out completely, signed, and faxed by the applicant to the USACE contract medical provider, Washington Occupational Health Associates (WOHA) at 202-223-6525.** This ensures that confidential medical information is only seen by authorized medical personnel. WOHA will



evaluate the contents of the medical screening questionnaire, determine fitness to deploy and fax the results to RAO. **Note – If additional information is required to finalize a medical determination, the medical provider may contact the applicant directly and will allow a specified amount of time for response.**

**Pre-Employment Procedures.** Pre-Employment medical clearance procedures are explained in detail in the How to Apply Section – paragraph 7.b.(4) of this SOP. The pre-employment screening is required before a job offer is made.

**Annual Medical Review Procedures.** The RAO program support staff monitors the due dates for annual medical reviews and contact RAO members by email to remind them to submit an updated medical questionnaire each year. Since the medical clearance is valid for 12 months, normally the reminder is sent by email, 45 – 60 days in advance. You should ensure you return the completed form no later than 30 days before the expiration of your medical clearance. This gives the Occupational Health Physicians sufficient time to review the questionnaire and request any additional information that might be needed, in time to make the medical determination, before the expiration date.

**Timely Submission and Suspension of Deployment Eligibility.** You must submit the medical questionnaire, and if requested provide any additional information in a timely manner. The contract occupational health physician will give you a deadline by which you must provide the requested information. If for some uncontrollable reason you cannot meet the due date, you should notify your RAO point of contact to request an extension of time. If your medical clearance expires but you are in the process of obtaining additional information, you may remain in the program for a reasonable period of time, but you will not be deployed to work until the clearance is approved. If a medical clearance cannot be made in a reasonable period of time you will be removed from the RAO program.

**Confidentiality of Information.** The RAO complies with confidentiality of medical information requirements of the Health Insurance Portability and Accountability Act (HIPAA). For that reason the RAO requires that all medical questionnaires and any additional medical information be sent directly to the contract occupational health physicians. The RAO staff is not involved in any way in the medical review or medical issues. The RAO staff only tracks the status of medical clearances. The only information sent back from the occupational health physician to the RAO is the Physician Medical Clearance Memorandum, which specifies the type of medical clearance approved. It does not include any medical or personal information.

**Decisions of Contract Occupational Health Physicians.** Decisions of the contract occupational health physicians are final. There may be instances when the occupational health physician requests additional information, including information directly from your personal physicians. Whether you provide that information is your personal decision, however, you will not be deployed and you will not be continued in the RAO program unless the occupational



health physician has sufficient information to approve a medical clearance for either “field” or “office” deployments.

**Notice to RAO Members.** Normally, RAO members will receive an email notification which is generated from ENGLink, advising them that the medical clearance has been completed. It does not specify the nature of the clearance in order to protect confidentiality. Occasionally there may be problems with ENGLink which interfere with the automatic notification. RAO members are welcome to contact their RAO POC or WOHA to request information regarding their medical clearance status.



## RAO Medical Screening Questionnaire

# Fax

To: K. Chase, MD & S. Scott, MD

From:

---

Fax: 202-223-6525

Pages:

---

Phone: ;

Date:

---

Re:

CC:

---

### Comments

---

My completed Civil Emergency Medical Screening Packet and additional information, if necessary, is included in this fax.

After you have completed your review, please fax the Physician Medical Clearance Memorandum to my home duty station Emergency Operations Center.

My organization assignment is **CECW-HS, RAO**.

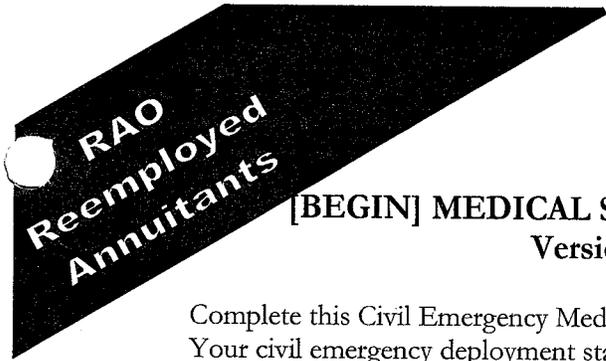
My assigned office can be reached by fax at 202-761-0378 or by telephone at 202-761-8548.

If you have any questions regarding the information provided, I can be contacted at

\_\_\_\_\_.

Thank you,





[BEGIN] MEDICAL SCREENING QUESTIONNAIRE
Version 3.RAO (August 2009)

Complete this Civil Emergency Medical Screening Packet according to the attached instructions. Your civil emergency deployment status is dependent on the Medical Provider receiving ALL the required information. Double Check! It is important to complete this information to the best of your ability. Our primary goal is to ensure that you can perform the job tasks assigned while working long hours under stressful and sometimes physically demanding working conditions without jeopardizing your health.

Section I. Personal Identifiers

The following Personal Identifiable Information (PII) is required in order to process your Civil Emergency Medical Screening Packet. All data is subject to HIPAA and Privacy Act requirements and is stored in a secure method.

\*1. Last Name First Name Middle Initial
\*2. Social Security \*3. Date of Birth (DD-Mon-YYY)
\*4. Telephone (Home) \*5. Telephone (Cellular)

Section II. Duty Description

You may choose only one of the following Civil Emergency Operations positions. Please read the descriptions below. The qualifications for your chosen deployment will be determined by the information you supply in the following sections.

FIELD DEPLOYMENT:

If you are cleared for Field Deployment you will also be cleared for Office Deployment. Field work is primarily conducted outdoors at a CONUS or OCONUS disaster site such as that performed by a Debris Quality Assurance Inspector, Construction Representative, etc. It often involves strenuous activities such as standing for long periods of time or walking over rough terrain and can include weather extremes of cold or heat and heat and humidity. FIELD must be selected if you wish to deploy OCONUS.

OFFICE DEPLOYMENT (only):

Office work is conducted primarily in an office setting at a State, Division, or District EOC, ROC, DFO, RFO, or EFO.

CHOOSE ONE ONLY:

[ ] FIELD

or

[ ] OFFICE - ONLY



### Section III. General Information

Please answer the following questions regarding prior deployment experience and general physical ability.

**\*\*\*Many questions require additional information. THIS INFORMATION MUST BE DOCUMENTED IN THE "REMARKS" SECTION AT THE END OF THE PACKET (PAGE 9).**

---

\*1. Are you taking any medications or prescription drugs?  Yes  No  
If **Yes**, you must describe in full HERE.

---

---

---

\*2. Has your doctor restricted you from performing certain activities? If **Yes**, you must describe in full in Remarks.  Yes  No

---

\*3. Do you have any condition that would...

3a. Interfere with your ability to evacuate a site during an emergency? If **Yes**, you must describe in full in Remarks.  Yes  No

3b. Make you prone to sudden incapacitation? If **Yes**, you must describe in full in Remarks.  Yes  No

3c. Be aggravated by significant exertion? If **Yes**, you must describe in full in Remarks.  Yes  No

3d. Interfere in any way with the full performance of emergency duties? If **Yes**, you must describe in full in Remarks.  Yes  No

---

\*4. Have you ever been denied deployment to emergency response operations due to medical condition? If **Yes**, you must describe in full in Remarks.  Yes  No

---

\*5. Have you ever been sent home from emergency response operations due to a medical condition? If **Yes**, you must describe in full in Remarks.  Yes  No

---

\*6. Are you currently pregnant? If **Yes**, you must include a medical release form from your obstetrician with this completed questionnaire to the USACE Medical Provider @ 202-223-6525 (Fax).  Yes  No



## Section IV. Medical History

Please answer the following questions related to your past medical history and current medical conditions, if applicable.

\*7. Do you have an active case of a communicable disease e.g. Tuberculosis, chicken pox? If **Yes**, you must describe in full in Remarks.  Yes  No

---

\*8. Do you bleed excessively after injury or tooth extraction? If **Yes**, you must describe in full in Remarks.  Yes  No

---

\*9. Do you wear a leg brace, back brace, back support, or any other type of brace? If **Yes**, you must describe in full in Remarks.  Yes  No

---

\*10. Have you been told within the past year that you have an abnormal EKG? If **Yes**, you must describe in full in Remarks.  Yes  No

---

\*11. Do you have swollen or painful joints? If **Yes**, you must describe in full in Remarks.  Yes  No

---

\*12. Do you have dizziness or fainting spells? If **Yes**, you must describe in full in Remarks.  Yes  No

---

\*13. Have you had an asthma attack within this past year? If **Yes**, you must describe in full.  Yes  No

---

\*14. Have you ever been hospitalized for asthma? If **Yes**, you must describe in full in Remarks.  Yes  No

---

\*15. Do you have shortness of breath? If **Yes**, you must describe in full in Remarks.  Yes  No

---

\*16. Do you have pain or pressure in chest? If **Yes**, you must describe in full in Remarks.  Yes  No

---

\*17. Do you have palpitations (flutter or pounding heart beat)? If **Yes**, you must describe in full in Remarks.  Yes  No

---

\*18. Do you have high or low blood pressure? If **Yes**, Please answer 18a.  Yes  No



---

18a. If you do have high or low blood pressure, is it well controlled? If <b>No</b> , you must describe in full in Remarks.	<input type="checkbox"/> Yes <input type="checkbox"/> No
*19. Do you have a history of heart attack or stroke? If <b>Yes</b> , you must describe in full in Remarks.	<input type="checkbox"/> Yes <input type="checkbox"/> No
*20. Do you have cramps in your legs? If <b>Yes</b> , you must describe in full in Remarks.	<input type="checkbox"/> Yes <input type="checkbox"/> No
*21. Have you been told that you have a hernia? If <b>Yes</b> , you must describe in full in Remarks.	<input type="checkbox"/> Yes <input type="checkbox"/> No
*22. Do you have any life-threatening allergic reaction e.g. bee sting, shellfish or medications? If <b>Yes</b> , bring your Epi-pen with you on your deployment.	<input type="checkbox"/> Yes <input type="checkbox"/> No
*23. Are you currently being treated for depression? If <b>Yes</b> , you must describe in full in Remarks.	<input type="checkbox"/> Yes <input type="checkbox"/> No
*24. Are you currently suffering from depression or excessive worry? If <b>Yes</b> , you must describe in full in Remarks.	<input type="checkbox"/> Yes <input type="checkbox"/> No
*25. Are you currently being treated for any current illness? If <b>Yes</b> , you must describe in full in Remarks.	<input type="checkbox"/> Yes <input type="checkbox"/> No
*26. Have you been hospitalized or had surgery within the past year? If <b>Yes</b> , you must describe in full in Remarks.	<input type="checkbox"/> Yes <input type="checkbox"/> No
*27. Are you currently using any medications that may make you sleepy or reduce your level of attention during working hours? If <b>Yes</b> , you must describe in full in Remarks.	<input type="checkbox"/> Yes <input type="checkbox"/> No
*28. Are you currently using any medications that require refrigeration? If <b>Yes</b> , you must describe in full in Remarks.	<input type="checkbox"/> Yes <input type="checkbox"/> No
*29. Are you diabetic? If <b>Yes</b> , please answer questions 29a & b	<input type="checkbox"/> Yes <input type="checkbox"/> No

---



29a. Do you take insulin? If **Yes**, you must describe in full in Remarks.  Yes  No

---

29b. Do you take medication by mouth for elevated blood sugar? If **Yes**, you must describe in full in Remarks.  Yes  No

---

\*30. Do you have any history of any seizure disorder? If **Yes**, please answer question 30a.  Yes  No

---

30a. Are your seizures controlled? If **No**, you must describe in full in Remarks.  Yes  No

---

\*31. Are you taking Anticoagulants (blood thinner)? If **Yes**, you must describe in full in Remarks.  Yes  No

---

\*32. Do you have migraines or severe headaches? If **Yes**, you must describe in full in Remarks.  Yes  No

---

\*33. Do you have any gastrointestinal disorder or disease? If **Yes**, you must describe in full in Remarks.  Yes  No

---

### Section V. Physical Capacity - OFFICE Work

**Complete this section (Questions 34-50) only if you have selected to be cleared for Office-only deployments. If you have selected Field Deployment, skip this section and go to Section VI (Questions #51-75).**

---

\*34. Can you perform light lifting (up to 15 lbs.) associated with office tasks on a regular basis without pain? If **No**, you must describe in full in Remarks.  Yes  No

---

\*35. Can you perform light carrying (up to 15 lbs.) associated with office tasks on a regular basis without pain? If **No**, you must describe in full in Remarks.  Yes  No

---

\*36. Can you reach above your shoulders and work comfortably? If **No**, you must describe in full in Remarks.  Yes  No

---

\*37. Can you use the fingers on both hands comfortably? If **No**, you must describe in full in Remarks.  Yes  No



\*38. Can you walk/stand up to perform normal office functions on a daily basis without pain? If **No**, you must describe in full in Remarks.  Yes  No

---

\*39. Can you kneel without pain? If **No**, you must describe in full in Remarks.  Yes  No

---

\*40. Can you use your legs to climb up steps on a daily basis without pain? If **No**, you must describe in full in Remarks.  Yes  No

---

\*41. **With or without the aid of corrective lenses**, are you able to read a typewritten letter at arms length? If **No**, you must describe in full in Remarks.  Yes  No

---

\*42. **With or without the aid of corrective lenses**, is your vision at least 20/20 in one eye and at least 20/40 in the other? If **No**, you must describe in full in Remarks.  Yes  No

---

\*43. **With or without the use of hearing aid(s)**, can you hear normal conversational speech? If **No**, you must describe in full in Remarks.  Yes  No

---

\*44. Can you tolerate excessive heat and humidity (typical Florida summer weather)? If **No**, you must describe in full in Remarks.  Yes  No

---

\*45. Can you tolerate excessive cold (temperatures less than 4 degrees C / 40 degrees F)? If **No**, you must describe in full in Remarks.  Yes  No

---

\*46. Can you perform your normal job duties without fatigue? If **No**, you must describe in full in Remarks.  Yes  No

---

\*47. Are you able to work closely with others under stressful conditions? If **No**, you must describe in full in Remarks.  Yes  No

---

\*48. Are you able to work alone and away from your normal routine? If **No**, you must describe in full in Remarks.  Yes  No

---

\*49. Are you able to work protracted or irregular hours away from your home? If **No**, you must describe in full in Remarks.  Yes  No

---

\*50. Height \_\_\_\_\_ Weight: \_\_\_\_\_

---



## Section VI. Physical Capacity – FIELD/OFFICE Work

Complete this section only if you have selected to be cleared for Field deployments, which may include Office work. This section must be completed if you intend to deploy OCONUS.

- \*51. Do you have complete use of your arms and legs?  Yes  No  
If **No**, you must describe in full in Remarks.
- 
- \*52. Can you perform light lifting (under 15 pounds) on a regular basis without pain? If **No**, you must describe in full in Remarks.  Yes  No
- 
- \*53. Can you reach above your shoulders and work comfortably? If **No**, you must describe in full in Remarks.  Yes  No
- 
- \*54. Can you reach below your knees and work comfortably? If **No**, you must describe in full in Remarks.  Yes  No
- 
- \*55. Can you use your fingers on both hands comfortably? If **No**, you must describe in full in Remarks.  Yes  No
- 
- \*56. Can you walk/stand up to four hours daily? If **No**, you must describe in full in Remarks.  Yes  No
- 
- \*57. Can you kneel without pain? If **No**, you must describe in full in Remarks.  Yes  No
- 
- \*58. Can you use your legs only to climb (e.g. hills or steps) for up to 1 hour without pain? If **No**, you must describe in full in Remarks.  Yes  No
- 
- \*59. Can you climb using your legs or arms to safely work on ladders or scaffolding? If **No**, you must describe in full in Remarks.  Yes  No
- 
- \*60. Can you work at heights, below ground, or in confined spaces (tunnels/basements)? If **No**, you must describe in full in Remarks.  Yes  No
- 
- \*61. Can you work in a noisy environment using hearing protection? If **No**, you must describe in full in Remarks.  Yes  No
- 
- \*62. Can you work outside, exposed to the weather, nuisance dust and air pollutants? If **No**, you must describe in full in Remarks.  Yes  No
-



\*63. Can you wear personal protective equipment such as respirators and protective clothing?  Yes  No  
If **No**, you must describe in full in Remarks.

---

\*64. **With or without the aid of corrective lenses**, are you able to read a typewritten letter at arms length?  Yes  No  
If **No**, you must describe in full in Remarks.

---

\*65. **With or without the aid of corrective lenses**, is your vision at least 20/20 in one eye and at least 20/40 in the other?  Yes  No  
If **No**, you must describe in full in Remarks.

---

\*66. **With or without the use of hearing aid(s)**, can you hear normal conversational speech?  Yes  No  
If **No**, you must describe in full in Remarks.

---

\*67. Can you tolerate excessive heat and humidity (typical Florida summer weather)?  Yes  No  
If **No**, you must describe in full in Remarks.

---

\*68. Can you tolerate excessive cold (temperatures less than 4 degrees C / 40 degrees F)?  Yes  No  
If **No**, you must describe in full in Remarks.

---

\*69. Can you perform your normal job duties without fatigue?  Yes  No  
If **No**, you must describe in full in Remarks.

---

\*70. Are you able to work closely with others under stressful conditions?  Yes  No  
If **No**, you must describe in full in Remarks.

---

\*71. Are you able to work alone and away from your normal routine?  Yes  No  
If **No**, you must describe in full in Remarks.

---

\*72. Are you able to work protracted or irregular hours away from your home?  Yes  No  
If **No**, you must describe in full in Remarks.

---

\*73. Do you have a current valid drivers license?  Yes  No  
If **No**, you must describe in full in Remarks.

---

\*74. If **Yes** to # 73, does your license have any restrictions?  Yes  No  
If **Yes**, you must describe in full in Remarks.

---

\*75. Height \_\_\_\_\_ Weight: \_\_\_\_\_

---







## SECTION VII. Employee Consent

*PRIVACY ACT NOTICE:* This information is provided in accordance with the requirements of the Privacy Act of 1974. (See AR 340-21.)

*AUTHORITY:* 5 USC 3301, 33 USC 701n, 42 USC 5121 et. Seq., E.O. 9397. System notices A0690-200TAPC, Army Civilian Personnel Systems; OPM Govt 1, General Personnel Records; OPM Govt 10, Employee Medical File System Records. Collection is also addressed in ER690-1-321, Staffing for Civilian Support to Emergency Operations. The purpose for collecting information in the Medical Data Sheet (MDS) is to allow the Medical provider to review your medical condition to ensure that you can perform the job tasks assigned while working long hours, under stressful and sometimes physically demanding conditions without jeopardizing your health. Emergency Managers will use the Medical provider clearance determination to assign tasks and manage staff during deployment to emergency events. Providing information in the MDS strictly voluntary. If you fail to provide the information the Medical provider will not be able to evaluate your medical condition and you may not be selected for deployment.

*PURPOSE:* The medical screening questionnaire, interviews, data obtained from tests, review of existing records and review by a medical professional is utilized to determine whether assigned or volunteer employees have any health problems that would prevent them from deployment to, or adversely impact their assigned duties at, emergency response sites. The medical information collected will be filed with other medical record information in the employee's medical file (EMF).

*ROUTINE USE:* Information may be shared with other Federal agencies such as OSHA and FEMA and state and local agencies for law enforcement, and occupational and/or public health purposes.

*DISCLOSURE:* Providing this information is voluntary. However, refusal to provide the information requested, including medical information and social security number, may result in the employee not being deployed to perform emergency response assignments at emergency response sites.

I certify that I have reviewed the information I have supplied, it is true and complete to the best of my knowledge, and that I have read the Privacy Act Notice assigned to the use of this information.

*Write Name in Full*

*Sign Name in Full*

*Date*

**[END] MEDICAL SCREENING QUESTIONNAIRE**



*The section below is for USACE Medical Provider use only.*

THRU: US Army Corps of Engineers, District/Division/FOA  
ATTN: Emergency Operations Center

ADDRESS: HQ, US Army Corps of Engineers GAO Building,  
CSCW-HS-RAO  
441 G Street, NW  
Washington, DC 20314-1000

PHONE/FAX: 202-761-8548 & 0378

TO: CE-CW-HS-RAO

SUBJECT: Civil Emergency Physician Medical Clearance

1. Mr./Ms. \_\_\_\_\_ has been medically evaluated and:

a.  is fit to deploy with a clearance code of:

b.  is not fit to deploy.

This determination is based on a review of the completed medical screening questionnaire, follow-up with employee where determined necessary, and the anticipated work/environmental conditions described in the work-related and medical information sheet.

Comments to be entered by the USACE Medical Provider only.

2. Physician's Signature:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Phone Number



## ATTACHMENT 2

### **Civilian Employee Common Access Card (CAC) Instructions**

All Army Civilian employees, including RAO members, must have a civilian employee Common Access Card (CAC) to comply with current security requirements. The civilian employee CAC is multipurpose – it serves as the Standard DoD Identification Card to access DoD installations and it also serves as electronic identification to access Corps computer systems. RAO employees must have a civilian employee CAC in order to deploy.

Several Steps are required to obtain a civilian employee CAC:

- 1) The RA's appointment personnel action (SF 50, Notification of Personnel Action) must be completely processed and the employment information electronically transferred to the Defense Enrollment Eligibility Reporting System (DEERS) database. This may take 1 – 2 weeks after the effective date of appointment and after all required paperwork has been submitted to the HECSA CPAC.
- 2) The RA must have an Army Knowledge Online (AKO) account which can be created on line. If retirement was as an Army Civilian, a "Civilian Retiree" AKO account can be created at any time by entering information from previous, pre-retirement personnel records (SF-50s). If retirement was from a different agency, a "New Employee Sponsored Account" must be established. More detailed information on how to set up an AKO account is provided on page 2-3 of this attachment. The RAO Program Office may also be contacted for assistance in creating a sponsored AKO account.
- 3) A current security/background check documented in JPAS is also required. As part of the in-processing procedures, the HECSA CPAC will notify the RA if an SF-85 (Questionnaire for Non-sensitive Positions) along with fingerprints will be needed to obtain a current clearance in JPAS. For more information, see Attachment 9.
- 4) A DoD CAC issuing facility, which uses the DEERS/RAPIDS system will need to be located and an appointment made to schedule a time to obtain a civilian employee CAC. A copy of the Appointment SF-50 showing the RA's appointment to the RAO program, and two government issued identifications, one of which must be a photo identification. However, it is best to ask the CAC issuing facility what types of identification they require. To find a CAC issuing facility with a RAPIDS workstation, contact the RAO office for information, or go on-line to <http://www.dmdc.osd.mil/rsl>. A completed form DD 1172-2, Application for Department of Defense Common Access Card is required (Attached).



- 5) After obtaining the civilian employee CAC, the RA must safeguard it and ensure it is used only for official purposes. A civilian employee CAC must be maintained by the RA for the duration of their appointment with the RAO, in accordance with DoD regulations and the attached memorandum from the USACE HR Director dated 30 December 2008 (reference Appendix A).
- 6) RAs are responsible for keeping track of their individual civilian employee CAC expiration date, and must make arrangements to obtain a new civilian employee CAC when necessary.
- 7) When an RA leaves the RAO program, the RAO PM will provide instructions on turning in the civilian employee CAC.
- 8) If a civilian employee CAC is lost, the RA must immediately notify the RAO PM or designee to get instructions on appropriate reporting procedures.



## Instructions for Establishing an AKO E-mail Account

To set up an AKO account, visit <https://us.army.mil>. The site may be accessed from any internet connection – you do not need to be on the Corps network or within the .mil domain. The new user may gain network access to complete this step in one of the following ways.

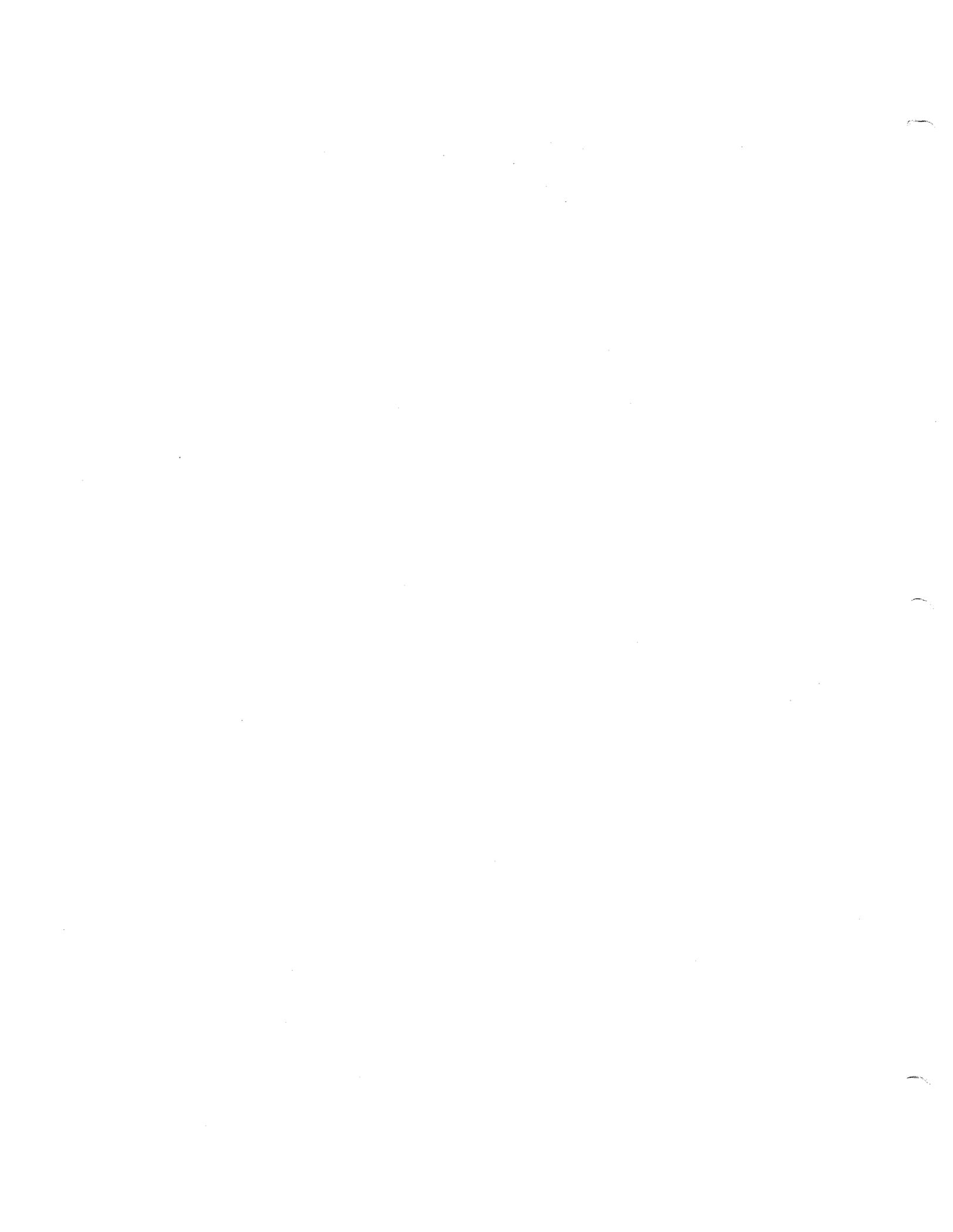
1. In the AKO portal select “**Register for AKO**” at the bottom left corner of the page.

New User?
Register for AKO Eligibility: Active Army, Army Reserve, National Guard, DA Civilian, Retired Army, and Army Guests
Register for DKO Eligibility: Pre-authorized DoD Users

2. Select, “**Create Sponsored Account**” from the pop-up dialog box.
3. The supervisor should provide their AKO user name as the Army Sponsor, and the Account Type should be set to, “**Incoming DA Civilian**” from the pulldown menu. All required user information should be provided in the lower part of the form. The AKO request requires that an external email account be identified for communication regarding the account.

Account Information
Enter the AKO User Name of your Army sponsor.
* <b>Army Sponsor:</b> <input type="text" value="Supervisor AKO ID"/>
Choose the category that best describes you.
Note: • Accounts for <i>Cadets</i> are only available to collegiate cadets. • Accounts for <i>Foreign Officers</i> are only available to officers attached to the U.S. Army.
* <b>Account Type:</b> <input type="text" value="Incoming DA Civilian"/> (what's this?)

4. When completed, the user will submit the form.
5. Once submitted the supervisor should enter AKO using their account, go to “**My Account**”, and select “**Sponsor Management**” from the top menu bar to approve the requested user account. Approval will generate an email notification to the new user and their supervisor that their new AKO account is ready for use.



# Application for CAC (DD 1172-2)

*Please read Agency Disclosure Notice, Privacy Act Statement, and instructions prior to completing this form.*

NAME UNIT FOR CONTROL OR COMMANDER AND AGENCY		APPLICATION FOR DEPARTMENT OF DEFENSE COMMON ACCESS CARD DEERS ENROLLMENT				DMS No. 0000-0010 DMS Approval Expires December 31, 2030
SECTION I EMPLOYEE INFORMATION	1. NAME (Last, First, Middle)		2. SEX	3. SSN	4. STATUS	5. ORGANIZATION
	6. PAY GRADE	7. GEN. CAT.	8. COUNTRY	9. DATE OF BIRTH (YYYYMMDD)	10. PLACE OF BIRTH	11. LAST ISSUED (YYYYMMDD)
	12. CURRENT RESIDENCE ADDRESS			13. SUPPLEMENTAL ADDRESS INFORMATION		
	15. CITY	16. STATE	17. ZIP CODE	18. COUNTRY	19. OFFICE EMAIL ADDRESS	
	20. CITY OF DUTY LOCATION		21. STATE OF DUTY LOCATION	22. COUNTRY OF DUTY LOCATION	23. ALTERNATIVE E-MAIL ADDRESS	
	24. SPONSORING OFFICE NAME					25. CONTACT NUMBER
	26. SPONSORING OFFICE ADDRESS (Street, City, State, ZIP Code)					27. SPONSORING OFFICE TELEPHONE NUMBER
	28. SUPPLEMENTAL ADDRESS INFORMATION					29. SACRIBAS ASSIGNMENT (Country)
	30. EMPLOYEE ASSIGNMENT BEGIN DATE (YYYYMMDD)		31. EMPLOYEE ASSIGNMENT END DATE (YYYYMMDD)		32. TYPE OF CARD ISSUED	
	33. EIC START DATE (YYYYMMDD)		34. CARD EXPIRATION DATE (YYYYMMDD)		35. SUPPLEMENTAL ASSIGNMENT INFORMATION	
SECTION II EMPLOYEE DECLARATION AND REMARKS	36. REMARKS (See Dept. documentation, as applicable)					NOTARY SIGNATURE AND SEAL
	I certify the information provided in connection with the eligibility requirements of this form is true and accurate to the best of my knowledge. If not signed in the presence of the authorizing/verifying official, the signature must be notarized.					
	37. SIGNATURE					38. DATE SIGNED (YYYYMMDD)
SECTION III AUTHORITY/VERIFIED BY	I certify the individual identified above, based on personal knowledge and available documentation, is in a status eligible for and requires a CAC in the performance of their duties with the Uniformed Services.					
	39. TYPED NAME (Last, First, Initial)			40. UNIT/ORGANIZATION NAME		
SECTION IV ISSUED BY	41. TITLE	42. PAY GRADE	43. DUTY PHONE NO.	44. UNIT/ORGANIZATION ADDRESS (Street, City, State, ZIP Code)		
	45. SIGNATURE		46. DATE ISSUED (YYYYMMDD)			
SECTION V RECEIPT	47. TYPED NAME (Last, First, Initial)			48. PAY GRADE	49. UNIT/COMMAND NAME	
	50. TITLE	51. OIC	52. DUTY PHONE NO.	53. UNIT/COMMAND ADDRESS (Street, City, State, ZIP Code)		
54. SIGNATURE			55. DATE ISSUED (YYYYMMDD)			
RECEIPT OF NEW CARD IS ACKNOWLEDGED						57. DATE ISSUED (YYYYMMDD)
56. SIGNATURE						

DD FORM 1172-2, DEC 2007

This form valid for issue of Common Access Card for 90 days from date of verification.  
PREVIOUS EDITION IS OBSOLETE.

Reset

Date: Professional 7.0



### AGENCY DISCLOSURE NOTICE

The public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services Directorate, Information Management Division, 1155 Defense Pentagon, Washington, DC 20301-1155 (0704-0415). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ORGANIZATION.  
RETURN COMPLETED FORM TO A REAL-TIME AUTOMATED PERSONNEL IDENTIFICATION SYSTEM WORK STATION.**

### PRIVACY ACT STATEMENT

**AUTHORITY:** 5 U.S.C. Section 301; 10 U.S.C. Sections 1074(c)(1) and 1095(k)(2); 10 U.S.C. chapter 147; 50 U.S.C. chapter 23; E.O. 9397; E.O. 10450, as amended.

**PRINCIPAL PURPOSE(S):** To apply for the Common Access Card and/or DEERS Enrollment; control access to and movement in or on DoD installations, buildings, or facilities; regulate access to DoD computer systems and networks; and verify eligibility, if authorized, for DoD benefits or privileges. To authenticate the identity of the authorizing/verifying official for security or auditing purposes.

**ROUTINE USE(S):** To Federal and State agencies and private entities, as necessary, on matters relating to utilization review, professional quality assurance, program integrity, civil and criminal litigation, and access to Federal government and contractor facilities, computer systems, networks, and controlled areas.

**DISCLOSURE:** Voluntary, however, failure to provide information may result in denial of a Common Access Card, non-enrollment in the Defense Enrollment Eligibility Reporting System (DEERS), refusal to grant access to DoD installations, buildings, facilities, computer systems and networks; and denial of DoD benefits and privileges if otherwise authorized.

[For contractor personnel who are not required to have a National Agency Check only: Failure to provide a social security number will not result in denial of the Card, enrollment in DEERS, access to facilities or networks, or if eligible for, receipt of DoD benefits and privileges (other than non-emergency health care services), provided alternative means of identification (original birth certificate, passport, etc.) are voluntarily furnished upon request. However, submission of alternative identification may cause substantial delays; and if not provided, may result in denial of the Card, non-enrollment, refusal of access, and denial of benefits and privileges.]

### INSTRUCTIONS

Instructions for the DD Form 1172-2 can be found at:  
[http://www.dmdc.osd.mil/smartcard/docs/1172-2\\_instructions.pdf](http://www.dmdc.osd.mil/smartcard/docs/1172-2_instructions.pdf)

DD FORM 1172-2 (BACK), DEC 2007



## ATTACHMENT 3

### Employment Accountability During Emergencies



REPLY TO  
ATTENTION OF

CECS

DEPARTMENT OF THE ARMY  
U.S. ARMY CORPS OF ENGINEERS  
WASHINGTON, DC 20314-1000

4 August 2008

MEMORANDUM FOR STAFF PRINCIPALS, COMMANDERS AND DIRECTORS

SUBJECT: Personnel Accountability During Emergencies

1. Reference DoD Instruction 1400.32, 24 April 1995, subject: DoD Civilian Workforce Contingency and Emergency Planning Guidelines and Procedures.
2. Accounting for personnel and providing valuable situational and safety information is the top priority of the U.S. Army Corps of Engineers (USACE) during emergencies. As such, Commanders and Directors are required to establish mechanisms to ensure the accountability of civilian and military employees and maximize their situational awareness.
3. It is USACE policy to attain 100% accountability as soon as possible after a large-scale emergency, disaster or Command-ordered evacuation. The unprecedented and catastrophic damage caused by Hurricane Katrina rendered both the accountability and back-up accountability processes useless for multiple districts. Accordingly, USACE has established a toll-free phone number/email for personnel accountability during emergencies when local personnel accountability procedures cannot be followed. The personnel accountability number is 1-877-HI-USACE (1-877-448-7223). Alternatively, the personnel accountability email is [877.hi.usace@usace.army.mil](mailto:877.hi.usace@usace.army.mil) and can be used by those unable to access the phone line.
4. Personnel accountability is the responsibility of each local Command. The accountability policy and establishment of 1-877-HI-USACE in no way eliminates any accountability or notification procedures implemented at the Division/District/Center level. **In the event of an emergency, personnel should first make every effort to contact their supervisors in accordance with locally established plans.** The purpose of the toll-free number and email address is to provide a redundant emergency accountability and reporting system for times when local procedures cannot be followed.
5. All USACE emergency/contingency plans shall require all employees to call the toll-free number or email address within 72 hours of an emergency or an evacuation if they are unable to follow local personnel accountability procedures. The message on the phone and the automatically generated email response both ask employees to identify themselves and their home organization and to provide contact information. Once the magnitude of the emergency is known, the message can be updated to provide



CECS

SUBJECT: Personnel Accountability During Emergencies

information and procedures on leave and/or reporting to work or to designate an alternate work location. Local emergency management offices are responsible for providing the USACE Operations Center (UOC) with up-to-date information to transmit to affected employees via the toll-free number or email address when they are operational.

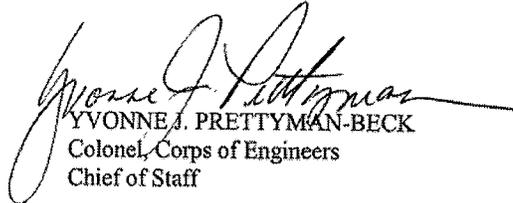
6. In the event of a large-scale disaster, emergency or Command-ordered evacuation, the impacted Division/FOA/Center will notify the UOC, when possible, that accountability assistance using the toll-free number and email will be needed. The UOC will then notify the Directorate of Human Resources (CEHR). CEHR will track all employee contact from the toll-free number and email until 100% accountability of military and civilian employees from the impacted organization(s) has been achieved. If there has been no notice of an event and employees begin calling/emailing, the UOC will attempt to contact the impacted organization for an assessment of the situation. If contact cannot be made, the UOC will assume there is an emergency situation and notify CEHR to track personnel until otherwise informed.

7. Districts/FOAs/Centers are responsible for ensuring employee awareness of **1-877-HI-USACE** and [877\\_hi.usace@usace.army.mil](mailto:877_hi.usace@usace.army.mil) and when this system should be utilized.

8. Districts/FOAs/Centers must provide an accountability roster of names of military and civilian employees to the UOC in the event of a large-scale disaster, emergency or Command ordered evacuation. Local emergency management plans should provide for a back-up organization charged with providing this information to the UOC when the impacted organization is unable to do so.

9. Questions regarding this policy may be addressed to Mr. Seth Shulman, CEHR-D, at (202) 761-7277.

FOR THE COMMANDER:

  
YVONNE J. PRETTYMAN-BECK  
Colonel, Corps of Engineers  
Chief of Staff