

2025



U.S. ARMY

ARMY MEDICAL LOGISTICS COMMAND

NEW EMPLOYEE HANDBOOK

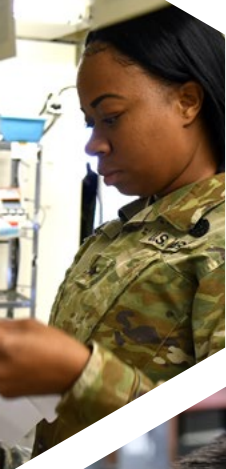




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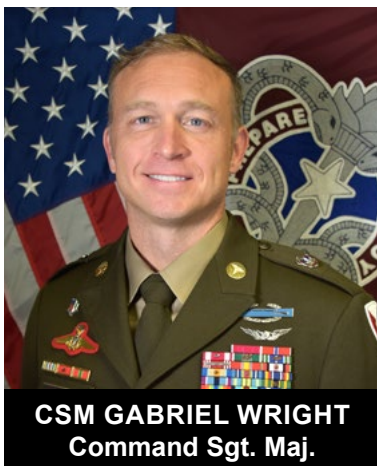


U.S. ARMY

COMMANDER'S WELCOME



COL MARC WELDE
Commander



CSM GABRIEL WRIGHT
Command Sgt. Maj.

Dear Teammate,

Welcome to the Army Medical Logistics Command (AMLC) Headquarters (HQ).

You are joining an organization with a well-earned reputation for success. Whether in support of large-scale combat operations (LSCO) or a whole-of-government response to a global pandemic, this command delivers on its promise of preparing, deploying and sustaining medical materiel worldwide.

Let me tell you a little more about the winning team you are joining. AMLC's mission is to serve as the Army's Class VIII Life Cycle Management Command, delivering medical logistics, sustainment, and materiel readiness from the strategic support area to the forward tactical edge to increase survivability and sustain fighting strength.

The AMLC HQ team, which includes the Integrated Logistics Support Center (ILSC), is comprised of approximately 110 staff members. The team includes 25 Soldiers and nearly 80 Army Civilians.

AMLC HQ provides critical support to three direct reporting units:

- U.S. Army Medical Materiel Agency (USAMMA)
- U.S. Army Medical Materiel Center-Europe (USAMMC-E)
- U.S. Army Medical Materiel Center-Korea (USAMMC-K)

Most of the AMLC HQ team work onsite at the Defense Medical Logistics Center (DMLC) Bldg. 693 (Neiman Street) on Fort Detrick, in Frederick, Maryland. The DMLC also includes medical logistics partners from the Army, Navy, Air Force, Defense Logistics Agency and Defense Health Agency. Our unique environment allows us to work together to solve complex issues and provide medical logistics support worldwide.

While Fort Detrick is relatively small compared to other Army posts, its impact to our Nation's defense is vast. The post includes biomedical research and development, medical logistics, medical intelligence, and global telecommunications.

I hope you are excited to join the team and contribute to our global mission. I look forward to meeting you.

Medical Readiness - MEDLOG Ready!

BE ALL YOU CAN BE





WHAT IS AMLC?

MISSION

Serve as the Army's Class VIII Life Cycle Management Command, delivering medical logistics, sustainment, and materiel readiness from the strategic support area to the forward tactical edge to increase survivability and sustain fighting strength.

VISION

The preeminent sustainer for global medical logistics.

HISTORY

The U.S. Army Medical Logistics Command was activated on September 17th, 2019, at Fort Detrick, Maryland. It serves as the headquarters to three medical logistics subcommands that execute a worldwide mission, including:

- **U.S. Army Medical Materiel Agency (USAMMA)** - Delivers medical materiel readiness, synchronizing and integrating strategic sustainment, supply support and maintenance capabilities to enable global health care operations.
- **U.S. Army Medical Materiel Center - Europe (USAMMC-E)** - Plans, synchronizes and provides medical logistics support to the warfighter and their families in U.S. European Command, U.S. Central Command, U.S. Africa Command, and U.S. Department of State across the full range of military operations.
- **U.S. Army Medical Materiel Center - Korea (USAMMC-K)** - Provides comprehensive medical logistics support to United States Forces Korea in order to set and sustain readiness and multi-domain operations.

AMLC serves as the Army's Class VIII Life Cycle Management Command (LCMC), delivering readiness to the force during competition while executing the medical materiel management functions for the Army to set and sustain operational medical capabilities in support of the full range of military operations.

DISTINCTIVE UNIT INSIGNIA

Description - A silver metal and epoxied device 1 1/4 inch (3.18cm) in height consisting of a blue disc encircled by a maroon designation band inscribed "PREPARE," "DEPLOY," "SUSTAIN" in silver, issuing through the bottom of the designation band and extending over the top, a silver enflamed torch bearing a white star, between two silver serpents facing each other, their tails intertwined with the designation band at



base.

Symbolism - Maroon and white (silver) are the colors traditionally associated with the Army Medical Department. The blue disc is a reference to the earth, denoting the global posture of the Army Medical Logistics Command. The two serpents are adapted from the Army Medical Corps branch insignia and signify the concept of medical healing. The serpents' tails intertwined with the designation band bearing the unit's motto further suggests the close connection between the Command's duties and the Army's ability to provide medical care to those in need. Expressive of a guiding light, the enflamed torch characterizes the Command's mission of enabling readiness through the planning, preparing, and executing of medical logistics support for the Army and joint forces. The single white stars acknowledges that AMLC was first created as a 1-star Command, although it is now commanded at the O-6 level.

CAPABILITIES

- Medical materiel storage and distribution
- Supply chain management and integration
- Contingency programs and prepositioned stocks
- Sustainment-level medical maintenance
- Industrial base partnerships
- Vaccine and medication storage and distribution
- Medical foreign military sales
- Optical fabrication

WARFIGHTER LINKAGE



PREPARE

AMLC serves as the Army's Class VIII Life Cycle Management Command, delivering medical logistics, sustainment, and materiel readiness from the strategic support area to the forward tactical edge to increase survivability and sustain fighting strength.



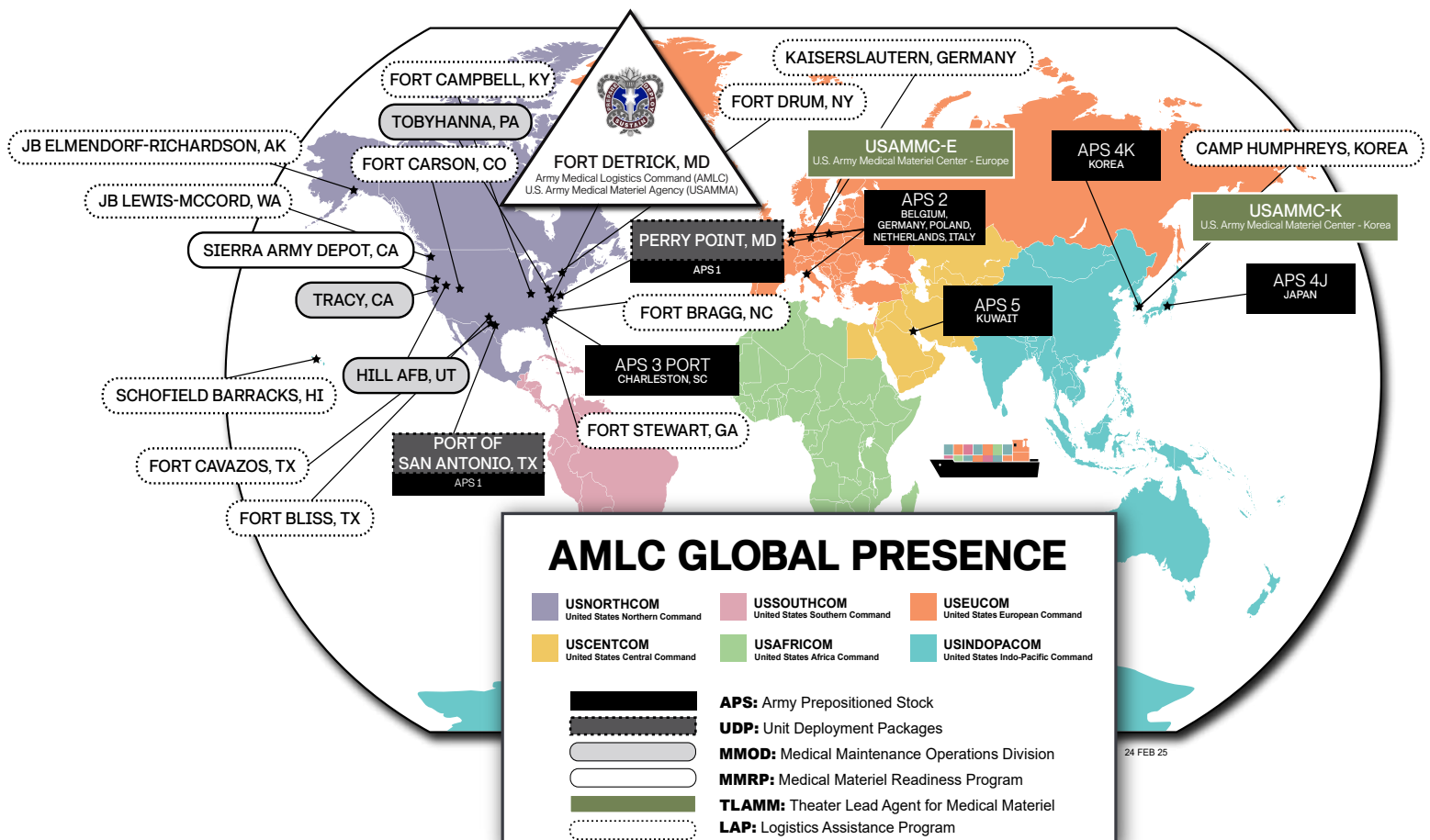
▶ SUSTAIN



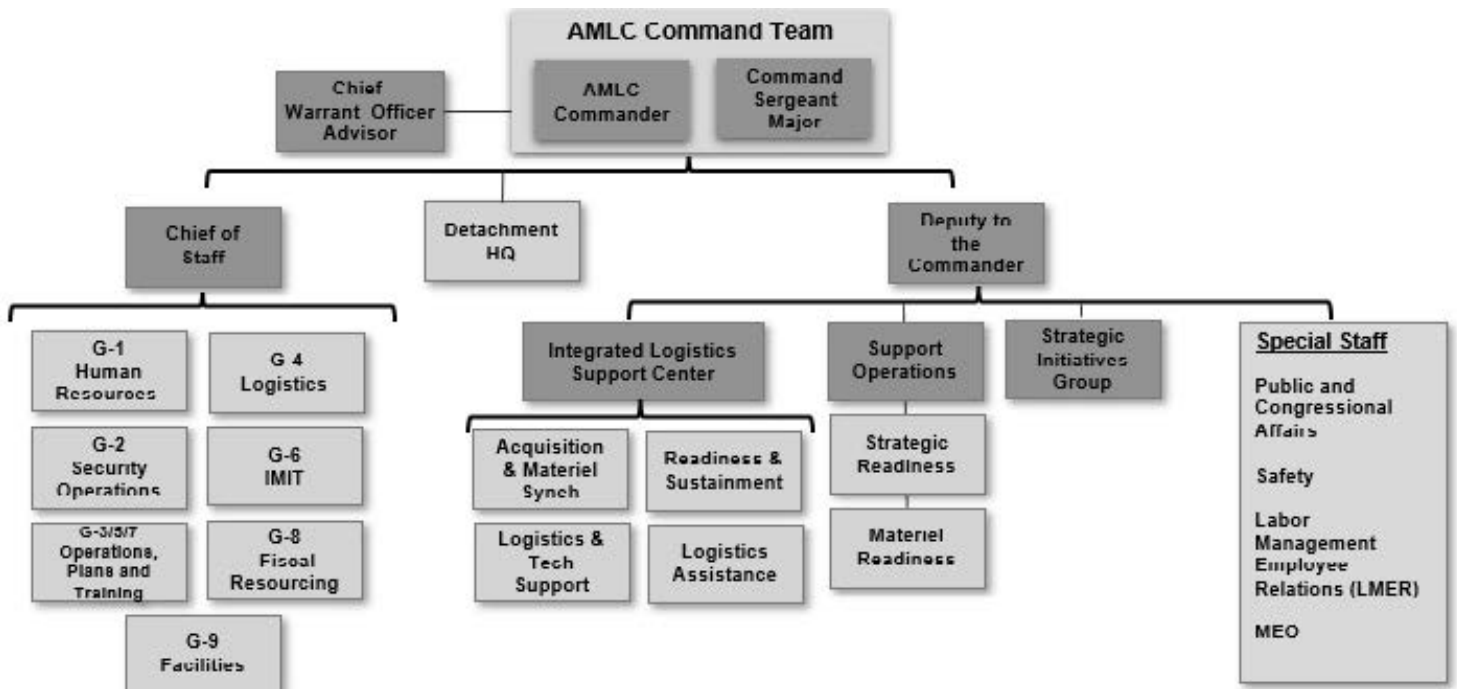
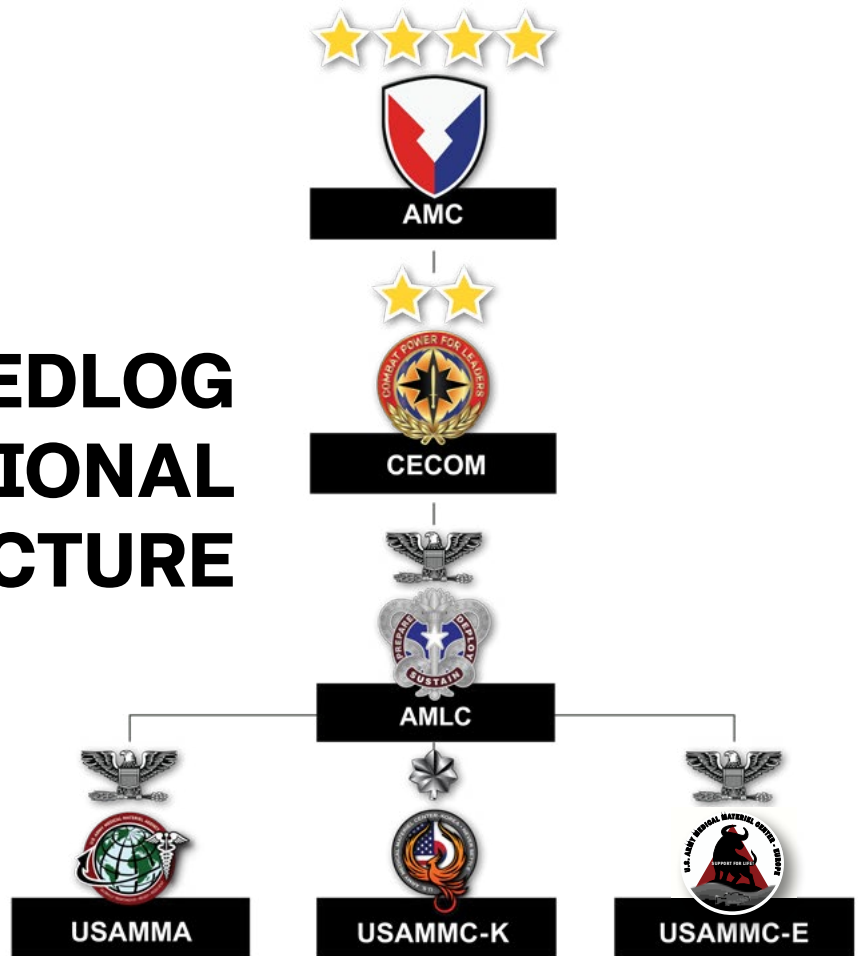
DEPLOY



GLOBAL MAP



MEDLOG ORGANIZATIONAL STRUCTURE





BEING AN ARMY CIVILIAN

ARMY MISSION

The U.S. Army's mission is to deploy, fight, and win our Nation's wars by providing ready, prompt, and sustained land dominance by Army forces across the full spectrum of conflict as part of the Joint Force. The Army mission is vital to the Nation because we are a Service capable of defeating enemy ground forces and indefinitely seizing and controlling those things an adversary prizes most—its land, its resources, and its population.

ARMY VISION

The Army of 2028 will be ready to deploy, fight, and win decisively against any adversary, anytime and anywhere, in a joint, multi-domain, high-intensity conflict, while simultaneously deterring others and maintaining its ability to conduct irregular warfare. The Army will do this through the employment of modern manned and unmanned ground combat vehicles, aircraft, sustainment systems, and weapons, coupled with robust combined arms formations and tactics based on a modern warfighting doctrine and centered on exceptional Leaders and Soldiers of unmatched lethality.

ARMY VALUES

- Loyalty
- Duty
- Respect
- Selfless service
- Honor
- Integrity
- Personal courage



THE ARMY CIVILIAN CORPS

Although Civilians have been an integral part of the Army since its inception, the Army Civilian Corps was formally established on June 19, 2006, by the Honorable Francis J. Harvey, former Secretary of the Army and General Peter J. Schoomaker, former Chief of Staff of the Army. The Army Civilian Corps embodies the commitment of dedicated individuals who serve as an integral part of our Army team. Army Civilians have a 230-year record of service and are a critical component of the Total Army Force Structure.

The Army Civilian Corps consists of experienced civilian personnel committed to serving the Nation. Army Civilians play a vital role in maintaining our Nation's readiness and are valued members of the Army Profession. Army Civilians provide invaluable institutional knowledge and continuity for the organizations they join, and they lead, manage, and maintain critical programs that support Soldiers and their

Families, both while Soldiers are at home and deployed. Army Civilians fill positions on Army staffs and sustain base operations that would otherwise have to be filled by Military personnel. They provide mission-essential capability, stability, and continuity during war and peace in support of the Nation. Some Army Civilians also deploy to combat zones and many are stationed overseas in direct support of our Soldiers and Families. It's a mission that Army Civilians take personally.

THE CIVILIAN CREED

Just like their counterparts in uniform, Army Civilians are committed to selfless service in the performance of their duties as illustrated in the Army Civilian Corps Creed.

CIVILIAN OATH OF OFFICE

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

Understanding the content and coverage of the Constitution and its amendments, including the Bill of Rights, is good preparation for taking the Oath of Office.

STANDARDS OF CONDUCT

All Army Civilian employees are expected to:

1. Report promptly to work in a condition that will permit them to perform assigned duties (i.e., in appropriate clothing, ready for work).
2. Provide efficient and industrious service in the performance of assigned duties.
3. Notify their supervisor if insufficient work is assigned at any given time.
4. Give ready response to directions and instructions received from their immediate supervisor, or higher-level supervisors in their supervisory channel.
5. Exercise courtesy and tact in dealings with fellow workers and the public. Maintain a clean and neat personal appearance, appropriate to the climate and nature of work, to the maximum extent practicable during working hours.
6. Conserve and protect Federal funds, property, equipment, and materials.
7. Consistently conduct themselves in a manner that is

above reproach.

8. Uphold with integrity the public trust involved in the position to which assigned.
9. Be responsible for performing their work to the best of their ability in accordance with instructions furnished by the supervisor.

DIGNITY AND RESPECT

AMLC employees must demonstrate an understanding of and conduct themselves in a manner that cultivates a work environment of dignity and respect.



STARTING AT AMLC

TWO WEEKS BEFORE START DATE

During this period of time, you will receive a welcome email from your supervisor/sponsor.

Typically, the Thursday or Friday preceding your start date, you will receive additional paperwork and directions from the Service Center (HR Specialist).

Your supervisor/sponsor will begin preparing your work space by requesting your cubicle or office.

Your supervisor/sponsor will work with Security (G-2) to complete necessary paperwork for Bldg. 693 access.

FIRST DAY

If you do NOT have a CAC, your supervisor/sponsor will likely meet you at the Visitor's Center to complete the building access badge paperwork.

If you already have a CAC, your supervisor/sponsor may greet you at the front door of Bldg. 693.

However, please note that Bldg. 693 is a secure-access building, so you will NOT have access with your CAC or bldg. badge until proper paperwork is routed through the Visitor's Center.

You will receive a tour of the facilities including:

- Printers
- Kitchenettes
- Restrooms
- Bulletin Boards
- Conference Rooms
- Joint Operations Center
- Emergency Exits and Procedures
- Location(s) to gather during emergency evacuation of building



WITHIN FIRST WEEK

During the first week at AMLC your supervisor will also discuss with you:

- Work schedule, hours, payroll, timecards, labor accounting & leave / absence policies and procedures

- The organization's mission, vision, and values as well as your role in support of the organization and the Army mission
- The Army Values (Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, Personal Courage)
- If necessary, military rank, insignia and titles of address for senior civilians

As soon as your SF-50 is posted in DCPDS, HR (G-1) will then make an appointment as soon as possible to be issued your DoD Common Access Card (CAC). Please ensure you bring the proper paperwork with you to receive your CAC.

Your supervisor will also provide you with access to all command policies and procedures, which you are expected to review.

MILITARY SPECIFIC FIRST WEEK REQUIREMENTS

- Update DD93 (emergency contact)
- Update SGLV (life insurance)
- G1 will issue AMLC in-processing checklist
- G1 will schedule installation in-processing appointment with MPD - normally will be the second or third day of in-processing
- G1 will schedule a finance brief - normally on Thursday
- Complete initial in-processing appointment with MPD and received installation in-processing checklist
- MPD schedules final in-processing appointment to bring back completed installation checklist
- Attend finance briefing and complete travel documents online
- Continue to in-process AMLC and installation all week

MILITARY SPECIFIC SECOND WEEK REQUIREMENTS

- Return completed copy of installation in-processing checklist to G1
- Complete personnel records review
- Complete all finance in-processing

WITHIN FIRST 3 WEEKS (CIVILIAN)

AMLC's goal is to provide new employees with system access and computers within 15 business days of their start date. Please understand that system access may NOT be started until the employee has a CAC and has completed mandatory training.

The organization does have training systems set up for new employees to use to complete mandatory training. Please use these systems and complete mandatory training, as you await your computer and system access.

WITHIN FIRST MONTH

During the first 30 days at AMLC, you will:

- Attend Command / Organization Newcomer's Brief
- Get your professional headshot photo taken by PAO and add it your Teams profile
- Make sure your information (title, phone number, cubicle or office location) is updated in MilConnect
- Complete your initial performance counseling session with your supervisor to review your position description, work assignments, performance expectations, identify short / long term training & education requirements
- Review and finalize your performance objectives, standards, and sign performance plan
- Meet with your senior rater for counseling
- (CIV only) Set development goals for Individual Development Plan (IDP) with employee in ACT

After you receive your CAC, you will also be placed into TED (Training System).

You will also complete paperwork to get your Defense Travel Card.

NOTE: If you are an Army Civilian and do not have a Special Issuance Passport (used for official OCONUS government travel), you will need to request this item once you have

approved travel orders for first OCONUS travel. Please allow for extra time for your first OCONUS trip so that you can receive your Special Issuance Passport.

WITHIN FIRST 6 MONTHS

During the first 180 days at AMLC, you will:

- Integrate into the organization and attend battle rhythm events and meetings
- (CIV only) Complete your Civilian Education System (CES) Foundational Course
- If applicable, complete Supervisor Development Course (SDC)
- Complete on-the-job training
- Review professional development and training opportunities and discuss with your supervisor
- Receive a mid-point performance counseling with your supervisor

WITHIN FIRST YEAR

During the first year at AMLC, you will:

- (CIV only) Complete the appropriate CES Course for your grade/rank (Basic, Intermediate or Advanced)
- Complete mandatory training requirements (due annually)
- Meet regularly with your supervisor to review performance and training plans and developmental goals.
- Complete your first annual performance appraisal with your supervisor



ARMY CAREER MANAGEMENT

ARMY CIVILIAN CAREER MANAGEMENT ACTIVITY (ACCMA)

ACCMA (<https://civilians.army.mil/>) was established in 2020 and is assigned to the Army's Civilian Human Resources Agency (CHRA). Developed as a result of the Army People Strategy's Civilian Implementation Plan, ACCMA is designed to enable the Army to be proactive with civilian talent management. The Army People Strategy established that the Total Army would acquire, develop, employ, and retain the diversity of Soldier and Civilian talent needed to achieve Total Army Readiness. As a part of CHRA, ACCMA supports the CHRA mission of recruiting, developing, and sustaining a professional civilian workforce through effective, efficient, and responsive human resource products and advisory services by focusing on providing career management services to Army Civilians across the human capital life cycle.

Prior to ACCMA's establishment, civilian career program management had been a decentralized function spread across multiple offices and commands. Each of the existing 32 career programs varied greatly in staffing levels and the

number of Army Civilians they supported. Restructuring the existing 32 career programs into 11 career fields was identified as a crucial component in enabling the Army to build multi-functional leaders.

ARMY CIVILIAN CAREER FIELDS

- Construction, Engineering and Infrastructure
- Contracting
- Digital Technology
- Education & Information Sciences
- Human Capital and Resource Management
- Installations
- Logistics
- Medical
- Professional Services
- Science, Engineering and Analysis
- Security and Intelligence





TRAINING AND LEADER DEVELOPMENT

MANDATORY TRAINING

All employees must take initial and recurring mandatory training, as directed by Executive Order, Federal statute, Department of Defense (DoD) and Army regulations, and local command policy. Most mandatory training can be found in Army Regulation 350-1.

Be sure to communicate with your supervisor, Career Program Manager, and your command training manager to ensure you are aware of mandatory and recommended training.

Your training may be funded by your CP, your command/organization, or Headquarters, Department of the Army (HQDA), depending on the specific course or program. Your supervisor is always required to approve your training activity, AMLC New Employee Handbook 2024 12 regardless of the source of funding. Each program or course will have specific eligibility requirements and prerequisites, and you must meet these before you apply for the program or course.

Mandatory training for AMLC is located on the Mandatory Training tab in your Total Employee Development (TED) profile: https://ted.army.mil/ted/TED_Main.cfm

If you have any questions about mandatory training or TED, please reach out to the designated training coordinator within your organization.

CIVILIAN EDUCATION SYSTEM

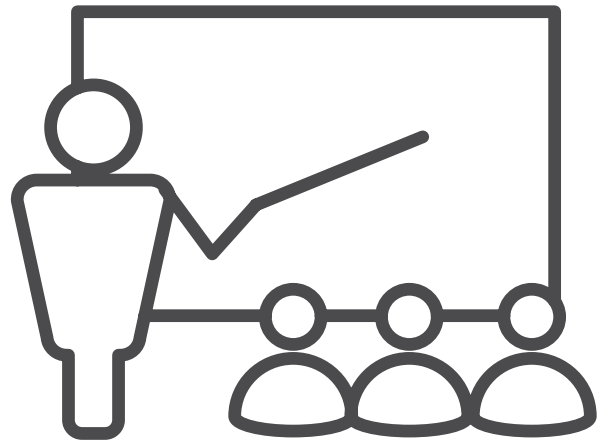
The CES is comprised of core leader education courses and is based on leader competencies from the Office of Personnel Management (OPM) Executive Core Qualifications.

The Army Management Staff College is the proponent school for the CES courses.

As a new Civilian (regardless of grade and whether you were previously Military or not), you will be required to complete the Foundation Course.

- The Foundation Course is a fully online course. The course focuses on competencies required to lead self, and has important information for new Army Civilians. This course is required for all Army Civilians hired after 30 September 2006.

All Army Civilians are also required to take the CES course targeted to their grade levels, unless they have completed similar or more advanced training such as a Professional Military Education (PME) course in the Army or another service. If this is the case, you may be eligible to apply for and receive credit in lieu of taking your targeted CES course.



Each of the following CES courses is comprised of a distance learning (dL) phase and a resident phase. The resident phase of these courses is conducted at Fort Leavenworth, Kansas. Completion of both phases is required for course credit, although the dL phase alone may be completed for self-development.

- **The Basic Course (BC)** is a blended learning course, with an online and resident phase (2 weeks). The course focuses on leading teams and projects, and is the target leader development course for Civilians in grades GS-1 to GS-9 and comparable pay grades and bands.
- **The Intermediate Course (IC)** is a blended learning course, with an online and resident phase (3 weeks). The course focuses on leading people, and is the target leader development course for Civilians in the grades GS-10 to GS-12 and comparable pay grades and bands.
- **The Advanced Course (AC)** is a blended learning course, with an online phase and resident phase (4 weeks). The course focuses on leading organizations and programs and is the target leader development course for Civilians in the grades GS-13 to GS-15 and comparable pay grades and bands.
- **The Continuing Education for Senior Leaders (CESL) Course** is a blended learning course, with an online phase and resident phase (1 week). The course focus is leading institutions, and is geared towards Civilians in the grades GS-14 to GS-15 and comparable pay grades and bands.



BADGING AND EQUIPMENT

One of the first actions you will need to take is to acquire a Common Access Card (CAC), a "smart" card about the size of a credit card, that is the standard identification for active duty uniformed Service personnel, Selected Reserve, DoD Civilian employees, and eligible contractor personnel. The CAC is the principle card used to enable physical access to buildings and controlled spaces, and it provides access to DoD computer networks and systems. The sooner you are able to get your CAC, the sooner you will be able to gain unescorted access to your worksite and to your computer, work email, and computer networks.

Your CAC is a government controlled ID that must be safeguarded at all times. Once you have your CAC, you will need to handle it with care because you will be using it often.

OBTAINING YOUR CAC

For Army civilians your appointment paperwork (Notification of Personnel Action (NPA), also referred to as "SF50") is finalized and posted (generally by your second or third day on the job), you must visit a Real-Time Automated Personnel Identification System (RAPIDS) site for issuance of your CAC. Although some offices may have walk-in time available, you can make an appointment in advance to avoid long wait times. Please select an appointment date/time 2 to 4 days after your scheduled in-processing through the CPAC, or as soon after that as is feasible at:



[https://rapids-appointments.dmdc.osd.mil/\(S\(05n5pqao5euc01oadj3isk3\)\)/appointment/default.aspx](https://rapids-appointments.dmdc.osd.mil/(S(05n5pqao5euc01oadj3isk3))/appointment/default.aspx)

When you go to the RAPIDS site, you must bring the following items:

1. **Two forms of ID in original form.** Both IDs must be among those listed on the I-9 Form. One of the IDs must bear a photo and be unexpired (for example, a passport or driver's license). See link for entire list: http://www.cac.mil/Portals/53/Documents/List_of_Acceptable_Documents.pdf
2. **You will be required to select a six (6) to eight (8) digit number to use as a Personal Identification Number (PIN).** Your PIN should not use a number derived from something easily known about you, such as part of your Social Security Number (SSN), birthday, anniversary date, telephone number, or address.

REPLACING YOUR CAC

If you lose your card, you shall be required to present documentation from the local security office or CAC sponsor confirming that the CAC has been reported lost or stolen. This documentation must be scanned and stored in the Defense Enrollment Eligibility Reporting System (DEERS). You will need to go to the RAPIDS site to get another CAC card.

CHANGING YOUR CAC PIN

If you forget your PIN, go to the nearest issuance site, where you will be given the opportunity to prove that you are the owner of the CAC by matching your fingerprint against the fingerprint that was stored on DEERS when you were issued the card. If your fingerprint matches successfully, you can select a new PIN. Currently, there is no capability to reset your PIN remotely.

RENEWING YOUR CAC

If your CAC expires and you are eligible for a new CAC, you should make an appointment and go to the nearest RAPIDS site and obtain your new CAC. For your convenience, CACs can be brought in for renewal up to 30 days in advance of the expiration date. Contractors will need to work through their COR/MPAS to be re-sponsored every contract period.

RETURNING YOUR CAC

All ID cards are property of the U.S. Government and shall be returned upon separation, resignation, firing, termination of contract or affiliation with the DoD, or upon any other event in which the individual no longer requires the use of an ID card.

To prevent any unauthorized use, ID cards that are expired, invalidated, stolen, lost, or otherwise suspected of potential or actual unauthorized use shall be revoked in DEERS, and the Public Key Infrastructure (PKI) certificates on the CACs will be immediately revoked.

DISPLAYING YOUR CAC

ALL Soldiers, civilians and contractors are required to display either a building badge, if provided, or CAC in plain view from the shoulder to the waist while in AMLC headquarters building at Fort Detrick.



SPECIAL ISSUANCE PASSPORT

Per DoD policy, Regular (blue) tourist passports are NOT to be used in lieu of Special Issuance Passport (SIP) for Official Travel, unless the DoD FCG country entry specifies otherwise. Army Civilians must obtain a Special Issuance Passport: <https://home.army.mil/detrick/about/Garrison/logistics-readiness-cen#qt0:2>



FORT DETRICK BUILDING ACCESS

All employees must complete the Fort Detrick Army Garrison (FDAG) forms FD190-13-2 and FD190-13-3 to obtain (or renew) installation and building access, and submit the electronically completed forms to the AMLC G-2 Physical Security office for approval. These forms are provided during the in-processing by the new hires sponsor. Once approved, the forms will be returned to the employee who will then print the forms off and take to FDAG Bldg. 9000 (Visitor Control Center) and present for processing. The CAC is used for both installation and building access, while the building badge is primarily issued to identify the bearer as a Building 693 employee. Building badges expire the same month and year as the CAC expires.

NON-DISCLOSURE AGREEMENT

Every AMLC employee (military/civilian/contractor) is required to sign a Non-Disclosure Agreement (NDA), form SF 312, during in-processing. The completion of this form is required before access to any government IT system is authorized. This form is provided by AMLC G-2 to the new hires sponsor during in-processing for completion by the new hire upon receipt of the CAC. This form requires a digital signature from the employee.

GOVERNMENT FURNISHED EQUIPMENT

AMLC employees must maintain and protect government-owned property and update hand receipts and property passes as required.

While using a Government computer, keep the following items in mind:

- Computer systems may be monitored for all lawful purposes, to ensure that their use is authorized, optimize management of the system, facilitate protection against unauthorized access, and to verify security procedures, survivability, and OPSEC. Unauthorized use of a DoD computer may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal, or other adverse action.

- You are not authorized the use of communication systems which adversely reflect on the Army. Examples include sexually explicit email or accessing sexually explicit websites, pornographic images, or virtual computer-generated or otherwise pornographic images; chain email messages; unofficial advertising, soliciting, or selling via email; or subversive and other uses that are incompatible with public service. You can't use the communication system for unlawful activities, commercial purposes, or in support of for-profit activities, personal financial gain, personal use inconsistent with DoD policy, personal use that promotes a particular religion or faith, or uses that violate other Army policies or laws. This may include, but is not limited to, violation of intellectual property and copyright laws, gambling, support of terrorist or subversive activities, and sexual or other forms of harassment. You are not authorized to send political transmissions, including transmissions that advocate the election of particular candidates for public office. You may not open, send, or forward items known or suspected of being malicious (such as spam, phishing, viruses, and Trojan horses).
- You have the responsibility to safeguard the information contained on the classified and/or unclassified network from unauthorized or inadvertent modification, disclosure, destruction, denial of service, and use. Annual Information Assurance (IA) awareness training is now required of all users of DoD information systems.

GOVERNMENT TELEPHONE USE

The use of a Government telephone system is limited to official business and other authorized uses. Authorized use of communication systems includes brief communication made by DoD employees while they are traveling on Government business to notify Family members of transportation or schedule changes. Authorized use also includes personal communications from the DoD employee's workplace that are made while at the workplace (such as checking in with spouse or minor children; or scheduling doctor, auto, or home repair appointments). Unauthorized use of a Government telephone may subject you to administrative, criminal, or other adverse action.

GOVERNMENT TRAVEL CHARGE CARD

Some personnel will be issued a Government Travel Charge Card. If issued one, you will receive specific training on its use.





PERFORMANCE MANAGEMENT

INDIVIDUAL DEVELOPMENT PLANS (IDP)

Civilian workforce development is essential to ensuring the Army has the capabilities necessary to meet its current and future requirements. Workforce development is the result of careful and deliberate planning to ensure that employees' training, experiential learning opportunities and other development efforts are aligned with organizational mission, goals and objectives, and addresses opportunities for both enhancing current job performance and enabling future career aspirations. This development process uses IDPs to document and track training achievement.

DOD PERFORMANCE MANAGEMENT AND APPRAISAL PROGRAM

DPMAP supports a performance-based culture with emphasis on employee engagement and the role of supervisors. An important component of this system is on-going continuous feedback and two-way communication between supervisors and employees.

More information about DPMAP is available at: <https://www.dcpas.osd.mil/policy/performance/dodperformancemanagementappraisal>



PERSONNEL MATTERS

PAYROLL INFORMATION

Payday is every other Thursday. You will be paid every other week based on hours worked during the preceding pay period, resulting in 26 pay periods per year. As a condition of employment, you are required to enroll and participate in Direct Deposit/Electronic Funds. Any discrepancies in pay, deductions, or leave should be reported to your organization's timekeeper. A pay period is two weeks from Sunday through Saturday. An employee is paid the first full pay period after start date.

Law requires certain deductions from your salary. These include Federal and state income taxes, Social Security/Medicare and/or retirement deductions. Optional deductions, for employees who qualify and elect, include Federal Employees Health Benefits (FEHB) premiums, Federal Employees Group Life Insurance (FEGLI) premiums, Thrift Savings Plan contributions, Union dues, U.S. Savings Bonds, and allotments to a Credit union or other savings institution.

The Defense Finance and Accounting Service (DFAS) strongly encourages use of the "myPay" website (<https://mypay.dfas.mil/mypay.aspx>) to print your Leave and Earnings Statements (LES). Your LES provides detailed information concerning your pay, deductions and leave. In addition, you can use the myPay website to change the address where your LES is mailed; make state tax changes; start, stop, or change allotments; and download and print your W-2 forms.

To access myPay, you will request a Personal Identification Number (PIN) by following the instructions on the myPay web

site. If you encounter problems, you can obtain assistance online or you can call customer support at 1-800-390-2348, Monday through Friday, between 7 a.m. and 7:30 p.m. (Eastern Time).

To access Defense Finance and Accounting online, go to: <http://www.dfas.mil/>. If you are unable to find what you are looking for on the website, you may contact DFAS by phone at 1-888-DFAS411. This number accesses Call Centers for inquiries about Military Retired and Annuitant Pay, Military Pay, Travel Pay computed by DFAS, Military Debt, myPay, Garnishment and additional options.

VERIFICATION OF EMPLOYMENT

Often, presenting a lender with an official LES is sufficient to verify your employment and salary information.

If so, you can access your LES from myPay at: <https://mypay.dfas.mil/mypay.aspx>.

If a more formal employment verification is required, such as when you apply for an apartment lease, car loans, mortgage, and other major loan, you can utilize the self-service employment verification tool which is available at MyBiz (CAC-enabled) at <https://compo.dcpds.cpmis.osd.mil>.

It will allow any organization (your bank, loan or credit



institution, a background checking company, or even a prospective employer) that you authorize to verify your employment status.

SALARY INCREASES

For GS and FWS Civilians, rate of pay is determined by your pay grade and step. The GS salary system is divided into 15 grades, each of which has 10 steps. The FWS—sometimes called the Wage-Grade (WG) or prevailing rate system, has 5 steps in each grade. When first appointed in the Federal Service, your pay is normally set at the first step of the grade. You will be advanced to the next higher step when you meet requirements for length of service and satisfactory performance as follows. If your performance ever drops below a fully successful level, you are not eligible for advancements to the next step.

A GS employee must wait:

- 52 weeks for each increase from step 1-4
- 104 weeks for each increase from step 4-7
- 156 weeks for each increase from step 7-10

A copy of the most current GS pay tables can be found at <http://www.opm.gov/oca/10tables/index.asp>.

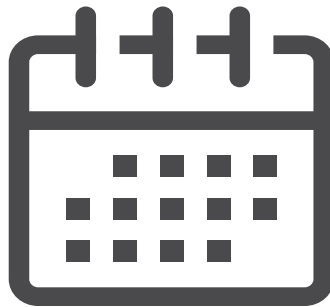
NOTIFICATION OF PERSONNEL ACTION

Throughout your Federal Career, you will receive NPAs, also referred to as “SF50s.” The NPA documents your career’s history and begins with your appointment and records promotions, salary, duty locations, and much more. To view and/or print your NPA, log in to MyBiz+ via DCPDS PORTAL.



WORK SCHEDULE

Supervisors have the responsibility for establishing work schedules consistent with mission and workload requirements. Changes to individual workdays and shifts may be made by the supervisor to meet mission workload and other operational requirements.



Alternative Work Schedules (AWS): A flexible schedule splits the workday into two types of time: core time and flexible time. During core time all employees must be at work. Additional periods of flexible time are established during which employees have the option of selecting and varying their starting and quitting time within limits set by management for the organization or installation. Employees interested in working an alternative work schedule (AWS) may request consideration through their supervisors. Employees must have supervisory approval prior to working an AWS. The following are the two categories of AWS:

- **Compressed Work Schedules (CWS)** are fixed work schedules, but they enable full-time employees to complete the basic 80-hour biweekly work requirement in less than 10 workdays.
- **Flexible Work Schedules (FWS)** consist of workdays with both core hours and flexible hours. Core hours are the designated period of the day when all employees must be at work. Flexible hours are the part of the workday when employees (within limits or “bands”) choose their time of arrival and departure. Within limits set by their agencies, FWS can enable employees to select and alter their work schedules to better fit personal needs and help balance work, personal, and family

responsibilities. For additional information, use the following link: <http://www.opm.gov/oca/aws/index.asp>.

TELEWORK

The Department of Defense shall determine the eligibility of all employees to participate in telework. Eligible employees shall be permitted to telework to the maximum extent possible without diminished individual or organization performance. All employees shall be notified of their eligibility to telework.

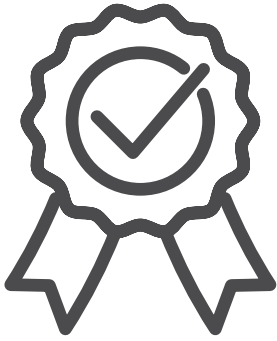
Telework is a work arrangement that allows an employee to perform work, during any part of regular, paid hours, at an approved alternative worksite (e.g., home, telework center). By definition, telework does not include any part of work done while on official travel or mobile work. Telework is also distinct from what is generally referred to as remote work.

Telework is an effective strategy for mission accomplishment, ensuring Continuity of Operations Plan (COOP) in a crisis and recruiting and retaining valued talent. Telework also benefits the environment by reducing traffic congestion and decreasing energy consumption and pollution.

G1 Human Resources (HR) is responsible for the command's Telework Program implementation. If you are eligible for telework, please first read the CECOM Telework Policy at: https://armyeitaas.sharepoint-mil.us/sites/CECOM-G1/G1_HumanCapitalDivLibrary/Telework/CECOM_Telework_Policy_2023.pdf



LEAVE AND ABSENCE



There are many leave options available to employees. These are commonly known as annual leave and sick leave. Employees have the right to take leave; however, management must approve leave and does so at their own discretion, considering mission workload and other variables. The most typical types of leave employees use are described below:

ANNUAL LEAVE

Annual leave is paid leave used for personal reasons, such as vacations and taking care of personal business; it may be used in lieu of sick leave. The accrual rate will depend on your type of appointment and years of Federal Service, both Civilian and creditable Military Service.

New full-time employees earn 13 days (4 hours per pay period) per leave year; those with 3 years, but less than 15 years, earn 20 days (6 hours per pay period, plus 4 additional hours on the last pay period); and those with 15 years or more of Federal Service earn 26 days a year (8 hours per pay period).

You may accumulate and carry forward a balance of 30 days (240 hours) of annual leave per leave year, unless you are stationed overseas, then you may accumulate 45 days (360 hours). After returning from overseas, you may retain the extra 15 days until the balance is reduced by leave usage.

Except for emergencies, your immediate supervisor or a designee must authorize annual leave, in advance before it is taken. Should you need annual leave because of an emergency, make every attempt to notify your supervisor prior to the beginning of the work shift or as soon as possible thereafter.

SICK LEAVE

If you are a full-time employee, you will earn 13 days of sick leave a year or 4 hours per pay period. If you are a part-time employee, you will earn 1 hour for every 20 hours you are in a pay status. You may use sick leave in ¼-hour increments and with no restriction on the number of hours of sick leave you may accumulate. If you separate from Federal Service prior to retirement, you will not receive a lump sum payment for unused sick leave. If you later return to work in the Federal Service, you may request a re-credit of unused sick leave to your leave account. Retirees under the Civil Service Retirement System (CSRS) and Federal Employees

Retirement System (FERS) are entitled to time credit in the calculation of retirement annuity for all unused sick leave to their credit at the time of retirement.

Sick leave is a qualified right and you may use it for the following reasons (based on supervisory approval):

- Medical, dental, or optical examinations for you or Family member(s).
- Physical or mental illness, injury, pregnancy, or childbirth that prevents you from working.
- Providing care for Family member(s) due to physical or mental illness, injury, pregnancy, or childbirth.
- Making funeral arrangements for or attending a Family member's funeral as defined in 5 CFR 630.201.
- Your presence at work exposes others to a communicable disease.
- Child adoption.

It may not always be possible for you to obtain sick leave in advance unless you also know in advance about medical, dental, or optical examinations; treatment; operations; periods of convalescence; lengthy illness; or something similar. However, once you learn of your need for sick leave, you must contact your immediate supervisor or designee, as early in the day as possible, after the beginning of the official workday to obtain authorization to use sick leave. It is always your responsibility to obtain leave approval in this situation and that means talking to your supervisor or designee to obtain the authorization.

If you are absent for sick leave-related reasons for 3 or more days, you may be required to provide acceptable medical certification of the illness within 15 calendar days of the absence. In addition, if a supervisor feels that you are abusing sick leave, the supervisor can request in writing that you bring in acceptable medical certification of the illness no matter how brief your absence.

ADVANCED SICK LEAVE (ASL)

You may request ASL if you have a serious illness or disability, if you are taking care of a Family member due to an ailment, or if you are adopting a child. You may request up to a maximum of 240 hours at any given time. The request must be in writing stating the purpose of the leave. Submit the appropriate medical documentation (diagnosis, prognosis, and length of incapacitation) and memo to your supervisor for approval/disapproval. If you are a part-time employee, or an employee on an uncommon tour of duty, you are also eligible to request advanced sick leave; however, the advance will be prorated according to the number of hours regularly scheduled in your workweek. If you leave Federal Service prior to paying the

ASL back, you will incur a federal debt unless you file for a disability retirement and the OPM approves it.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

FMLA entitles most employees to 12 administrative workweeks of Leave without Pay in any 12-month period, for the following purposes:

- The birth of a child and care of the newborn;
- The placement of a child with you for adoption or foster care;
- The care of your spouse, child, or parent with a serious health condition;
- Your own serious health condition if you are unable to perform the duties of your position; or
- Any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee is on a covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces.

To be eligible for FMLA leave, you must have completed at least 1 year of Civilian Service with the Government. You must fill out Form WH-380E, Form WH-380F, or Form WH-384 and provide medical certification to your supervisor for approval prior to taking FMLA leave.

Exclusions: The FMLA does exclude some employees. For example, if you are serving under intermittent appointment or temporary appointment with a time limitation of 1 year or less, or have less than 12 months of Federal Service, you are not covered under the FMLA. If you are uncertain whether you are eligible for FMLA, please contact your local CPAC for more information.

VOLUNTARY LEAVE TRANSFER PROGRAM (VLTP)

If you are affected by a medical emergency and facing at least 24 hours without available paid leave (i.e., insufficient sick or annual leave to cover the time), you may apply to participate in the VLTP and become a voluntary leave recipient by submitting a written request through your supervisory channels. You must submit an OPM Form 630, obtain supervisor approval, and provide medical certification for the illness. Contact your local CPAC VLTP representative for assistance and additional information. This program allows any DoD Federal employees to donate their annual leave to you.

HOLIDAYS

You are entitled to 11 holidays each year in addition to annual and sick leave. For the current calendar of Federal holidays, please visit: http://www.opm.gov/Operating_Status_Schedules/fedhol/.

FORT DETRICK INCLEMENT WEATHER

Early Release – When the decision is made to release employees not designated as essential, a “not earlier than” release time will be set. Typically, employees will be released

on a staggered basis within their organizations based on how far they live from Fort Detrick to reduce traffic congestions and hazards. Early release is authorized only for employees who are on duty with no charge to leave.

Delayed Opening – Delayed reporting authorizes nonessential employees additional time to safely report to work. Delayed openings will be announced to allow for staggered arrival/reporting based on the employee’s normal reporting time. Delayed reporting applies to military and civilian personnel and leave will not be charged.

Unscheduled Leave/Telework – Unscheduled leave/telework means employees may use annual leave or leave without pay or telework options without obtaining advance approval or providing detailed justification. Employees who cannot make it to work because of inclement weather should call their supervisor and request unscheduled leave or unscheduled telework.

Post Closed – Only essential personnel need to report as scheduled or directed by their supervisor. Nonessential employees scheduled to work on those days will be excused without charge to leave or loss of pay. Employees on previously authorized leave will not be charged for leave on those days.

LUNCH PERIODS

A lunch or other meal period is an unpaid approved period in a non-pay and nonwork status that interrupts a basic workday for permitting employees to eat or engage in permitted personal activities; generally, it is ½ to 1 hour in duration, depending on the organization. Working through your lunch period to shorten your workday is generally not permitted.

For additional information, see the OPM information on lunch or other meal periods here: <https://www.opm.gov/policy-data-oversight/pay-leave/workschedules/fact-sheets/lunch-or-other-meal-periods/>

TARDINESS

It is important that you communicate late arrival or other leave concerns with your supervisor. Repeated failure to follow leave procedures may lead to counseling and possible disciplinary action. You may be charged with failure to follow leave procedures and/or Absent without Leave (AWOL) for serious or repeated infractions. Adjusting work schedules, if feasible, can often eliminate excessive tardiness.

FAILURE TO REPORT TO WORK

Failure to report to work as scheduled may terminate a temporary employee’s appointment immediately upon written notification. If your appointment is not time limited and you fail to report to work, your timecard may reflect AWOL status. Failure to report for work (AWOL) and/or failure to follow proper leave procedures may result in formal disciplinary action up to and including removal.



EMPLOYEE RESOURCES

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Fort Detrick Employee Assistance Program (EAP) is one of the components of the Army Substance Abuse Program. However, the EAP assists employees, family members and family members of active duty military to resolve all types of “problems in living.” The issues addressed need not be substance abuse or workplace related. Stress, anxiety, conflict, relationship, parent-child, financial, and all types of personal and workplace issues can be addressed. Information and communication between an employee and the EAP is strictly confidential under federal law and Army Regulation 600-85. An employee or family member does not have to be referred to the EAP. Just call for a confidential appointment.

EAP Coordinator 301-619-4657

EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAM (Civilians)

The Equal Employment Opportunity Office assists the commands of the U.S. Army Medical Research and Materiel Command, U.S. Army Garrison, Fort Detrick organizations, and the Raven Rock Mountain Complex in their commitment to equal employment opportunity through implementation of strong equal employment opportunity and affirmative employment programs without regard to race, religion, color, sex, national origin, age, or physical or mental disability.

The office is responsible for processing discrimination complaints, managing the Special Emphasis Programs, which includes the Federal Women's Program, the Black Employment Program, Asian American/Pacific Islander Employment Program, American Indian/Alaska Native Employment Program, Hispanic Employment Program, and the Individuals with Disabilities Program. It provides Prevention of Sexual Harassment, Equal Employment Opportunity, Complaints Processing, No Fear Act, Special Emphasis Program Manager and Reasonable Accommodation Training, and Non-EEO (workplace) Mediation.

1520 Freedman Dr., Fort Detrick, MD
Primary: 301-619-4147

MILITARY EQUAL OPPORTUNITY (MEO) PROGRAM

The Military Equal Opportunity office ensures equal opportunity and fair treatment for military personnel and family members. MEO serves as liaison between the military community and the commander to promote positive training that enhances unit cohesion, communicates matters with MEO significance to unit appointed personnel, and corrects discriminatory

practices to resolve complaints.

The Fort Detrick 24/7 MEO and Harassment Hotline number is 240-675-611

SEXUAL HARASSMENT/ASSAULT RESPONSE AND PREVENTION (SHARP)

The Army's Sexual Harassment/Assault Response and Prevention (SHARP) Program is the Army's integrated, proactive effort to end sexual harassment and sexual assault within our ranks. Sexual harassment and sexual assault have no place in the Army. If you have been the victim of sexual harassment or sexual assault, you have a voice, you have rights, and we're here to help.

Phone: 301-619-7387 / 2976 24hr hotline 240-674-2802
Location: 243 Porter St., Room 105, Fort Detrick, MD
Hours of Operation: 8 a.m. - 5 p.m. Monday-Friday
DoD SAFE HELPLINE: 1-877-995-5247

www.safehelpline.org

www.preventsexualassault.army.mil





BENEFITS

As a Federal employee, you may be able to enroll in health, dental, vision and life insurance, flexible spending accounts and apply for long term care insurance.

HEALTH INSURANCE

As a Federal employee, you are eligible to elect health insurance through the Federal Employees Health Benefits (FEHB) Program. Your agency applies these rules and determines your eligibility. There are a wide choice of health insurance plans available for single employees, those with Families or those interested in high deductible options.



If you do not enroll during the 60-day period after your start date, you can enroll during the annual Federal Benefits Open Season (mid-November through mid-December) or upon experiencing an FEHB-specific Qualifying Life Event (QLE). An Open Season enrollment is effective the first day of the first full pay period that begins in January of the following year. An enrollment based on a QLE is generally effective the first day of the first pay period that begins after your enrollment request is received.

OPM offers a variety of ways for you to find health plans, and the information you need about them:

<https://www.opm.gov/healthcare-insurance/healthcare/plan-information/compare-plans/>

<https://www.opm.gov/healthcare-insurance/healthcare/plan-information/plans/>

HEALTHCARE PLANS

Detailed charts provide information on biweekly and monthly premiums, including the total premiums, a breakout of both the employee and Government premium split and the change in the enrollee's premium portion compared to the previous year. All FEHB plans offer Self Only, Self Plus One, and Self and Family enrollment types. <https://www.opm.gov/healthcare-insurance/healthcare/plan-information/premiums/>

DENTAL & VISION INSURANCE

Dental and vision benefits are available to eligible Federal and Postal employees, retirees and their eligible Family members on an enrollee-pay-all basis through the program called the Federal Employees Dental and Vision Insurance Program (FEDVIP). This program allows dental insurance and vision insurance to be purchased on a group basis which

means competitive premiums and no pre-existing condition limitations.

Premiums for enrolled Federal employees are withheld from salary on a pre-tax basis, thereby reducing your annual taxable income. Enrollment takes place during the annual Federal Benefits Open Season in November and December. New and newly eligible employees can enroll within the 60 days after they become eligible. <https://www.benefeds.com/>

FLEXIBLE SPENDING ACCOUNTS (FSA)

Information about the FSAFEDS, including FSAs for employees who work for an executive branch agency or an agency that has adopted the Federal Flexible Benefits Plan.

FSAFEDS allows you to save money for health care expenses with a Health Care or Limited Expense Health Care FSA. Think of it as a savings account that helps you pay for items that typically aren't covered by your FEHB Plan, the Federal Employees Dental and Vision Insurance Program, or other health insurance coverage.

FSAFEDS also offers an account for Families with young children or elder care expenses – the Dependent Care FSA. This account allows you to set aside money to pay for your daycare expenses. <https://www.fsafeds.com/>
<https://www.opm.gov/healthcare-insurance/flexible-spending-accounts/reference-materials/>

FEDERAL LONG TERM CARE INSURANCE PROGRAM (FLTCIP)

FLTCIP provides long term care insurance to help pay for costs of care when enrollees need help with activities they perform every day, or have a severe cognitive impairment, such as Alzheimer's disease. Most employees must be eligible for the FEHB Program in order to apply for coverage under the FLTCIP. <https://www.ltcfeds.com/>

FEDERAL EMPLOYEES' GROUP LIFE INSURANCE PROGRAM (FEGLI)

FEGLI provides group term life insurance. As such, it does not build up any cash value or paid-up value. It consists of basic life insurance coverage and three additional options. In most cases, if you are a new Federal employee, you are automatically covered by basic life insurance and your payroll office deducts premiums from your paycheck unless you waive the coverage. In addition to the basic, there are three forms of optional insurance you can elect. You must have basic insurance in order to elect any of the options. Unlike basic, enrollment in optional insurance is not automatic -- you

must take action to elect the options. <https://www.opm.gov/>

The FEGLI Calculator allows you to determine the face value of various combinations of FEGLI coverage; calculate premiums for the various combinations of coverage; see how choosing different options can change the amount of life insurance and the premium withholdings; and see how the life insurance carried into retirement will change over time. <https://www.opm.gov/retirement-services/calculators/fegli-calculator/>

RETIREMENT

As a new Federal employee, you are a part of the Federal Employees Retirement System (FERS). FERS is a retirement plan that provides benefits from three different sources: a Basic Benefit Plan, Social Security and the Thrift Savings Plan (TSP). Two of the three parts of FERS (Social Security and the TSP) can go with you to your next job if you leave the Federal Government before retirement. The Basic Benefit and Social Security parts of FERS require you to pay your share each pay period. Your agency withholds the cost of the Basic Benefit and Social Security from your pay as payroll deductions. Your agency pays its part too. Then, after you retire, you receive annuity payments each month for the rest of your life.

The TSP part of FERS is an account that your agency automatically sets up for you. Each pay period your agency

deposits into your account amount equal to 1% of the basic pay you earn for the pay period. You can also make your own contributions to your TSP account and your agency will also make a matching contribution. These contributions are tax-deferred. The Thrift Savings Plan is administered by the Federal Retirement Thrift Investment Board.

<https://www.tsp.gov/>

CIVILIAN FITNESS AND HEALTH PROMOTION PROGRAM (CFHPP)

The AMLC Civilian Fitness and Health Promotion Program is based on the Department of the Army program with the goal to enhance the health, fitness, and quality of life for AMLC Army Civilians while increasing organizational wellness and mission productivity.



Supervisors and employees must complete the CFHPP participant agreement that will outline the request and approval between the employee and supervisor. This is a voluntary program allows civilians to use up to three hours of admin leave per week to participate in physical fitness and health promotion activities, subject to the total annual admin leave cap of 80 hours per year.



TRAVEL

INTERNATIONAL TRAVEL (BUSINESS AND PERSONAL)

AMLC employees are required to complete all training and related requirements, and complete the foreign travel checklist for all official/business-related travel. This process includes a pre-travel briefing prior to travel and the completion of a post-travel debriefing upon return.



Employees with security clearances are required at the minimum to report non-business/personal foreign travel but all employees, regardless of security clearance status are encouraged to utilize the same process and receive pre-travel briefings and post-travel debriefs regardless of the nature of the travel.

The foreign travel checklist, and other related information and forms, are available and processed through the AMLC G-2.

GOVERNMENT BUSINESS TRAVEL

Depending upon the nature of your job, you may need to travel to other geographic locations and facilities within and/or outside the continental United States. Your organization will pay your expenses, but you will need to get pre-approval from your supervisor prior to planning and making any trip. The Army uses an automated tool, The Defense Travel System (DTS), to process all transactions related to planning your trip.

DTS is a fully integrated, electronic, end-to-end travel management system automating temporary duty (TDY) travel for the Department of Defense (DoD). It allows travelers to create travel authorizations, book reservations, receive approval, generate vouchers for reimbursement and direct payments to bank accounts and the Government Travel Charge Card (GTCC) vendor, via a single web portal. DTS is available 24 hours a day, 7 days a week.

Your supervisor will be your primary focal point for any business travel/TDY. But the AMLC G-8, Resource Management, also has central DTS focal points known as Defense Travel

Administrators (DTA), who can answer questions, and provide broad DTS guidance and operations.

The DoD maintains a number of websites that provide DTS operational guidance. The first, <https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view/> is DoD's primary knowledge repository regarding all aspects of DTS to include operations, policies and governing regulations.

Additionally, the Defense Travel Management Office maintains an e-learning and downloadable guides training portal. The guides cover the following topics:

1. **Getting Started:**
https://www.defensetravel.dod.mil/Docs/DTS_Guide_1_Overview.pdf
2. **TDY Authorizations:**
https://www.defensetravel.dod.mil/Docs/DTS_Guide_2_Authorization.pdf
3. **Vouchers:**
https://www.defensetravel.dod.mil/Docs/DTS_Guide_3_Voucher.pdf
4. **Local Vouchers:**
https://www.defensetravel.dod.mil/Docs/DTS_Guide_4_Local_Voucher.pdf



MILITARY CUSTOMS AND COURTESIES

Military customs and courtesies define the profession of arms. Every branch of the armed services has a variety of characteristic customs established long ago and still in use today. Army customs and courtesies lend color, distinction, and ceremony to your daily life as a Soldier, Civilian or Contractor working in support of an Army organization.

The disciplined exercise of military customs and courtesies in an organization is a clear indicator of the morale and leadership of that organization. It also indicates an organization's ability to function under stress as a team of professionals bound by a warrior ethos and mutual respect.



When you display military customs and courtesies in various situations, you demonstrate to yourself and others your commitment to duty, honor, and country.

WHAT ARE CUSTOMS AND COURTESIES?

A custom is a social convention stemming from tradition and enforced as an unwritten law. A courtesy is a respectful behavior often linked to a custom. Customs include such things as responding to a senior officer's presence, recognizing the officer's rank or position of honor, correctly using military titles, and honoring national and Army symbols and music.

A courtesy is such behavior extended to a person or thing that honors them in some way. Courtesies are the outward signs of your respect for your nation, your flag, your comrades, and our country's fallen heroes. They engender mutual respect, good manners, politeness, and discipline.

Here are some customs and courtesies you should observe

at AMLC:

Standing up -- Show respect for people by standing when they enter a room or conversation. In some cases, briefers may choose to stand when they brief senior leaders. Observe if others are standing to brief. If you are uncertain, ask prior to the meeting if briefers will stand or brief from their seat.

Seating Arrangements -- Abide by seating charts, when available. Senior ranking members will be placed at head of tables. Typically, briefers will sit closer to head tables.

Ranks and Titles – In formal settings, such as meetings, always use ranks for military members. For civilians, consider using preferred titles and last names (example: Mr. Smith) in formal settings.

Alibis – A call for an “alibi” is typically made at the end of a meeting or brief. It is an opportunity for people in the room to share any pertinent details they neglected to share earlier in the brief. Before offering an “alibi,” always consider whether this information is crucial to the group or whether it should be shared later offline. Alibis are NOT an opportunity to steal the last word.

Closing Salutation – At AMLC, formal meetings with senior leaders end with a verbal closing salutation. The staff will stand, military will salute uncovered, and say: Medical Readiness. The senior leader will respond with: MEDLOG Ready!













MILITARY RANK AND INSIGNIA








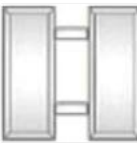







In understanding the Army, it is helpful to recognize Military rank structure. The chart below will help you learn the Military insignia and rank structure for Enlisted, Warrant Officers, and Officers. In addition, the U.S. Army standard abbreviation for each rank is listed.

MILITARY ALPHABET

A phonetic alphabet is a list of words used to identify letters in a message transmitted by radio or telephone. Spoken words from an approved list are substituted for letters. When speaking, sometimes it becomes necessary to use the phonetic alphabet for spelling words or acronyms to prevent confusion between similar sounding letters, such as “m” or “n.”

A	B	C	D	E	F	G	H	I
Alpha	Bravo	Charlie	Delta	Echo	Foxtrot	Golf	Hotel	India
J	K	L	M	N	O	P	Q	R
Juliet	Kilo	Lima	Mike	November	Oscar	Papa	Quebec	Romeo
S	T	U	V	W	X	Y	Z	
Sierra	Tango	Uniform	Victor	Whiskey	X-Ray	Yankee	Zulu	

ENLISTED RANK				
E-1	E-2	E-3	E-4	E-4
No Insignia				
Private PVT	Private PV2	Private First Class PFC	Specialist SPC	Corporal CPL
E-5	E-6	E-7	E-8	E-8
				
Sergeant SGT	Staff Sergeant SSG	Sergeant First Class SFC	Master Sergeant MSG	First Sergeant 1SG
E-9	E-9	E-9		
				
Sergeant Major SGM	Command Sergeant Major CSM	Sergeant Major of the Army SMA		

OFFICER RANK				
W-1	W-2	W-3	W-4	W-5
				
Warrant Officer 1 WO1	Chief Warrant Officer 2 CW2	Chief Warrant Officer 3 CW3	Chief Warrant Officer 4 CW4	Chief Warrant Officer 5 CW5
OFFICERS				
O-1	O-2	O-3	O-4	O-5
 Gold	 Silver		 Gold	 Silver
Second Lieutenant 2LT	First Lieutenant 1LT	Captain CPT	Major MAJ	Lieutenant Colonel LTC
O-6	O-7	O-8	O-9	O-10
				
Colonel COL	Brigadier General BG	Major General MG	Lieutenant General LTG	General GEN

AMLC APPAREL STORE

ORDER YOUR AMLC T-SHIRTS, POLO SHIRTS AND HOODIES AT:
<https://armymedicallogisticscommand.itemorder.com>

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HELPFUL LINKS

Army Benefits Center – Civilian

<https://www.abc.army.mil>

Army Benefits Center New Employee Benefits Tool Kit

<https://www.abc.army.mil/NewEmployee/NewEmployeeToolKit.htm>

Army Career Tracker

<https://actnow.army.mil/>

Army Civilian Human Resources site on milSuite (requires CAC)

<https://www.milsuite.mil/book/community/spaces/civ-hr/overview>

Army Civilian Training, Education and Development System (ACTEDS) Catalog (available on Army Career Tracker)

<https://actnow.army.mil/>

Army Civilian Workforce Transformation (CWT)

<http://www.asamra.army.mil/cwt/>

Army Doctrine Reference Publication 1, The Army Profession

<http://cape.army.mil/adrp-1/>

Army Homepage

www.army.mil

Army Knowledge Online (AKO)

<https://www.us.army.mil>

Army Regulation 350-1, Army Training and Leader Development

<http://data.cape.army.mil/web/characterdevelopment-project/repository/ar350-1-2017.pdf>

Army Publications Directorate Repository

<http://armypubs.army.mil/>

Center for Army Profession and Ethic (CAPE)

<http://cape.army.mil/>

Code of Federal Regulations (Law) Constitution and Citizenship Day History

<http://www.ecfr.gov/cgiabin/ECFR?page=browse>

<https://www.constitutionfacts.com/usconstitution-day/history-of-constitution-day/>

Defense Finance and Accounting Service (DFAS)

<http://www.dfas.mil/>

Defense Travel System (DTS)

<http://www.defensetravel.osd.mil/dts/site/index.jsp>

Department of Veterans Affairs

www.va.gov

Employee Benefits Information System (EBIS)

<https://www.ebis.army.mil/>

Federal Employee Compensation Act

<https://www.dol.gov/owcp/dfec/regs/statutes/feca.htm>

Federal Employee's Retirement System (FERS)

<https://www.opm.gov/retirementservices/fers-information/>

Federal Employee's Group Life Insurance (FEGLI)

www.opm.gov/insure/life

Flexible Spending Accounts

<https://www.fsafeds.com/>

AMLC New Employee Handbook 2024

GoArmyEd

<https://www.goarmyed.com/>

How The Army Runs

<http://www.dtic.mil/dtic/tr/fulltext/u2/1001713.pdf>

Information Assurance Training

https://iatraining.disa.mil/eta/disa_cac2018/launchPage.htm

Joint Travel Regulations

<http://www.defensetravel.dod.mil/site/travelreg.cfm>

Long Term Care Insurance General Guide

<http://www.ltc.com>

Long Term Care Insurance – Federal Employee Guide

<http://www.opm.gov/insure/ltc/>

Medicare Information

<http://www.opm.gov/insure/health/medicare/index.asp>

Military Installation Locator

<http://www.militaryinstallations.dod.mil/MOS/f?p=MI:ENTRY:0>

myPay

<https://mypay.dfas.mil/mypay.aspx>

Office of Personnel Management

<https://www.opm.gov/>

Office of Workers Compensation Programs (OWCP)

<https://www.dol.gov/owcp/>

Retirement Information for Federal Employees

<http://opm.gov/retire/>

Supervisors Development Course

<https://usacac.army.mil/organizations/cace/amsc/supervisorDevelopment>

The Assistant Secretary of the Army – Development, Manpower & Reserve Affairs

<http://www.asamra.army.mil/>

Thrift Savings Plan (TSP)

<https://www.tsp.gov/index.html>

U.S. Army Acquisition Support Center (Acquisition Workforce)

<http://asc.army.mil/>

U.S. Department of Labor

<https://www.dol.gov/>

U.S. Equal Employment Opportunity Commission

<https://www.eeoc.gov/>

U.S. Army Posture Statement

<http://www.army.mil/info/institution/posturestatement/>

U.S. Army Publishing Directorate (online regulations, pamphlets, manuals, etc.)

<https://armypubs.army.mil/>

U.S. Government Official web portal for information

<http://usa.gov>



COMMONLY USED ACRONYMS

A

AAFES Army and Air Force Exchange Service
ABC-C Army Benefits Center–Civilian
AC Active Component
AC Advanced Course
ACAP Army Career and Alumni Program
ACOM Army Command
ACPM Activity Career Program Manager
ACS Army Community Service
ACTEDS Army Civilian Training, Education and Development System
ACU Army Combat Uniform
ADP Army Doctrine Publication
ADRP Army Doctrine Reference Publication
ADAPCP Alcohol and Drug Abuse Prevention and Control Program
ADT Active Duty Training
AER Army Emergency Relief
AFAP Army Family Action Plan
AFN Armed Forces Network
AFTB Army Family Team Building
AG Adjutant General
AGR Active Guard Reserve
AIT Advanced Individual Training
AJ Administrative Judge
AKO Army Knowledge Online
ALC Advanced Leaders Course
APFT Army Physical Fitness Test
APO Army Post Office
AR Army Reserve
ARIMS Army Records Information Management System
ARNG Army National Guard
ASCC Army Service Component Command
ASL Advanced Sick Leave
AT Annual Training
ATLDP Army Training and Leader Development Program
AWOL Absent without Leave

B

BAH Basic Housing Allowance
BAS Basic Allowance for Subsistence
BC Basic Course
BCT Brigade Combat Team
BDE Brigade
BG Brigadier General (1-Star)
BN Battalion
BRAC Base Realignment and Closure
BUS Bargaining Unit Status

C

CAC Common Access Card (Identification Card)
CAPE Center for Army Profession and Ethic
CBA Collective Bargaining Agreement

CCF Central Clearance Facility
CCPM Command Career Program Manager
CDID Capabilities Development Integration Directorate
CDR Commander
CES Civilian Education System
CESL Continuing Education for Senior Leaders
CFR Code of Federal Regulations
CG Commanding General
CGSC Command and General Staff College
CHR Civilian Human Resources
CI Counter Intelligence
CID Criminal Investigation Division
CINC Commander in Chief
CO Commanding Officer
CO Company
COB Close of Business
COC Council of Colonels
COE Center of Excellence
COL Colonel
COLA Cost of Living Allowance
COMSEC Communications Security
CONUS Continental United States
COOP Continuity of Operations Plans
CP Career Program
CPL Corporal
CPAC Civilian Personnel Advisory Center
CPOL Civilian Personnel On-Line
CPT Captain
CQ Charge of Quarters
CSA Chief of Staff, Army
CSM Command Sergeant Major
CSRS Civil Service Retirement System
CTT Common Task Test
CWO Chief Warrant Officer
CWT Civilian Workforce Transformation

D

DA Department of the Army
DASA Deputy Assistant Secretary of the Army
DCA Director of Community Affairs
DCFSA Dependent Care Flexible Spending Account
DCIPS Defense Civilian Intelligence Personnel System
DCPDS Defense Civilian Personnel Data System
DEERS Defense Eligibility Enrollment Reporting System
DENTAC Dental Activity
DEROS Date of estimated return from Overseas
DFAS Defense Finance Accounting System
DIA Defense Intelligence Agency
dL distance learning

DOB Date of Birth
DoD Department of Defense
DODIG Department of Defense Inspector General
DOIM Directorate of Information Management
DOR Date of Rank
DPCA Director of Personnel and Community Activities
DPMAP Defense Performance Management and Appraisal Program
DPW Director of Public Works
DRMO Defense Reutilization and Marketing Office
DRU Direct Reporting Unit
DTS Defense Travel System
DSN Defense Switched Network

E

EAP Employee Assistance Program
EBIS Employee Benefit Information System
EFMP Exceptional Family Member Program
EEL Emerging Enterprise Leaders
EEO Equal Employment Opportunity
EEOC Equal Employment Opportunity Commission
EEOCCR Equal Employment Opportunity Compliance and Complaints Review
ELTP Emergency Leave Transfer Program
EN Engineer
EOD Entry-On-Duty
EOD Explosive Ordnance Disposal
EOM End-of-the-Month
ERP Employment Readiness Program
ETM Enterprise Talent Management
ETS Expiration Term of Service

F

FA Field Artillery
FAP Family Advocacy Program
FC Functional Chief
FCP Family Care Plan
FCR Functional Chief Representative
FEDVIP Federal Dental and Vision Insurance Program
FEGLI Federal Employees Group Life Insurance
FEHB Federal Employees Health Benefits
FERS Federal Employees Retirement System
FERS-FRAE Federal Employees Retirement System Further Revised Annuity Employee
FERS-RAE Federal Employees Retirement System Revised Annuity Employee
FICA Federal Insurance Contributions Act
FLSA Fair Labor Standards Act
FMLA Family and Medical Leave Act

FOIA Freedom of Information Act
PHONECON Phone Conversation
FORSCOM Forces Command
FOUO For Official Use Only
FRC Family Readiness Center
FSA Flexible Spending Account
FSB Forward Support Battalion
FTX Field Training Exercise
FWS Federal Wage System
FY Fiscal Year
FYI For Your Information

G

GAO General Accountability Office
GED General Education Diploma
GEN General (4-Star)
GO General Officer
GOSC General Officer Steering Committee
GS General Schedule
GSA General Services Administration

H

HCFS Health Care Flexible Spending Account
HHC Headquarters and Headquarters Company
HQ Headquarters
HQDA Headquarters Department of the Army
HRC Human Resources Command

I

IA Information Assurance
IC Intermediate Course
ID Identification Card
IDP Individual Development Plan
IET Initial Entry Training
IG Inspector General
IMCOM Information Management Command
IMO Information Management Officer
IN Infantry
INFO For the Information of
INSCOM Intelligence and Security Command
IRD Investigations and Resolution Division
IRR Individual Ready Reserves
IRS Internal Revenue Service

J

JAG Judge Advocate General
JROTC Junior Reserve Officer Training Corps

K

KIA Killed In Action

L

1LT First Lieutenant
2LT Second Lieutenant
LES Leave and Earnings Statement
LOD Line of Duty
LOI Letter of Instruction
LTC Lieutenant Colonel
LTCI Long Term Care Insurance
LTG Lieutenant General (3-Star)

LWOP Leave without Pay

M

MAJ Major
MAP Military Assistance Program
MDW Military District of Washington
MEDCOM Medical Command
METL Mission Essential Task List
MFR Memorandum for Record
MG Major General (2-Star)
MI Military Intelligence
MIA Missing In Action
MOA Memorandum of Agreement
MOS Military Occupational Specialty
MOU Memorandum of Understanding
MP Military Police
MRE Meals Ready to Eat
M&S Modeling and Simulation
MSC Major Subordinate Command
MSO Major Subordinate Organization
MTF Medical Treatment Facility
MSG Master Sergeant
MWR Moral, Welfare and Recreation

N

NA Not Applicable
NAF Non-appropriated Funds
NATO North Atlantic Treaty Organization
NCO Noncommissioned Officer
NCOER Noncommissioned Officer Evaluation Report
NCOIC Noncommissioned Officer In Charge
NCR National Capital Region
NDA Non-Disclosure Agreement
NEO Noncombatant Evacuation Operation
NG National Guard
NGB National Guard Bureau
NLT Not Later Than
NPA Notification of Personnel Action
NSA National Security Agency
NSN National Stock Number

O

OASDI Old-Age, Survivors, and Disability Insurance
OBE Overcome By Events
OCIE Organizational Clothing and Individual Equipment
OCONUS Outside Continental United States
OCS Officer Candidate School
OER Officer Evaluation Report
OIC Officer In Charge
OJT On the Job Training
OMB Office of Management and Budget
OMPF Official Military Personnel File
OPM Office of Personnel Management
OPSEC Operations Security
OTAG Office of the Adjutant General
OTIG Office of the Inspector General
OWCP Office of Workers' Compensation Program

P

PAC Personnel Administration Center
PAO Public Affairs Office
PBG Program Budget Guidance

PBO Property Book Officer
PCS Permanent Change of Station
PFC Private First Class
PII Personally Identifiable Information
PIN Personal Identification Number
PKI Public Key Infrastructure
PM Provost Marshal
PMOS Primary Military Occupational Specialty
POC Point of Contact
POE Port of Embarkation
POI Program of Instruction
POM Program Objective Memorandum
POV Privately Owned Vehicle
POW Prisoner of War
PPP Prohibited Personnel Practice
PT Physical Training
PV1 Private
PV2 Private
PVT Private
PX Post Exchange

Q

QLE Qualifying Life Event

R

RA Regular Army
RAPIDS Real-Time Automated Personnel Identification System
RC Reserve Component
RDF Rapid Deployment Force
R&D Research and Development
REG Regulation
REGT Regiment
RET Retired
RFO Request For Orders
RIF Reduction In Force
ROTC Reserve Officer Training Corps
R&R Rest and Recreation
RSVP Reply whether or not you can attend (respondez s'il vous plait)

S

1SG First Sergeant
S1 Personnel
S2 Intelligence
S3 Training/Operations
S4 Supply/Logistics
SAEDA Subversion and Espionage Directed Against Army
SBP Survivor Benefit Plan
SD Staff Duty
SDC Supervisor Development Course
SDNCO Staff Duty Noncommissioned Officer
SDO Staff Duty Officer
SES Senior Executive Service
SETM Senior Enterprise Talent Management
SF Standard Form
SFC Sergeant First Class
SGLI Service Member's Group Life Insurance
SGM Sergeant Major
SGT Sergeant

SIGINT Signal Intelligence
SIR Serious Incident Report
SJA Staff Judge Advocate
SLC Senior Leader Course
SLDR Soldier
SMA Sergeant Major of the Army
SOCOM Special Operations Command
SOP Standard Operating Procedure
SOW Statement of Work
SPC Specialist
SQD Squad
SRB Selective Reenlistment Bonus
SSCRA Soldier's and Sailor's Civil Relief Act
SSG Staff Sergeant
SSN Social Security Number

T

TAADS The Army Authorization Documents System
TAG The Adjutant General

TBA To Be Announced
TBD To Be Determined
TDA Table of Distribution and Allowances
TDY Temporary Duty
TIG Time In Grade
TJAG The Judge Advocate General
TLA Temporary Living Allowance
TMP Transportation Motor Pool
TRADOC Training and Doctrine Command
TSG The Surgeon General
TSP Thrift Savings Plan
TW Telework

U

UCMJ Uniform Code of Military Justice
UFR Un-financed Requirement
USAR United States Army Reserve
USAREUR United States Army Europe
USASOC United States Army Special Operations Command

USC United States Code
USMA United States Military Academy
USO United Services Organizations

V

VA Veteran Affairs
VLTP Voluntary Leave Transfer Program
VRA Veterans Recruitment Appointment

W

WG Wage Grade
WIA Wounded In Action
WIC Women, Infant and Children Program
WO Warrant Officer

X

XO Executive Officer



AMLC ACRONYMS

AMLC Army Medical Logistics Command
AMMA Army Medical Materiel Agreement
BES Biomedical Equipment Specialist (MOS 68A)
BMET Biomedical Equipment Technician (civilian)
BMSO Brigade Medical Supply Officer
BSD Medical Detachment (Blood Support)
CL VIII Medical Materiel (A -Medical Supplies and Equipment; B-Blood Supplies and Equipment)
CLS Combat Life Saver
CM3 Centralized Medical Materiel Management
CSH Combat Support Hospital
DCAM DMLSS Customer Assistance Module
DES Dental Equipment Set
DMLSS Defense Medical Logistics Standard Support
DOC Distribution Operation Center (USAMMA)
DWCF Defense Working Capital Fund
ECAT Electronic Catalog
FRA-M Forward Repair Activity - Medical
FRST Forward Resuscitative Surgical Team
IFAK Individual First Aid Kit
IMSA Installation Medical Supply Activity
JMAR Joint Medical Asset Repository
M3D Medical Maintenance Management Directorate (USAMMA)
M3PT Medical Materiel Mobilization Planning Tool
MCDM Medical Chemical Defense Materiel
MCF Medical Contingency File
MES Medical Equipment Set
MHS Medical Health System
MiC Medical Logistics in Campaigning
MLC Medical Logistics Company
MLST Medical Logistics Support Team
MMC Medical Materiel Center
MMOD Medical Maintenance Ops. Division (USAMMA)
MMQC Medical Materiel Quality Control
MMRP Medical Materiel Readiness Program
MMS Medical Materiel Set

MRS Medical Resupply Set
MTF Medical Treatment Facility
NOSTRA Naval Ophthalmic Support and Training Activity
OFAB Optical Fabrication
P&D Potency and Dated Items
PV Prime Vendor
RHC Regional Health Command
SCC Service Component Command (CCDRs typically direct ASCCs with SIMLM duties)
SIMLM Single Integrated Medical Logistics Management
SKO Sets Kits and Outfits (MES, DES, VES, MMS, MRS)
SLEP Shelf Life Extension Program
TEWLS Theater Enterprise-Wide Logistics System
TLAMM Theater Lead Agent for Medical Materiel
TMDE-SP Special Purpose Test, Measurement and Diagnostic Equipment (Medical)
TSMP Temperature Sensitive Medical Products
UDP Unit Deployment Package
USAHCA USA Health Contracting Activity
USAMMA USA Medical Materiel Agency
USAMMC-E USA Medical Materiel Center - Europe
USAMMC-K USA Medical Materiel Center - Korea
USAMMC-SWA USA Medical Materiel Center - Southwest Asia
USAMMDA Medical Materiel Development Activity
VES Veterinary Equipment Set