

P3000.03 HUMAN RESOURCE MANAGEMENT MANUAL

Starting in May of 2006, the Office of National Policy Management began reformatting policies that contain change notices. With the rapid growth in word processing and electronic distribution via Sallyport and the internet, many of these WordPerfect 5.0 documents have become unstable.

No word or substance changes have or will be made to any of these documents. To avoid confusion these documents will be re-issued electronically with a new number and new date.

Thank you for your patience during this conversion process and please give me a call if you have any questions or concerns.

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Directives Manager  
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# Program Statement

**OPI:** HRM  
**NUMBER:** P3000.03  
**DATE:** 12/19/2007  
**SUBJECT:** Human Resource Management Manual  
This is an electronic re-issuance for technical reasons only. There are no substance or word changes to the document.

1. PURPOSE AND SCOPE. To provide for the recruitment, selection, promotion, training, and evaluation of Bureau employees and to establish a Human Resource Management system to conduct these operations.

2. PROGRAM OBJECTIVES. The expected results of this program are:

- a. The Bureau of Prisons will maintain a competent and representative workforce.
- b. Through various human resource programs employees will have opportunities for personal growth, professional development, and upward mobility potential.

### 3. DIRECTIVES AFFECTED

- a. Directive Rescinded  
PS 3000.01 Personnel Manual (10/1/84)
- b. Directives Referenced

- PS 3420.08 Standards of Employee Conduct (3/7/96)
- PS 3451.03 Awards Programs, Incentive Awards, Bureau of Prisons (5/10/94)
- PS 3713.19 Affirmative Action Program (11/4/96)
- PS 3906.16 Employee Development Manual (3/21/97)
- PS 4400.03 Property Management Manual (2/27/96)
- PS 5300.19 Volunteers and Citizen Participation Programs (6/30/97)

|                   |  |
|-------------------|--|
| DOJ Order 1315.1  | Probationary Period for Supervisors and Managers                                       |
| DOJ Order 1411.2A | Upward Mobility  |
| DOJ Order 1430.3A | Performance Management System (PMS) for General Schedule and Prevailing Rate Employees |
| DOJ Order 1511.1B | Position Classification Appeals  |
| DOJ Order 1511.4B | Consultation on Significant Position Classification                                    |
| DOJ Order 1630.1D | Leave Administration   |
| DOJ Order 1752.1A | Discipline and Adverse Actions   |
| DOJ Order 2120.6C | Report Employee Time and Attendance  |
| DOJ Order 2710.8  | Removal and Maintenance of Documents   |

Title 5, United States Code  
Federal Travel Regulations  
Civilian Personnel Law Manual Title 2, Chapter 5.E  
Title 4, Chapter 2.D.

c. Rules referenced in this Program Statement are contained in 5 CFR.

#### 4. STANDARDS REFERENCED

a. American Correctional Association 2nd Edition Standards for Administration of Correctional Agencies: 2-CO-2B-04, 2-CO-1C-01, 2-CO-1C-02, 2-CO-1C-03, 2-CO-1C-04, 2-CO-1C-05, 2-CO-1C-06, 2-CO-1C-07, 2-CO-1C-08, 2-CO-1C-09, 2-CO-1C-09-1, 2-CO-1C-10, 2-CO-1C-11, 2-CO-1C-12, 2-CO-1C-13, 2-CO-1C-14, 2-CO-1C-15, 2-CO-1C-16, 2-CO-1C-17, 2-CO-1C-18, 2-CO-1C-19, 2-CO-1C-20, 2-CO-1C-21, 2-CO-1C-22, 2-CO-1C-23, 2-CO-1C-24, 2-CO-1C-25.

b. American Correctional Association 3rd Edition Standards for Adult Correctional Institutions: 3-4006, 3-4007, 3-4008, 4-4009, 3-4010, 3-4011, 3-4012, 3-4024, 3-4040, 3-4048, 3-4049, 3-4050, 3-4051, 3-4052, 3-4053, 3-4053-1, 3-4054, 3-4054-1, 3-4055, 3-4056, 3-4057, 3-4058, 3-4059, 3-4060, 3-4061, 3-4062, 3-4063, 3-4064, 3-4065, 3-4066, 3-4067, 3-4068, 3-4069, 3-4334.

c. American Correctional Association 3rd Edition Standards for Adult Local Detention Facilities: 3-ALDF-1A-04, 3-ALDF-1A-05, 3-ALDF-1A-06, 3-ALDF-1A-07, 3-ALDF-1A-08, 3-ALDF-1A-09, 3-ALDF-1A-10, 3-ALDF-1A-11, 3-ALDF-1A-12, 3-ALDF-1A-13, 3-ALDF-1A-21, 3-ALDF-1C-01, 3-ALDF-1C-02, 3-ALDF-1C-03, 3-ALDF-1C-04, 3-ALDF-1C-05, 3-ALDF-1C-06, 3-ALDF-1C-07, 3-ALDF-1C-07-1, 3-ALDF-1C-07-2, 3-ALDF-1C-08, 3-ALDF-1C-09, 3-ALDF-1C-10, 3-ALDF-1C-11, 3-ALDF-1C-12, 3-ALDF-1C-13, 3-ALDF-1C-14, 3-ALDF-1C-15, 3-ALDF-1C-16, 3-ALDF-1C-17,

3-ALDF-1C-18, 3-ALDF-1C-19, 3-ALDF-1C-20, 3-ALDF-1C-21,  
3-ALDF-1C-22, 3-ALDF-1C-23, 3-ALDF-1C-24, 3-ALDF-1C-25.

d. Standards for Adult Correctional Boot Camp Programs:  
1-ABC-1A-06, 1-ABC-1A-07, 1-ABC-1A-08, 1-ABC-1A-11, 1-ABC-1A-12,  
1-ABC-1B-14, 1-ABC-1C-01, 1-ABC-1C-02, 1-ABC-1C-03, 1-ABC-1C-04,  
1-ABC-1C-04-1, 1-ABC-1C-06, 1-ABC-1C-07, 1-ABC-1C-08,  
1-ABC-1C-09, 1-ABC-1C-10, 1-ABC-1C-11, 1-ABC-1C-12, 1-ABC-1C-13,  
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1-ABC-1C-20, 1-ABC-1C-22, 1-ABC-1C-23, 1-ABC-5B-08, 1-ABC-4E-09,  
1-ABC-1G-01, 1-ABC-1G-02, 1-ABC-1G-03, 1-ABC-1G-04, 1-ABC-1G-06,  
1-ABC-1G-07.

5. DISTRIBUTION. This Manual is available on BOPDOCS CDROM as an electronic publication.

/s/  
Kathleen Hawk Sawyer  
Director

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## **CHAPTER 1**

### **171.1 HUMAN RESOURCE MANAGEMENT MANUAL ORGANIZATION AND USE**

The Human Resource Management Manual is organized by sections and chapters, numbered to coincide with the subject-matter classification and numbering system of the Federal Personnel Manual.

The material in this manual supplements the laws, regulations and instructions in Title 5, United States Code, 5 CFR, the Federal Personnel Manual and Department of Justice Orders. Users are cautioned not to rely on this manual as the sole source of information and guidance. References are provided at the beginning of most chapters to guide the user to additional sources of information.

The Bureau Personnel Director is responsible for maintaining and updating this manual. Changes will be coordinated and published through the Bureau of Prisons directives distribution system as change notices.

Employees have access to any and all information in this manual and may have copies of any portions of it.

## CHAPTER 2

### 250.1 DELEGATION OF AUTHORITY, PERSONNEL MANAGEMENT

1. **PURPOSE AND SCOPE.** To redelegate the Director's authority on management of human resources (HR).

#### 2. DIRECTIVES AFFECTED

##### Directives Referenced

5 U.S.C. Chapter 51  
DOJ HR Order 1200.1

3. **DELEGATIONS.** The Director delegates through the Assistant Director, Human Resource Management Division (HRMD), to the respective Chief Executive Officer (CEO), the authority to take action on the appointment, direction, and general administration of personnel.

**a. Classification and Selection Authority.** For purposes of position classification, all positions will be classified into one of the following categories: Standardized, Exception to Standardized, or Unique.

- The **Standardized** category includes the most common positions within the Bureau. A single position description (PD) is used for all like positions nationwide.
- The **Exception to Standardized** category includes positions identified as Standardized that have been approved at a grade other than the standardized grade.
- The **Unique** category includes few of a kind positions not included in the Standardized or Exception to Standardized category.

The following chart designates the appropriate level of classification and selection authorities.



|  |      |                     |
|--|------|---------------------|
| Selection for all UNICOR positions at an activating factory until initially filled   | n/a  | AD                  |
| Central Office (including NIC) GS-12 and below, FWS, and medical and dental officer  | HRM  | AD                  |
| GS-11 and below in staff training centers  | HRM  | STC Dir             |
| GS-12 at staff training centers  | HRM  | AD<br>HRMD          |
| Institution FWS and GS (including UNICOR) below the assistant department head level (excluding those designated under regional director's authority) | HRM  | CEO                 |
| Institution medical and dental officer (consultation with Assistant Director prior to selection of clinical director)                                | HRM  | CEO                 |
| Attorney, law clerk, and law student   | OARM | OGC<br>-or-<br>OARM |
| Ex-felon   | n/a  | D                   |

LEGEND: AD..... Assistant Director (includes Director of the National Institute of Corrections (NIC), and Senior Deputy Assistant Director, Program Review Division or their designees)  
 CEO..... Institution Chief Executive Officer  
 D..... Director, Federal Bureau of Prisons  
 DOJ..... Department of Justice  
 HRA..... Regional Human Resource Administrator  
 HRM..... Institution or servicing Human Resource Manager  
 OARM..... Office of Attorney Recruitment and Management  
 OGC..... Office of General Counsel  
 PPM..... Pay and Position Management Section  
 RD..... Regional Director  
 STC Dir.. Staff Training Center Director

\* The **Director** retains selection authority and final approval for the following:

- (1) **Promotion and Reassignment Selections for specific management positions.** For promotion and reassignment to the GS-13 level and above for Camp Administrator, Jail Administrator, Executive Assistant, Special Assistant, Superintendent of Industry, Associate Warden, Warden, Branch Chief, GS-15 level

Administrator, STC Director, Deputy Regional Director, and Deputy Assistant Director, the **full Executive Staff must concur with the potential selection, and the Director must approve the selection.**

- (2) **Promotion and Reassignment Selections for other positions.** For promotions and reassignments to other GS-13 and above positions, the selecting Regional or Assistant Director must obtain the concurrence of the selectee's Regional or Assistant Director. When the Regional Director is the selecting official, the concurrence of the Assistant Director over the discipline to be filled must be obtained. Final approval rests with the Director.

Reassignments of Associate Wardens between program areas (e.g., operations to programs) do not require Executive Staff involvement since the individual is remaining at the same location. \*

Signatory authority for selections made through the Management Selection System is delegated to the Assistant Director, HRMD. For all other GS-13 and above positions when the Director retains selection authority, the appropriate Regional or Assistant Director may sign the promotion board documents upon the Director's concurrence.

(3) **Classification of UNICOR Positions.** Any change in the classification of a UNICOR position requires the approval of the Assistant Director, IE&VT. The appropriate paperwork is to be sent directly to the personnel liaison component of the UNICOR Central Office Support Division for the signature.

b. **Miscellaneous**

(1) **SES Personnel Actions.** The Director must approve personnel actions up to the ES-4 level involving SES members, candidates, or positions. DOJ maintains approval authority for personnel actions at the ES-5 and ES-6 level. DOJ must approve awards, bonuses, and any increase two levels or more. The Workforce Planning Administrator, HRMD will prepare SF-52s.

(2) **Attorney, Law Clerk, and Law Student Personnel Actions.** Personnel actions involving attorneys, law clerks, and law students require final approval from OGC or by OARM, depending on the action. OGC will initiate all attorney personnel actions (i.e., employee actions), with final approval by the Assistant Director, OGC and OARM, as necessary.

Attorney personnel actions requiring OGC approval include promotions, transfers, selected voluntary reassignments, and conversion to full-time or part-time employment. Adverse actions involving suspensions of 14 days or less for non-SES attorneys require approval from the Assistant Director, OGC. Suspensions beyond 14 days require OARM approval. After OGC approval, the SF-52s will be returned to the servicing HR office for processing.

The servicing HR office will maintain the Official Personnel File (OPF) for attorney, law clerk, and law student positions. The same rules and regulations regarding the protection and maintenance of OPFs will apply.

HRMs should consult with OGC, as necessary, on HR issues involving attorneys and paralegals.

(3) **Statement of Difference.** A statement of difference for all GS positions may be established and abolished, as necessary, at the location where the position exists. It is not mandatory to process a personnel action to establish a statement of difference.

(4) **Supervisor's Certification.** Supervisor's Certification for all Standardized positions is the Assistant Directors' responsibility.

(5) **SF-52s.** Origination of SF-52s to establish all positions is the responsibility of the servicing HR office where the position exists.

The Assistant Director, HRMD, has final approval authority for the positions classified by PPM, however, signatory authority is delegated to the Bureau Personnel Director.

Preparing the SF-52 for Selections:

- The appropriate divisions will initiate the SF-52 for all positions in the Central Office, including Central Office controlled trainee positions.
- HR staff at staff training centers will initiate SF-52s for training center positions.
- UNICOR will ensure SF-52s for UNICOR positions are initiated at the appropriate level.
- Regional HR staff will initiate the SF-52s for personnel actions for positions falling within the

regional director's delegated authority, as well as for all GS-13 and GS-14 level positions falling within their regions. SF-52s resulting from the Management Selection System (Warden and Associate Warden) are excluded and will be prepared by the Staffing Section.

- Institution HR staff will initiate SF-52s for positions falling within the CEO's delegated authority.
- The Staffing Section will prepare SF-52s for all Warden and Associate Warden selections the Executive Staff make. The SF-52 for all other promotion and selection actions will be prepared by either the regional HR office, or in the Central Office, by the specific division affected by the action.

(6) **Annual Position Review.** PPM will ensure annual position reviews are conducted for Standardized positions. Annual position reviews for Unique and Exceptions to Standardized positions will be conducted at the location where the position exists. If only minor changes are made as a result of the position review, the position does not need to be reclassified and issued a new master record number (MRN).

The reviewer will document the review on the bottom of the PD cover sheet. If a PD needs to be rewritten, final classification action will be taken at the delegated level of authority.

(7) **Leave.** The immediate supervisor has authority to approve annual leave and sick leave. For advanced annual leave, advanced sick leave and periods of leave without pay (LWOP) less than 52 weeks, the Warden (for institution employees), Regional Director (for regional office employees) and appropriate branch chief (for Central Office employees) retains approval authority.

All LWOP requests for attorneys require approval from the Regional Counsel or Associate General Counsel, as appropriate, after consultation with OGC or designee.

The Director retains approval authority for consecutive periods of LWOP of 52 calendar weeks or more.

(8) **Hours of Work.** Assistant Directors, Regional Directors and Wardens have the authority to modify the basic work week to meet the needs of the service within their organizational levels.

The authority to approve compressed work schedules is delegated to the local level with OGC performing a legal and technical review.

(9) **Disciplinary and Adverse Actions.** Assistant Directors, Regional Directors, and Wardens have the authority to take disciplinary and adverse actions against subordinate employees in their organizations. Normally, the deciding official should be at least two supervisory levels above the employee. Variations to fit unique circumstances are permitted and nothing in this section precludes the deciding official being at a higher level than specified.

(10) **Supervisory Pay Differentials.** HRMs have the authority to approve Supervisory Pay Differentials.

(11) **Special Salary Rate as Highest Previous Rate (HPR).** The Bureau Personnel Director has the authority to approve using the special rates authorized by 5 U.S.C. § 5305 as HPR for voluntary reassignments to non-special rate positions within the same agency, or to a position with a lower special rate.

(12) **Grade and Pay Retention.** The Director has the authority to approve non-mandatory grade and pay retention request.

## **293.1 PERSONNEL RECORDS AND FILES**

1. PURPOSE AND SCOPE. To communicate regulations and instructions for establishment, maintenance and disposition of the Official Personnel Folder (OPF) and the Employee Performance File (EPF) which are contained in the current Federal Personnel Manual (FPM) Supplement on record keeping. In addition to the OPF and EPF, HRM offices will establish and maintain an individual Payroll File for each employee for whom it maintains an OPF. Other personnel records and files include the security file (see section 731.1) and disciplinary and adverse action files (see section 750.1). Filing and disposition of forms and documents used exclusively by the Bureau of Prisons are listed in Attachment 2-2.

### 2. DIRECTIVES AFFECTED

#### Directive Referenced

FPM Supplement 293.31

3. LOCATION. Each HRM office will maintain the OPF, EPF and Payroll File for each employee it services, including Chief

Executive Officers.

4. TRANSFER OF FILES WITHIN THE BUREAU OF PRISONS. When an employee moves from one institution or office within the Bureau of Prisons to another, the losing HRM office will gather and forward to the gaining HRM office the OPF, EPF, Payroll file and medical file as soon as possible after the effective date of the move. It is not necessary for the gaining office to request the files from the losing office via a copy of the SF-50.

5. USE OF INMATES WITH EMPLOYEE RECORDS. No inmate may maintain or process any forms or records pertaining to employees. This restriction includes, but is not limited to, time and attendance reports, training records, travel authorizations and vouchers and work-related injury reports. Each function which requires handling such records must be performed by a civilian employee of the Bureau of Prisons.

## **293.2 REMOVAL OF OFFICIAL DOCUMENTS**

1. PURPOSE AND SCOPE. To establish document removal procedures for separating and/or relocating employees. Department of Justice procedures require all employees who are separating from the Department of Justice to complete and sign a documents removal certification. In addition, employees who are relocating to another BOP facility must complete and sign a similar certification.

### 2. DIRECTIVE AFFECTED

#### Directive Referenced

DOJ Order 2710.8 Removal and Maintenance of Documents

3. PROCEDURE. Attachment 2-3, Department of Justice Document Removal Certification, is a combined documents removal certification for employees leaving the Department of Justice, relocating within the Bureau of Prisons, or transferring to another organization within the Department of Justice. HRM offices will ensure that employees complete the appropriate part of the form during their clearance process. The form may be reproduced locally.

## **294.1 AVAILABILITY OF OFFICIAL PERSONNEL INFORMATION**

1. PURPOSE AND SCOPE. Subject to the provisions of this chapter and policy and regulations of the Office of Personnel Management, the Bureau of Prisons shall make personnel information available

to its employees, Federal officials and the public.

2. DIRECTIVES AFFECTED

Directives Referenced

- a. FPM Chapter 294.1.
- b. 5 CFR 297.402
- c. 5 CFR 297.301

3. CUSTODIANS OF PERSONNEL RECORDS. Human Resource Managers at all levels of the organization are designated as the official custodians of personnel records pertaining to the employees for whom they provide human resource management services. They are responsible for safeguarding such records to prevent their unauthorized disclosure and for making determinations in accordance with this chapter and FPM issuances as to the propriety of release of personnel information.

4. TIME AND PLACE WHERE INFORMATION MAY BE OBTAINED. Normally, custodians of personnel records will make information available during regular business hours on regular business days.

5. RESPONSE TO SUBPOENAS. Designated custodians of personnel records will be guided by the FPM and 5 CFR 297.402 in responding to a subpoena for personnel records under their control. Questionable cases may be referred to the Office of Legal Counsel for guidance. Institution and Regional Office HRMs may refer questionable cases to their respective Regional Counsel.

6. EMPLOYEE ACCESS TO INFORMATION. Employees, former employees and their representatives designated in writing, may review their personnel records in the servicing HRM office.

7. SENSITIVE PERSONNEL INFORMATION. Any document which has an individual's name and social security number in combination is regarded as "DOJ Sensitive" and must be physically safeguarded against unauthorized use and disclosure.

8. INFORMATION AVAILABLE TO THE PUBLIC. The following information is in the public domain and may be released without the employee's authorization:

- a. Name
- b. Present title, series, grade, salary, duty station

- c. Past titles, series, grades, salaries, duty stations
- d. Position description, and
- e. Performance standards (not performance rating)

Note that employee's home addresses and telephone numbers are not public information and may not be made available to the public. One exception to this provision is that an employee's home address may be furnished to a police or court official upon receipt of a proper request stating that the employee is involved in a nonsupport or criminal offense and the home address is needed for service of legal process.

9. INFORMATION WHICH MAY BE RELEASED WITH THE EMPLOYEE'S CONSENT. Information concerning performance, attendance, conduct or work quality of an employee or former employee may be released with the signed written consent of the employee or former employee. Any such information provided must be specific, factual and well-documented by the records. HRM officials and others who receive inquiries must be careful not to offer unsubstantiated opinions or comments.

The employee's consent is not required to provide this information when the information is subpoenaed or court-ordered. In addition, applying for a position is implied consent from the employee to release information.

10. RESTRICTED INFORMATION. Information about pre-employment interview results, arrest records or any phase of pre-employment screening or background investigations should not be disclosed to anyone except Bureau of Prisons, Department of Justice or Office of Personnel Management officials involved in making suitability or qualifications determinations, or conducting an official investigation. Disclosure of such information within the Bureau of Prisons is restricted to those who need to know the information in order to perform their official duties.

11. INFORMATION CONCERNING EMPLOYEE TERMINATION. Information concerning former employees who were terminated or removed from their position is particularly sensitive. Release of such information, even with the written consent of the former employee, must be specific, factual and well-supported by the records. Because they have limited appeal rights and, therefore, little chance to refute the allegations against them, and because the reason for termination is not normally documented in the Official Personnel Folder, the reason for probationary employees' terminations should not be disclosed outside the Bureau of Prisons.

Occasionally, the Bureau of Prisons agrees to resolve an adverse action appeal by accepting the employee's resignation in lieu of removal and agreeing to provide "neutral" vouchering to prospective employers. HRM officials responding to requests for information in these cases must be especially mindful of these agreements and ensure that the terms of the agreement are met. HRM officials should caution supervisors and others who may receive inquiries in these cases to refer all inquiries to the HRM office for response.

12. QUESTIONS AND COMPLAINTS. Employees who believe their personnel records contain inaccurate information should attempt to resolve the discrepancies with their servicing HRM office. If the matter is not resolved at that level, it may be referred to the Regional HRM and the Bureau Personnel Director. Requests for correction of records will be handled in accordance with 5 CFR 297.301.

Complaints or appeals regarding the disclosure or withholding of personnel information may be referred to the Bureau Personnel Director or may be processed under the appropriate grievance procedure.

#### **295.1 BUREAU OF PRISONS' CREDENTIALS, IDENTIFICATION CARDS AND RETIREES' IDENTIFICATION CARDS**

1. PURPOSE AND SCOPE. To establish policy and procedures for issuance and control of personnel identification cards for Bureau employees.

##### 2. CREDENTIALS

a. Federal Bureau of Prisons' credentials consist of a wallet style holder with two pockets containing a name/title card in the upper pocket and a picture/signature card in the lower pocket.

b. Credentials shall be issued to:

- Central and Regional Office employees, GS-12 and above;
- Institution department heads;
- Staff Training Center employees GS-12 and above;
- Community Corrections Managers, including CCM trainees;
- Upon request, any employee having at least five years of service with the Bureau; and \*

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\*

- Any Public Health Service (PHS) employee who meets one or more of the above conditions.

3. IDENTIFICATION CARDS. Federal Bureau of Prisons' identification cards are the wallet size BP-370. An identification card will be issued to each employee (including PHS) not eligible to receive a Bureau credential. Employees who are issued a credential may, at their request, also be issued an identification card.

4. RETIREMENT IDENTIFICATION CARDS. Retirement Identification Cards will be issued to all employees upon retirement and to any Bureau retiree upon request. The cards are issued in two parts: one part contains the name, years of service and retirement date; the second card contains the retiree's photo, last position title and last duty station. When issued, the cards will be laminated and placed in the wallet style holder which held the retiree's credentials. The credential cards are then properly discarded.

5. ORDERING PROCEDURES. The Security and Background Investigation Section (SBIS) shall annually supply credential and identification cards to the regional HRM offices. Regional HRM offices shall notify SBIS of their annual requirements by March 31 each year.

Regional HRM offices shall provide and issue credential and identification cards to institution HRM offices as needed.

The Benefits, Awards, and Professional Development Section (BAPD) shall order retirement identification cards on an as needed basis and distribute them, as requested, to regional HRM offices.

6. CONTROL AND ACCOUNTABILITY. Credential picture/signature cards and identification cards are numbered. SBIS shall maintain accountability of cards issued to regional offices by logging the numbers of the cards issued to each office. Similarly, regional HRM offices shall document the numbers of cards supplied to their institutions. Regional HRM offices shall type the initials of their office (NERO, MARO, SERO, SCRO, NCRO or WRO) next to the number on each picture/signature card before issuing it to an institution or individual so that the issuing office can be notified of the final disposition of the card.

Each HRM office shall maintain a log of credentials and identification cards issued to individual employees. The log shall include the card number, name and signature of the employee to whom issued, date issued, final disposition (reported lost, returned or destroyed) and date of final disposition. Credential and identification cards and the log shall be stored in a secure location to prevent unauthorized distribution.

Retirement identification cards are not numbered but they should be logged to record the date of issuance. The cards must also be stored in a secure location to prevent unauthorized distribution.

7. PREPARATION OF CARDS. A photograph of the employee shall be affixed to the credential or identification card. The photograph must be of the employee's head and shoulders, in color, against a light background and conform to the outline on the card. Credential name/title cards, picture/signature cards, identification cards and retirees' identification cards will be laminated before issuance to the employee or retiree. The Bureau Personnel Director is authorized to sign credential picture/signature cards for Central Office staff. Regional Human Resource Administrators are authorized to sign credential picture/signature cards for regional office staff. Human Resource Managers at all levels are authorized to sign credential picture/signature cards and identification cards (BP-370) issued at that location.

When a credentialed employee changes positions or duty stations, only the name/title card must be reissued. The picture/signature card may remain the same or, at the employee's request, be reissued.

Employees are responsible for requesting new credentials or identification cards to reflect changes in name, title or appearance.

#### 8. DISPOSITION OF CREDENTIALS AND IDENTIFICATION CARDS

a. Separation from the Bureau of Prisons. Upon an employee's separation from the Bureau of Prisons, the local HRM office will insure that the employee returns his/her credential and/or identification card and will so annotate their log.

b. Relocation to Another BOP Facility. When an employee moves from one BOP location to another, he/she retains the credential and/or identification card. Upon arrival at the new location, the new HRM office issues new identification, receives the old one(s) and notifies the office which issued the old identification that it has been destroyed.

c. Lost or Stolen Identification. Employees are responsible for reporting lost or stolen identification to their servicing HRM office no later than the next business day after they become aware of it. Employees must provide as many details as possible about the loss, including date and circumstances, if known.

HRM offices will immediately notify the Chief of SBIS, of the loss in writing, including the employee's name, social security number, identification number and details regarding the loss.

The Chief of SBIS will transmit information on all lost or stolen credentials and identification cards through the Sentry electronic mail system. Front entrance officers and control room officers have access to this information on Sentry so that they can determine whether any unfamiliar identification has been reported as lost or stolen.

9. USE OF CREDENTIALS AND IDENTIFICATION CARDS. Federal Bureau of Prisons credentials, identification cards, government driver's licenses or badges will not be used to coerce, intimidate or deceive others or to obtain any privilege or article not otherwise authorized in the performance of official duties. Only credentials or identification issued by the Federal Bureau of Prisons may be used by employees for official purposes. Employees are not permitted to obtain or use identification badges issued by other sources which give the appearance of being an official Federal Bureau of Prisons or law enforcement credential.

## CHAPTER 3

### 300.1 EMPLOYEE VOLUNTARY SERVICES

Employees will not be pressured to perform any services without compensation; that is, employees will not be asked to perform voluntary services under conditions which would make them feel they must agree to do so. It is acceptable to post a general notice to employees regarding volunteer opportunities and instructions about whom to contact if an employee wishes to volunteer; however, in no case will a public sign-up form be used nor will employees be approached personally and asked to volunteer. Volunteer work cannot be a continuation of the employee's regular duties. No inappropriate references to volunteer activities will be made on any documents used in performance evaluation, merit promotion, or incentive awards.

### 308.1 YOUTH AND STUDENT EMPLOYMENT PROGRAMS

1. PURPOSE AND SCOPE. To communicate regulations and instructions for youth and student employment programs. The objectives of the student employment programs are to acquaint students with career opportunities in the Federal Bureau of Prisons; provide meaningful work experience directly related to the student's academic field of study; develop positive relationships between the Bureau of Prisons and academic institutions; and develop long-range recruiting sources for permanent employment.

2. DIRECTIVES AFFECTED

Directives Referenced

- \* a. 5 CFR 213.3202
- b. 5 CFR 316.402
- c. E.O. 12015

3. TYPES OF STUDENT EDUCATIONAL EMPLOYMENT PROGRAMS. Student educational employment programs fall into two major categories: the Student Temporary Program (which includes summer positions and interns) and the Student Career Experience Program. It is essential that Human Resource Managers understand the differences in these types of student employment as the eligibility, requirements, and terms of appointment vary.

4. SUMMER EMPLOYMENT

Appointment Authority: 316.402(a).

Encompassed by the Student Temporary Employment Program, summer employment is simply a temporary appointment which begins after May 12 and ends before October 1. Summer employment positions are not limited to students. Also, unlike other student employment programs which are specifically designed to provide academic-related work experience, summer employment positions may be used to supplement the regular complement during periods of absences. Summer employment positions may be funded and distributed by Central Office through the Regional Offices, or be funded and operated locally at the institutional level.

5. INTERN, 1040 HOUR APPOINTMENTS, GS-9 AND BELOW

Appointment Authority: Schedule B, 213.3202(a).

Individuals appointed under this authority must be enrolled or accepted for enrollment at an accredited school in a degree-seeking academic or vocational program, for at least a half-time course load. Appointees in these positions may work up to 1040 hours per fiscal year, either full-time or part-time, as long as the student's work schedule does not interfere with his/her academic schedule. The school must submit an official letter certifying the student's current enrollment.

6. INTERN, ONE YEAR TEMPORARY APPOINTMENT

Appointment Authority: Schedule B, 213.3202(a).

These are internships for professional positions, filled by graduate students. In the Bureau of Prisons, these appointments are used for Psychology Interns. The work must be used to meet academic requirements toward a graduate degree. The college or university must submit a letter signed by a school official certifying the student's current enrollment.

7. CAREER EXPERIENCE

Appointment Authority: Schedule B, 213.3202(b).

The Career Experience Program involves a longer term relationship between the student and the Bureau of Prisons than do internships. The work must be directly related to the student's major field of study. There must be a formal written agreement between the Bureau of Prisons and the academic institution. Career experience students are eligible for non-competitive

conversion to a career-conditional appointment in a professional, technical, or administrative position after successfully completing their education and work experience.

a. Written Agreements. The Staffing Section will initiate and the Bureau Personnel Director will sign agreements on behalf of the Bureau of Prisons covering positions controlled and funded by Central Office.

b. Eligibility. Students must be enrolled or accepted for enrollment at an accredited school in a degree-seeking academic or vocational program, and taking at least a half-time course load. The academic institution must provide certification that the student is enrolled. Students may be terminated from their appointment at any time for any of the following reasons:

resignation; change to a curriculum which will not qualify the student for the position; suspension, expulsion or withdrawal from the educational institution; unsatisfactory work performance; failure to maintain academic standards; physical unfitness for duty; or inability of the agency for administrative reasons to retain the student in the position.

c. Work Schedule. Students may be appointed at any time during the year and a student's work schedule may be full-time or part-time, as long as the student's work schedule does not interfere with his/her academic schedule. Students must complete a minimum of 640 hours of work to be eligible for non-competitive conversion.

d. Completion of Work Period. Students are carried on the rolls as employees during the entire period of their career experience appointment. During periods when the student is attending school full-time, the student is carried in Leave Without Pay status. The supervisor must complete a performance review appraisal at the three, six, and nine month intervals, and a 12 month final performance appraisal.

8. BENEFITS. Travel and transportation expenses for relocation will not be authorized for students. A participant in these programs is eligible for health benefits and life insurance if his/her appointment will exceed one year. Participation in the retirement system is automatic if the appointment exceeds one year. If the appointment is for less than one year and it is unlikely the student will be eligible for conversion to a permanent appointment, the student will be covered by FICA. A student accrues leave based on his/her work schedule and in accordance with applicable leave regulations for full- or part-time employees.

## CONVERSION TO CAREER CONDITIONAL EMPLOYMENT

Career experience students may be converted non-competitively to a career or career-conditional appointment to the target position within 120 days following successful completion of their educational and work experience requirements. Students must meet the qualification standards for the position they are being converted into and the position must be in the field, or in a closely related field, for which the students were trained. \*

All work hour requirements must be completed prior to graduation.

### **308.2 SERVICES OF VOLUNTEERS**

1. PURPOSE AND SCOPE. The Federal Bureau of Prisons and/or any of its facilities may, as appropriate, enter into agreements with recognized educational institutions to provide opportunities for students to obtain educationally related and meaningful work experience consistent with the mission and needs of the Bureau of Prisons, provided that in no circumstances will such services be used to displace any employee or to staff any vacancy which is a normal part of the workforce.

#### 2. DIRECTIVES AFFECTED

##### Directives Referenced

a. Current FPM Supplement on NFC coding and keying instructions for volunteers.

b. 5 USC 3111 (c) (1)

c. 28 USC Sections 2671 - 2680

#### 3. DEFINITIONS

a. Volunteer or Voluntary Service. Service performed by a student without compensation and with the agreement of the educational institution at which the student is enrolled. Such service may be accepted for an initial period not to exceed six months on a full-time or substantially full-time basis. Extensions may be authorized by the employing organization. Additional periods of full-time service may be accepted for similar periods of time, provided that subsequent service follows at least a semester or equivalent of study in the educational institution. This limitation does not apply to a student simultaneously working and attending school on at least a half-time basis.

b. Student. An individual who is enrolled not less than half-time in a high school, trade school, technical or vocational institute, junior college, college, university or comparable recognized educational institution. An individual is deemed not to have stopped being a student during an interim between school years if that interim period is not more than five months and if the student demonstrates to the satisfaction of the appointing officer that he or she has a firm intention of continuing to pursue a course of study or training in the same or different educational institution during the next school term.

c. Half-Time Student. A student enrolled in and carrying any combination of courses, research projects or special studies which meets one half of the minimum full-time academic workload standards and practices of the educational institution in which the student is enrolled. Written certification from the educational institution may be accepted as proof of half-time status if there is any doubt the student meets this requirement.

d. Recognized Educational Institution. An institution accredited by an appropriate organization or an institution with an accredited curriculum. This requirement is met when a public or private secondary or vocational school is accredited by a local board of education, a technical or professional association or by any other recognized accrediting organization. The same criteria apply to accreditation of institutions of higher learning. Correspondence courses, courses being audited without credit or short-term non-accredited programs are not acceptable. Students must generally be enrolled in and attending the school on a residential basis.

4. Agreements. Under the law, the permission of the educational institution is prerequisite to the acceptance of voluntary service. Accordingly, a written agreement will be entered into between the employing organization and the educational institution. The agreement should describe the relative responsibilities of the school, the student and the employing organization; the general nature and purpose of the work to be assigned; whether or not such work is to be creditable for educational purposes; any reports or evaluations required by the school; a work schedule; the probable duration of the service and some method of timekeeping. To comply with the law, the agreement must stipulate that the service is with the permission of the school; that it is limited by statute to a student enrolled in school; that the service is without compensation; and that the student is not considered to be a Federal employee. Attachment 3-1 is a sample agreement which may be adopted for local use.

5. Student Eligibility and Status. Volunteer service must be in accord with appropriate Federal, state and local laws regarding the employment of minors. Normally, the minimum age is 18 years, however, when all of the conditions for voluntary service as stated in this section are met, the minimum age is 16 years. Any employment certificates or work permits required by state or local authority must be obtained. Students must be in good standing academically and eligible to continue as an enrolled student in their educational institution. A name a fingerprint check and NCIC check are required before the student is accepted for volunteer service. Students in this program are not considered to be Federal employees other than for the purposes of Title 5 USC, Chapter 81, related to workers' compensation, and Title 28 USC, Sections 2671 through 2680, related to tort claims. Volunteer service is creditable toward meeting qualification requirements for competitive examining and, later, competitive or non-competitive in-service placement. A student who has participated in uncompensated volunteer service is subject to all applicable Federal and agency employment regulations and procedures upon future application for compensated employment.

Student volunteers should receive appropriate orientation to the mission and operations of the Bureau of Prisons and the facility to which assigned. Student volunteers do not attend Introduction to Correctional Techniques.

6. Service Documentation. Although students in this program are not Federal employees, their service is creditable for certain purposes and they are covered by workers' compensation and the Tort Claims Act. Accordingly, an Official Personnel Folder will be established for each student and service will be documented by generation of an SF-50 through NFC, in accordance with current coding and keying instructions (FPM Supplement 296-33, Subchapter 33).

The position title will be "Student Volunteer". The nearest appropriate classification series will be used when entering data for pay plan and occupational code. Tenure group, service computation date and salary are zero-filled. Position descriptions are not required, however, each office should formulate a position description number for student volunteers.

Academic level, academic discipline, duty station, gender, race/ethnic background must be entered into NFC for reporting purposes.

At a minimum, the following two remarks are required on the SF-50 documenting the appointment of a student volunteer:

a. Expected to work (number) hours per week NTE (date).

b. Under 5 USC 3111, a student volunteer is not a Federal employee for any purposes other than injury compensation and laws related to the Tort Claims Act. Service is not creditable for leave accrual or any employee benefits.

Since the student volunteer is not considered to be an employee, an appointment affidavit is not executed.

### **310.1 EMPLOYMENT OF RELATIVES**

1. PURPOSE AND SCOPE. To establish rules affecting the employment of relatives.

2. DIRECTIVES AFFECTED

Directives Referenced

a. 5 USC 3110

b. 5 CFR 310.202

3. PROCEDURES. Section 3110 of Title 5, U.S. Code, states that a public official may not employ, appoint, promote, advance nor advocate the same for a relative. For most positions there is enough discretion within the hiring process so that this is not a problem. A few positions, however, such as the Warden, Associate Wardens and the Human Resource Manager are by policy intimately involved in the hiring process. Therefore, it is the policy of the Federal Bureau of Prisons to prohibit the hiring of a relative of a Warden, Associate Warden or Human Resource Manager at the same institution. Also, as a general rule, close relatives such as a husband or a wife will not be placed in a direct supervisory position over the other. Regional Directors are authorized to make an exception under extraordinary circumstances as described in 5 CFR 310.202.

### **310.2 EMPLOYMENT OF EX-FELONS AT BOP**

1. PURPOSE AND SCOPE. To identify criteria for the employment of ex-felons.

2. DIRECTIVES AFFECTED

Directive Referenced

FPM, Chapter 731

3. PROCEDURES. Ex-felons may be considered for employment only after being granted the proper relief or Pardon. Under the Gun Control Act of 1968 and the Omnibus Crime Control and Safe Streets Act of 1968, ex-felons cannot have a firearm in their possession and therefore cannot be considered for employment in a law enforcement position without a Pardon or other proper relief which must be documented and included as part of the application. Applicants should be advised that if found qualified for the position applied for, their application will be sent to the Office of Personnel Management to be evaluated for suitability (FPM Chapter 731). Background information will be evaluated against the Bureau's security criteria. Only the Director of the Federal Bureau of Prisons has the authority to approve the appointment of any ex-felon to a position within the Bureau. Appropriate conditions listed below must have been met.

**FEDERAL OR STATE OFFENSES IN WHICH A FIREARM WAS NOT INVOLVED:**

Ex-felons must receive a Pardon (Presidential or gubernatorial respectively).

**FEDERAL OFFENSES IN WHICH A FIREARM WAS INVOLVED:** Only a Presidential Pardon will give firearm disability relief.

**STATE LEVEL OFFENSES IN WHICH A FIREARM WAS INVOLVED:** Ex-felons who have committed offenses at the State level involving a firearm need a gubernatorial pardon or a pardon issued by another state pardoning authority in order to be granted limited relief (allowed to carry a firearm for duty purposes only). The pardon must expressly authorize the recipient to carry the firearm.

In all instances, the pardon must expressly authorize the recipient to carry a firearm.

Appointing officials considering an ex-felon for employment may contact the Staffing Section in the Central Office for additional information.

### **312.1 WORKFORCE UTILIZATION**

1. PURPOSE AND SCOPE. To establish specific responsibilities and activities to execute effective workforce utilization. It is the policy of the Bureau of Prisons to distribute and use staff and financial resources efficiently and effectively to accomplish the missions and goals of the organization. Elements of effective workforce utilization include planning and monitoring the use of positions and salaries on a regular basis.

2. DIRECTIVE AFFECTED.

Directive Referenced

P.S. 2100.1 Budget Manual (03/01/66).

3. RESPONSIBILITIES. Supervisors and managers at all levels are responsible for effective workforce utilization through planning and organizing work, developing work improvement methods and procedures, training and developing employees and ensuring that resources allocated to their organizational segments are used to meet mission requirements cost effectively. In addition to these general responsibilities, Human Resource Managers share responsibility with Financial Managers for maintaining records and data used by the Workforce Utilization Committee in making recommendations to the Chief Executive Officer on staffing plans and salary projections. Specific responsibilities and activities of the Human Resource Manager include:

a. Assist supervisors and managers in workforce utilization activities.

b. Maintain accurate statistics on historical turnover rates, staffing patterns and known and anticipated vacancies.

c. Maintain accurate organization charts and position records, including current reconciliation and position management reports.

d. Maintain accurate data on personnel actions which affect salary and provide information to the Financial Manager for use in salary projections.

e. Carry out cyclical classification reviews to ensure that positions are fully utilized and accurately classified.

f. Prepare SF-52's for reprogramming requests.

4. WORKFORCE UTILIZATION COMMITTEES. The Salary Subcommittee, established by P. S. 2100.1 and the Workforce Utilization Committee will function as one committee. Chief Executive Officers will appoint members to the committee in accordance with the provisions of P. S. 2100.1. The functions of the committee at each level of the organization are:

a. Institution Committees

- (1) At the beginning of the fiscal year, formulate a staffing plan for the fiscal year, based on allotted positions and budget, historical turnover data, known

and anticipated vacancies, anticipated workload and/or mission changes. The annual staffing plan should be reviewed and revised by the committee throughout the year as changes occur which will affect the institution's staffing situation.

- (2) Review departmental rosters to determine whether positions and salary funds, including overtime, are efficiently utilized.
- (3) Review findings of program reviews, operational reviews, and other management indicators to identify workforce needs, especially those which may have a negative effect on the efficiency of programs.
- (4) Recommend actions to eliminate anticipated deficits or to use anticipated surpluses.
- (5) Recommend actions designed to increase the effective use of resources such as consolidation of functions, reorganization, greater use of technology, and similar activities.

b. Regional Committees

- (1) Develop workforce impact assessments for expansion, renovation or changes in mission of existing institutions.
- (2) Develop workforce plans and proposals for new institutions.
- (3) Review institution staffing guidelines and current authorized complements. Make recommendations regarding the distribution of new positions based on staffing guidelines, program review reports, operational review reports, strategic planning goals and other management indicators.
- (4) Review institution workforce utilization committee meeting minutes and the activities of institution committees.

5. POSITION MANAGEMENT AND CONTROL. Responsibility for maintaining accurate position records is shared between the Human Resource Manager and the Financial Manager. Specific procedures are outlined in P. S. 2000.1 and are summarized in this section as a convenience to HRM's.

a. By the 25th day of each month, the Financial Manager will generate a position reconciliation report for all budget activities (S&E, Trust Fund, B&F and UNICOR) and give it to the HRM.

b. If there are no differences reflected in the reconciliation report, the Financial Manager and HRM will sign the report, certifying that it is in balance and accurately reflects the authorized positions.

c. If the report reflects differences, the HRM will provide the Financial Manager with the correct PZ coding to add or delete positions to reflect the authorized complement. Changes will be supported by SF-52's which abolish, establish or reprogram positions. Changes will be given to the Financial Manager so that they can be keyed and the report balanced by the last day of the month.

d. HRM's are responsible for providing Financial Management with PZ coding changes whenever the classification of a position changes, whether or not decision unit totals are affected.

e. HRM's will establish and maintain position management files containing copies of position reconciliation reports, PZ changes and supporting SF-52's.

f. The OCCD dictionary includes all of the current PZ codes which will be accepted by the system. Financial Management staff at each location have access to the dictionary through FMIS and are capable of printing it at any time. It is suggested the HRM ask the Financial Manager for a current dictionary quarterly. The Pay and Position Management Section will establish new codes as needed and upon request of the Regional HRM offices. Institutions should request new codes through their Regional HRM, however, before requesting additions to the dictionary, check the current dictionary through FMIS to determine whether the needed code has already been added.

### **312.2 STAFF VACANCY RATE**

1. PURPOSE AND SCOPE. It is Bureau policy that the vacancy rate of staff positions that work directly with inmates shall not exceed 10 percent during any 18 month period. Vacancies that are kept open by legislative or fiscal controls imposed from outside the institution will not be considered in computing the vacancy rate. If unusual conditions cause an excessive number of vacancies, the Chief Executive Officer will document the reasons and notify the Regional Director in writing of the number of

vacancies compared to authorized positions and the potential impact on institutional operations.

\* Chief Executive Officers at non-institutional locations shall exercise individual discretion based on workload requirements and funding levels in determining positions to be filled.

2. REASSIGNMENTS. Employees may be reassigned from one position to another position of the same grade level, based on the needs of the service. Among such reasons for reassignment include:

- a. Expediting the filling of critical vacancies.
- b. Meeting special skill needs of a position.
- c. Matching individual talents and position needs.
- d. Broadening the experience of an employee.

### **315.1 PROBATIONARY PERIOD FOR SUPERVISORS AND MANAGERS**

1. PURPOSE AND SCOPE. To describe the requirements for new supervisors, managers, and Senior Executive Service staff.

2. DIRECTIVES AFFECTED

Directive Referenced

DOJ Order 1315.1 Probationary Period for Supervisors and Managers

3. PROBATIONARY PERIODS. Supervisors and Managers who do not perform satisfactorily during their probationary period will be returned to their former (or comparable) position and pay without right of appeal. The SF-50 placing an employee in one of these positions will include a remark noting that the individual is serving the probationary period.

a. Supervisor. Upon initial appointment into a supervisory position, an employee is required to complete a one-year probationary period. A position is supervisory if it meets the definition of a supervisor as described in the General Schedule Supervisory Guide.

b. Manager. In addition to the supervisory probationary period, newly appointed managers must also serve a probationary period. A managerial position is one which meets or exceeds the definition of managerial in the General Schedule Supervisory Guide.

c. Senior Executive Service. A one year probationary period must be served by all initial career appointees before appointment for SES becomes finalized.

### **330.1 EMPLOYMENT INTERVIEWS**

1. PURPOSE AND SCOPE. To describe the objectives and procedures for conducting pre-employment panel interviews. Such interviews are only one phase of the total evaluation of an applicant's qualifications and suitability for employment in the Bureau of Prisons. Section 731.1 of this Manual describes in detail other pre-employment procedures which are designed to determine an applicant's suitability for employment. The procedures described in this section are to be accomplished in conjunction with the procedures in Section 731.1.

2. COVERAGE. The procedures in this section apply to applicants for any type of appointment which is expected to exceed six months.

3. EMPLOYEE SCREENING. One of the objectives of the Federal Bureau of Prisons is the care, custody and motivation toward correction of an often unwilling and hostile clientele. The influence of staff on the achievement of these goals cannot be overstated. Studies such as the Institution Character Profiles and Prison Social Climate Surveys, as well as other management indicators, demonstrate the direct relationship between staff competence, morale, attitudes and perceptions and the effective operations of our facilities. For these reasons, the careful screening and evaluation of prospective employees contributes to a competent and effective work force and reduces the possibility of selecting employees who do not demonstrate the knowledge, skills, abilities and personal characteristics appropriate for work in a correctional organization.

The purpose of the panel interview is to evaluate the applicant's qualifications and other characteristics necessary for the position. Other phases of the pre-employment process, such as the suitability interview, vouchering, and records checks are designed to evaluate the applicant's suitability for employment to a sensitive position. Areas to be evaluated during the panel interview include: knowledge, skills, and abilities needed for the position; general correctional work abilities; and writing skill. The procedures that follow are minimum requirements.

#### 4. PROCEDURES

##### A. Institution Positions

\_\_\_\_\_(1) Prior to the panel interview, applicants will be asked to write a report discussing a videotaped correctional

work scenario on Attachment 3-2. The applicant will only be allowed to view the video once. The report will be used by the panel in evaluating the applicant's ability to effectively use data in writing clear, concise and understandable reports.

- \* (2) A panel interview will be conducted following the individual suitability interview described in Section 731.1. Interview panels will consist of a trained HRM employee, one manager (e.g. Associate Warden, department head), and one psychologist or staff member who is capable of evaluating an applicant's suitability for the stressful rigors of employment in a correctional setting. All panel members must complete panel interview training prior to participating in a panel interview. \*

While participating in a panel interview, psychologists should conduct themselves in an ethically and legally defensible manner, should model appropriate interview behavior for other panel members, should use their unique skills and clinical judgment in arriving at a fair assessment, and should be aware of the limits of predicting job fitness. Additionally, psychologists shall ensure that no questions are asked regarding physical or mental health history as prohibited by the Rehabilitation Act of 1973. For example, do not ask applicant if s(he) has ever been or is currently being treated for mental and/or emotional disorders.

- (3) Panel interviews will be conducted according to the "Instructions for Administering the Panel Interview" (Attachment 3-3). Panel members will ask questions designed to elicit information from the applicant about his/her knowledge, skills, abilities, and other personal characteristics related to the position being filled, as well as general correctional work abilities. The standardized Correctional Work Situation Questions presented to the applicant are confidential. Staff requiring a copy of the Correctional Work Situation Questions should contact the Human Resources Research and Development Office, Central Office.

Panel members need not ask the applicant about topics that are covered during the suitability interview because those results will be considered along with the results of the panel interview and other background checks. Also, panel members shall only ask questions which are related to the specific vacancy and are non-

discriminatory. For example, questions regarding national or ethnic origin, the ability to do correctional shift work because of child care situations, or questions regarding a disability shall not be asked.

- (4) Following the panel interview, each panel member will complete the Panel Interview Individual Rating Form which corresponds to the correctional work situation questions used in the interview (Attachment 3-4). The HRM staff member will then complete the Panel Interview Assessment Form (Attachment 3-4a). The recommendation for appointment of the applicant will be partially based on the panel's acceptability determination.
- (5) The servicing HRM may allow a panel interview to be conducted at another institution, the Central Office or any Regional Office. All panel interviews conducted shall follow the procedures in this Paragraph A. However, panel interviews held at the Central or any Regional Office, shall consist of four trained members who are familiar with the requirements of the position to be filled and who have demonstrated skill in interviewing, even though they may not represent the four disciplines stated in this Paragraph A.

B. Central Office, Regional Office, Staff Training Center and Community Corrections Positions

- (1) Prior to the panel interview, applicants will be asked to write a brief narrative response to the questions in Attachment 3-4b. The panel will use the responses to evaluate the applicant's writing skills; however, they may not be used as the sole reason for not selecting an applicant.
- (2) A panel interview will be conducted following the individual suitability interview described in Section 731.1. Interview panels will consist of at least two people who are familiar with the requirements of the position to be filled and have demonstrated skill in interviewing. If possible an HRM staff member will be a member of the interview panel. Interview panels for Central and Regional Offices will consist of a minimum of one manager and an HRM staff representative.
- (3) Panel members will ask questions designed to elicit information from the applicant about their past employment, knowledge, skills and abilities for the

position being filled and such personal characteristics as may be important to the position. Attachment 3-4c is a list of sample questions which may be helpful to panel members. Panel members need not question the applicant about topics that are covered during the individual suitability interview because the results of that interview will be considered along with the results of the panel interview and other background checks. Also, panel members shall ask questions which are related to the position being filled and are non-discriminatory. For example, questions regarding national or ethnic origin, the ability to do correctional shift work because of child care situations, or questions regarding a disability shall not be asked.

- (4) Following the panel interview, each panel member will complete the Pre-employment Interview Summary (BP-17). The recommendation for appointment of the applicant will be based, in part, on the panel interview. \*
- (5) Alternately, the servicing HRM may elect to have a panel interview conducted at a nearby institution in which case all of the procedures in Paragraph A apply.

5. REPORTING REQUIREMENTS. To assess the efficiency of each stage of the pre-employment process, the Data Form for Pre-employment Screening Process (Attachment 3-4d) is to be completed for each applicant administered the pre-employment screening process. Forward completed forms to the Human Resource Research and Development Office in the Central Office.

### **330.2      EMPLOYMENT OF MEDICAL AND DENTAL OFFICERS**

1. PURPOSE AND SCOPE. Assignment of physicians and dentists from the Commissioned Corps of the U.S. Public Health Service is coordinated by the Assistant Director, Health Services Division (Medical Director). Appointment of physicians and dentists from competitive registers is delegated to Chief Executive Officers. Failure to communicate and coordinate the recruitment and placement of physicians and dentists among the local, regional and national levels can result in delays in filling vacancies and inability to provide a high level of professional medical care for inmates. This section outlines procedures designed to effectively coordinate the staffing of medical and dental officer positions.

2. IDENTIFICATION OF VACANCIES. Chief Executive Officers are responsible for forecasting and identifying medical and dental

officer vacancies and for notifying the Medical Director of anticipated vacancies. The Medical Director and CEO will decide jointly whether to recruit a PHS Commissioned Officer or a civil service employee or whether to recruit from both sources simultaneously. The decision will be based on the needs of the institution, the time available to locate a replacement, the availability of Commissioned Officers and the availability of candidates on registers.

3. RECRUITMENT. Recruitment of medical and dental officers is an on-going responsibility of administrators at all levels of the organization.

a. PHS Recruitment. The Health Services Division is responsible for recruiting PHS Commissioned Officers for assignment to Bureau of Prisons facilities. Division representatives will apprise the CEO of their activities and progress.

b. OPM Registers. After consultation with the Medical Director, CEO's will notify the institution HRM of the decision to recruit through competitive registers. For Medical Officers, institution HRM's will prepare the Request for Referral of Eligibles (SF-39) and attachments and forward it to the Examining Section. For Dental Officers, the Request for Referral of Eligibles (SF-39) and attachments must be sent to the Office of Personnel Management.

Upon receipt of a certificate, the institution HRM will send copies of the SF-171's for all eligibles to the Medical Director. After reviewing the applications, the Medical Director will contact the CEO to discuss any concerns or additional information to be obtained during the interviews. The HRM will initiate the standard procedures for contacting, interviewing, and vouchering applicants.

After the applicants have been interviewed and other pre-employment requirements have been met, the CEO will contact the Medical Director to review the proposed selection. The CEO is delegated the authority to select medical and dental officers from registers only after consultation and concurrence with the Medical Director.

### **330.3      ACKNOWLEDGEMENT OF REQUIREMENT TO MAINTAIN A TELEPHONE**

1. PURPOSE AND SCOPE. All employees of the Federal Bureau of Prisons are required by the standards of employee conduct and responsibility to be responsive to the needs of the institution during routine operations, as well as during times of emergency.

Frequently, it is necessary for supervisors to contact employees when they are off duty concerning official business.

2. PROCEDURES. HRM offices will notify applicants at the time of the interview that, as a condition of employment, they will be required to have and maintain a telephone at their residence and that they are required to keep the institution informed of their current telephone number throughout their employment with the Bureau of Prisons. Applicants will acknowledge this requirement in writing on the form in Attachment 3-5.

### **332.1 RECRUITMENT AND SELECTION THROUGH COMPETITIVE EXAMINATION**

1. PURPOSE AND SCOPE. To establish procedures for the Federal Bureau of Prisons Examining Section.

2. DIRECTIVE AFFECTED

#### Directive Referenced

\_\_\_\_ Current FPM Chapter on Recruitment and Selection Through Competitive Examination.

3. FEDERAL BUREAU OF PRISONS EXAMINING SECTION PROCEDURES

a. Procedures for Submitting a Request

- (1) Ensure the SF-39 includes a statement that the Bureau's Priority Placement List has been checked and there are no qualified candidates available to consider.
- (2) Ensure the SF-39 includes a statement that the Bureau's Reemployment Priority List, (same listing as the Priority Placement and Referral System (PPRS) List issued by DOJ) has been checked and there are no qualified candidates available to consider. The PPRS List is located on the last page of Career Opportunities.
- (3) Ensure the SF-39 includes the statement regarding P.L. 100-238, maximum entry age, if applicable.
- (4) Ensure that SF-39A (Justification for Selective Certification) is attached to all SF-39 requests for bilingual and/or female certificates. (See Attachment 3-6)

b. Procedures for Working a Certificate

- (1) Indicate "NFC" (no further consideration) only for NS-3 applicants and only if you do not want them certified to your location in the future.
- (2) Show entry on duty dates for all selected applicants.
- (3) Indicate the reason for not filling the number of vacancies on the request if other applicants are available below your last selection.
- (4) If you are in the process of working a certificate and a supplemental list of eligibles is required to fill your vacancies (due to declinations, failures to reply, etc.), submit a new SF-39 showing the same certificate number as the original and indicate supplement by adding S-1 to the certificate number.
- (5) Arrange certificates in the proper order before returning them to the Examining Section.
- (6) Arrange applications in the same order as the names appear on the certificate.
- (7) Arrange OF-5's in the same order as the names appear on the certificate and paper clip them together in one batch. Submit an OF-5 for every applicant contacted. Staple verbal declinations and written declinations on top of the corresponding OF-5.
- (8) Staple objections and supporting documentation to the corresponding application.
- (9) Ensure the HRM has signed and dated the SF-39 before returning it to the Examining Section. Do not use the "further certification desired" block on the SF-39 you are returning. Submit a new SF-39 if you need another certificate.
- (10) Return certificates within the time allowed. Human Resource Offices are allowed thirty days to work a certificate. If additional time is needed, notify the Examining Unit before the expiration date and request an extension.

c. Amendments. An amendment must be submitted promptly whenever a change is made in the action previously taken and reported on an applicant appearing on a list of eligibles. Amendments must be typed in memo format and reflect the following information:

- (1) Applicant's name,
- (2) Certificate number, and
- (3) Revised action code
  - (a) Attach documentation to support the revised action, e.g. verbal or written declination.
  - (b) When amending a certificate to change any action code to NS, submit an amended list of eligibles to show how the applicant can be legally nonselected using the rule of three.
  - (c) Attach the application of the eligible originally reported as selected.

d. Objections

- (1) Use the SF-62 for all objections and the appropriate objection statement forms as attachments to the SF-62.
- (2) Submit complete documentation to support the reasons for the objection. Applicable documents include copies of interview results, vouchering letters, arrest records, SF-86, etc. depending upon the reasons for the objection.
- (3) Attach the application to the objection form.
- (4) If objecting to a CPS applicant, include a copy of the letter to the applicant notifying him/her of the objection.
- (5) Medical Disqualifications: Preference Eligibles-submit objection and copy of applicant notification letter. Non-Preference Eligibles-Do NOT submit an objection. Document action code "RM" (Removed/Medical) next to the medically disqualified applicant's name on the List of Eligibles and send supporting medical documentation and a copy of the applicant notification letter to the Examining Section with the certificate.

4. ACTING AND REPORTING ON CERTIFICATES OF ELIGIBLES. The following information is provided as guidance in acting on Certificates of Eligibles. General instructions are contained in FPM Chapter 332, Subchapter 4 and Appendix B.

- a. When initially contacting eligibles, use of personal

letters, and telephone calls is likely to encourage and attract well-qualified candidates. Current information such as nature of duties, location, salary and type of appointment should be included in your communication. An OF-5, Inquiry as to Availability form (Attachment 3-7) may be used to initially contact individuals being considered for BOP employment.

b. Allow eligibles a reasonable period of time in which to make their decision as to availability and to inform you. Regular mail inquiries in the local commuting area should have a return deadline of a minimum of ten days, or more, depending on USPS and internal office delivery conditions and intervening non-work days.

For distances over 1000 miles, allow at least 15 days.

You can expect responses within five days to telephone calls in which you invite the applicant to call.

Replies received after the requested response date will be considered as being on time if the selection process has not progressed to a point where consideration would unduly delay your action.

Reasons for declinations must be documented and returned with the certificate since this information may affect further consideration for the applicant. Telephone/verbal declinations must include the reasons for declining, the date and the name of the person receiving the declination. The Examining Section may contact eligibles to verify reported declinations or failures to reply. Verbal declinations will be reported on the form in Attachment 3-8.

c. Guidelines for scheduling selection interviews are contained in FPM Chapter 332, Appendix I. Travel for a selection interview should be kept to a minimum and generally should not exceed a 75-125 mile radius.

d. Principles of open competition are best served when the selecting official gives consideration to all of the highest three available eligibles. The presence of a "name request" candidate within the top three does not mean that the other eligibles should not receive any consideration. For example, the selecting official should be made aware of other available eligibles and, at a minimum, review their applications.

e. Once selections have been made, notify the nonselected applicants who were previously contacted and stated they were

available. This courtesy has a positive impact on the Federal Bureau of Prisons' image as an employer.

f. Return the certificate as soon as selections have been made. Do not wait for the selectee(s) to enter on duty.

g. Provide a reasonable period of time for a selected person to report for duty. Usually, a minimum of two weeks should be allowed for local residents. At least one month should usually be allowed for selectees who must relocate.

\* **335.1 MERIT PROMOTION PLAN**

1. PURPOSE AND SCOPE. This section prescribes the procedures to be used to implement federal merit promotion policy.

2. DIRECTIVES AFFECTED

Directives Referenced

- a. DOJ Order 1335.1B
- b. 5 U.S.C. § 3307
- c. 5 CFR 335

3. PROGRAM OBJECTIVES. This Merit Promotion Plan is designed to:

a. Provide an effective, fair method of evaluating and selecting employees for promotion and for selecting employees for training programs that may lead to promotion.

b. Give selecting officials a choice from among the best qualified candidates.

c. Ensure that consideration is given to each qualified applicant without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, sexual orientation, national origin, nondisqualifying physical disability, or age.

- The Attorney General has established the date which immediately **precedes an individual's 37th birthday** as the maximum age for initial entry into a primary law enforcement position.

d. Establish procedures for evaluating candidates for promotion.

e. Provide incentive for self-improvement of employees.

f. Provide training, career counseling and assistance to employees which will enable them to make the best use of their capabilities and take full advantage of promotional opportunities.

g. Establish clear procedures for operation of the merit promotion program.

4. COVERAGE. This plan applies to the promotion of any federal competitive service employee in the Bureau. It also covers the following placement actions:

a. Filling a position with known promotion potential by reassignment, promotion, transfer, change to lower grade, detail, or reinstatement; e.g., apprentice, initial positions in a career ladder, trainee positions filled below the established or anticipated grade.

b. Selections for details of **more than 120 days** to a higher graded position or to a position with known promotion potential.

c. Reinstatement of employees to positions **at a higher grade or with more promotion potential than a position previously held** by the candidate on a permanent basis in the competitive service.

d. Transfer of employees to positions at a higher grade or with more promotion potential than a position previously held by the candidate on a permanent basis in the competitive service.

e. Time limited promotions for **more than 120 days** to a higher graded position.

f. Selections for training required for promotion.

5. EXCLUSIONS. This plan **does not cover** any other type of placement action such as reassignment, selections from Office of Personnel Management (OPM), Special Examining Unit (SEU) or Delegated Examining Unit (DEU) certificates of eligibles, other permissible internal actions contained in the DOJ CTAP regulations, or any other placement action not specifically covered in Paragraph 4.

6. EXCEPTIONS. These actions **may be made without merit promotion competition** under any of the following circumstances:

a. Promotion of an employee who occupies a position with known

promotion potential and the initial selection for the position was made under competitive procedures or from an OPM, SEU or DEU certificate. Examples of such positions include career-ladder positions, apprentice, trainee or understudy positions or positions covered by an OPM-approved training agreement.

b. Promotion when an employee's position is reclassified at a higher grade as a result of accretion of new duties and responsibilities or to correct an error in position classification.

c. Reinstatement, transfer, promotion, demotion, or detail of an employee to a position having promotion potential no greater than that of a position currently or previously held on a permanent basis under a career or career-conditional appointment; and the employee was not demoted or separated from that grade due to deficiencies in performance or "for cause" reasons.

d. Promotion occurring during a reduction-in-force when a slightly higher pay rate is attained, resulting technically in a promotion.

e. Corrective action taken under this plan or other existing appeal procedures.

f. In order to comply with provisions of the DOJ CTAP, temporary promotion of 120 days or less.

g. Detail to a higher graded position of 120 days or less.

h. Promotion of employees who are within reach on an OPM, SEU or DEU certificate of eligibles.

\* 7. AREA OF CONSIDERATION. The area of consideration for filling any position covered by this plan is the geographical area in which an intensive search is made to locate eligible candidates. When determining the area of consideration for a vacancy announcement, careful assessment must be made of the availability of likely candidates. To ensure fair and equitable treatment of all job applicants, only those individuals inside the area of consideration will be considered for the vacancy.

a. Minimum Area of Consideration. The minimum area of consideration is the local commuting area or geographic area in which it is expected that sufficient best-qualified applicants will be located to fill the position. No minimum area of consideration may be smaller than the local commuting area and must include all BOP Career Transition Assistance Plan (CTAP) eligible surplus or displaced employees. The announcing office

will initially circulate vacancy announcements throughout the minimum area of consideration.

For positions at grade level GS-14 and above, the minimum area of consideration is Department-wide unless an exception is granted by the Bureau Personnel Director's authority. \*

b. Outside Applicants. If appropriate, qualified applicants who are eligible for transfer or reinstatement from outside the Bureau of Prisons will receive the same consideration as candidates from within the Bureau of Prisons.

c. Reannouncement. The reannouncement of advertised vacancies may occur when the selecting official deems it necessary. Among the acceptable reasons for reannouncements are:

- A desire to broaden the applicant pool.
- Interest in expanding the grade levels of staff eligible to compete for the vacancy.
- Enlarging the area of consideration for the vacancy.
- Compensating for administrative error.

8. METHOD OF LOCATING CANDIDATES. The primary method of locating candidates is through a one-time vacancy announcement which must be distributed at least throughout the minimum area of consideration. **One copy of local announcements for bargaining unit positions will be forwarded to the local union president.**

Nothing in this plan is to be construed as limiting supervisors' rights and obligations to counsel and encourage employees to apply for announced vacancies.

9. VACANCY ANNOUNCEMENT REQUIREMENTS. The Human Resource Management Office, under the jurisdiction of the selecting official, will prepare and circulate vacancy announcements. All nationwide announcements will be distributed by electronic mail.

- See Attachment 3-9 for an example of a vacancy announcement.

Except for omnibus announcements for new institutions described below, vacancy announcements, at a minimum, must include the following information:

- a. Announcement number. (except DOJ announcements)
- b. Number of vacancies.
- c. Opening date.

- d. Title, series, grade, and salary range of the position.
- e. Location of the position.
- f. Closing date for acceptance of applications. The closing date must be at **least 15 working days after the issue date**. Applications must be received at the facility of the announcing office **by the closing date**.
- g. Brief statement of the duties of the position.
- h. Brief statement of the qualification standards for the position, clearly stating the requirements of the position.
- i. If qualification standards are modified under the provisions of the General Policies and Instructions for the Operating Manual of Qualification Standards for General Schedule Positions, a brief description of the modified standards must be included in the announcement.
- j. Quality ranking factors or selective placement factors, if any.
- k. Knowledge, Skills, and Abilities (KSAs) required by the position, along with identification numbers. The identification number corresponds to the Supplemental Application Form (SAF) and will appear next to each KSA on the announcement. If positions are announced at multiple grade levels, a separate list of KSA's will be required for each grade level, unless two or more grade levels have identical KSAs.
- l. If the position has known promotion potential, a statement to that effect including the potential grade.
- m. Application procedures, including forms to be submitted.
- \* n. A statement indicating whether travel and transportation are authorized.
  - Local vacancy announcements will be advertised without travel and transportation reimbursement.
  - Nationwide announcements **may exclude** travel and transportation reimbursement if/when management determines a sufficient number of applicants exist within the local area. \*
- o. A statement indicating whether the position is included in or excluded from the bargaining unit.

p. If the position is a secondary law enforcement position, a statement that individuals selected who are under the Federal Employees Retirement System (FERS) and who have not had three years "primary" law enforcement retirement coverage, will not be covered by law enforcement retirement while in this position. To regain coverage, individuals must return to a position with "primary" coverage. Affected applicants must sign an acknowledgment statement (Attachment 3-10).

q. If the position is with the National Institute of Corrections (NIC), or is a non-institution clerical or administrative support position (one-grade interval) [**Exception:** 963 Series, Legal Instruments Examining], a statement that employees who transfer to these positions will lose law enforcement coverage and will need to return to a position with "primary" law enforcement coverage to regain coverage. An acknowledgment statement must be signed by applicants (Attachment 3-10).

r. For positions that require mobility (i.e. trainee positions), it must be stated in the announcement and applicants must complete a mobility statement (Attachment 3-21).

s. If the position to be filled is located within a Bureau institution, all applicants not currently working in an institution will be required to complete a qualification inquiry regarding convictions of misdemeanor crimes of domestic violence.

t. If the announcement will be distributed outside the Bureau, the following statements will be included if the position is located within an institution:

- In accordance with 5 U.S.C. § 3307, the maximum entry age of 36 has been established for initial appointment to a position in a Bureau of Prisons institution;
- Initial appointment to a position in a Bureau institution is subject to satisfactory completion of the Introduction to Correctional Techniques course at Glynco, Georgia;

u. Applicants for initial appointment to a position in the Bureau of Prisons are subject to a urinalysis test for drug detection.

v. All applicants will be instructed to submit their applications directly to the announcing office.

w. A statement detailing the requirement of successful completion of a supervisory/managerial probation period, if it is a requirement for the position.

x. A statement indicating eligible external applicants must meet all application criteria and conditions of employment (i.e., submit all required documentation, age requirement, pre-employment interview, panel interview, physical, reference checking, etc.).

y. If applicable, a statement identifying the position as test-designated and subject to urinalysis testing under the BOP Drug Free Workplace Plan.

**Exception.** To expedite staffing of new institutions, omnibus vacancy announcements covering more than one position may be issued. Such announcements must include the:

- announcement number;
- number of vacancies;
- position titles, series, grades, and salary ranges;
- opening date;
- closing date; and
- relevant KSAs.

Statements of duties and qualifications requirements are omitted from omnibus announcements and interested applicants are instructed to contact the announcing office for additional information.

#### 10. PROCEDURES FOR LISTING VACANCY ANNOUNCEMENTS WITH DOJ & OPM

a. Procedures for Vacancies Normally Filled From Within the Bureau. Many positions are normally filled by current Bureau staff (i.e. unit manager, counselor, inmate systems officer, etc.).

For these positions, a statement must be included on the vacancy announcement indicating the area of consideration to be used. The minimum area shall be Bureau employees. These vacancy announcements do not generally have to be listed with DOJ or OPM. However, to limit the minimum area to Bureau employees, Human Resource Offices must verify and document (via SF-52 remarks) that no CTAP eligibles exist within the local commuting area of the vacancy before an announcement is issued.

The following remarks shall be included on these vacancy announcements:

AREA OF CONSIDERATION: BOP-WIDE

SELECTION WILL BE MADE WITHOUT DISCRIMINATION FOR ANY NON-MERIT REASON SUCH AS RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, NATIONAL ORIGIN, AGE, PHYSICAL DISABILITY, MARITAL STATUS OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

If a Human Resource Office establishes that CTAP eligibles exist within a local commuting area, the minimum area of consideration will be DOJ-Wide Plus Eligible DOJ Surplus and Displaced Employees in the Local Commuting Area and the vacancy must be listed on the DOJ Career Opportunities Bulletin Board, but does not have to be listed with OPM.

b. Procedures for Vacancies Normally Open to Outside Sources. For positions normally filled from outside sources, the vacancy announcement must be listed on the DOJ Career Opportunities Bulletin Board and on OPM's Federal Job Opportunity Bulletin Board (FJOB). The following remarks will be included on these vacancy announcements:

AREA OF CONSIDERATION: GOVERNMENT-WIDE PLUS ELIGIBLE SURPLUS AND DISPLACED FEDERAL EMPLOYEES IN THE LOCAL COMMUTING AREA.

COMPETITIVE STATUS IS NOT REQUIRED IF THE PERSON SELECTED IS A DISABLED INDIVIDUAL WHO IS ELIGIBLE FOR APPOINTMENT UNDER SCHEDULE A OF THE EXCEPTED SERVICE, OR IS A VETERAN WHO IS ELIGIBLE FOR APPOINTMENT UNDER THE VETERANS READJUSTMENT APPOINTMENT AUTHORITY, OR THE DIRECT-HIRE AUTHORITY TO APPOINT VETERANS WITH SERVICE-CONNECTED DISABILITIES OF 30% OR MORE. APPROPRIATE DOCUMENTATION TO SUPPORT THIS CLAIM FOR ELIGIBILITY WILL BE REQUIRED. SELECTION WILL BE MADE WITHOUT DISCRIMINATION FOR ANY NON-MERIT REASON SUCH AS RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, NATIONAL ORIGIN, AGE, PHYSICAL DISABILITY, MARITAL STATUS OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

Local vacancy announcements open to outside applicants will also be sent to the local state employment office.

c. Consideration Requirements

- Department of Defense. Before selecting any candidate from outside the agency, the regulations require that agencies give full consideration to qualified displaced DOD employees who filed a timely application. The law **does not** extend entitlement to placement, but requires

"genuine consideration" be given to displaced DOD employees.

Eligibility for full consideration is tied to either a specific notice of or actual separation from the Federal service by Reduction in Force (RIF). To receive full consideration, the qualified employee must request full consideration with a job application and include a copy of his or her specific RIF notice of separation and/or a copy of the SF-50B, Notification of Personnel Action, documenting the RIF separation.

For any position for which a covered displaced employee has applied and is eligible for full consideration, the servicing Human Resource Management Office **shall document** the consideration given. This documentation **must be retained** with the merit promotion file pertaining to the filling of the vacancy and shall be sufficient to reconstruct the board.

- Career Transition Assistance Plan (CTAP) and Interagency Career Transition Assistance Plan (ICTAP). Competitive internal actions such as merit promotion, reassignment, or demotion to a position with more promotion potential than a position previously held are permissible while there are no well-qualified CTAP candidates in the local commuting area.

Well-qualified is defined as meeting the middle benchmark ("acceptable") on each KSA element.

If the minimum area of consideration is used, well-qualified Bureau CTAP employees **must** be selected, unless the selection would cause another employee to be separated by RIF or the eligible surplus and displaced employees in the local commuting area do not meet all application criteria.

If the area of consideration is outside DOJ, the order of selection is as follows:

- Surplus and displaced agency employees eligible through the CTAP.
- Current or former DOJ employees eligible under the DOJ Reemployment Priority List.
- At the agency's option, any other displaced DOJ employee.
- Displaced employees eligible through the ICTAP.
- Qualified applicants, nonstatus or status.

Eligible surplus and displaced employees in the local commuting area must meet all application criteria and conditions of employment (age requirement, panel interview, physical, reference checking, etc.).

11. APPLICATION PROCEDURES. Applicants are responsible for following all instructions in the vacancy announcement.

Specifically, applicants will submit:

- a Position Application (resume, OF-612, or SF-171),
- a copy of their most recent performance rating,
- a copy of their most recent Notification of Personnel Action (SF-50B), and
- any required Supplemental Application Forms (SAF's).

Also a mobility statement should be included in the package if required by the vacancy announcement. In addition to providing a narrative description for all relevant jobs on the application, the applicant will also be responsible for including a properly completed Qualifications Rating Sheet, summarizing his or her relevant work history.

Applicants will be responsible for mailing applications at their own expense to the announcing office. Applications sent using government supplies or equipment (i.e. envelopes/postage or fax machines) will not be considered.

**Late applications calls will not be accepted.**

Consideration of Absent Employees. An employee who is absent from duty while on any type of leave, active military duty, or on detail to another post or agency and who does not reasonably have access to vacancy announcements is entitled to be considered for vacancies if he or she so requests. An employee who plans to be absent should ensure his or her completed application forms are mailed to reach the announcing office by the closing date of the vacancy announcement.

12. DETERMINING BASIC ELIGIBILITY. Applicants are considered eligible for the position if they meet or will meet minimum OPM qualification standards, time-in-grade requirements, and any specified selective placement factors within 30 days after the closing date of the announcement. The announcing office will make a determination whether the applicant meets minimum requirements and certify the Qualifications Rating Sheet.

13. RATING AND RANKING. Rating and ranking of applicants will occur for all positions with more than one qualified applicant at each grade level. When a position is announced with multiple grade levels, qualified applicants are only rated and ranked to compete with other candidates at the same grade level.

a. Rating Panel. A rating panel shall consist of two members. Two subject matter experts (SMEs) or supervisors of the position to be filled may be used as raters, or, a combination of one SME/supervisor and a human resource representative. The SMEs must be at least equal in grade to the position, and the supervisors must have a working knowledge of the position. A human resource representative, if not a rater, will be available to provide technical assistance.

Rating panels shall consist only of staff excluded from the bargaining unit.

b. Rating Factors

(1) Job Element Rating. Each member of the rating panel will consider how well the applicant's experience, as described in the job elements, has prepared the candidate for the position to be filled. The score for experience is the total number of points awarded by application of the crediting plan.

The raters will review the SAFs of each qualified applicant and use the crediting plan to determine a rating for each element. Points may be assigned only at the levels indicated on the crediting plan (1, 3, and 5). Credit must be given to the highest level possible, based on any single accomplishment that satisfies the level definition. The task examples provided under each level definition serve as a point of reference when crediting an applicant's experience, education, and training.

These examples are only to be used as benchmarks; an applicant is not required to satisfy any specific example but must demonstrate training or experience which satisfies the level definition. If an applicant fails to satisfy the "Barely Acceptable" level of an element or fails to submit the SAF for an element, a score of zero (0) will be assigned.

Each rater will record element scores for applicants on the Qualification Rating Form (BP-508(33)).

Individual job element scores assigned by the raters will be compared to ensure a difference of more than 2 points does not exist between like elements. If a difference of more than 2

points exists, the raters shall mutually agree to change one or both rater's score(s) for the affected element(s).

Both raters must sign and date the BP-508(33).

The total scores for both raters will be recorded under the "Job Element Rating" columns on the Merit Promotion Ranking Form (Attachment 3-13).

(2) Performance. The performance evaluation considered must be the most recent rating and not more than 13 months old according to the date signed by the rating official. If the applicant does not have a current performance rating, this factor is presumed to be "fully successful."

(3) Awards. Quality Step Increase (QSI) and Sustained Superior Performance (SSP) awards, as well as cash awards (including Time-Off awards), letters of commendation and suggestion awards received within the last five years, are credited.

A human resource representative will score each candidate's awards using the Rating Panel Scoring Instructions (Attachment 3-12).

The assigned score shall be recorded under the "AWARDS" column on the Merit Promotion Ranking Form (Attachment 3-13).

14. PROMOTION BOARDS. Promotion boards may be designated on an ad hoc or permanent basis by the appropriate selecting official, subject to the following conditions:

a. The selecting official may not be a member of the board.

b. Promotion boards must consist of at least two members, one of whom must be a representative of the Human Resource Management (HRM) Office.

15. DETERMINING THE BEST QUALIFIED GROUP. Promotion board members will determine which candidates will be included among the best qualified group. The best qualified applicants are those eligible candidates who rank at the top when compared with other eligible candidates for promotion.

Based on the criteria listed above:

- A human resource representative will add together the total score for each applicant and record them on the Merit Promotion Ranking Form. The candidates are then ranked in

order of their composite scores and the top scoring candidates are placed in the best qualified group.

- There is no minimum or maximum number of names that must go on the best qualified list. Determining where the break in score (which may be justified mathematically using a mean or median) occurs should be decided by the board members.

Nothing in this section should be construed as requiring the promotion board to place any applicant in the best qualified group if the board believes no candidate merits such designation.

#### 16. SELECTION PROCEDURES

a. Promotion Certificate. A promotion certificate including the names and applications of all applicants found to be best qualified will be forwarded to the selecting official. In addition:

- Best qualified applicants will be listed on the promotion certificate in alphabetical order.
- If the position has been announced at more than one grade level, the best qualified applicants will be grouped by grade, at the highest grade level for which they are eligible. If there is only one applicant found qualified at a particular grade level, that individual will automatically be placed on the best qualified list if the applicant is determined to be well qualified for the position.

b. Noncompetitive Applicants. Applicants eligible for noncompetitive appointments and/or conversions, reassignment, change to lower grade, or reinstatement, whose selections are not covered by the provisions of this plan, will be submitted to the selecting official on a separate memorandum.

c. Expiration of Promotion Certificates. A promotion certificate is valid for 90 days after the date the promotion board best qualified list is presented to the selecting official.

d. Action by the Selecting Official. The selecting official may:

- Select any best qualified applicant;
- Fill the position through some other type of placement action; or
- Decide not to fill the position.

If additional vacancies occur prior to the expiration of the promotion certificate, the selecting official may make additional selections from the best qualified group.

e. Interviews. Selecting officials, or designees, may interview best qualified applicants. **However, if any best qualified applicant is interviewed, all must be interviewed.**

f. Effective Date. Normally, personnel actions resulting from promotion boards will be effective when the selectee assumes the new position. The effective date must be the beginning of a pay period. Travel for relocation will normally begin after the effective date when the selectee is on the gaining institution's or office's rolls.

g. Union Requests. Upon request, the HRM will give the local union president an oral status report on any bargaining unit selection still pending one week after the promotion board has met.

#### 17. INFORMING EMPLOYEES

a. Vacancy Announcements. Each HRM Office is to maintain a complete copy of all active vacancy announcements (which are included in the area of consideration) issued by Bureau facilities. Each HRM Office is to ensure that employees have ready access to vacancy announcement information. This may be accomplished by displaying the announcements on bulletin boards or by displaying a list of open announcements on bulletin boards and maintaining a complete copy in the HRM Office. If a list is displayed, at a minimum, it shall include the:

- Announcement number.
- Position title, series, and grade.
- Location and closing date.

b. Selection Information. Within 30 days after the date of selection (or decision not to fill the position), the announcing office will notify all applicants of the following:

- (1) The name, grade, title, and location of the selectee;
- (2) Whether the applicant was qualified and included in the best qualified group or noncompetitive group; and
- (3) If the applicant was not qualified, the basis for the disqualification.

c. Selection Announcement. Selections made from nationwide vacancy announcements will be published in the **Monday Morning Highlights**. Selections made from all other announcements will be published locally. Selection announcements will include the selectee's name and his or her current and new position and location.

#### 18. QUESTIONS, COMPLAINTS AND GRIEVANCES

a. General. An employee who has a question, concern or complaint about the general application of the promotion plan or a specific promotion action should attempt to resolve the matter informally by obtaining information from the HRM Office.

b. Grievance Procedures. If the employee believes the matter has not been resolved informally, he or she may file a grievance under the procedures contained in the Master Agreement (bargaining unit) or the agency grievance procedure (non-bargaining unit).

c. Matters Not Appropriate for Consideration as a Grievance. Formal grievances **may not be based on:**

- Failure to be selected for promotion when proper promotion procedures are used, that is, non-selection from a group of properly rated, ranked, and certified applicants, or
- An action required to be taken by the Bureau under provisions of statute or instructions of the Office of Personnel Management.

d. Access to Information. The grievant and his or her representative, if any, are entitled to access all relevant information **concerning the applicant only**. The grievant's representative may examine the entire promotion file on behalf of the grievant in accordance with the Privacy Act. However, the representative must maintain the confidentiality of the promotion file. The representative may not disclose any information which would tend to identify any applicant other than the grievant.

e. Procedural Errors. If a member of a promotion board believes that a procedural error has occurred in a promotion board or that a document contains an improper entry, the following procedure will be used:

(1) The member will call the discrepancy to the attention of the other board members before it adjourns and ask for the appropriate adjustment or that the board be deferred until the

discrepancy is resolved. If the majority of the board agrees, the board will be deferred and the document returned to the responsible official for adjustment.

(2) If the majority of the board does not agree to defer or correct the questioned document or procedure or if the responsible official fails to correct the document, the complaining member may indicate his or her protest on the promotion certificate.

19. PROMOTION RECORDS. Each HRM Office will maintain merit promotion files for a period of two years or after formal personnel management evaluation review by OPM, whichever comes first. Records maintained must be sufficient to allow reconstruction of the promotion actions, including documentation on how candidates were rated and ranked.

20. TEMPORARY PROMOTION

- A bargaining unit employee who is assigned to a higher graded position (within the unit) for three full weeks or more and who is qualified will be temporarily promoted without competition and will receive the rate of pay for the higher graded position effective the first day of the first full pay period of the assignment. Temporary promotions will not be made for less than three full weeks.
- The selecting official will make a selection for temporary promotion in excess of 120 days in accordance with this plan. This does not apply to positions when rotation among assignments is part of a career development program. When competitive procedures are used and when a temporary promotion is expected to last one year or less, the area of consideration will normally be limited to the local commuting area.
- Temporary promotions will be made at the level where the promotion opportunity exists.

\*

21. DISCIPLINARY PENALTIES. Any official found to have improperly discriminated on the basis of an employee's race, color, religion, sex, sexual orientation, national origin, political or marital status, nondisqualifying physical disability, labor organization affiliation or nonaffiliation, or on the basis of personal favoritism in the rating or selection of an employee may be subject to disciplinary action as circumstances warrant.

### **335.3           MANAGEMENT SELECTION SYSTEM**

1. PURPOSE AND SCOPE. This section prescribes the procedures to be used in the identification and selection of applicants for the positions of Warden and Associate Warden. Procedures have been designed to parallel the current merit promotion system used by the Bureau of Prisons.

2. DIRECTIVES AFFECTED

Directives Referenced

- a. 5 CFR 335.103
- b. DOJ Order 1335.1B

3. PROGRAM OBJECTIVES. This selection system is designed to:

- a. Provide an effective, fair method of evaluating and selecting employees for promotion.
- b. Give the Executive Staff a choice from among the best-qualified candidates.
- c. Ensure consideration is given to each qualified applicant without regard to political, religious, or labor organization affiliation or nonaffiliation, marital status, race, color, sex, age, national origin or nondisqualifying physical handicap.
- d. Establish procedures for evaluating candidates for promotion.
- e. Establish clear procedures to ensure compliance with merit principles.

4. COVERAGE. This selection system applies to the promotion of any employee to the positions of Warden, GS-006-15 and Associate Warden, GS-006-14.

5. AREA OF CONSIDERATION. For positions advertised at GS-14 and above, the Bureau Personnel Director has been delegated personnel authority to make exceptions to the Department-wide minimum area of consideration requirement. An exception may be granted if a sufficient number of highly qualified candidates (3 or more) are available for selection within the Bureau of Prisons. With this in mind, vacancy announcements for these positions will limit the area of consideration to Bureau of Prisons employees only.

6. APPLICATION PROCEDURES. A blanket vacancy announcement, for all locations, will be issued on an annual basis. Applicants will access the application document via the Bureau of Prisons Documents System (BOPDOCS). Completion of the application document will include: responses to the required Knowledge, Skills, and Abilities (KSA) elements, performance evaluation and awards information, a synopsis of BOP position history, and designation of preferred locations. Although candidates are allowed to list location preferences, submission of an application indicates willingness to be selected at any location.

Applicants are responsible for faxing the application documents to the Bureau Personnel Director. The faxed documents transmit directly into an electronic system capable of screening for basic qualifications and computing total scores. A graphic image of the application will also be available for retrieval.

The application process will reopen at the midpoint of the one-year period for applicants who did not apply during the original announcement period and for those who were ineligible for consideration by the original closing date. Location preferences may only be changed by any applicant during this midpoint of the yearlong consideration period.

Consideration of Absent Employees. An employee who is absent from duty while on any type of leave, active military duty, or on detail to another post or agency is entitled to be considered for vacancies if he/she so requests. An employee who plans to be absent is responsible for leaving application forms with the servicing HRM office, who will fax the forms to the Personnel Director during the announcement period.

Late Applications. It is the responsibility of the applicant to ensure all forms are faxed to the Personnel Director by the closing date of the announcement period. Therefore, no late applications will be accepted for this selection system.

7. DETERMINING BASIC ELIGIBILITY. Applicants are considered eligible for the position applied for if they meet or will meet minimum OPM qualification standards, time-in-grade requirements and law enforcement officer/age qualifications within thirty days after the closing date of the announcement. Questions concerning the above areas will be contained in the application documents and will be self-reported by the applicants.

If an applicant responds negatively to any of the basic qualification questions, he/she will be instructed (in the application) not to continue with the application process. If the announcing office receives an application and makes the

determination the applicant does not meet minimum qualification requirements, notification of this determination will be provided to the applicant.

8. RATING AND RANKING. Instead of the traditional process of a promotion board rating and ranking candidates to determine the "best qualified" (BQ) list, this system breaks this procedure into three distinct components:

a. Knowledge, Skills and Abilities Evaluation Panels will evaluate the applicants' competencies based on the KSA responses;

b. the candidates' performance evaluation ratings and awards information will be compiled and rated through an electronic means; and

c. the scores from steps a and b above are combined to determine individual ratings. A national BQ list will be derived based on these scores.

To elaborate on (a) above, KSA Evaluation Panels, consisting of senior level administrators (one of which has previously incumbered the position to be filled), will review and rate the KSA portion of the applications. Scores are derived through the use of validated crediting plans and are based on the quality of the candidates' experience, education and training. Each panel will have an HRM expert available who, as the recorder, will serve as the technical advisor, coordinate input of applicant scores, and ensure all records are kept for historical reference. The confidentiality of applicants is maintained throughout this process. The KSA Evaluation Panel members rate applications identified only by an anonymous identification number.

When scoring KSA's, points may be assigned only at the levels indicated on the crediting plan (1, 3, and 5). Credit must be given to the highest level possible, based on any single accomplishment satisfying the level definition. The task examples provided under each level definition serve as a point of reference when crediting an applicant's education, training and experience. These examples are only to be used as benchmarks; an applicant is not required to satisfy any specific example but must demonstrate experience, education or training which satisfies the level definition. If an applicant fails to satisfy the "Barely Acceptable" level of an element or fails to submit a KSA element, a score of zero (0) should be assigned. Candidates' performance evaluation rating and awards information will be retrieved through the National Finance Center (NFC) database.

The performance evaluation used in scoring must be the most recent rating and not more than 13 months old. If an applicant does not have a current performance rating, this factor will be presumed as "fully successful".

Points will be given for awards received within the past five years.

9. DETERMINING THE BEST QUALIFIED GROUP. Based on the computer generated top scores, a national BQ list is identified by using vacancy rates and promotion trends multiplied by a reasonable number of candidates per vacancy, using statistical methods. The entire BQ group is considered for each vacancy and location preferences are noted, but not binding.

Applicants scoring below the BQ list "cut-off" score are ineligible for promotion (to these positions) during the one-year consideration period. Applications received during the announcement period occurring at the year's midpoint will be rated; those scoring within the BQ range of scores being added to the national BQ list. Recent vacancy rates and promotion trends will be re-evaluated each year to determine the size of the BQ group for both positions.

10. APPLICATION FOR REASSIGNMENT. Reassignment candidates for Warden and Associate Warden apply under the vacancy announcement as well. An abbreviated application is submitted (i.e., location preferences, position history) but KSA elements are not completed and the application is not scored. These applications comprise a supplemental list for selection consideration along with the promotion list. It should be noted, however, **any** employee is subject to reassignment in order to meet the needs of the Bureau, whether or not an application is submitted.

11. SELECTION PROCEDURES. Summarized work histories of each BQ list applicant and reassignment candidate will be available for review. Vacancies will be filled at Executive Staff meetings or teleconferences, with final selections being made by the Director.

12. OPERATIONAL ISSUES.

a. Personnel changes during the annual consideration period: The receipt of new awards or performance evaluations during the year will have no impact until the new application period. A candidate promoted during the year to Warden or Associate Warden is eliminated from the system. However, the candidate continues to be eligible for reassignment.

b. Rating information: Rating scores are valid for the yearlong period. Additionally, scores and application packets will remain valid for one period only. Due to potential changes in performance ratings, level of competencies and the recency of awards, applicants may not extend their rating scores over application periods, but must reapply for continued consideration.

c. Record-keeping: This selection system will have an electronic archive allowing for replication of the rating, ranking, and selection process, if necessary.

13. SELECTION INFORMATION. Selections made utilizing the Management Selection System will be published in the Monday Morning Highlights.

#### **335.4 OPEN-CONTINUOUS ANNOUNCEMENT SYSTEM**

1. PURPOSE AND SCOPE. To provide procedures for the implementation of the open-continuous announcement system.

2. COVERAGE. These procedures apply to the announcement of supervisory positions in the GS-007 Correctional Officer Series, at all grade levels.

3. PROCEDURES

\* a. Standard vacancy announcements for supervisory positions are available on SENTRY under Mail ID "BOP Vacancy." Copies of \* these announcements will be permanently posted on bulletin boards maintained by each HRM office.

b. Applicants who wish to apply for any of these positions will complete an open continuous application form for each type of position and grade level for which they wish to be considered. Specific application requirements are included in the vacancy announcements.

c. Applicants may apply, or change their choice of locations, at any time, however, applications on file as of May 1 each year will be purged and the applicant must reapply to receive continuing consideration. Applications dated by the applicant April 15 or later each year will be considered current and will not be purged on May 1.

d. The servicing HRM office will prepare a complete copy of the application and forward it promptly to each regional office for which the applicant has applied. Servicing HRM offices are responsible for ensuring the application is complete, current and

accurate. Servicing HRM offices are also responsible for sending to each regional office where the applicant has applied new documents which show changes during the life of the application, for example, new performance ratings or new qualifications rating sheets showing evidence of incentive awards or disciplinary action.

e. Each Regional HRM office is responsible for maintaining a system for filing and retrieving applications for the locations it services.

f. Applicants will be considered eligible for the position if they meet the minimum qualification requirements and time-in-grade restrictions within 30 days of the regional office's receipt of the application. Applicants not meeting the minimum requirements within thirty days of receipt will be returned to the servicing HRM office.

g. The date a regional HRM office generates a list of applicants for a particular position at a particular location is considered the closing date for receipt of applications. Applications received after that date will not be considered.

h. Servicing HRM offices will ensure that applicants who leave the service submit a new open-continuous application form indicating their withdrawal from the system or the servicing office will complete a withdrawal on their behalf. Servicing HRM offices will also ensure that applicants who change positions or locations submit an updated application form reflecting the new information if they wish to continue to be considered.

i. Regional HRM offices will review the Monday Morning Highlights and electronic mail selection announcements and delete from their systems the application of anyone selected for a different position. Applicants who change positions or locations must reapply to receive continuing consideration. Applicants may request certification from the regional offices, through their servicing HRM office, that they are entered in the system for the positions and locations for which they applied.

### **335.5 PRIORITY PLACEMENT AND REFERRAL SYSTEM**

1. PURPOSE AND SCOPE. It is the policy of the Bureau of Prisons to give priority consideration to employees who are involuntarily reduced in grade, not for cause, and to operate a sound priority placement program under guidelines developed by the Office of Personnel Management, the Department of Justice and the Federal Bureau of Prisons. The purpose of the priority placement program

is to offer positions and facilitate placement of covered employees in the shortest possible time.

2. EMPLOYEES COVERED. Competitive status employees who have been certified by their servicing HRM office as being reduced in grade as a result of reduction in force, an erroneous classification, granted pay retention by the Bureau Personnel Director or granted priority consideration as a result of an EEO complaint, grievance or appeal, employees whose positions have been targeted to be abolished within 90 days, are eligible for coverage under the priority placement program.

3. ACTIONS COVERED. Competitive personnel actions such as selection through merit promotion procedures, selection from an OPM register, and transfer and reinstatement may not be made until the procedures for considering applicants on the Priority Placement List (PPL) and the Priority Placement Referral System (PPRS) have been followed. Career promotions, lateral reassignments and other actions excluded from the merit promotion plan are permitted without a review of the PPL.

4. APPLICATION FOR THE PRIORITY PLACEMENT PROGRAM

a. Employees who are eligible for the priority placement program will receive written notification of their eligibility along with the SF-50, Notice of Personnel Action, effecting the action, or as part of a notice of decision or settlement agreement.

b. Covered employees who wish to register for the Priority Placement List will complete an open-continuous application form for each type of position and grade for which they wish consideration, and submit it to their servicing HRM office along with a complete, current SF-171. Use of the open-continuous form allows the employee to choose more than one location for each type of position.

c. The servicing HRM office will complete a qualifications rating sheet for each series and grade applied for, certifying that the applicant meets the minimum qualification requirements for that position and grade level.

d. The servicing HRM office will forward a copy of the application, qualifications rating sheet and decision or notice which makes the employee eligible for the PPL to the Staffing Section, Central Office. The servicing HRM office will retain a copy of these documents, along with the applicant's SF-171, for future distribution to offices which are filling vacancies for which the applicant has registered.

e. At the time of consideration, the announcing office will request a new qualification rating sheet for the PPL applicant from the servicing HRM office.

5. DURATION OF ELIGIBILITY. Employees will remain on the PPL for three years from the effective date of the action that resulted in their loss of grade unless deleted under Paragraph 9 below. Employees given priority consideration as a result of a grievance, appeal or EEO settlement or decision will remain on the PPL until they have either been placed or received the consideration granted in the decision or settlement.

6. ELECTION NOT TO ENROLL. If an eligible employee elects not to register for the PPL, the servicing HRM office must counsel the employee as to the consequences of this decision. The employee must be advised that election not to enroll significantly reduces the chances for placement into a position at the former grade and may result in a reduction in grade and loss of future earnings upon expiration of grade and/or pay retention.

7. MAINTENANCE OF THE PPL. The Staffing Section is responsible for maintaining and publishing the PPL. The Staffing Section will maintain a current PPL on Sentry and route updated lists to all HRM offices as changes occur.

8. CONSIDERATION OF PPL AND PPRS APPLICANTS

a. Before a vacancy may be announced, the HRM office delegated selection authority for the position will review the PPL and PPRS. If there are no applicants on the PPL or PPRS for the vacancy, the vacancy may be announced and normal merit promotion procedures followed. A copy of the PPL and PPRS will be included in the merit promotion file.

b. If the PPL includes an applicant for the vacancy, the announcing HRM office will secure from the applicant's servicing HRM office a current qualifications rating sheet, SF-171 and performance appraisal. These documents will be reviewed by the selecting official. The selecting official will consider the applicant's performance and compare his/her experience to the requirements of the position being filled.

c. The Staffing Section will notify PPRS applicants who do not meet the age requirements of their ineligibility for consideration. The announcing HRM office will secure from the Staffing Section a copy of the PPRS applicant's application. The announcing HRM office will obtain a copy of the PPRS applicant's most recent SF-50 and performance appraisal. These documents

will be reviewed by the selecting official. The selecting official will consider the applicant's performance and compare his/her experience to the requirements of the position being filled.

d. If the selecting official decides not to select the PPL or PPRS candidate, the reasons for the non-selection will be made in writing and signed by the selecting official. A copy of the justification for non-selection will be filed in the promotion file and a copy will be sent to the PPL applicant.

e. Once the selecting official has reviewed and not selected any PPL or PPRS applicants, the vacancy may be announced and normal merit promotion procedures followed.

9. DELETION FROM THE PRIORITY PLACEMENT LIST. The Central Office Staffing Section will remove an applicant's name from the PPL upon his/her:

- a. Written request to be removed from consideration;
- b. Selection through any procedure which places the employee back into the grade from which reduced;
- c. Declination of a valid offer;
- d. Expiration of the three-year eligibility period;
- e. Receiving priority consideration as specified in a grievance, appeal or complaint settlement or decision; or
- f. Placement in a lower-graded position at the employee's request or for personal cause.

Servicing HRM offices will notify the Staffing Section immediately when an employee is to be deleted from the PPL because of his/her selection, declination or other circumstance which terminates eligibility for the PPL.

### **335.6        DETAILS FOR TRAINING FOR TRADES AND CRAFTS POSITIONS**

1. PURPOSE AND SCOPE. For several years the Bureau of Prisons has endorsed the concept of filling some trades and crafts positions at the trainee level. "In-house" trainee selections provide an additional avenue of career advancement for employees and the person placed in the position already possesses the required correctional skills.

2. PROCEDURES. Trainee positions have not always been structured correctly. In the past, wage trainee positions have been restructured in one of three ways:

a. The Wage Supervisor (WS) rating of the target position was lowered. This method has been questioned by OPM, which maintains that in order for a person to supervise trades and crafts work, the person must possess the required knowledge and skills of the trade. Therefore, it is OPM's opinion that a FWS rating for a wage trainee is inappropriate.

b. The target position was restructured to be nonsupervisory during the training period and filled as a WFS position. This method does nothing to reduce the knowledge, skills and abilities required in the trade or craft and resulted in the continued inability to qualify current employees for the target position.

c. The use of a "detail-for-training". In this method, the target position is filled by competitive detail while the selected employee acquires the necessary skills, knowledge, and abilities to qualify for the target position by on-the-job training.

In reviewing these methods of restructuring positions to accommodate trainees, it appears that method c. is the one most consistent with OPM requirements and our negotiated Merit Promotion Plan. Therefore, this method will be utilized Bureau-wide when a wage position is to be filled at the trainee level.

Staffing procedures for positions under the "trainee" concept are as follows:

- (1) A detail-for-training, not to exceed one year, to the target position will be competitively announced and filled in accordance with the negotiated Merit Promotion Plan.
- (2) The supervisor of the target position will develop a detailed, written training program to be accomplished by the selectee within 12 months or less. (This program is not intended for trades that have a lengthy apprenticeship.) The supervisor will be responsible for monitoring and documenting completion of the training plan. The Employee Development Manager will provide assistance in the development of the training plan.

- (3) The individual selected and the supervisor of the position will be required to sign a training agreement. A sample training agreement is shown in Attachment 3-17.
- (4) Upon completion of the training program, the target position may be announced locally and selection made through normal merit promotion procedures. Alternatively, the trainee may be promoted to the target position without further competition if the target position was clearly stated in the original detail-for-training announcement.
- (5) The crediting plan for Apprentice Positions, dated July 1984, will be used in filling these details-for-training.
- (6) The details will be for periods of 120 days up to a total of one year. The trainee will be retained in the current series and grade. The detail will be documented with a remark such as: "Detailed for training to an Electrical Equipment Repairer position."
- (7) The trainee will remain eligible for step increases and career promotions based on the current series and grade.

### **335.7 REFERENCE CHECKING**

1. PURPOSE AND SCOPE. To establish procedures to enable selecting officials to check the references of candidates in the best qualified and/or non-competitive group.
2. STAFF AUTHORIZED TO PERFORM REFERENCE CHECKS. The selecting official or designee is authorized to conduct reference checking.
3. REFERENCE CHECK CONTACTS. Three categories of references may be checked:
  - individuals in the applicant's current or past chain of command;
  - for technical positions, individuals expected to have knowledge of the applicant's technical skills (i.e., institutional, regional and/or Central Office counterparts); and
  - personal and professional references provided by the applicant.

4. WHO MAY BE REFERENCE CHECKED. Candidates whose applications will be forwarded to the selecting official (i.e., best qualified candidates and those in the non-competitive group) may be reference checked.

**For non-bargaining unit positions** (regardless of the bargaining unit status of the applicants), one has the option of conducting checks on all, some, or none of the candidates.

**For bargaining unit positions** (regardless of the bargaining unit status of the applicants), one has the option of conducting checks on all or none of the candidates.

Additionally, in the case of **bargaining unit positions**:

- The decision to reference check candidates on one list (e.g., the best qualified list **or** non-competitive list) requires that all of the candidates on that list be checked. It does not, however, require that the candidates on the other list be checked as well, unless the selecting official so desires. For example, the decision to reference check the best qualified list requires that all of the best qualified candidates are checked, but the non-competitive applicants need not be checked unless the selecting official wishes to reference check that list and vice versa. Once, however, the decision is made to reference check anyone on a list, **all candidates on that list** must be checked.
- If the decision is made to reference check, the "all or none" requirement applies to the first level of checks only. Should the selecting official or other designees decide to do a subsequent reference check on any of the candidates, the subsequent reference checking need not be performed on all of the candidates.
- Applicants will be notified as to whether reference checking was conducted for the vacancy after the selection is made.

5. APPROPRIATE AREAS OF INQUIRY. The attached Confidential Reference Check form will be used (see Attachment 3-27). The questions outlined on the attached form are required and follow-up questions for clarification purposes are permissible.

Additionally, should the reference checker determine that additional job-related questions are necessary, those questions are to be added to this form and asked of all applicants who are reference checked for that vacancy.

The reference checker is authorized to verify the information the applicant submitted.

Questions shall be framed so they do not indicate an applicant's race, sex, color, religion, national origin, disability or sexual preference.

The form will be used to record the results of the reference checking, ensuring that specific ratings are not directly linked to specific references. Checks may be used to distinguish each reference received in the appropriate boxes. Additional forms may be used, if more than three references are contacted.

6. INAPPROPRIATE AREAS OF INQUIRY. Inquiries are to be related to the employee's job performance and knowledge, skills and abilities. Inquiries shall not address any of the following topics:

- age,
- marital status,
- dependents,
- country of origin,
- race,
- sex,
- religious practices,
- sexual preference,
- medical history,
- prescription drug use,
- disability or other physical condition,
- workers compensation claims,
- authorized use of leave, or
- labor union participation.

7. MAINTENANCE. For **non-bargaining unit positions** (regardless of the bargaining unit status of the applicants), the reference check form will be confidential and maintained in the Merit Promotion File in accordance with established procedures for file retention.

**For bargaining unit positions** (regardless of the bargaining unit status of the applicants), the applicant's reference check form will be accessible to the applicant after a selection has been made or the Merit Promotion File is otherwise closed. The reference check forms will be maintained in the Merit Promotion File in accordance with established procedures for file retention.

**338.1 QUALIFICATION STANDARDS FOR ADMINISTRATIVE POSITIONS**

1. PURPOSE AND SCOPE. To establish and define qualification standards for administrative positions. All employees in federal correctional facilities have a primary responsibility for the detention, direction, supervision, inspection, training, employment, care and transportation of inmates incarcerated in these facilities. Therefore, they are covered by the special retirement provisions for law enforcement officers as defined in Chapters 83 and 84 of Title 5, United States Code. Employees in administrative positions may be covered under these law enforcement retirement provisions if experience as a law enforcement officer is a basic qualification requirement for the administrative position.

2. DIRECTIVES AFFECTED

Directive Referenced

5 USC, Chapters 84 and 85

3. DEFINITION. An administrative position is defined as a position in the Central Office or in a regional office which requires the incumbent to develop policies, to provide expert advice in an area of correctional specialty, or to provide guidance, direction, supervision, advice or evaluation for a program or programs in correctional facilities. Examples of such programs include, but are not limited to:

|                           |                              |
|---------------------------|------------------------------|
| Security                  | Federal Prison Industries    |
| Case Management           | Food Service                 |
| Education                 | Health Services              |
| Human Resource Management | Legal Administration         |
| Financial Management      | Research/Program Development |
| Facilities Operations     | Community Corrections        |
| Employee Development      | Inmate Systems Management    |
| Computer Services         | Psychology Services          |
| Safety Administration     | Religious Services           |

4. EXPERIENCE. Central Office and regional administrators must have experience in correctional facilities if they are to be effective in the primary responsibilities of directing and evaluating these operating programs in field institutions. Therefore, it is the policy of the Bureau of Prisons that every effort will be made to find qualified applicants with correctional experience for administrative positions. Individuals selected for administrative positions who have not had experience in a correctional facility will receive orientation and training in various correctional subjects, in

accordance with established policy, to enhance their understanding of the correctional environment.

### **338.2      MODIFYING QUALIFICATIONS STANDARDS FOR INSERVICE PLACEMENT**

1. PURPOSE AND SCOPE. The Office of Personnel Management has authorized agencies to modify experience requirements for certain inservice placement actions. This authority was originally published in FPM Letter 338-11 and has now been incorporated into the General Policies and Instructions for the Qualification Standard Handbook, published in March 1990. To ensure that the authority is used appropriately and that applicants are given fair consideration, HRM offices will follow the policies, guidelines and procedures in this section when modifying qualification standards.

#### 2. DIRECTIVE AFFECTED

##### Directive Referenced

General Policies and Instructions for the Qualifications Handbook.

#### 3. PROVISIONS FOR USE OF MODIFIED STANDARDS

a. The normal experience requirements may be modified when the applicant's background includes related experience which demonstrates the knowledge, skills and abilities necessary for successful performance in the new position.

b. Either the general experience requirement or the specialized experience requirement or both may be modified.

c. Minimum education, licensure or certification requirements may not be modified.

d. Experience requirements may be modified only if the applicant is being considered for reassignment, voluntary change to lower grade or transfer or reinstatement to the same or lower grade than that currently or previously held. Experience requirements may be modified for reassignment, change to lower grade, transfer or reinstatement to a position with greater promotion potential than the current position under merit promotion procedures. Applicants for immediate promotion must meet the full experience requirements described in the qualification standard.

4. WHEN TO USE MODIFIED STANDARDS. Two of the objectives of the Bureau of Prisons' merit promotion plan are to provide an effective, fair method of evaluating applicants and to give the selecting official a choice from among the best-qualified applicants for a position. Normally, the process involves making an initial determination about the applicant's qualifications by comparing the experience with the qualification standard. Occasionally, it may be decided that applicants who do not meet all of the experience requirements in the standard can still be expected to perform successfully in the new position because they have closely related experience. On these occasions, it is appropriate to modify the experience requirements. Placement in trainee or upward mobility positions are examples of appropriate use of modified standards. The authority to use modified standards should be used sparingly and only when it is expected that an insufficient number of best-qualified applicants will qualify under the normal standard.

5. HOW TO MODIFY STANDARDS

a. Consultation with Program Managers. Before deciding to use a modified standard, HRM's should consult with the Department Head or program manager to determine whether the normal experience requirements can be modified and to determine what the modified requirements should be.

b. Determining Modified Requirements. Modified experience requirements must demonstrate that the applicant gained the necessary knowledge, skills and abilities (KSA's) through related experience. Therefore, HRM's must identify the KSA's for the position being filled. Review of the qualification standard, position classification standard, position description and consultation with subject-matter experts (Department Head or program manager) are useful in identifying the KSA's for the position.

6. PROCEDURES

a. Vacancy Announcement. When a modified standard is used, the vacancy announcement will so state and will identify the modified requirements to be met. The following language is recommended:

In accordance with the General Policies and Instructions for the Qualification Standards Handbook, experience requirements may be modified. Applicants may qualify on the basis of related experience which provided evidence of (list KSA's).

b. Qualifications Rating Sheet. Servicing HRM offices will document the applicant's experience on the qualifications rating sheet and indicate whether the applicant qualifies under the normal requirements described in the standard or the modified requirements described in the vacancy announcement. Applicants who meet the full requirements of the standard will not be shown on the qualifications rating sheet as qualifying under the modified standard. Applicants are responsible for providing adequate information about their experience with their applications. Servicing HRM offices may not credit experience which is not supported by the application documents nor may they assume that KSA's have been demonstrated based on job title alone.

Announcing HRM offices will review the qualifications rating sheets of all applicants to ensure that modified standards have been applied consistently.

c. SF-52 and SF-50. When a selectee qualifies under a modified standard, the SF-52 and the SF-50 documenting the selection will include a remark that the selectee qualified based on a modified standard.

d. Subsequent Promotions. Selectees whose placement in a position was based on a modified standard are eligible for subsequent promotions based on the add-on rule. When the applicant does not meet total length of experience requirements but does meet the difference in the length of experience required for the current and proposed positions, the applicant is considered to be qualified. Qualifications rating sheets for subsequent promotions will document that the applicant qualifies under the add-on rule. Further discussion of the add-on rule can be found in the General Policies and Instructions for the Qualification Standards Handbook, Section F9.

### **338.3        JOB ELEMENT EXAMINING PLAN FOR TRADES AND LABOR POSITIONS**

1. PURPOSE AND SCOPE. This section describes the procedures to be used in determining whether an applicant for a trades and labor position meets the minimum qualification requirements. Applicants will be rated by a rating panel using the appropriate crediting plan to evaluate the applicant's knowledge, skills and abilities.

#### 2. DIRECTIVES AFFECTED

Directives Referenced

- a. Job Qualification System for Trades and Labor Occupations
- b. Bureau of Prisons Crediting Plans

3. RATING PANELS. Rating panels determine the applicant's eligibility for a position by comparing the applicant's responses on the supplemental application form to the descriptive examples in the appropriate crediting plan and assigning a numerical score. Rating panels will consist of a representative of the HRM office and a subject matter expert.

4. APPROVED JOB ELEMENT. The job elements for each type of position are shown in Appendix A, Handbook X-118C and in the BOP crediting plan for the trade (occupation). The approved elements for each type of position include the following screen-out elements:

- a. For non-supervisory FWS positions, the screen-out element is #1, "Ability to do the work of the position without more than normal supervision."

- b. For Wage Leader (WL) and Wage Supervisor (WS) positions, the screen-out element is #73, "Ability to lead or supervise."

- c. For General Foreman positions, the screen-out element is #73-A, "Ability to supervise through subordinate supervisors."

Additionally, all trade and craft positions in the Federal Bureau of Prisons have the screen-out element #100-C, "Aptitude for work with inmates." The approved elements for apprentice and general foremen level positions are found in Appendix B, Handbook X-118C.

5. CREDITING PLANS. Crediting plans have been developed for the trades and crafts positions commonly found in BOP institutions. Should new or additional crediting plans be necessary, they will be developed in accordance with instructions in Handbook X-118C and in a similar manner and style to those now existing. The approved sets of job elements for each job family, along with the element "Aptitude for work with inmates" (#100-C) are included in each crediting plan, along with descriptions and point values for various levels of acceptable experience and training. In the development of new crediting plans, trades and crafts personnel (Subject Matter Experts) should participate as they can best describe shop practices, materials, equipment, etc., using the terminology of the trade.

Crediting plans are restricted documents, available only to members of rating panels. Employees may not have access to

crediting plans because the information contained in them may give an applicant unfair advantage in applying for jobs.

6. OPM COMPETITIVE ANNOUNCEMENTS. HRM offices developing or working with OPM offices in the development of Federal Wage System job announcements and crediting plans will include the screen-out element #100-C, "Aptitude for work with inmates," in any such announcement and crediting plan. As a screen-out element, applicants who do not demonstrate an aptitude for work with inmates will be found not qualified for the position.

A letter dated October 26, 1970, from the Central Office of the Civil Service Commission (now the Office of Personnel Management) stipulated that for supervisory or leader trades and labor jobs, "barely acceptable or potentially satisfactory" ability may be required in Element 100-C for minimum eligibility on the screen-out element. It was further agreed that information obtained in pre-employment interviews that reflects adversely on the applicant's aptitude for work with inmates may be used as a basis for objecting to an applicant on a certificate of eligibles.

7. RATING PROCEDURES. The rating panel uses the descriptions in the crediting plan as a yardstick for assessing the qualifications of the applicant. Point values assigned for each element represent the consensus of the panel members, not individual scores or an average of individual scores. Screen-out elements may be rated first to eliminate obviously unqualified applicants. To be eligible, an applicant must obtain a score of at least two points on each of the screen-out elements and the total score must be at least equal to one-half the total possible points.

8. DEMONSTRATED ABILITY VS. POTENTIAL ABILITY. Applicants for positions at all levels (apprentice/trainee or journeyman) may be found qualified if the following conditions are met:

a. Applicants score at least two points on each screen-out element. The points may be based on the applicant's demonstrated ability or potential ability.

b. The total number of points an applicant scores on all elements must be at least two times the number of elements.

c. If the position to be filled is at the journeyman level (including all leader, foreman and general foreman positions), points credited for potential ability in the remaining elements (those which are not screen-out elements) may not be counted in the total.

d. If the position to be filled is at the apprentice or trainee level, points credited for potential ability in the remaining elements (those which are not screen-out elements) may be counted in the total.

#### 9. PHYSICAL REQUIREMENTS

a. The following physical requirements were approved for use with BOP trades and labor positions. The duties of all Federal Wage System positions in the Bureau of Prisons and Federal Prison Industries, Inc. (UNICOR) daily require arduous physical exertion and unusual mental pressure. In times of emergency, which are frequent, duties require extreme physical exertion such as restraint of inmates, participation in escape hunts, protracted and irregular hours of duty, etc. Therefore, applicants must be of sound health capable of meeting the following physical standards:

- (1) Performing efficiently the duties of the position; be free from defects or diseases as may constitute employment hazard to themselves or to others; and have no deformities, disfigurements or abnormalities which tend to be conspicuous.
- (2) Vision of at least 20/100 (Snellen) in the better eye, without correction, corrected to at least 20/70 (Snellen) in one eye and 20/30 (Snellen) in the other. Defective vision must not be due to active or progressive organic disease. Applicants must be able to read printed material the size of typewritten characters with comparative ease.
- (3) For the positions of automotive mechanic, electrician, electronic technician and machinist, applicants must be able to distinguish basic colors. For the positions of painter and welder, the ability to distinguish shades of color is required.
- (4) Hearing in each ear must be normal, that is, 15/15 in each ear by the whispered voice test. Hearing aids are not acceptable.
- (5) Hernia (with or without truss), organic heart disease (whether or not compensated), severe varicose veins, serious deformities or disabilities of extremities (including weak feet), mental or nervous disease, chronic constitutional disease, marked abnormality of speech, facial disfigurement or other serious physical defect or disease will disqualify for appointment.

b. The above requirements are modified by the following paragraph:

The physical requirements of this standard are based on the arduous or hazardous nature of the duties typically performed by most of the positions covered by the standard. However, since individual positions may not include all such duties, a physical condition or impairment may be disqualifying for appointment only if there is a direct relationship between the condition and the nature of the duties of the specific position to be filled. In some instances, a physical impairment will not disqualify an applicant for appointment if the condition is compensated for by a satisfactory prosthesis, mechanical aid or by reasonable accommodation. Reasonable accommodation may include, but is not limited to: the use of assistive devices, job modification or restructuring, provision of readers and interpreters or adjusted work schedule.

#### **338.4 PASS/FAIL SYSTEM FOR INTRODUCTION TO CORRECTIONAL TECHNIQUES**

1. PURPOSE AND SCOPE. It is essential that all staff working in a correctional environment be at least minimally proficient in the knowledge, skills, and abilities (KSAs) needed for correctional work. Validation research has identified these critical KSAs. Therefore, the attainment of proficiency in these areas, operationally defined as the successful completion of the Introduction to Correctional Techniques Program (ICTP), is a condition of employment for all staff in correctional institutions.

\* In order to obtain the necessary KSAs, all covered employees must successfully complete the ICTP. Successful completion is defined by the attainment of an acceptable level of performance, as defined by the Staff Training Academy, in three areas: firearms, physical abilities, and a written test of job knowledge. Physicians, dentists, and chaplains may elect to waive the firearms portion, however, the other evaluative areas are applicable. Students who do not attain an acceptable level of performance in all three areas will fail the ICTP and their employment will be terminated. \*

#### 2. DIRECTIVES AFFECTED

##### Directive Referenced

PS 3906.14 Physical and Medical Standards for Newly Hired Correctional Employees

PS 3906.16 Employee Development Manual

3. EMPLOYEES COVERED

a. All employees appointed after December 31, 1983 to positions defined as primary law enforcement positions and whose appointments meet the following conditions are covered:

- (1) Career and career-conditional appointments, including reinstatements and transfers.
- (2) Excepted service appointments exceeding one year and temporary appointments for which there is an expectation of conversion to a permanent appointment.
- (3) Reinstatements of former Bureau of Prisons' employees whose break in service (from the Bureau of Prisons) exceeds three years.
- (4) Public Health Service employees and officers stationed in a correctional facility are also covered by these pass/fail requirements.

b. The pass/fail requirement for the physical abilities testing component of the Introduction to Correctional Techniques course is in effect for staff entering on duty after January 1, 1997.

c. Any employee appointed to a non-law enforcement position after December 31, 1983 and who attends the ICTP, but does not satisfactorily complete the training, is not eligible to be assigned to a primary law enforcement position. Selection of a non-law enforcement employee for a law enforcement position in which the employee did not have the opportunity to successfully complete the ICTP is considered tentative. Only upon successful completion of the ICTP may the selection be finalized, and the employee allowed to begin the relocation process.

4. NOTIFICATION OF REQUIREMENT. Requests for certificates of eligibles and vacancy announcements will include a notice that successful completion of the ICTP is a condition of employment.

\* Prospective employees for law enforcement positions shall be notified of the requirement to successfully complete the ICTP at the time of the pre-employment interview or prior to selection, if currently employed with the Bureau. Non-law enforcement employees will acknowledge the requirement to successfully complete the ICTP before selection into a law enforcement position. Applicants and employees initially assuming a law

enforcement position will acknowledge this requirement by signing Attachment 3-18. \*

**338.5 APPOINTMENT ABOVE THE MINIMUM RATE BASED ON SUPERIOR QUALIFICATIONS**

1. PURPOSE AND SCOPE. To establish criteria and procedures for appointment above the minimum rate based on superior qualifications for non-attorney positions.

2. DIRECTIVES AFFECTED

Directives Referenced

5 CFR §531.203(b)

3. APPROVAL. An above the minimum rate allows for the appointment of a superior candidate appointed at a salary rate above the minimum step of the qualifying grade.

Above the minimum rate requests are used to attract top quality candidates from outside the government service who meet one of the following:

**SUPERIOR QUALIFICATIONS** - Candidates who have superior qualifications **and** who would forfeit income that would justify a salary above the base pay for the grade; or

**SPECIAL NEED** - Candidates who have a unique combination of education and experience that meets a special need of the agency.

The above the minimum rate request must be approved **prior** to the candidate's entry on duty date.

\* It must be the applicant's initial appointment into government service or after a break in government service of at least 90 days. Experts and consultants such as dentists, medical officers, etc., who are currently providing services for the Bureau under contract paid by non-appropriated funds, may be offered an above the minimum rate appointment. Above the minimum rates may not be used for reassignments of current government employees.

Approval of above the minimum rate appointments based on superior qualifications for non-attorney positions was delegated to the Personnel Director, Bureau of Prisons, effective November 23,

1992. This authority is used to make appointments that do not exceed a candidate's existing pay by 20 percent.

In addition, the Bureau Personnel Director has been granted delegated authority to approve above the minimum rate appointments that are:

- a. more than 20 percent higher than a candidate's existing pay;
- b. based on a special need of the agency; and
- c. based on a reasonable expectation of employment (if unemployed).

This additional authority will only be used in rare instances and will not be approved solely on the basis of a candidate's existing pay. The candidate's qualifications for the position in relation to other candidates, and any specialized job requirements or special need of the agency shall carry equal weight.

Above the minimum rate requests for attorney positions will continue to be approved by the Director, Office of Attorney Personnel Management.

4. PROCEDURES. An above the minimum rate request is prepared by the hiring office and forwarded to the Staffing Section, Central Office for approval.

Submission of the required documents for an above the minimum rate request must include the following:

- Cover Memo;
- Justification;
- Application or Resume;
- Copy of the SF-52;
- Copy of the Certificate of Eligibles or other hiring authority documentation;
- Copy of the position description and cover sheet; and
- Copy of the earnings statement, employment offer or other salary verification.

Criteria for each item listed above include the following: \*

a. Cover Memo. A cover memo (Attachment 3-19) addressed from the Chief of Staffing, Central Office, to the Bureau Personnel Director, will include the candidate's name, proposed position, organizational location, and legal appointing authority.

b. Justification. The justification must address the following issues in regard to the candidate:

- (1) superior qualifications,
- (2) comparison to other candidates,
- (3) recruitment efforts,
- (4) salary requirements, and
- (5) recruitment bonus offer.

The justification must clearly demonstrate that the candidate has superior qualifications. This would include a detailed description of the candidate's educational background, experience, and any pertinent licenses, certifications, awards, publications or accomplishments. This must be supported by the application or resume and other available documentation.

If there are other available qualified candidates, it must be demonstrated why this candidate's credentials exceed the credentials of the other candidates. Specific reasons must be given for those candidates not selected.

Recruitment efforts to attract such a candidate must be addressed in the justification. Examples include attendance at job fairs, regional advertising campaigns, and the fact the position has remained vacant for an extended period of time.

\* The candidate's unwillingness to accept the minimum salary rate of the position must be indicated in the justification.

A statement shall be included indicating a recruitment bonus was offered in lieu of or in addition to the above the minimum rate. If a recruitment bonus was offered, but declined, the reason must be given for this decision. \*

c. Application. The application or resume must be signed and include complete descriptions of experience, educational credentials, and salary requirements.

d. SF-52. A copy of the SF-52 with complete signatures, the name of the employee, and the proposed grade and step.

e. Certificate of Eligibles. A copy of the Certificate of Eligibles on which the candidate's name appears along with proper annotations of non-selections of other candidates, if applicable. If other hiring authorities are used, include the documentation (i.e. merit promotion certificate and selective factors).

f. Position Description (PD) and Cover Sheet. A copy of the PD with all required signatures on the cover sheet.

\* g. Employment Verification. A copy of earning statements not over three months old, photocopy of the previous year tax forms

or W-2, salary verification by an accountant or current employer on company letterhead, or written employment offers, whichever is applicable.

Written employment offers less than three months old must promise a comparable salary and indicate the position is currently available to the candidate. Also, all documentation submitted as evidence of present or past salary must match the salary indicated on the application or resume for the last position held. \*

h. Above the Minimum Rate Checklist. The Above the Minimum Rate Checklist (Attachment 3-20) shall be signed by the Human Resource Manager to certify the above the minimum rate request is complete and will be included as the top cover sheet in the package.

Proper documentation shall be noted on the Above the Minimum Rate Checklist (Attachment 3-20) as to the date received and date forwarded to the Central Office. All other information on the Above the Minimum Rate Checklist must be noted and certified by signature from the Human Resource Manager prior to mailing to the Central Office.

Questions regarding appointments above the minimum rate may be directed to the Staffing Section.

### **338.6        MAXIMUM ENTRY AGE FOR LAW ENFORCEMENT POSITIONS**

1. PURPOSE AND SCOPE. To delineate maximum entry age for law enforcement positions.

2. DIRECTIVES REFERENCED

a. 5 U.S.C. 8331.

b. DOJ Order 1338.1B

3. PROVISIONS. Under the provisions of Public Law 93-350 (5 U.S.C. 8331 (20) (A) (D), Congress provided federal agencies with the authority to establish maximum age limits in which original appointments may be made to positions of law enforcement officers. The definition of law enforcement officer, for the purpose of this provision, specifically includes employees of the Bureau of Prisons whose duties require contact with individuals incarcerated in federal correctional facilities.

On June 4, 1975, the U.S. Civil Service Commission (now the Office of Personnel Management) concurred with the Attorney

General's decision to set the maximum age for original entry into all positions within correctional facilities of the Bureau of Prisons as the date immediately preceding one's 35th birthday. This maximum age limit is an exception to the Age Discrimination in Employment Act and was upheld in *Stewart v. Smith* 673 F.2d 485 (DC Cir. 1982).

Effective June 4, 1991, under the authority of Public Law 100-238, the Attorney General raised the maximum entry age for law enforcement positions in the Department of Justice to the date immediately preceding one's 37th birthday.

\* 4. EXCEPTIONS. The Department of Justice has excepted medical officers, dental officers, Catholic chaplains, Islamic chaplains, Jewish Rabbis and physician assistants from the maximum entry age. \*

5. WAIVERS. A waiver of the maximum entry age requirements may be requested for any position for which there is a shortage of applicants under the age of 37. A waiver may be granted which allows the appointment of a candidate up to the date immediately preceding their 40th birthday. The Director of the Bureau of Prisons is authorized by the Attorney General to approve a waiver of the maximum entry age for appointments to the positions of nurse and clinical psychologist. Waivers for other occupations require the approval of the Department of Justice. Requests for age waivers are submitted to the Staffing Section and must include:

a. Memorandum from the CEO to the Bureau Personnel Director describing unsuccessful efforts to recruit applicants under the age of 37

b. The proposed entry on duty date;

c. A statement that fully explains the basis for the desired exception;

d. Copy of SF-39 and certificate of eligibles, if the candidate is being considered from an OPM register;

e. Copy of position description for the vacancy; and

f. Copy of applicant's SF-171.

6. TEMPORARY APPOINTMENTS. The Department of Justice has issued an opinion that a temporary appointment is not subject to the maximum entry age, as the age limit applies to the initial permanent appointment to a law enforcement position.

### 338.7 NONCITIZENS

1. PURPOSE AND SCOPE. To establish procedures for appointment of noncitizens to fill the following positions:

- . Clinical Psychologist
- . Correctional Officer
- . Correctional Treatment Specialist
- . Counseling Psychologist
- . Medical Officer
- . Physician Assistant

3. AUTHORITY. The Office of Personnel Management has delegated to the Bureau of Prisons the authority to appoint noncitizens to fill the positions referenced above in the absence of applicants who are qualified U.S. Citizens.

4. PROCEDURES. Institutions may request approval to hire noncitizens only after all available resources have been exhausted in an effort to hire qualified U.S. Citizens. Realistically, such requests are only justifiable for hard-to-fill positions such as Physician Assistant, Psychologist and Medical Officer.

The three major considerations in making determinations on requests to appoint noncitizens are:

- a. No qualified U.S. Citizens available at any grade level.
- b. Proof of extensive efforts to recruit qualified U.S. Citizens.
- c. Noncitizen applicants must meet all requirements in accordance with the Appropriation Act and qualification standards.

Requests to hire noncitizens are submitted to the Examining Section and must include:

- a. Standard Form 59, "Request for Approval of Noncompetitive Action",
- b. Memorandum requesting approval to hire a noncitizen and describing efforts to hire U.S. citizens with supporting documentation.
- c. Copies of all SF-39's for certificates requested from appropriate register during the last 12 months and current SF-39's for all grade levels showing no available

applicants. DO NOT NAME REQUEST NONCITIZENS ON SF-39's, they are not permitted on federal registers.

d. SF-52, signed by the Chief Executive Officer, for the requested appointment of a noncitizen. The nature of action is "Excepted Appointment" and the appointment authority is Schedule A, Section 213.3102(bb).

e. SF-171 and college transcript of prospective employee.

f. INS Form I9, verification that prospective employee is a legal alien of the United States.

g. Credential evaluation letter for foreign medical graduate, if applicable.

5. PRIOR APPROVAL. Noncitizens may not be appointed or enter on duty until after approval is granted by the Chief of the Examining Section.

6. APPROPRIATION ACT RESTRICTIONS. The current Appropriation Act prohibits the payment of noncitizens from appropriated funds unless they:

a. Owe allegiance to the United States, i.e., are a native of American Samoa.

b. Are an alien of Cuba, Poland, South Vietnam, citizen of Israel or the Baltic countries lawfully admitted to the United States for permanent residence.

c. Are South Vietnamese, Cambodian and Laotian refugees paroled into the United States between January 1, 1975 and September 29, 1979.

d. Are Nationals of countries allied with the United States in the current defense effort. The following countries currently are allied with the United States in a defense effort:

|            |                    |
|------------|--------------------|
| Argentina  | Italy              |
| Australia  | Japan              |
| Bahamas    | Korea, Republic of |
| Belgium    | Luxembourg         |
| Bolivia    | Mexico             |
| Brazil     | Netherlands        |
| Canada     | New Zealand        |
| Chile      | Nicaragua          |
| Colombia   | Norway             |
| Costa Rica | Panama             |

|                              |                     |
|------------------------------|---------------------|
| Cuba                         | Paraguay            |
| Denmark                      | Peru                |
| Dominican Republic           | Philippines         |
| Ecuador                      | Portugal            |
| El Salvador                  | Spain               |
| France                       | Thailand            |
| Germany, Federal Republic of | Trinidad and Tobago |
| Greece                       | Turkey              |
| Guatemala                    | United Kingdom      |
| Haiti                        | Uruguay             |
| Honduras                     | Venezuela           |
| Iceland                      |                     |

Questions on the appointment of noncitizens or submission of requests for approval should be directed to the Examining Section.

### **339.1 PHYSICAL REQUIREMENTS FOR INSTITUTION POSITIONS**

\* 1. PURPOSE AND SCOPE. All positions located in correctional institutions are hazardous duty law enforcement officer positions, and require individuals to be physically able and medically qualified to perform correctional work safely and successfully. These positions require a physical examination after a conditional offer of employment has been extended and have higher physical requirements than non-law enforcement officer positions.

#### 2. DIRECTIVES AFFECTED

##### Directives Referenced

5 CFR, Part 339  
OPM Qualification Standards Operating Manual

PS 3906.14 Physical and Medical Standards for Newly Hired Correctional Employees (11/19/96)

3. PHYSICAL STANDARDS. Incumbents of positions in correctional institutions are considered law enforcement officers and must be alert at all times and able to recognize and respond effectively to emergencies. Inability to respond to an emergency may jeopardize the security of the institution and the safety of staff and inmates.

a. Applicants entering on duty and non-law enforcement employees selected for a law enforcement position, after January 1, 1997, must meet the medical guidelines and physical standards established under the Qualification Standard for

Positions Requiring Collateral Correctional Skills, and in the Program Statement on Physical and Medical Standards for Newly Hired Correctional Employees.

b. Current employees in law enforcement positions will not normally be subject to a further physical examination. However, employees must be able to perform the following physical activities: \*

- (1) Walking for up to one hour;
- (2) Standing for up to one hour;
- (3) Seeing a human figure at a distance of one-fourth of a mile;
- (4) Seeing a target at a distance of 250 yards;
- (5) Hearing and detecting movement;
- (6) Hearing commands and radio broadcasts.
- (7) Ability to use various firearms, including pistols, rifles and shotguns;
- (8) Ability to perform self-defense movements;
- (9) Running an extended distance;
- (10) Dragging a body an extended distance;
- (11) Carrying a stretcher with one other person;
- (12) Ability to smell smoke and drugs;
- (13) Climbing stairs; and
- (14) Lifting objects weighing 25 pounds.

\* 4. ACTION BY THE MEDICAL OFFICER. Each applicant and non-law enforcement employee shall be evaluated based on the physical requirements for law enforcement positions and the abilities of the individual. The Medical Officer shall determine the individual's ability to perform the duties of the position based on a medical history report and physical examination. The Medical Officer shall make a recommendation to retain the applicant for employment based upon his/her findings from the medical evaluation.

The selection of a non-law enforcement employee into a law enforcement position is contingent upon a satisfactory medical evaluation and successful completion of the Introduction to Correctional Techniques Program. \*

The procedures described herein are separate from periodic assessments of correctional institution staff and their ability to perform the essential functions of their positions, with or without reasonable accommodation.

### **339.3 RECRUITMENT AND RELOCATION BONUSES AND RETENTION ALLOWANCES**

#### RECRUITMENT BONUSES

1. PURPOSE AND SCOPE. To institute the Bureau's plan for paying a recruitment bonus to a newly appointed employee when it would otherwise be difficult to fill the position with a high quality applicant.

2. DIRECTIVES AFFECTED.

#### Directives Referenced.

PS 2013.01 Financial Management - Debt Management (3/3/94)  
4 CFR 102.4  
5 CFR Part 575  
5 U.S.C. § 5753  
31 U.S.C. § 3716  
5 U.S.C. § 5333

3. PROCEDURES

a. Criteria. Recruitment bonuses, up to 25 percent of the annual rate of basic pay, may be provided to employees who are:

- Newly appointed to the Bureau (i.e., the first appointment as a federal employee), or
- Being appointed following a break in service of at least 90 days.

Career experience students (formerly Co-ops), interns, and law clerk trainees are exempt from the 90-day break in service requirement when accepting the first permanent appointment.

The bonus is calculated on the rate of basic pay before any deductions (such as taxes) and exclusive of additional pay of any kind, such as locality-based comparability payments and overtime.

However, basic pay does include a special salary rate if one has been established for the occupation and location.

Each recruitment bonus requires a written service agreement (Attachment 3-25) between the Bureau and the newly appointed employee, under which the employee agrees to a minimum of 24 months of employment with the Bureau in return for a recruitment bonus payment.

b. Review and Approval Authority. The appropriate Chief Executive Officer must request each recruitment bonus in writing through the Regional Director with approval from the Assistant Director of Human Resource Management and the discipline involved (Attachment 3-24)

\* Recruitment bonus offers for attorneys must be approved by the Deputy Attorney General or his/her designee. \*

c. **Requirements for Paying a Recruitment Bonus.** The requirements for paying a recruitment bonus are as follows:

(1) Each recruitment bonus must be based on a **written case-by-case determination** that the candidate is highly qualified to perform the duties of the position to be filled **and** the Bureau would have considerable difficulty in filling the position with a high quality candidate if a recruitment bonus were not paid. These determinations must be made **before** the employee **enters on duty** into the position for which the employee was recruited. The written request must be sent to the Human Resource Management Division, Staffing Section, for routing to the approving officials prior to entrance on duty.

(2) To determine whether a recruitment bonus should be paid or the amount of any such payment, the recommending and approving officials must consider the following factors which must be outlined in the written case-by-case determination:

(a) availability of funds to pay the recruitment bonus to the candidate/employee under current consideration (regional or institutional funding is required);

(b) the success of recent efforts to recruit high quality candidates for similar positions, including indicators such as offer acceptance rates, proportion of positions filled, and the length of time required to fill similar positions;

(c) recent turnover in similar positions;

(d) labor-market factors that may affect the ability of the Bureau to recruit high quality candidates for similar positions now or in the future;

(e) special qualifications needed for the position;

(f) the candidates qualifications; and

(g) the practicality of using the superior qualifications appointment authority provided by 5 U.S.C. 5333 and 5 CFR 531.203(b) alone, or in combination with a recruitment bonus.

(3) The recruitment bonus payment is calculated as a percentage of the employee's rate of basic pay, not to exceed 25 percent, and is paid as a lump sum on or after the date the employee enters on duty. The bonus is not considered part of the employee's rate of basic pay for any other purpose. Upon approval, an SF-52 is prepared to authorize the payroll office to pay the bonus and to document the bonus payment in the employee's Official Personnel Folder. \*

d. Department of Justice Reporting Requirements. The Department of Justice (DOJ) requires written documentation for recruitment bonus pay. This documentation must be available for the Office of Personnel Management review upon request. The documentation must include sufficient information to clearly justify the bonus payment, and to explain the criteria used to determine the need for paying the bonus, and the candidate's qualifications must be in sufficient detail to demonstrate that he/she is highly qualified for the position.

In order to justify the recruitment bonus and to comply with DOJ reporting requirements, **all** recruitment bonus requests must be in the **format outlined in Attachment 3-24.**

e. Service Agreements and Pay-Back Requirements

(1) Before a recruitment bonus may be paid, the affected employee must sign a written service agreement (Attachment 3-25) to complete a minimum of 24 months of employment with the Bureau.

(2) Except as provided by Paragraph (3) below, an employee who fails to complete the 24 months shall be indebted to the Federal Government and shall repay the recruitment bonus on a pro rata basis. The pro rata basis for repayment will be determined as follows:

(a) if the employee completes less than one-fourth of the agreed-upon length of service, the full bonus must be repaid.

(b) if one-fourth or more of the service is completed, the amount to be repaid is determined by dividing the number of months **remaining** in the service agreement by the total number of months in the service agreement, and multiplying the result by the bonus amount.

(3) Paragraph (2) of this section does not apply if an employee fails to complete a period of employment established under a service agreement due to circumstances beyond the employee's control, (i.e., disability, retirement, reduction in force, or transfer of functions). If an employee is terminated, repayment of the recruitment bonus is required.

(4) Movement between positions in the Bureau or components of the DOJ does not constitute failure to complete the service agreement. However, if an employee voluntarily moves between DOJ components, the gaining component must reimburse the component that paid the bonus a pro rata share determined using the provisions in Paragraph (2) of this section.

(5) Amounts owed by an employee who fails to complete the period of employment established under a service agreement shall be recovered from the employee in accordance with 4 CFR 102.4, 31 U.S.C. § 3716 and the Program Statement on Financial Management-Debt Management.

(6) The right of recovery of an employee's debt under 31 U.S.C. § 3716 may be waived in whole or in part by the Attorney General if a determination is made that recovery would be against equity and good conscience or against the public interest.

### **RELOCATION BONUSES**

\* 1. PURPOSE AND SCOPE. To authorize a relocation bonus in the amount of \$10,000 for employees at the supervisory or managerial level who relocate to the Metropolitan Detention Center, Guaynabo, Puerto Rico or other Bureau locations the Director deems appropriate.

#### 2. DIRECTIVES AFFECTED

##### Directives Referenced

5 U.S.C. § 5753  
5 CFR Part 575

#### 3. PROCEDURES

a. Criteria. A relocation bonus may be offered to a current Bureau employee who relocates (to a different commuting area) to accept a supervisory or managerial position in a hard-to-fill location based in the determination that, absent a bonus, it would be difficult to fill the position.

b. Review and Approval Authority. The appropriate Regional Director must request each relocation bonus in writing. The Director has delegated final approval authority to the Assistant Director, Human Resource Management Division (Attachment 3-28).

c. Requirement for Paying a Relocation Bonus. The requirements for paying a relocation bonus are as follows:

(1) Each relocation bonus must be based on a written case-by-case determination that, absent such a bonus, the Bureau would encounter difficulty in filling the position. This determination must be made **before** the employee enters on duty in the position to which relocated. The written request must be sent to the Human Resource Management Division, Staffing Section for routing and approval by the Assistant Director, Human Resource Management Division.

(2) To determine whether a relocation bonus should be paid, the recommending and approving officials must consider the following factors which must be outlined in the written case-by-case determination:

(a) the success of recent efforts to recruit candidates for similar positions, including indicators such as:

- offer acceptance rates,
- the proportion of positions filled, and
- the length of time required to fill the positions;

(b) recent turnover in similar positions;

(c) labor market factors that may affect the ability of the agency to recruit candidates for similar positions now or in the future; and

(d) special qualifications needed for the position.

(3) The relocation bonus is paid as a lump sum payment after the employee establishes a residence in the new commuting area.

d. Department of Justice Reporting Requirements. The Department of Justice (DOJ) requires written documentation for

relocation bonus pay. This documentation must be available for the Office of Personnel Management's review upon request. The documentation must include sufficient information to clearly justify the bonus payment and to explain the criteria used to determine the need for paying the bonus.

In order to justify the relocation bonus and to comply with DOJ reporting requirements, **all** relocation bonus requests must be in the format outlined in Attachment 3-28.

e. Service Agreements and Pay-Back Requirements

(1) Before a relocation bonus may be paid, the affected employee must sign a written service agreement (Attachment 3-29) to complete a minimum of 18 months of employment with the Bureau in that location.

(2) Except as provided by Paragraph (3) below, an employee who fails to complete the 18 months is indebted to the Federal Government and must repay the relocation bonus on a pro rata basis. The pro rata basis for repayment will determine the amount to be repaid by providing credit for each full month of employment the employee completed while under the service agreement.

The amount to be repaid will be calculated by dividing the number of months **remaining** in the service agreement by the total number of months in the service agreement, and multiplying the result by the dollar amount of the bonus.

**Example:** Amount of bonus = \$10,000  
Length of service agreement = 18 months  
Number of months remaining = 3

3 months divided by 18 months = .1666  
.1666 X \$10,000 = \$1,666.66

Amount to be repaid = \$1,666.66

(3) Paragraph (2) of this section does not apply if an employee fails to complete the period of employment established under a service agreement because the employee is involuntarily separated (other than for cause) or because of a written determination by the agency head that it is necessary to relocate the employee to a position in a different commuting area.

(4) The agency head may waive a right of recovery of an employee's debt under 5 U.S.C. § 5514 in whole or in part if he

or she determines that recovery would be against equity and good conscience or against the public interest. \*

### **RETENTION ALLOWANCES**

1. PURPOSE AND SCOPE. To authorize a retention allowance up to 25 percent of an employee's basic pay, if the employee's unusually high or unique qualifications or the Bureau's special need for the employee's services makes it essential to retain the employee, and the agency determines that the employee would be likely to leave absent a retention allowance.

### 2. DIRECTIVES AFFECTED

#### Directives Referenced

5 U.S.C. § 5754

5 CFR Part 575

### 3. PROCEDURES

a. Criteria. A retention allowance may be offered to an employee who has completed at least 24 months of service with the Bureau. The bonus is calculated on the rate of pay before any deductions and exclusive of additional pay of any kind, such as locality-based comparability payments. A retention allowance is based on the employee's basic pay. If the employee's pay is based on a special salary rate, it shall be used in calculating the retention allowance.

b. Review and Approval Authority. Each retention allowance must be approved in writing by the appropriate Executive Staff member (Assistant or Regional Director) ( Attachment 3-26) and forwarded to the Human Resource Management Division, Staffing Section, who shall forward the written request to the Director for final approval.

Annually, the local Human Resource Management office is responsible for reviewing the justification for the employee's retention allowance and determining whether payment is still warranted. Once the determination is made to continue or discontinue the retention allowance, it must be approved in writing by the appropriate Executive Staff member (Assistant or Regional Director) and forwarded to the Human Resource Management Division, Staffing Section. The written request is then forwarded to the Director for final approval.

c. Determination to Pay a Retention Allowance. The requirements for paying a retention allowance are as follows:

(1) Each retention allowance must be based on a written case-by-case determination that the candidate possesses unusually

(2) To determine whether a retention allowance should be paid and the amount of any such payment, the recommending and approving officials must consider the following factors which must be outlined in the written case-by-case determination:

(a) the availability of funds to pay the retention allowance to the employee under current consideration;

(b) the extent to which the employee's departure would affect the Bureau's ability to carry out an activity or perform a function deemed essential to the Bureau's mission;

(c) the success of recent efforts to recruit candidates with qualifications similar to those the employee possesses or for positions similar to the employee's position; and

(d) the availability in the labor-market of candidates for employment who, with minimal training or disruption of services to the public, can perform the full range of duties and responsibilities assigned to the employee's position.

3. Payment of a retention allowance is calculated as a percentage of the employee's rate of basic pay, not to exceed 25 percent, and this is paid in the same manner and at the same time as basic pay. The aggregate of continuing payments, however, may not exceed the rate payable for Level I on the Executive Schedule.

Payment of a retention allowance may be continued as long as the conditions giving rise to the original determination to pay the allowance still exist. However, each determination to pay a retention allowance shall be reviewed annually by the recommending Executive Staff member and the Director and must be certified in writing. Adjustments may be made.

Summary charts are available for recruitment and relocation bonuses and retention allowances as a quick reference guide (Attachments 3-22, 3-23, and 3-30).

#### **340.1 STUDENT LOAN REPAYMENT**

1. **PURPOSE AND SCOPE.** To institute the Bureau's plan for repaying a student loan to a newly appointed or current employee who has been determined to be highly qualified and, absent such an incentive, would be difficult to recruit or retain.

## 2. DIRECTIVES REFERENCED

5 U.S.C. § 5379  
5 U.S.C. § 2301  
5 U.S.C. § 5514  
5 CFR Part 537  
5 CFR Part 550  
DOJ Order 2120.3B  
HRSAG Systems Notice #2001-13

## 3. BENEFITS AND ELIGIBILITY

\* a. **Available Benefit.** A student loan repayment may be made on all or part of an outstanding federally insured student loan(s), excluding late fees, up to \$10,000 per calendar year. A total benefit of \$60,000 is allowed per employee. More than one loan may be repaid as long as it does not exceed the established limits.

The amount of the student loan repayment depends on the availability of local funds and the locality's anticipation or assessment of the employee's value and contribution to the Bureau. Each student loan repayment requires a written service agreement (See Section 6 and Attachment 3-32) in which the newly appointed or current employee agrees to at least 36 months of Bureau employment. Thirty-six months is the minimum service agreement period for a loan repayment in any amount up to \$10,000 per year (up to a maximum loan repayment of \$30,000 for three years) and **may not be prorated** should the service agreement be unfulfilled. \*

The student loan repayment is limited to the outstanding indebtedness when the employee enters into a service agreement. Repayments may be made only on student loans that are not in default. New employees must successfully complete Introduction to Correctional Techniques prior to repayment of a student loan to the lender.

Candidates and employees being considered for the student loan repayment must provide written documentation (e.g., type of student loan, current balance, etc.) from the holder of the student loan.

Until such documentation is submitted for verification, the Bureau cannot authorize the student repayment. The candidate or employee is responsible for repaying any outstanding loan amounts not covered by the loan repayment schedule and for any applicable late fees.

Employees who receive student loan repayments and renegotiate the terms or conditions (e.g., repayment schedule) with the lender must notify and provide documentation to their local Human Resource Management (HRM) Office.

Receiving a student loan repayment does not constitute a right, promise, or entitlement for continued employment or, if applicable, non-competitive conversion to the competitive service.

Participation in the Student Loan Repayment Program will be made without regard to race, color, religion, sex, sexual orientation, national origin, age, physical disability, marital status, or membership in an employee organization.

b. **Criteria.** To be eligible for a student loan repayment, the candidate or employee must meet the following criteria:

(1) the employee must occupy or be recruited for a position with education requirements as established by the Office of Personnel Management (OPM) Qualification Standards;

(2) the occupation must have a separation rate exceeding the national average separation rate for Bureau positions as established by the Human Resources Executive Workforce Planning Group; and \*

(3) the difficulty in filling the position on a local level must be demonstrated.

The student loan repayment must be based on education which has been earned, not in progress, and that fulfills the minimum OPM qualification requirements for the occupation. Unrelated education is not qualifying. Advanced degrees beyond the minimum education requirements may be considered on a case-by-case basis.

Employees who complete education while employed in a position without an education requirement will not be eligible for a student loan repayment until he/she obtains a position with an education requirement that meets the above criteria.

c. **Exceptions.** Exceptions to the above criteria may be made very rarely, as follows:

(1) if there is a need to employ individuals in occupations with no education requirements who possess unique experience, qualifications, and expertise necessary to the Bureau; and

(2) for candidates or incumbents of education-required positions whose separation rates are not above the national separation rate but have extreme local recruitment or retention problems.

d. **Eligibility.** Eligible or prospective employees may be in either the competitive or excepted service (non-Schedule C) and have a full-time or part-time schedule. They include the following:

- employees in permanent positions
- temporary employees serving on appointments which can be converted to term or permanent appointments (i.e., Career Experience),
- term employees with at least three years left on their appointments; and
- employees serving in excepted appointments which can be converted to term, career, or career conditional appointments (i.e., Career Intern, VRA).

The Student Loan Repayment Program may neither be used to recruit an individual from another federal agency nor be used to retain an individual who may leave for another federal agency.

e. **Continuing Eligibility.** To remain eligible for the student loan repayment, the employee:

- must maintain a performance evaluation of at least "fully successful,"
- remain in the education-required occupation for which the student loan repayment was approved, and
- comply with the Repayment Agreement's conditions.

4. **TYPES OF STUDENT LOANS.** The following types of student loans are eligible for payment under this program:

- \* • Subsidized, Unsubsidized Loans, Direct Subsidized and Direct Unsubsidized Federal Stafford Loans;
- Direct Subsidized, Direct Unsubsidized Loans and Federal Consolidation Loans; \*
- Defense Loans;
- National Direct Student Loans;
- Perkins Loans;
- Nursing Student Loan Program Loans;
- Health Profession Student Loan Program Loans; and
- Health Education Assistance Loan Program Loans.

5. **PAY ADMINISTRATION AND TAXES.** Student loan repayments can:

- be used in conjunction with other recruitment and retention incentives;
- are not considered part of the employee's rate of basic pay for any other purpose; and
- are subject to the aggregate limitation on pay.

6. **SERVICE AGREEMENTS AND PAY-BACK REQUIREMENTS.** Before a student loan repayment may be paid, the candidate or employee must sign a Student Loan Repayment Agreement (Attachment 3-32) to complete a minimum of 36 months of employment with DOJ, beginning on the date of the first repayment. The maximum allowable amount for 36 months is \$30,000 (\$10,000 per calendar year).

\*

For repayments beyond the 36 months, the employee must sign a supplemental Student Loan Repayment Agreement (Attachment 3-32) to complete a minimum of 12 months of employment with DOJ for each whole increment of \$10,000, not to exceed a total maximum repayment of \$60,000. Repayments less than \$10,000 (beyond the \* 36 months) will not necessitate a supplemental Agreement.

The Repayment Agreement must reflect the student loan repayment's terms and conditions, including the amount of money authorized and the time frame covered.

An employee who fails to complete at least 36 months of DOJ service as the initial Repayment Agreement established or 12 months of DOJ service under a supplemental Repayment Agreement must be indebted to the federal government and must repay all student loan repayments received under the relevant agreement.

If an employee leaves the Bureau voluntarily or is separated involuntarily, no further loan repayments will be made under the Repayment Agreement's terms. If an employee moves to another DOJ component during the agreement's term, the employee will not be required to reimburse the Bureau for loan repayments already made.

Repayment is required for any of the following:

- Voluntary separation or transfer from DOJ for another federal agency, unless the receiving federal agency authorizes reimbursement to the Bureau in its service agreement.
- Voluntary separation from DOJ for reasons other than employment in another federal agency.

- Involuntary separation due to performance or misconduct.

The Attorney General may waive the right of recovery of an employee's debt under 5 U.S.C. § 5514 in whole or in part if it is determined that recovery would be against equity and good conscience or against the public interest.

Amounts owed by an employee who fails to complete the period of employment established under a Repayment Agreement must be recovered from the employee in accordance with 5 U.S.C. § 5514 and 5 CFR, part 550, subpart K, Program Statement on Financial Management-Debt Management and DOJ Order 2120.3B.

**7. APPROVING OFFICIAL'S DETERMINATION ON REPAYING A STUDENT LOAN.** Each student loan repayment must be based on a written case-by-case determination by the approving official that includes:

a. an explanation of the difficulty the Bureau would face in filling a position with a highly-qualified candidate absent a student loan repayment; or retaining a highly-qualified employee, who would likely leave for employment outside the federal service and such departure would impact activities or functions deemed essential to the agency;

b. a description of the employee's high or unique qualifications or the special need for the employee's services, as applicable;

c. the criteria used to determine the amount of repayment; the minimum repayment amount needed to ensure the acquisition or retention of the employee's services; and the term of the service agreement; and

d. an explanation of the extent to which other available recruitment or retention incentives were considered or offered.

The Chief Executive Officer must request each student loan repayment in writing through the Regional Director, who will approve or disapprove the request. If the request is approved, it is forwarded to the Assistant Director of the Human Resource Management Division (HRMD) and the Assistant Director over the discipline involved (Attachment 3-31) for final approval.

The Bureau General Counsel, with concurrence from the Assistant Director, HRMD, must approve student loan repayments for attorneys and law clerks.

\* Upon approval, the servicing HRM Office must file a copy of the approval memo, signed agreement, and printed copy of the processed payment retrieved from the Special Payroll Processing System for Windows **on the left side of the Official Personnel Folder**. See *Section 9. National Finance Center (NFC) Requirements* regarding the use of the Special Payroll Processing System for Windows.

The Chief Executive Officer, or designee, is responsible for initiating payment, upon approval, for the first three years of eligibility up to the accumulated sum of \$30,000. After the third year, the determination to extend the student loan repayment beyond the \$30,000 payment will require a new \*  
Repayment Agreement and a brief certification statement from the servicing HRM Office that all previous eligibility requirements are still being met. The Regional Director must approve a determination to continue or discontinue a student loan repayment and have it forwarded to the HRMD Staffing Section, for concurrence with the Assistant Director, HRMD.

For regional office positions, the above steps apply, with the request originating with the Regional Director and sent to the Assistant Director, HRMD for concurrence with the Assistant Director of the discipline involved. For Central Office positions, the above steps apply, with the request originating with the Assistant Director and sent to the Assistant Director, HRMD, as applicable.

For candidates recruited and offered a new appointment, approving officials must approve the student loan repayment **before** the employee **enters on duty**.

Records justifying student loan repayments must be maintained for three years following final approval.

8. **CRITERIA FOR PAYMENT.** The recommending and approving officials will consider the following factors, as applicable:

- the candidate's or employee's qualifications;
- funds available for repayment;
- the success of recent efforts to recruit/retain candidates with qualifications similar to those the employee possesses;
- the availability in the labor-market of candidates for employment who, with minimal training or disruption of mission accomplishment, can perform the duties and responsibilities of the employee's position;

- the relative advantages and disadvantages (both for the Bureau and the employee) of repaying student loans, as compared with other available recruitment or retention incentives;
- the need to maintain a balanced workforce in which women and members of racial and ethnic minority groups are appropriately represented.

9. **NATIONAL FINANCE CENTER (NFC) REQUIREMENTS.** Employees receiving this benefit are responsible for submitting the lending institution's electronic fund transfer (EFT) routing number and loan account number to the HRM Office. Prior to submitting this information to NFC, HRM Offices must verify the outstanding student loan balance and lending institution account number.

\* HRM Offices must process the student loan repayment through the Student Loan Repayment Window on the **Special Payroll Processing System for Windows (SPPSWIN)**. The effective date of payment will start the beginning date of the service agreement for the employee. Upon processing, the payment will be forwarded to the lending institution through EFT. If the employee elects payment other than on annual basis (e.g., semi-annual or quarterly), the HRM Offices will be responsible for maintaining a tickler or other file record to remind them to key these requests. \*

The employee's Federal income tax withholding rate in effect at NFC will be applied if it is less than the 28% Federal tax rate. If not, the 28% Federal tax rate will be applied.

Employees interested in having their student loan repayment disbursed annually, semi-annually, or quarterly to the lending institution should indicate their preference in the Repayment Agreement. The HRM Office must notify NFC of the payment arrangement.

Annually, HRM Offices must verify outstanding loan account balances and determine the account is not in default, thus ensuring proper payment by NFC. For further guidance on NFC procedures, refer to HRSAG Systems Notice #2001-13.

10. **DEPARTMENT OF JUSTICE REPORTING REQUIREMENTS.** The Staffing Section, HRMD, must submit a DOJ-required annual student loan repayment report to DOJ on November 15. This documentation must be available for OPM review upon request and include sufficient information to clearly justify the student loan repayment.

Moreover, it must explain the criteria used to determine the need for repayment and describe the candidate's qualifications in

sufficient detail. To justify the student loan repayment and to comply with DOJ reporting requirements, **all** requests must be in the format **outlined in Attachment 3-31**.

## **CHAPTER 4**

### **410.1 TRAINING AGREEMENTS**

1. PURPOSE AND SCOPE. To describe the Bureau of Prisons' training agreements.

2. DIRECTIVES AFFECTED

Directive Referenced

FPM Chapter 337

3. PROCEDURES

a. The Department of Justice has approved training agreements for Physician Assistants. Under the terms of these agreements, a Physician Assistant may be promoted from GS-7 to GS-9 or from GS-9 to GS-11 after satisfactory completion of a six-month training program. Employees serving on temporary appointments are not eligible for accelerated promotions. The training agreement is included as Attachment 4-1 to this chapter of the manual.

b. Satisfactory completion of the training program will be certified by the employee's department head and the Human Resource Manager before the employee is promoted to the next grade level. The certification forms are included in Attachment 4-1. One copy of the certification will be filed on the left side of the Official Personnel Folder and one copy will be forwarded to the Employee Development Manager for documentation of the employee's training record. Accelerated promotions based on training agreements will be documented on the SF-50 with the remarks code E37 showing that the employee satisfactorily completed training prescribed under an OPM-approved training agreement.

c. Employees who have received an accelerated promotion based on a training agreement are eligible for subsequent promotions based on the "add-on rule" described in FPM Chapter 337 and the OPM Qualifications Handbook. Qualifications rating sheets for subsequent promotions following an accelerated promotion will include a remark to document the employee's eligibility for promotion based on the "add-on rule."

### **430.1 PERFORMANCE EVALUATION PROGRAM FOR BARGAINING UNIT EMPLOYEES**

1. PURPOSE AND SCOPE. The objectives of the performance evaluation program are to help improve performance, strengthen

supervisor-employee relationships and communications, identify and inform employees of work requirements and standards, recognize employee accomplishments and good work, identify and correct work deficiencies, and guide personnel actions such as within-grade and quality step increases, promotions, demotions, removals, reassignments, performance awards, and training.

2. DIRECTIVES AFFECTED

Directives Referenced

- a. P.S. 3451.02 Awards Program, Incentive Awards, Bureau of Prisons (06/13/89)
- b. FPM Chapters 430, 432.
- \* c. 5 CFR 293, 430, 451, 531 and 771. \*
- d. 5 U.S.C., Chapters 43 and 45.

3. TOPICS COVERED

Purpose  
References  
Coverage  
Responsibilities  
Basic Program Requirements  
Rating Period  
Job Elements and Performance Standards  
Issuing Performance Standards  
Monitoring Performance - Performance Log  
Progress Review  
Final Rating  
Final Discussion  
Filing and Disposition of Performance Logs and Rating Forms  
Probationary Employees  
Informing Supervisors and Employees  
Performance Rating appeals  
Relationship to Within-Grade-Increases  
Quality Step Increases and Performance Awards  
Addressing Deficient Performance  
Minimally Satisfactory Performance  
Unacceptable Performance, and  
Proposing and Taking Action Based on Unacceptable Performance

4. COVERAGE. This section applies to all employees in the bargaining unit except those serving under appointments of less than 90 days.

## 5. RESPONSIBILITIES

a. The Assistant Director, Human Resource Management Division, is responsible for the overall administration of this program.

b. The Federal Bureau of Prisons Personnel Director is responsible for ensuring that the performance evaluation program is carried out throughout the system in compliance with current laws and regulations.

c. Chief Executive Officers are responsible for ensuring that there is an effective performance evaluation program at their level of the organization.

d. The Approving Official for outstanding performance ratings is the Chief Executive Officer for institution and regional office staff or the appropriate Assistant Director for Central Office staff. The approving official must be at least two supervisory levels above the employee being rated.

e. The Reviewing Official is the next supervisor above the rating official and is responsible for assigning an overall rating and approving or adjusting individual element ratings. Reviewing officials are also responsible for monitoring the performance appraisal practices of subordinate supervisors and providing advice or instruction as needed. Reviewing officials ensure that recommendations for incentive awards based on performance ratings are consistent with policy and determine whether recommendations for outstanding performance ratings will be forwarded to the approving official.

f. The Rating Official is the first level of management having the full range of supervisory responsibilities, including recommending performance awards. Rating officials are responsible for maintaining the employee's performance log, conducting progress reviews and completing the annual performance rating in accordance with the procedures in this section.

g. Employees are responsible for becoming familiar with the objectives and procedures of the performance evaluation program and for understanding the elements and performance standards for their positions. The employee is responsible for seeking clarification from the supervisor on any performance standard or any other aspect of this program which is not clear. The employee should inform the supervisor of any factors or circumstances which the employee believes should be considered in evaluating his/her performance.

h. Human Resource Managers are responsible for providing training, advice and assistance to employees and supervisors on this program. They are also responsible for maintaining adequate supplies of the rating forms and performance standards for distribution to supervisors.

i. Local Procedures. Specific procedures and responsibilities for initiating the issuance of performance standards, monitoring changes in performance standards and rating periods, maintaining rating forms during the rating period, recommending training and incentive awards based on performance ratings and other aspects of this program not described in this section are left to the discretion of the local Chief Executive Officer. Institutions and offices should develop written procedures to ensure that the requirements of this program are fully implemented.

6. BASIC PROGRAM REQUIREMENTS. The basic structure of the performance evaluation program is outlined below and is described in detail in subsequent sections.

a. At the beginning of the rating period, the rating official gives the employee a copy of the performance standards for their position and discusses them. Both the employee and rating official sign the rating form, indicating that the discussion has taken place.

b. Throughout the rating period, the rating official makes entries in the employee's performance log. Each element of the performance standards must be addressed at least once each quarter. The rating official discusses each entry in the performance log with the employee as it is made. Entries in the performance log serve as the basis for the progress review and final rating.

c. Halfway through the rating period, the rating official completes a written progress review and discusses it with the employee. Both the employee and rating official sign the progress review section of the rating form.

d. At the end of the rating period, the rating official evaluates each element of the performance standards, assigns an adjective rating to each element and forwards the rating to the reviewing official. The reviewing official approves or adjusts the individual element ratings, assigns an overall rating (and forwards the rating to the approving official in the case of outstanding ratings) and returns the rating to the rating official for discussion with and signature by the employee. Except in unusual circumstances, employees must receive their performance rating within three weeks after the end of the rating period.

e. An employee must have worked under a set of performance standards for a minimum of 90 days before receiving a rating based on those standards. A rating official must have supervised an employee for a minimum of 90 days before he or she can rate the employee. These 90-day requirements apply only to final ratings, not to progress reviews. There is no minimum time requirement before a reviewing official can review a rating.

7. RATING PERIOD. The rating period for non-probationary employees begins on April 1 each year and ends March 31 the following year, except as provided below:

a. If an employee changes positions which results in a change of performance standards, their rating period begins on the date of the change and ends on March 31, or 90 days after the date of the change, whichever is later.

b. If an employee changes supervisors, their rating period does not end until they have been under the same supervisor for at least 90 days.

c. If a rating period is extended past March 31 in order to meet one or both of the conditions described above, then the employee's next rating period starts on the day after the above conditions are met and ends on March 31 the following year.

d. The rating period for a probationary employee starts on the effective date of their appointment and ends one year later. Their next rating period starts on the day after their probation ends and ends on March 31 the following year.

8. JOB ELEMENTS AND PERFORMANCE STANDARDS

a. Common job elements and performance standards have been developed for all occupations within the Bureau of Prisons. Elements and standards are issued on pre-printed forms, making it unnecessary to type the elements and standards on the rating form. Rating officials must review these standards and delete any element which is clearly not applicable to a particular position. Rating officials may also develop one additional element with standards and tasks to meet unique or unusual responsibilities for a particular position, however, since all job elements are critical, these responsibilities must be substantial and highly important to the position. If such an element or standard is developed, it must be reviewed and approved for use by the Bureau Personnel Director. Once an element and standard are approved for use, it will be typed on the preprinted elements and standards which apply to that position.

b. A job element is an aspect of the position consisting of one or more duties or responsibilities which is sufficiently important that inadequate performance of the element would result in unacceptable performance in the position. All job elements are critical.

c. A performance standard is a statement of the expectations or requirements established by management for an element at a particular rating level. A performance standard may include factors such as quality, quantity, timeliness and manner of performance.

d. Tasks are examples of job duties that are representative of a job element under the performance standards. Not all tasks described under an element are applicable to all occupations covered by that performance standard. The tasks described in the performance standards are examples of typical duties which would be performed in that job element.

e. The performance appraisal program allows for rating individual elements, as well as overall performance, at one of five levels. The performance standards and tasks are described at only three levels. Rating officials may infer performance at one of the levels not described by comparing the employee's actual performance to the levels which are described. For example, if an employee's performance is better than the examples given for the "fully successful" level, but does not meet the examples given for the "outstanding" level, the employee's performance should be rated at the "exceeds" level.

9. ISSUING PERFORMANCE STANDARDS. At the beginning of the rating period, the rating official will discuss the elements, standards and tasks for the position with the employee. This discussion should take place as soon as possible after the start of the rating period, normally within 30 days. The rating official and employee will sign and date the rating form, certifying that the elements and standards are understood. If a new element and standards are added during the rating period (or if an element is deleted), the rating official and employee will again discuss them and sign and date the rating form. If the rating official changes during the rating period but there is no change in performance elements and standards, it is not necessary for the new rating official to review the standards with the employee or sign the rating form, however, rating officials are always responsible for discussing performance standards and responding to employees' requests for clarification of the standards.

If an employee is detailed or temporarily promoted to another position in the Bureau of Prisons and the assignment is expected

to last at least 90 days, the employee will be given the performance standards for the temporary assignment within 30 days of beginning the detail or temporary promotion. An interim rating will be prepared at the end of the detail or temporary promotion and the weight given to this interim rating will be proportional to it's share of the total appraisal period.

If an employee is detailed outside the Bureau of Prisons, reasonable efforts will be made to obtain appraisal information from the outside organization which shall be considered in arriving at the employee's rating of record. If the employee has served in the Bureau for the minimum time period, the employee must be rated. The rating will take into account appraisal information obtained from the borrowing organization. If the employee has not served in the Bureau for the minimum time period, but has served the minimum time period in the outside organization, reasonable efforts will be made to prepare a rating based on the appraisal information from the borrowing organization or the rating will be deferred until the employee is able to serve the minimum time period in the Bureau or the borrowing organization is able to provide appraisal information.

If an employee transfers to the Bureau from another agency, any summary ratings which are forwarded from the former agency and which cover the same time period as the Bureau's rating period will be considered in arriving at the employee's rating of record. The weight given to a rating from a former agency will be proportional to the share of the rating cycle covered by it. The rating of record most recently rendered by the former agency will be the employee's current rating of record until it is superseded by a rating of record issued by the Bureau.

10. MONITORING PERFORMANCE - PERFORMANCE LOG. The performance appraisal process requires that rating officials observe and note employee performance continuously throughout the rating period. Rating officials must record examples of employee performance to ensure that the rating at the end of the rating period is an accurate and fair appraisal of the employee's performance during the whole rating period. The performance log is used to document and substantiate the final rating.

a. Format. Attachment 4-2 is a sample performance log, although, any form the rating official finds useful, including 5 x 8 cards, is acceptable.

b. Time Requirements. The rating official must record performance incidents in the log so that each element is addressed at least once each quarter. If no significantly positive or negative performance is noted for a particular element during a quarter, the rating official will make an entry

describing typical performance over the course of the quarter. Rather than waiting until the end of the quarter, rating officials must make entries in the log as the performance is noted in order to meet the following time requirements. Rating officials must record specific incidents in the performance log within fifteen working days of becoming aware of the incident.

After an entry has been made in the performance log, the employee will be given an opportunity to see the entry as soon as practicable and before the entry is used officially, but no later than fifteen working days after the entry is made. The employee will be asked to initial the entry, indicating only that the entry was discussed, not necessarily that they agree with it. These time requirements may be adjusted, if necessary, because of the rating official's or employee's absence.

c. Content of Performance Log Entries. Performance log entries will document instances of important or significant job-related performance, both positive and negative. Log entries must document the actual behavior of the employee, not personality traits or judgmental conclusions drawn by the supervisor. Instances of performance recorded in the log must be related to one or more elements of the employee's performance standards and include, at a minimum:

- (1) the date of the performance incident,
- (2) what the employee did that was particularly effective or ineffective,
- (3) circumstances surrounding or contributing to the performance incident such as the consequences of the performance, whether the employee had sufficient time and resources or whether circumstances outside the employee's control contributed to the performance,
- (4) level of performance assigned.

d. Multiple Supervision. If an employee is supervised by more than one supervisor during the rating period, those supervisors are responsible for providing the rating official with any comments or incidents for consideration for inclusion in the performance log. This provision does not apply to employees who are detailed to another supervisor for 90 days or more and who receive new standards and an interim rating in accordance with paragraph 9 of this section.

e. Documenting Unacceptable Performance. Instances of unacceptable performance recorded in the performance log require additional actions by the supervisor. Refer to Paragraph 22 of

this section for information on addressing unacceptable performance.

11. PROGRESS REVIEW. In addition to the frequent informal discussions of performance resulting from performance log entries, the rating official will conduct at least one formal progress review during the rating period.

a. One progress review is required for non-probationary employees and it will be conducted at the halfway point of the rating period.

b. Three progress reviews are required for probationary employees and they will be conducted at the end of the third, sixth and ninth months of the probationary year.

c. The rating official will make narrative comments for each job element in the progress review section of the performance appraisal form. No adjective rating is assigned to the elements at this time. The rating official will discuss the progress review with the employee and both will sign the form at the bottom of the progress review section. There is no provision or requirement for the reviewing official to review or comment on the progress review, however, reviewing officials may examine the progress reviews prepared by their subordinate supervisors.

d. Progress reviews and the annual rating for probationary employees require two performance appraisal forms. One form is used to record the 3-month and 6-month progress reviews and a second form is used for the 9-month progress review and annual rating. Rating officials must ensure that a probationary employee signs the top of both forms, indicating their understanding of their performance standards and that they sign the bottom of the form upon completion of each of the progress reviews and the annual rating. The rating official does not assign adjective ratings for any of the probationer's progress reviews; adjective ratings are assigned to the elements only for the final rating at the end of the probationary period. Likewise, there is no provision or requirement for the reviewing official to review or comment on the 3-month, 6-month or 9-month progress reviews of probationary employees, however, rating officials may examine the progress reviews prepared by their subordinate supervisors. The reviewing official assigns the overall rating and makes narrative comments on the final annual rating of a probationary employee.

12. FINAL RATING

a. Determining Element Ratings

- (1) The rating of an employee's performance in each job element is based upon the incidents recorded in the performance log.
- (2) Each element will be rated at one of five levels: Unacceptable, Minimally Satisfactory, Fully Successful, Excellent or Outstanding.
- (3) Each element will be rated at the level which reflects the level assigned to the majority of performance log entries for that element. If there are an equal number of performance log entries at two different levels, the rating official may assign either of the two levels unless there is an intermediate level or levels. For example, if two log entries are "fully successful" and two are "excellent," the rater may assign either "fully successful" or "excellent" as the element rating. If two log entries are "fully successful" and two are "outstanding," the rater must assign "excellent" as the element rating.
- (4) Special provisions apply when rating an element as unacceptable. Refer to Paragraph 22 of this section for the procedures for documenting unacceptable performance.
- (5) The rating official will mark the block on the rating form which reflects the adjective rating for each element, write narrative comments in the space provided for each element and write narrative comments on the employee's overall performance in the "rater's comments" section of the form. Rating officials are also encouraged to complete the training and career development section of the form with recommendations for training or other developmental activities.
- (6) For dual or multiple supervision, all supervisors of 90 days or more should provide input into the rating process and initial the rating form as rating officials. Reviewing officials may also seek input from supervisors of lesser periods of time.

b. Overall Rating

- (1) The overall rating is assigned by the reviewing official, based on the individual element ratings. Reviewing officials assign the overall rating by marking the appropriate block and writing narrative comments in the "reviewer's comments" section of the form.

- (2) Except in the case of outstanding ratings, the rating assigned by the reviewing official is the final rating. If the proposed rating is outstanding, the Chief Executive Officer or Assistant Director is the approving official. Reviewing officials must adjust individual element ratings to be consistent with the overall rating, however, any such changes by the reviewer must be substantiated by the comments in the reviewing official's block on the rating form.
- (3) Unacceptable performance in one or more elements mandates an overall rating of unacceptable.
- (4) An overall rating of minimally satisfactory is demonstrated by minimally satisfactory performance in more than one element and no element rated as unacceptable.
- (5) An overall rating of fully successful is demonstrated by a rating of fully successful or higher in a majority of the elements, no more than one minimally satisfactory element and no unacceptable element.
- (6) An overall rating of excellent is demonstrated by a rating of excellent or higher in a majority of the elements and no element rated less than fully successful.
- (7) An overall rating of outstanding is demonstrated by a rating of outstanding in a majority of the elements and no element rated less than excellent. When an outstanding rating is approved by the approving official, the rating official must also recommend the granting of additional recognition in the form of a cash or non-cash award or a quality step increase for those employees who are otherwise eligible. Refer to the Incentive Awards Manual for the criteria for performance awards.
- (8) In the event of an equal number of element ratings, the reviewing official has full discretion in approving the overall rating that best reflects the employee's performance.

\* 13. FINAL DISCUSSION. After the reviewing official has approved the final rating (and the approving official has approved an outstanding rating), the rating form is returned to the rating official for discussion with the employee. No rating will be discussed with the employee until after the reviewing official and, if necessary, the approving official, has approved the final

rating. The rating official should give adequate time and attention to this part of the evaluation process, reviewing with the employee the strengths and weaknesses noted in the performance appraisal. Rating officials are strongly encouraged to specify areas in which their employees should seek out training, education, or other developmental activities to improve skills and/or knowledge or enhance career advancement and promotion potential (using Section H on the appraisal form for this purpose). The employee will sign the bottom of the form indicating that the performance rating has been discussed and the employee will receive a copy of the rating. The original copy of the rating, with signatures, will be returned to the HRM office for recording and filing. This is also an appropriate opportunity to review the performance standards for the next rating period and obtain the rater's and employee's signatures on the blank form which will be used for the next rating period. \*

#### 14. FILING AND DISPOSITION OF PERFORMANCE LOGS AND RATING FORMS

a. Distribution instructions for the rating form are printed on the form.

b. The original, signed copy of a completed rating form, including continuation sheets, will be filed in the HRM office, either in the employee's individual Employee Performance File or on the left side of the employee's Official Personnel Folder. A copy of the employee's performance standards may be filed with the rating form or may be maintained in a separate master file of performance standards.

\* c. Completed performance ratings will be retained for four years and will be forwarded to a gaining agency in the event of the employee's transfer. \*

d. Rating officials will retain the performance log for one year after the performance rating based on the log is approved.

e. If a rating is increased or changed as a result of a successfully pursued grievance or other proceeding, the amended rating will be filed and the contested rating removed and destroyed.

f. The final adjective rating will be keyed into the NFC system, in accordance with instructions in the Payroll/Personnel Processing Manual.

#### 15. PROBATIONARY EMPLOYEES

a. The probationary period is an extension of the examination and selection process and provides an opportunity for management

to assess the total suitability of new employees. It is the policy of the Federal Bureau of Prisons to provide probationary employees with an intensive program to ensure that they are provided with direction in their jobs and are capable of performing effectively.

b. Probationary employees receive formal progress reviews immediately following the third, sixth and ninth months of employment, as described in paragraph 11 of this section.

c. The supervisor of a probationary employee must, no earlier than the beginning of the fourth month and no later than the end of the tenth month of probation, submit a signed certification that the employee's performance and conduct have been found satisfactory or that the employee's performance and conduct have been found unsatisfactory. The certification must include a recommendation as to whether the employee should be retained beyond the probationary period. The earlier progress reviews form the basis for this certification and recommendation as to retention. A probationary employee may be separated after the tenth month following a positive certification and recommendation if performance or conduct deteriorate.

d. Failure to meet the standards of performance and satisfactorily complete training will be a basis for disqualifying an employee during the probationary period. No part of this section is to be interpreted as discouraging or preventing the initiation of removal action at any time during the probationary year if it is determined, after a full and fair trial, that the employee's performance or conduct is not satisfactory. Employees in the competitive service who are serving a probationary period are excluded from the provision of FPM Chapter 432 governing performance-based reduction in grade and removal actions.

16. INFORMING SUPERVISORS AND EMPLOYEES. In recognition of the importance of the performance appraisal program and its significance to both supervisors and employees, a copy of this section of the manual will be provided to all bargaining unit employees upon its issuance and to new bargaining unit employees when they enter on duty. In addition, the Human Resource Manager will ensure that all current rating and reviewing officials receive a copy of this section and will give new rating and reviewing officials a copy when they assume such a position.

Human Resource Managers are responsible for providing advice and assistance to supervisors on all aspects of this program and are encouraged to conduct periodic formal training to review the purposes and procedures of performance appraisal.

Supervisors are responsible for discussing the performance evaluation program with their subordinates, including explaining the purpose of the program, rating procedures and how the process furthers employee and management goals.

17. PERFORMANCE RATING GRIEVANCES. Bargaining unit employees may seek to change their performance ratings by using the negotiated grievance procedure contained in the Master Agreement.

18. RELATIONSHIP TO WITHIN-GRADE INCREASES. To be eligible for a within-grade step increase, an employee must meet the requirements described in 5 CFR 531.404 (General Schedule) or 5 CFR 532.417 (Prevailing Rate System). One of these requirements is that the employee must demonstrate an acceptable level of competence in the duties and responsibilities of their position. Acceptable level of competence is determined by the employee's most current rating of record being an overall rating of fully successful or higher. The rating of record used as the basis of a within-grade increase determination must have been assigned no earlier than the most recently completed appraisal period. If a decision to grant or deny the within-grade increase is inconsistent with the most recent rating of record, a more current rating of record must be prepared. If the employee's most recent rating of record is fully successful or higher and the performance has deteriorated below an acceptable level of competence, a new rating of record must be prepared on which to base the decision to deny the increase. Similarly, if the most recent rating of record was below fully successful and the performance has improved to an acceptable level of competence, a new rating of record must be prepared on which to base the decision to grant the increase.

A supervisor who determines that an employee does not or may not demonstrate an acceptable level of competence will notify the employee in writing at least 60 days before the date on which the employee will complete the required waiting period for a within-grade increase. At least 15 days prior to the end of the waiting period, the supervisor will tentatively determine whether withholding the increase is warranted. If the employee fails to demonstrate an acceptable level of competence, the next higher supervisory level will review the supervisor's tentative determination. If both supervisors agree to withhold the increase, the immediate supervisor will so advise the employee in writing, stating the reasons for withholding the increase and referring to the advance notice given to the employee.

General Schedule employees are entitled to request reconsideration of a decision to withhold a within-grade increase and to present orally and in writing the reasons he/she believes the decision should be reversed. If the decision is to grant the

increase, the employee will be certified as meeting the acceptable level of competence and the increase will be granted retroactively as of the end of the waiting period.

General Schedule and Federal Wage System employees may contest a performance rating on which a negative determination is based under the negotiated grievance procedure contained in the Master Agreement.

19. QUALITY STEP INCREASES AND PERFORMANCE AWARDS. Refer to the Incentive Awards Manual for eligibility criteria for Quality Step Increases and performance awards.

20. ADDRESSING DEFICIENT PERFORMANCE. Addressing performance deficiencies and taking performance-based actions appropriately are important aspects of a sound performance management system. Procedures and requirements for addressing performance which falls below the fully successful level are discussed in the following paragraphs.

21. MINIMALLY SATISFACTORY PERFORMANCE. When instances of performance or overall performance is deemed to be minimally satisfactory, the supervisor should determine what action is best suited to the particular circumstances after discussion with the employee. Counseling, training and closer supervision are the most commonly practiced options available. These efforts should be thoroughly documented. If minimally satisfactory performance continues, the supervisor has the option of continuing counseling, training or closer supervision or finding that the employee's performance has become unacceptable.

22. UNACCEPTABLE PERFORMANCE. These procedures will be followed at any time during the rating cycle when a supervisor records an instance of unacceptable performance in one or more elements of the performance standards in the employee's performance log.

a. Unacceptable Performance Warning. When a supervisor records an instance of unacceptable performance, he/she will issue the employee a written warning of a potentially unacceptable performance rating. This warning letter must include:

- (1) Notification of the element or elements in which performance is unacceptable.
- (2) Specific examples of the unacceptable performance.
- (3) The performance requirements or standards which must be attained in order to demonstrate acceptable performance. The acceptable level of performance for

purposes of retention in the position under the Bureau's five-level performance appraisal system is the level between the "unacceptable" level and the "fully successful" level, specifically performance which is "minimally successful".

- (4) An reasonable opportunity period to demonstrate acceptable performance on the elements at issue. This opportunity period will normally not be less than 30 days nor more than 90 days following the issuance of the warning letter and will be determined under the circumstances of the particular case. The initially established period may be extended at the agency's discretion for extenuating circumstances such as extended periods of absence during the opportunity period.
- (5) Notice that the employee must improve to the acceptable level by the conclusion of the opportunity period and must sustain that level of performance for at least one year from the start of the opportunity period.
- (6) A structured performance improvement plan (PIP) to provide the employee opportunities to demonstrate acceptable performance. The PIP may include such activities as developmental assignments, structured employee assistance or counseling, formal training, on-the-job training, mentoring or any other activity which the supervisor believes will afford the employee an opportunity to demonstrate acceptable performance. Careful records must be kept of assistance offered and results achieved under the PIP.
- (7) Explanation of actions which may be initiated if the unacceptable performance continues or if acceptable performance is not demonstrated.

Human Resource Managers will assist supervisors in preparing performance warning letters. Warning letters must be approved by the Regional HRM Office and the LMR Section before being issued to the employee.

b. Improved Performance During the Opportunity Period. If, at the conclusion of the opportunity period, the rating official determines that the employee has improved to an acceptable level in the element which formed the basis for the opportunity period, no further action will be taken. When it is time for the annual rating, the rating official will consider the instance of unacceptable performance along with other recorded instances of

performance for that element and give it appropriate weight in assigning the rating for that element.

c. Additional Unacceptable Performance During the Opportunity Period. If, at the conclusion of the opportunity period, the rating official determines that the employee has not improved to an acceptable level in the element which formed the basis for the opportunity period, then the rating official will prepare a performance rating, whether or not it is time for the annual rating. The element will be rated unacceptable and the proposed overall rating will be unacceptable.

- (1) If it is not time for the annual rating and the reviewing official does not concur with the proposed unacceptable rating, then no rating will be issued. However, if at any time during the remainder of the rating period the supervisor notes another instance of unacceptable performance in the same element, he/she will again propose an unacceptable rating.
- (2) If it is time for the annual rating and the reviewing official does not concur with the proposed unacceptable rating, then the reviewing official's rating is the final rating. The reviewing official must adjust the individual element ratings to support the overall rating given and substantiate these changes in the reviewing official's comments on the rating form.
- (3) Whether it is time for the annual rating, if the reviewing official concurs with the proposed unacceptable rating, then an unacceptable rating will be issued together with a notice of proposed action in accordance with paragraph 23 of this section.

d. Additional Unacceptable Performance During the Twelve Months Following the Beginning of the Opportunity Period. In order to demonstrate acceptable performance following a performance warning letter, employees are required to improve their performance to an acceptable level and sustain that level of performance for twelve months following the beginning of the opportunity period. Therefore, if a supervisor notes unacceptable performance in the same element which formed the basis for the warning letter at any time during the twelve months following the beginning of the opportunity period, he/she will prepare a proposed unacceptable rating as described in Paragraph 22c. above. This is the case even if the employee did demonstrate acceptable performance during the opportunity period and/or received a performance rating of minimally successful or better since the issuance of the warning letter.

23. Proposing and Taking Action Based on Unacceptable Performance. When the reviewing official approves and issues an unacceptable performance rating, the reviewing official will also issue a notice of proposed action in accordance with the following procedures:

a. An employee who receives an unacceptable rating may be reassigned.

b. A non-probationary employee whose reduction in grade or removal is proposed is entitled to:

- (1) Thirty calendar days advance written notice which specifies the action proposed, the specific instances of unacceptable performance on which the proposed action is based and the elements involved in each instance of unacceptable performance. These instances must have occurred within one year prior to the notice of proposed action;
- (2) The right to be represented by an attorney or other representative;
- (3) Fifteen calendar days to respond orally and/or in writing to the deciding official. The response time may be extended for a specified time as determined by the deciding official, but not for more than an additional thirty days; and
- (4) A final written decision within 30 days after the expiration of the 30-day advance notice period. The written decision must specify the instances of unacceptable performance upon which the action is based and may include any instances of unacceptable performance which occurred during the one-year period prior to the issuance of the advance notice. An action may be based solely on instances of unacceptable performance occurring during the opportunity period or may be based on instances of unacceptable performance occurring before, during and after the opportunity period, as long as the instances took place during the one-year period preceding the issuance of the notice of proposed action. Although the agency is allowed to use instances of pre-opportunity period performance to support an action (though not exclusively), there is no incentive to do so unless the agency wishes to cite such instances as support for its overall performance determination. The final decision must also include notice of the employee's right to appeal the action to

the Merit Systems Protection Board or to file a grievance under the negotiated grievance procedure (but not both), the time limits for filing an appeal or grievance, a copy of the MSPB appeal form and a copy (or access to a copy) of the MSPB regulations.

**430.2 PERFORMANCE EVALUATION PROGRAM FOR NON-BARGAINING UNIT EMPLOYEES**

\* 1. PURPOSE AND SCOPE. The objectives of the performance evaluation program are to help improve performance, strengthen supervisor-employee relationships and communications, identify and inform employees of organizational objectives, work requirements and standards, recognize employee accomplishments and good work, identify and correct work deficiencies, and guide personnel actions such as within-grade and quality step increases, promotions, demotions, removals, reassignments, performance awards, and training. \*

2. DIRECTIVES AFFECTED

Directives Referenced

- \* a. P.S. 3451.04 Awards Program, Incentive Awards, Bureau of Prisons (07/10/01)  
b. DOJ Human Capital Objectives and Strategic Plan.  
c. 5 CFR 293, 430, 451, 531, 532 and 771. \*  
d. 5 U.S.C., Chapters 43 and 45

3. TOPICS COVERED

- Purpose - Paragraph 1  
References - Paragraph 2  
Coverage - Paragraph 4  
Effective Date - Paragraph 5  
Responsibilities - Paragraph 6  
Basic Program Requirements - Paragraph 7  
Rating Period - Paragraph 8  
Job Elements and Performance Standards - Paragraph 9  
Issuing Performance Standards - Paragraph 10  
Monitoring Performance - Performance Log - Paragraph 11  
Progress Review - Paragraph 12  
Final Rating - Paragraph 13  
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Proposing and Taking Action Based on Unacceptable  
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4. COVERAGE. This section applies to all, non-bargaining unit employees, except the following:

- \* a. Employees serving under excepted appointments of less than 120 calendar days, \*
- b. Persons providing services on a contract basis,
- c. Attorneys classified in the GS-905 series and Law Clerks classified in the GS-904 series,
- d. Employees in the Senior Executive Service, and
- \* e. Any other employees specifically excluded by statute.

5. EFFECTIVE DATE. The effective date is October 31, 2004. Any administrative action initiated prior to this Change Notice (e.g., an action taken against an employee for unacceptable performance under 5 U.S.C. 4303) and any ratings deferred under the previous appraisal program shall continue to be processed in accordance with the regulations contained in that program. \*

6. RESPONSIBILITIES

- a. The Assistant Director, Human Resource Management Division, is responsible for the overall administration of this program.
- b. The Federal Bureau of Prisons Personnel Director is responsible for ensuring that the performance evaluation program is carried out throughout the system in compliance with current laws and regulations.
- c. Chief Executive Officers are responsible for ensuring that there is an effective performance evaluation program at their level of the organization.

d. The Approving Official for outstanding performance ratings varies with the organizational level of the employee being rated.

- (1) Institution Chief Executive Officers are the approving officials for Bureau of Prisons and UNICOR employees at and below the assistant department head level.
- (2) Regional Directors are the approving officials for institution employees above the assistant department head level and regional office employees below the Deputy Regional Director. This does not preclude input by the appropriate Assistant Director.
- (3) Assistant Directors are the approving officials for Central Office employees except for those employees for whom the Director is the reviewing official. Assistant Directors are the approving officials for managerial employees for whom the Regional Directors are the reviewing officials.

e. The Reviewing Official is the next supervisor above the rating official and is responsible for assigning an overall rating and approving or adjusting individual element ratings. Reviewing officials also approve elements and standards for their subordinate staff and are responsible for monitoring the performance appraisal practices of subordinate supervisors and providing advice or instruction as needed. Reviewing officials ensure that recommendations for incentive awards based on performance ratings are consistent with policy and determine whether recommendations for outstanding performance ratings will be forwarded to the approving official.

Regional Directors are the reviewing officials for Associate Wardens (Industries, Education and Training) and Superintendents of Industries, with input from the Assistant Director, Industries, Education and Training Division.

f. The Rating Official is the first level of management having the full range of supervisory responsibilities, including recommending performance awards. Rating officials are responsible for maintaining the employee's performance log, conducting progress reviews and completing the annual performance rating in accordance with the procedures in this section.

Regional Administrators may suggest to rating officials significant incidents for inclusion in the performance log that relate to the quality of professional services provided. These suggestions may be particularly useful for departments in specialized program areas.

Institution Chief Executive Officers are the rating officials for Associate Wardens (I&E) and Superintendents of UNICOR. UNICOR Division Managers may suggest to the CEO significant incidents for inclusion in the performance log that relate to UNICOR corporate goals and policies.

g. Employees are responsible for becoming familiar with the objectives and procedures of the performance evaluation program and for understanding the elements and performance standards for their positions. The employee is responsible for seeking clarification from the supervisor on any performance standard or any other aspect of this program which is not clear. The employee should inform the supervisor of any factors or circumstances which the employee believes should be considered in evaluating his/her performance.

h. Human Resource Managers are responsible for providing training, advice, and assistance to employees and supervisors on this program. They are also responsible for maintaining adequate supplies of the rating forms and performance standards for distribution to supervisors.

I. Local Procedures. Specific procedures and responsibilities for initiating the issuance of performance standards, monitoring changes in performance standards and rating periods, maintaining rating forms during the rating period, recommending training and incentive awards based on performance ratings, and other aspects of this program not described in this section are left to the discretion of the local Chief Executive Officer. Institutions and offices should develop written procedures to ensure that the requirements of this program are fully implemented.

7. BASIC PROGRAM REQUIREMENTS. The basic structure of the performance evaluation program is outlined below and is described in detail in subsequent sections.

a. At the beginning of the rating period, the rating official gives the employee a copy of the performance standards for their position and discusses them. Both the employee and rating official sign the rating form, indicating that the discussion has taken place.

b. Throughout the rating period, the rating official makes entries in the employee's performance log. Each element of the performance standards must be addressed at least once each quarter. The rating official discusses each entry in the performance log with the employee as it is made. Entries in the performance log serve as the basis for the progress review and final rating.

c. Halfway through the rating period, the rating official completes a written progress review and discusses it with the employee. Both the employee and rating official sign the progress review section of the rating form.

d. At the end of the rating period, the rating official evaluates each element of the performance standards, assigns an adjective rating to each element and forwards the rating to the reviewing official. The reviewing official approves or adjusts the individual element ratings, assigns an overall rating (and forwards the rating to the approving official in the case of outstanding ratings), and returns the rating to the rating official for discussion with and signature by the employee. Except in unusual circumstances, employees must receive their performance rating within three weeks after the end of the rating period.

\* e. The performance appraisal program allows for rating individual elements, as well as overall performance, at one of five levels, utilizing pattern H (5 CFR 430.208) which reflects ratings at level 5 (outstanding), level 4 (excellent), level 3 (successful), level 2 (minimally satisfactory), and level 1 (unacceptable). \*

f. An employee must have worked under a set of performance standards for a minimum of 90 days before receiving a rating based on those standards. A rating official must have supervised an employee for a minimum of 90 days before he or she can rate the employee. These 90-day requirements apply only to final ratings, not to progress reviews. There is no minimum time requirement before a reviewing official can review a rating.

\* 8. RATING PERIOD. The rating period for employees begins on April 1 each year and ends March 31 the following year. Except as specified in Paragraph 10b, the rating period may be adjusted\* as follows:

a. If an employee changes positions which results in a change of performance standards, the rating period begins on the date of the change and ends on March 31, or 90 days after the date of the change, whichever is later.

b. If an employee changes supervisors, the rating period does not end until he/she has been under the same supervisor for at least 90 days.

c. If a rating period is extended past March 31 in order to meet one or both of the conditions described above, then the employee's next rating period starts on the day after the above conditions are met and ends on March 31 the following year.

## 9. JOB ELEMENTS AND PERFORMANCE STANDARDS

a. Common job elements and performance standards have been developed for all occupations within the Bureau of Prisons. \*  
These clearly state Bureau Human Capital Objectives and tie in with organizational goals and desired results. Central Office will reissue elements and standards when necessary, to reflect changes in organizational objectives. Elements and standards \* are issued on pre-printed forms, making it unnecessary to type the elements and standards on the rating form. Rating officials must review these standards and delete any element which is clearly not applicable to a particular position. Rating officials may also develop one additional element with standards and tasks to meet unique or unusual responsibilities for a particular position; however, since all job elements are critical, these responsibilities must be substantial and highly important to the position. If such an element or standard is developed, it must be reviewed and approved for use by the Bureau Personnel Director. Once an element and standard are approved for use, they will be typed on the \*  
preprinted elements and standards which apply to that position. The Attorney General or the Deputy Attorney General may issue mandatory elements which components must include in employee's performance elements and standards. \*

b. A job element is an aspect of the position consisting of one or more duties or responsibilities which is sufficiently important that inadequate performance of the element would result in unacceptable performance in the position. All job elements are critical.

c. A performance standard is a statement of the expectations or requirements established by management for an element at a particular rating level. A performance standard may include factors such as quality, quantity, timeliness, and manner of performance.

d. Tasks are examples of job duties that are representative of a job element under the performance standards. Not all tasks described under an element are applicable to all occupations covered by that performance standard. The tasks described in the performance standards are examples of typical duties which would be performed in that job element.

e. The performance appraisal program allows for rating individual elements, as well as overall performance, at one of five levels. The performance standards and tasks are described at only three levels. Rating officials may infer performance at one of the levels not described by comparing the employee's actual performance to the levels which are described. For example, if an employee's performance is better than the examples \*given for the "successful" level, but does not meet the\* examples given for the "outstanding" level, the employee's performance should be rated at the "excellent" level.

#### 10. ISSUING PERFORMANCE STANDARDS.

a. At the beginning of the rating period, the rating official will discuss the elements, standards, and tasks for the position with the employee. This discussion should take place as soon as possible after the start of the rating period, normally within 30 days. The rating official and employee will sign and date the rating form, certifying that the elements and standards are understood. If a new element and standards are added during the rating period (or if an element is deleted), the rating official and employee will again discuss them and sign and date the rating form. If the rating official changes during the rating period but there is no change in performance elements and standards, it is not necessary for the new rating official to review the standards with the employee or sign the rating form; however, rating officials are always responsible for discussing performance standards and responding to employees' requests for clarification of the standards.

\* b. An interim rating is required when an employee is transferred or reassigned to the same type of work after having completed the minimum rating period. The interim rating is to be considered in deriving the rating of record. \*

\* c. If an employee is **detailed** or **temporarily promoted** to another position in the Bureau of Prisons and the assignment is expected to last at least 120 days, the employee will be given\* the performance standards for the temporary assignment within 30 days of beginning the detail or temporary promotion. An interim rating will be prepared at the end of the detail or temporary promotion and the weight given to this interim rating will be proportional to its share of the total appraisal period.

If an employee is **detailed outside the Bureau**, reasonable efforts will be made to obtain appraisal information from the outside organization which shall be considered in arriving at the employee's rating of record. If the employee has served in the

Bureau for the minimum time period (90 days) during the rating period, the employee must be rated. The rating will take into account appraisal information obtained from the borrowing organization. If the employee has not served in the Bureau for the minimum time period, but has served the minimum time period in the outside organization: (1) reasonable efforts will be made to prepare a rating based on the appraisal information from the borrowing organization or (2) the rating will be deferred until the employee is able to serve the minimum time period in the Bureau or the borrowing organization is able to provide appraisal information.

If an employee transfers to the Bureau from another agency, any summary ratings which are forwarded from the former agency and which cover the same time period as the Bureau's rating period will be considered in arriving at the employee's rating of record. The weight given to a rating from a former agency will be proportional to the share of the rating cycle covered by it.

d. The final rating most recently rendered by the former agency will be the employee's current rating of record until it is superseded by a final rating issued by the Bureau.

11. MONITORING PERFORMANCE - PERFORMANCE LOG. The performance appraisal process requires that rating officials observe and note employee performance continuously throughout the rating period. Rating officials must record examples of employee performance to ensure that the rating at the end of the rating period is an accurate and fair appraisal of the employee's performance during the whole rating period. The performance log is used to document and substantiate the final rating.

a. Format. Attachment 4-2 is a sample performance log, however, any form the rating official finds useful, including 5 x 8 cards, is acceptable.

b. Time Requirements. The rating official must record performance incidents in the log so that each element is addressed at least once each quarter. If no significantly positive or negative performance is noted for a particular element during a quarter, the rating official will make an entry describing typical performance over the course of the quarter.

Rather than waiting until the end of the quarter, rating officials must make entries in the log as the performance is noted in order to meet the following time requirements.

Rating officials must record specific incidents in the performance log within fifteen working days of becoming aware of the incident.

After an entry has been made in the performance log, the employee will be given an opportunity to see the entry as soon as practicable and before the entry is used officially, but no later than fifteen working days after the entry is made. The employee will be asked to initial the entry, indicating only that the entry was discussed, not necessarily that they agree with it.

These time requirements may be adjusted, if necessary, because of the rating official's or employee's absence.

c. Content of Performance Log Entries. Performance log entries will document instances of important or significant job-related performance, both positive and negative. Log entries must document the actual behavior of the employee, not personality traits or judgmental conclusions drawn by the supervisor. Instances of performance recorded in the log must be related to one or more elements of the employee's performance standards and include, at a minimum:

- (1) the date of the performance incident,
- (2) what the employee did that was particularly effective or ineffective,
- (3) circumstances surrounding or contributing to the performance incident such as the consequences of the performance, whether the employee had sufficient time and resources or whether circumstances outside the employee's control contributed to the performance,
- (4) level of performance assigned.

d. Multiple Supervision. If an employee is supervised by more than one supervisor during the rating period, those supervisors are responsible for providing the rating official with any comments or incidents for consideration for inclusion in the performance log. This provision does not apply to employees who

\* receive an interim rating in accordance with paragraph 10 of this section. \*

e. Documenting Unacceptable Performance. Instances of unacceptable performance recorded in the performance log require additional actions by the supervisor. Refer to Paragraph 23 of this section for information on addressing unacceptable performance.

12. PROGRESS REVIEW. In addition to the frequent informal discussions of performance resulting from performance log entries, the rating official will conduct at least one formal progress review during the rating period.

a. One progress review is required for non-probationary employees and it will be conducted at the halfway point of the rating period.

b. Three progress reviews are required for probationary employees and they will be conducted at the end of the third, sixth and ninth months of the probationary year.

c. The rating official will make narrative comments for each job element in the progress review section of the performance appraisal form. No adjective rating is assigned to the elements at this time. The rating official will discuss the progress review with the employee and both will sign the form at the bottom of the progress review section. There is no provision or requirement for the reviewing official to review or comment on the progress review, however, reviewing officials may examine the progress reviews prepared by their subordinate supervisors.

d. Progress reviews and the annual rating for probationary employees require two performance appraisal forms. One form is used to record the 3-month and 6-month progress reviews and a second form is used for the 9-month progress review and annual rating. Rating officials must ensure that a probationary employee signs the top of both forms, indicating their understanding of their performance standards and that they sign the bottom of the form upon completion of each of the progress reviews and the annual rating. The rating official does not assign adjective ratings for any of the probationer's progress reviews; adjective ratings are assigned to the elements only for the final rating at the end of the probationary period. Likewise, there is no provision or requirement for the reviewing official to review or comment on the 3-month, 6-month or 9-month progress reviews of probationary employees, however, rating officials may examine the progress reviews prepared by their subordinate supervisors. The reviewing official assigns the overall rating and makes narrative comments on the final annual rating of a probationary employee.

13. FINAL RATING

a. Determining Element Ratings

- (1) The rating of an employee's performance in each job element is based upon the incidents recorded in the performance log.

- \* (2) Each element will be rated at one of five levels: Unacceptable, Minimally Satisfactory, Successful, \* Excellent or Outstanding.
- (3) Each element will be rated at the level which reflects the level assigned to the majority of performance log entries for that element. If there are an equal number of performance log entries at two different levels, the rating official may assign either of the two levels unless there is an intermediate level or levels. For \*example, if two log entries are "successful" and two\* are "excellent," the rater may assign either \*"successful" or "excellent" as the element rating. If two log entries are "successful" and two are\* "outstanding," the rater must assign "excellent" as the element rating.
- (4) Special provisions apply when rating an element as unacceptable. Refer to Paragraph 23 of this section for the procedures for documenting unacceptable performance.
- (5) The rating official will mark the block on the rating form which reflects the adjective rating for each element, write narrative comments in the space provided for each element and write narrative comments on the employee's overall performance in the "rater's comments" section of the form. Rating officials are also encouraged to complete the training and career development section of the form with recommendations for training or other developmental activities.
- (6) For dual or multiple supervision, all supervisors of 90 days or more should provide input into the rating process and initial the rating form as rating officials. Reviewing officials may also seek input from supervisors of lesser periods of time.

b. Overall Rating

- (1) The overall rating is assigned by the reviewing official, based on the individual element ratings. Reviewing officials assign the overall rating by marking the appropriate block and writing narrative comments in the "reviewer's comments" section of the form.
- (2) Except in the case of outstanding ratings, the rating assigned by the reviewing official is the final rating.

If the proposed rating is outstanding, the Chief Executive Officer or Assistant Director is the approving official. Reviewing officials must adjust individual element ratings to be consistent with the overall rating, however, any such changes by the reviewer must be substantiated by the comments in the reviewing official's block on the rating form.

- (3) Unacceptable performance in one or more elements mandates an overall rating of unacceptable.
- (4) An overall rating of minimally satisfactory is demonstrated by minimally satisfactory performance in more than one element and no element rated as unacceptable.
- \* (5) An overall rating of successful is demonstrated by a rating of successful or higher in a majority of the\* elements, no more than one minimally satisfactory element, and no unacceptable element.
- \* (6) An overall rating of excellent is demonstrated by a rating of excellent or higher in a majority of the elements and no element rated less than successful.\*
- (7) An overall rating of outstanding is demonstrated by a rating of outstanding in a majority of the elements and  
\* no element rated less than excellent.\*
- (8) In the event of an equal number of element ratings, the reviewing official has full discretion in approving the overall rating that best reflects the employee's performance.

14. FINAL DISCUSSION. After the reviewing official has approved the final rating (and the approving official has approved an outstanding rating), the rating form is returned to the rating official for discussion with the employee. No rating will be discussed with the employee until after the reviewing official (and, if necessary, the approving official) has approved the final rating. The rating official should give adequate time and attention to this part of the evaluation process. Rating officials are strongly encouraged to specify areas in which their employees should seek out training, education, or other developmental activities to improve skills and/or knowledge or enhance career advancement and promotion potential (using Section H on the appraisal form for this purpose). The employee will sign the bottom of the form, indicating that the performance rating has been discussed, and a copy of the rating will be given to the employee. The original copy of the rating, with

signatures, will be returned to the HRM office for recording and filing. This is also an appropriate opportunity to review the performance standards for the next rating period and obtain the rater's and employee's signatures on the blank form which will be used for the next rating period.

15. FILING AND DISPOSITION OF PERFORMANCE LOGS AND RATING FORMS

a. Distribution instructions for the rating form are printed on the form.

b. The original, signed copy of a completed rating form, including continuation sheets, will be filed in the HRM office, either in the employee's individual Employee Performance File or on the left side of the employee's Official Personnel Folder. A copy of the employee's performance standards may be filed with the rating form or may be maintained in a separate master file of performance standards.

c. Completed performance ratings will be retained for four years and will be forwarded to a gaining agency in the event of the employee's transfer.

d. Rating officials will retain the performance log for one year after the performance rating is approved.

e. If a rating is increased or changed as a result of a successfully pursued grievance or other proceeding, the amended rating will be filed and the contested rating removed and destroyed.

f. The final adjective rating will be keyed into the NFC system, in accordance with instructions in the Payroll/Personnel Processing Manual.

16. PROBATIONARY EMPLOYEES

a. The probationary period is an extension of the examination and selection process and provides an opportunity for management to assess the total suitability of new employees. It is the policy of the Federal Bureau of Prisons to provide probationary employees with an intensive program to ensure that they are provided with direction in their jobs and are capable of performing effectively.

b. Probationary employees receive formal progress reviews immediately following the third, sixth and ninth months of employment, as described in paragraph 12 of this section.

c. The supervisor of a probationary employee must, no earlier

than the beginning of the fourth month and no later than the end of the tenth month of probation, submit a signed certification that the employee's performance and conduct have been found satisfactory or that the employee's performance and conduct have been found unsatisfactory. The certification must include a recommendation as to whether the employee should be retained beyond the probationary period. The earlier progress reviews form the basis for this certification and recommendation as to retention. A probationary employee may be separated after the tenth month following a positive certification and recommendation if performance or conduct deteriorate.

d. Failure to meet the standards of performance and satisfactorily complete training will be a basis for disqualifying an employee during the probationary period. No part of this section is to be interpreted as discouraging or preventing the initiation of removal action at any time during the probationary year if it is determined, after a full and fair trial, that the employee's performance or conduct is not satisfactory. Employees in the competitive service who are serving a probationary period are excluded from the provisions of 5 C.F.R. Part 432 governing performance-based reduction in grade and removal actions.

17. INFORMING SUPERVISORS AND EMPLOYEES. In recognition of the importance of the performance appraisal Program and its significance to both supervisors and employees, a copy of this section of the manual will be provided to all non-bargaining unit employees upon its issuance and to new non-bargaining unit employees when they enter on duty. In addition, the Human Resource Manager will ensure that all current rating and reviewing officials receive a copy of this section and will give new rating and reviewing officials a copy when they assume such a position.

Human Resource Managers are responsible for providing advice and assistance to supervisors on all aspects of this program and are encouraged to conduct periodic formal training to review the purposes and procedures of performance appraisal.

Supervisors are responsible for discussing the performance evaluation program with their subordinates, including explaining the purpose of the program, rating procedures and how the process furthers employee and management goals.

18. PERFORMANCE RATING GRIEVANCES. Non-bargaining unit employees may seek to change their performance ratings, or Performance log entries by using the agency grievance procedure contained in Section 771.1 of this Manual.

19. RELATIONSHIP TO WITHIN-GRADE INCREASES. To be eligible for a within-grade step increase, an employee must meet the requirements described in 5 CFR 531.404 (General Schedule) or 5 CFR 532.417 (Prevailing Rate System). One of these requirements is that the employee must demonstrate an acceptable level of competence in the duties and responsibilities of their position. Acceptable level of competence is determined by the employee's most current rating of record being an overall rating \*of successful or higher. The rating of record used as the \*basis of a within-grade increase determination must have been assigned no earlier than the most recently completed appraisal period. If a decision to grant or deny the within-grade increase is inconsistent with the most recent rating of record, a more current rating of record must be prepared. If the employee's \*most recent rating of record is successful or higher and the\* performance has deteriorated below an acceptable level of competence, a new rating of record must be prepared on which to base the decision to deny the increase. Similarly, if the most \*recent rating of record was below successful and the \*performance has improved to an acceptable level of competence, a new rating of record must be prepared on which to base the decision to grant the increase.

A supervisor who determines that an employee does not or may not demonstrate an acceptable level of competence will notify the employee in writing at least 60 days before the date on which the employee will complete the required waiting period for a within-grade increase. At least 15 days prior to the end of the waiting period, the supervisor will tentatively determine whether withholding the increase is warranted. If the employee fails to demonstrate an acceptable level of competence, the next higher supervisory level will review the supervisor's tentative determination. If both supervisors agree to withhold the increase, the immediate supervisor will so advise the employee in writing, stating the reasons for withholding the increase and referring to the advance notice given to the employee.

General Schedule employees are entitled to request reconsideration of a decision to withhold a within-grade increase and to present orally and in writing the reasons he/she believes the decision should be reversed. If the decision is to grant the increase, the employee will be certified as meeting the acceptable level of competence and the increase will be granted retroactively as of the end of the waiting period.

General Schedule and Federal Wage System employees may contest a performance rating on which a negative determination is based under the agency grievance procedure contained in Section 771.1.

20. QUALITY STEP INCREASES AND PERFORMANCE AWARDS. Refer to the Incentive Awards Manual for eligibility criteria for Quality Step Increases and performance awards.

21. ADDRESSING DEFICIENT PERFORMANCE. Addressing performance deficiencies and taking performance-based actions appropriately are important aspects of a sound performance management system. Procedures and requirements for addressing performance which falls below the acceptable level are discussed in the following paragraphs.

Acceptable performance is performance that meets the performance standard or requirement at the level above unacceptable. Under the Bureau of Prisons performance appraisal program, this level is the minimally satisfactory level.

22. MINIMALLY SATISFACTORY PERFORMANCE. When instances of performance or overall performance are deemed to be minimally satisfactory, the supervisor should determine what action is best suited to the particular circumstances after discussion with the employee. Counseling, training, and closer supervision are the most commonly practiced options available. These efforts should be thoroughly documented. If minimally satisfactory performance continues, the supervisor has the option of continuing counseling, training, or closer supervision or finding that the employee's performance has become unacceptable.

23. UNACCEPTABLE PERFORMANCE. These procedures will be followed at any time during the rating cycle when a supervisor records an instance of performance below the acceptable level in one or more elements of the performance standards in the employee's performance log. Again, employee performance below the minimally satisfactory level is considered unacceptable.

a. Unacceptable Performance Warning. When a supervisor records an instance of unacceptable performance, he/she will issue the employee a written warning of a potentially unacceptable performance rating. This warning letter must include:

(1) Notification of the element or elements in which performance is unacceptable.

(2) Specific examples of the unacceptable performance.

(3) The performance requirements or standards which must be attained in order to demonstrate acceptable performance. The acceptable level of performance for purposes of retention in the position under the Bureau's five-level performance appraisal system is the level between the "unacceptable" level and the

\*"successful" level, specifically performance which is \*  
"minimally satisfactory."

(4) A reasonable opportunity period to demonstrate acceptable performance on the elements at issue. This opportunity period will normally not be less than 30 days nor more than 90 days following the issuance of the warning letter and will be determined under the circumstances of the particular case. The initially established period may be extended at the agency's discretion for extenuating circumstances such as extended periods of absence during the opportunity period.

(5) Notice that the employee must improve to the acceptable level by the conclusion of the opportunity period and must sustain that level of performance for at least one year from the start of the opportunity period.

(6) A structured performance improvement plan (PIP) to provide the employee opportunities to demonstrate acceptable performance. The PIP may include such activities as developmental assignments, structured employee assistance or counseling, formal training, on-the-job training, mentoring or any other activity which the supervisor believes will afford the employee an opportunity to demonstrate acceptable performance.

Careful records must be kept of assistance offered and results achieved under the PIP.

(7) Explanation of actions which may be initiated if the unacceptable performance continues or if acceptable performance is not demonstrated.

Human Resource Managers will assist supervisors in preparing performance warning letters. Warning letters must be approved by the Regional HRM Office and the LMR Section before being issued to the employee.

b. Improved Performance During the Opportunity Period. If, at the conclusion of the opportunity period, the rating official determines that the employee has improved to an acceptable level in the element which formed the basis for the opportunity period, no further action will be taken. When it is time for the annual rating, the rating official will consider the instance of unacceptable performance along with other recorded instances of performance for that element and give it appropriate weight in assigning the rating for that element.

c. Additional Unacceptable Performance During the Opportunity Period. If, at the conclusion of the opportunity period, the rating official determines that the employee has not improved to

an acceptable level in the element which formed the basis for the opportunity period, then the rating official will prepare a performance rating, whether or not it is time for the annual rating. The element will be rated unacceptable and the proposed overall rating will be unacceptable.

- (1) If it is not time for the annual rating and the reviewing official does not concur with the proposed unacceptable rating, then no rating will be issued. However, if at any time during the remainder of the rating period the supervisor notes another instance of unacceptable performance in the same element, he/she will again propose an unacceptable rating.
- (2) If it is time for the annual rating and the reviewing official does not concur with the proposed unacceptable rating, then the reviewing official's rating is the final rating. The reviewing official must adjust the individual element ratings to support the overall rating given and substantiate these changes in the reviewing official's comments on the rating form.
- (3) Whether or not it is time for the annual rating, if the reviewing official concurs with the proposed unacceptable rating, then an unacceptable rating will be issued together with a notice of proposed action in accordance with Paragraph 24 of this section.

d. Additional Unacceptable Performance During the Twelve Months Following the Beginning of the Opportunity Period. In order to demonstrate acceptable performance following a performance warning letter, employees are required to improve their performance to an acceptable level and sustain that level of performance for twelve months following the beginning of the opportunity period. Therefore, if a supervisor notes unacceptable performance in the same element which formed the basis for the warning letter at any time during the twelve months following the beginning of the opportunity period, he/she will prepare a proposed unacceptable rating as described in Paragraph 23c above. This is the case even if the employee did demonstrate acceptable performance during the opportunity period and/or received a performance rating at or above the acceptable level since the issuance of the warning letter.

24. PROPOSING AND TAKING ACTION BASED ON UNACCEPTABLE PERFORMANCE. When the reviewing official approves and issues an unacceptable performance rating, the reviewing official will also issue a notice of proposed action in accordance with the following procedures:

a. An employee who receives an unacceptable rating may be reassigned.

b. An employee who is serving a one-year probationary period as a newly appointed supervisor or manager and who does not satisfactorily perform their supervisory (or managerial) duties, may be returned to their former (or comparable) position and pay without right of appeal.

c. A non-probationary employee whose reduction in grade or removal is proposed is entitled to:

- (1) Thirty calendar days advance written notice which specifies the action proposed, the specific instances of unacceptable performance on which the proposed action is based and the elements involved in each instance of unacceptable performance. These instances must have occurred within one year prior to the notice of proposed action;
- (2) The right to be represented by an attorney or other representative;
- (3) Fifteen calendar days to respond orally and/or in writing to the deciding official. The response time may be extended for a specified time as determined by the deciding official, but not for more than an additional thirty days; and
- (4) A final written decision within 30 days after the expiration of the 30-day advance notice period. The written decision must specify the instances of unacceptable performance upon which the action is based and may include any instances of unacceptable performance which occurred during the one-year period prior to the issuance of the advance notice. An action may be based solely on instances of unacceptable performance occurring during the opportunity period or may be based on instances of unacceptable performance occurring before, during and after the opportunity period, as long as the instances took place during the one-year period preceding the issuance of the notice of proposed action. Although the agency is allowed to use instances of pre-opportunity period performance to support an action (though not exclusively), there is no incentive to do so unless the agency wishes to cite such instances as support for its overall performance determination. The final decision must also include notice of the employee's right to appeal the action to the Merit Systems Protection Board or to file a

grievance under the agency grievance procedure (but not both), the time limits for filing an appeal or grievance, a copy of the MSPB appeal form and a copy (or access to a copy) of the MSPB regulations.

**430.3 PERFORMANCE EVALUATION PROGRAM FOR SENIOR EXECUTIVE SERVICE MEMBERS**

1. PURPOSE AND SCOPE. Performance appraisals in the Senior Executive Service (SES) are used to measure the effectiveness of federal executives in the efficient and effective attainment of the Bureau's mission and program objectives. The appraisals serve as the basis for determining performance awards and identifying the strengths and weaknesses of SES members.

2. DIRECTIVES AFFECTED

Directives Referenced

- a. Section 430.2 of the Manual
- b. 5 CFR Part 430
- c. 5 U.S.C., Chapter 43

3. RESPONSIBILITIES

- \* a. SES Wardens are rated by the appropriate Regional Director.
- b. SES members in UNICOR are rated by the Assistant Director, Industries, Education and Training Division.
- c. Other SES members who are supervised by an Assistant Director or Regional Director are rated by that Assistant Director/Regional Director.
- d. All other SES members are rated by the Director.
- e. All completed SES performance appraisals are reviewed by a Performance Review Board, which is established by selected components of DOJ. The Director is the final approving authority for all SES evaluations.
- f. Awards are reviewed and approved through the Assistant Attorney General for Administration to the appropriate appointing authority, i.e. the Deputy or Associate Attorney General. \*

4. PROCEDURES

a. SES evaluations will be based on performance log entries and one of the three sets of elements and standards for senior executives:

- (1) Standard Set #7 for SES Wardens
- (2) Standard Set #8 for SES Attorneys
- (3) Standard Set #9 for other SES members

b. The performance appraisal period for SES members is July 1 through June 30 of the following year, unless advanced or delayed by appropriate authority.

c. The senior executive member must have served for the prescribed minimum appraisal period of 90 days before a rating of record can be assigned.

d. SES evaluations will be completed using DOJ-522, Performance Appraisal Form

e. At the time of the rating, the rating official will advise the senior executive of his/her right to respond in writing to any aspect of the rating and to have that rating and written response reviewed at a higher executive level. If a senior executive wishes to request a higher executive review, the request must be made to the rating official within 7 calendar days from the date of the issuance of the initial rating.

## **Chapter 5**

### **500.1 ORGANIZATION CHARTS AND FUNCTIONAL STATEMENTS**

1. **PURPOSE AND SCOPE.** It is essential each employee understand the organization's management structure and all employees are either directly or ultimately responsible to the Chief Executive Officer (CEO). Organization charts which graphically depict the administrative structure and lines of authority facilitate this understanding.

#### **2. PROCEDURES**

a. Each office and institution will publish and maintain a current organization chart which depicts the administrative structure and lines of authority of the organization.

b. Each authorized position (or groups of identical positions) will be located on the chart by title (at a minimum, working title), pay plan, series, grade, and master record number (MRN).

c. Each office and institution will publish a functional chart describing the main functions and missions of each organizational unit (typically, each department).

d. Organization charts and functional statements will be available to staff and may be published as an Institution Supplement.

3. **MAINTENANCE.** Organization charts will be updated whenever there is a change in the lines of authority, position title, series, grade, or MRN. There are several computer software programs available which facilitate immediate changes to organization charts. At a minimum, offices and institutions will publish a current organization chart annually and will maintain a current copy (may include pen and ink changes).

4. **CERTIFICATION.** If the institution chooses to publish its organization charts as an Institution Supplement, the CEO's signature on the Institution Supplement serves as the certification of accuracy. Absent an Institution Supplement, the CEO's signature on a cover memo will certify the organization charts' accuracy.

### **511.1 POSITION CLASSIFICATION**

1. **PURPOSE AND SCOPE.** This chapter sets forth the requirements and responsibilities for position classification in the Bureau.

The information in this chapter applies to both General Schedule (GS) and Federal Wage System (FWS) positions unless specific reference is made to one category or the other.

## 2. DIRECTIVES AFFECTED

### Directives Referenced

\* DOJ HR Order 1200.1 \*

DOJ Order 1511.1B

## 3. RESPONSIBILITIES

a. **Human Resource Managers (HRMs)** are responsible for assuring integration of classification with other phases of human resource (HR) management, providing support and direction for the classification program and assuring involvement and cooperation of supervisors and managers in the classification process. HRMs\* certify the annual review of positions has been conducted for positions at their organizational level.

b. **Supervisors** determine the duties and responsibilities for subordinates, write position descriptions (PDs) for Unique and Exceptions to Standardized positions. Supervisors should have a\* working knowledge of classification principles and policies and should be familiar with classification and qualification standards for positions in their units.

They review the need for each position and promptly report those which are unnecessary. They keep their subordinates informed of their right to appeal, to review standards and to discuss classification of their position with HR staff.

c. **Employees** are responsible for being familiar with the duties and responsibilities outlined in their PD and for bringing any questions or discrepancies to their supervisor's attention.

d. **HR staff** are responsible for classifying positions in accord with the delegation of authority described in Chapter 2. In addition, the Bureau Personnel Director and Regional Human Resource Administrators (HRAs) have post-audit authority over positions classified at subordinate levels of the organization.

The Bureau Personnel Director may revoke or suspend the classification authority delegated to lower levels in the organization if the subordinate office or institution does not classify its positions in accord with published standards.

- \* e. Justification for each position's Fair Labor Standards Act (FLSA) exemption status must be included in the position evaluation statement.

#### 4. **CLASSIFICATION FILES AND RECORDS**

a. **Unique and Exceptions to Standardized.** PDs will be filed by decision unit. SF-52s authorizing current classification and any subsequent SF-52s which abolish or establish identical additional (IA) positions will be attached to the PD as well as the PD cover sheet, keying sheet or screen print, and IA tracking sheet, or appropriate report.

b. **Standardized.** Pay and Position Management (PPM) will maintain PDs electronically. Local filing requirements for these positions include SF-52s (identical to above), keying sheet or screen-print, and IA tracking sheet or appropriate report.

c. **Abolished Positions.** Paperwork will be maintained in a separate file for two years after the date of cancellation. \*

5. **CLASSIFICATION MAINTENANCE AND REPORTS.** A sound classification and position management program requires periodic review and updating to ensure the accuracy of PDs and classification determinations.

- \* a. Each position and personnel action, regardless of the reason for submission, will be reviewed to ensure the PD is technically adequate for classification purposes. If a new position is being established or if an existing position is being re-described, the position will be evaluated and a site audit will be conducted if appropriate.

b. PDs, organization charts, Position Management On-Line (PMSO), and PO/PZ reports must be reconciled to reflect position changes.

c. At least one-fourth of all Standardized and Unique positions and all Exceptions to Standardized positions will be reviewed annually for necessity, soundness of design, adequacy of description, and accuracy of classification. This review must be done on a cycle which ensures each Standardized and Unique position is reviewed at least once every four years.

#### **Procedures**

- (a) Each HR office will establish a written schedule for reviewing Unique positions which ensures each

position is reviewed at least once every four years. It is recommended the schedule be staggered by organizational segments. All Exceptions to Standardized positions will be reviewed annually. \*

- (b) At the review's scheduled time, first line supervisors will review each position under their control to determine if the position is needed and if the PD is accurate and complete. Positions found to be unnecessary will be abolished. PDs which are not accurate and complete will be rewritten and submitted to the HR office for appropriate classification action.
- (c) To facilitate the review, it is recommended the supervisor and HR specialist review any vacant position prior to filling it. Review of vacant positions counts toward the annual requirement.
- (d) An HR specialist will participate in the review to provide assistance and assure descriptions are adequate for classification. PDs requiring no change will be re-certified by both the supervisor and classifier on the PD cover sheet. HR offices will maintain records and files of any site audits until the next program review.
- (e) For Standardized positions, PPM will ensure the above steps are followed using subject-matter experts within appropriate divisions of the Central Office.

d. **Reporting Requirements.** A signed report by the facility HRM will certify annually: \*

- at least one-fourth of all Unique positions have been reviewed;
- all Exceptions to Standardized positions have been reviewed; \*
- those found to be unnecessary have been abolished;
- the PD of those found to be necessary are accurate in relation to duties and responsibilities, and
- all reviewed positions are classified consistently with Office of Personnel Management (OPM) standards.

\* The Chief, PPM will be required to sign the annual certification for the review of Standardized positions. These certifications will be maintained at the location where conducted.

6. **APPLICATION OF NEW CLASSIFICATION STANDARDS.** Within six months of issuance of a new classification standard, positions allocated to the series covered by that standard will be reviewed against the new standard and re-described/reclassified as necessary. Reviews of Unique and Exceptions to Standardized PDs will be initiated at the location where the position exists. PPM will review Standardized PDs.

7. **CONSULTATION WITH DOJ.** The Bureau is required to consult with DOJ on proposed classification actions affecting 20 or more substantially similar positions which would change the position's grade or pay system. Due to the similarity of positions among institutions, PPM must review any proposed classification action which would affect the grades of a large number of positions at a single activity prior to implementation.

Institutions proposing such actions will forward their proposal to PPM through the Regional HRA. \*

8. **CLASSIFICATION APPEALS.** Employees have the right to appeal the correctness of the title, series, grade or pay category assigned to their position. GS employees may appeal through the agency procedures or directly to OPM. FWS employees must exhaust the agency procedures before appealing to OPM. Specific appeal procedures are described in DOJ Order 1511.1B.

\* When HRAs or HRMs become aware of an appeal filed with DOJ or OPM, they will contact PPM immediately. \*

## 511.2 POSITION DESCRIPTIONS

1. **PURPOSE AND SCOPE.** The primary purpose of PDs are to describe the incumbent's major duties and responsibilities and to provide the basis for classifying and filling the job. PDs are useful in other areas of HR management because they help determine training needs, analyze the organization's structure and evaluate the use of employees' skills and abilities.

### 2. DIRECTIVES AFFECTED

#### Directives Referenced

\* Introduction to the Position Classification Standards  
The Classifier's Handbook

3. **LANGUAGE.** PDs are written in the third person singular, present tense and active voice. A good description is one that is a forthright presentation of the work assigned to a position. Avoid using general or indefinite terms, vague expressions,

unnecessary detail, and repetition. Statements of duties are often clearest when they include a strong action verb and a noun that together define a duty or task.

Guidance on writing PDs can be found in The Introduction to the Position Classification Standards and The Classifier's Handbook.

#### 4. **FORMAT**

a. **GS Positions.** GS PDs will be described in the Factor Evaluation System (FES) format, unless another format is deemed more appropriate.

b. **FWS Positions.** FWS PDs will be described in the format of the standard by which they will be evaluated. \*

5. **ADDITIONAL STATEMENTS.** Additional statements will be included in or appended to PDs, as appropriate.

a. **Supervision of Inmates.** To evaluate whether collateral correctional duties are present in a position, the description of any position which has regular and recurring responsibility for direct supervision of inmates will include a description of the number of inmates supervised and their duties. The statement will also describe the employee's responsibility for training, assigning work, directing, and counseling the inmates.

b. **Collateral Duties.** The PDs of employees who have been assigned collateral duties such as equal employment opportunity, affirmative action, recruiting, alternate positions, and training instructors will be appended to reflect their collateral duties.

c. **Mobility Requirement.** The following statement will be added to the PD of supervisory and managerial positions:

Effective accomplishment of the mission of the Bureau of Prisons frequently requires geographic relocation of supervisory and managerial personnel to meet the legitimate needs of the Bureau and to better use the skills of available staff. Accordingly, the incumbent is subject to these provisions and is susceptible to geographic relocation at the discretion of management in the interest of the efficiency of the service.

\* d. **Law Enforcement Language.** Primary and secondary law enforcement positions will include the appropriate law enforcement language (See Attachments 5-1 and 5-2).

6. **PMSO.** HR offices will use the information contained in Attachment 5-3 to create Master Record Numbers (MRNs) and Individual Position Numbers (IPNs). \*

## **550.1 COMPENSATORY TIME**

1. PURPOSE AND SCOPE. To establish procedures for using compensatory time off in lieu of overtime pay.

2. DIRECTIVES AFFECTED

5 U.S.C. 5543

5 CFR 550.114

Operating Manual Federal Wage System, Subchapter S8

DOJ 1551.1C

3. REGULATIONS

a. Prevailing rate employees (Federal Wage System or FWS) may request and be granted compensatory time off equal to time spent in irregular or occasional overtime worked in lieu of overtime pay. \*

b. General Schedule (GS) employees below GS-12 may request and be granted compensatory time off equal to time spent in irregular or occasional overtime worked in lieu of overtime pay.

c. Employees at GS-12 and above are required to take compensatory time off equal to time spent in irregular or occasional overtime worked in lieu of overtime pay.

A memorandum must be submitted for requests to waive the restriction on overtime pay for employees at GS-12 and above from the Warden through the Regional Director to the Director for a final decision.

d. Compensatory time must be used by the end of the leave year following the leave year in which it was earned. Utilizing sound judgement as to on-going workforce needs in terms of program and operational requirements, managers and supervisors must make every effort to allow employees to use earned compensatory time.

(1) Fair Labor Standards Act (FLSA) covered employees will be compensated for any unused compensatory time at the FLSA overtime rate in effect for the employee at the time in which the compensatory time was earned.

(2) Employees exempt from coverage under FLSA will forfeit any unused compensatory time, unless:

- ▶ the compensatory time was requested and subsequently denied and
- ▶ the latest request was made between September 1 and September 30 of the leave year following that in which the compensatory time was earned, in which case the employee shall receive overtime pay at the overtime rate in effect when the compensatory time was earned.

e. Compensatory time is considered a form of premium pay and is subject to all applicable maximum earnings limitations.

f. Compensatory time off in lieu of overtime pay is not an employee's absolute right. Management may deny requests for compensatory time off and pay overtime.

#### 4. PROCEDURES

##### a. Authorization for Compensatory Time

The approving official will indicate in writing when compensatory time off, rather than overtime pay, is the authorized manner of compensation for officially ordered and approved overtime worked.

##### b. Crediting and Use of Compensatory Time

(1) Compensatory time is to be credited and used in increments of quarter hours (15 minutes).

(2) Periods of irregular, unscheduled overtime work, no matter how small, will be accumulated daily and totaled by the Timekeeper at the end of the workweek. Fractions of less than one-quarter hour will be dropped from the total.

(3) Employee requests to use earned compensatory time must be made in writing using a Standard Form 71 (Application for Leave) or an acceptable substitute form of memorandum. The appropriate official may approve or deny the request. Denial of the request must be noted on the request form and include the official's signature and the date the request was denied.

(4) Appropriate entries must be made on the employee's Time and Attendance Report (T&A) to account for all compensatory time as it is earned and used.

**572.1 TRAVEL AND TRANSPORTATION FOR INTERVIEWS AND RECRUITMENT**

1. PURPOSE AND SCOPE. In the past, agencies were permitted to pay travel and transportation expenses for new appointees when they determined there was a shortage of qualified candidates for a vacancy. Payment of travel expenses for interviews could be authorized for GS/GM-14 and above positions and for certain GS-10 to GS/GM-13 positions having unique qualification requirements.

The Federal Employees Pay Compensation Act now allows payment of travel expenses for interviews and for the move to the first duty station for new appointees for any position. There are no longer any restrictions as to grade level or determination of a shortage category.

2. DIRECTIVES AFFECTED

Directives Referenced

- a. FPM Chapter 572
- b. Federal Travel Regulations, Chapter 2

3. PROCEDURES

a. The selecting official may authorize payment of interview and/or relocation expenses for a vacancy being filled under his/her selection authority, subject to the availability of funds for relocation. There is no special funding for this purpose. Although there are no restrictions as to the positions which may warrant payment of travel expenses, effective management of resources would suggest that payment not be made when there are other similarly qualified candidates who are willing to pay their own expenses.

b. Federal Travel Regulations limit allowable expenses in connection with the relocation of a new appointee. Expenses which are not covered include real estate transactions, temporary quarters, house hunting trip, miscellaneous and en route per diem for family members. Financial Management staff at the selecting official's level should be consulted for additional information on allowable expenses and availability of funds before offering to pay interview or relocation expenses.

## CHAPTER 6

### 600 ATTENDANCE AND LEAVE

#### 600.1 ELECTRONIC TIME AND ATTENDANCE REPORTING (PC-TARE)

1. PURPOSE AND SCOPE. To outline requirements and responsibilities associated with the National Finance Center's (NFC) Personal Computer Time and Attendance Remote Entry System (PC-TARE) for the processing of time and attendance data.

2. DIRECTIVES AFFECTED

Directives Referenced

a. DOJ Orders 1630.1B and 2160.6C

b. NFC Payroll/Personnel Processing Manual (PPPM), (Time and Attendance Report Form AD-321), Title I, Chapter 21 and Title VI, Chapter 10, Sections 1 and 2 (PC-TARE Security Officers and PC-TARE For Timekeepers.)

3. T & A TRANSMISSION TIME FRAMES. T & A's should be completed and transmitted to the NFC by the close of business of the Monday following the pay period. This will ensure that time and attendance has been recorded for those units that have employees working over the weekend.

\* 4. RESPONSIBILITIES. The requirements and responsibilities involved in the proper processing of Time and Attendance reports are established by Department of Justice Order 2120.6C. In carrying out these requirements and responsibilities, it is essential that all levels of managers, supervisors, timekeepers/timekeyers, and employees are knowledgeable of their role in compliance with this Order.

a. Chief Executive Officers. Chief Executive Officers or their designees must approve, in advance, the granting of overtime and compensatory time. In addition, the Chief Executive Officer (or designee) will delegate the responsibility for keying T & A's.

b. Supervisors

(1) Individual supervisors shall: be aware of existing leave policy and regulations published in DOJ Order 1630.1B; ensure that staff understand leave policy and regulations; and, exercise fair and honest enforcement of this policy and regulations.

(2) Supervisors of organizational units are responsible for designating timekeepers and alternates and for notifying the Human Resource Office in writing of any change in timekeepers.

(3) Supervisors are responsible for furnishing timekeepers with all necessary documentation (i.e. Form BP-369 (35)) concerning any employee overtime worked or compensatory time earned during the pay period. Supervisors should also ensure that documentation pertaining to corrected/amended T & A's is submitted promptly to the timekeeper/keyer.

(4) Supervisors are responsible for ensuring that employees do not certify their own time and attendance reports.

(5) Supervisors are responsible for certifying, by signing the T & A form, that time and leave for each of their employees has been accurately recorded. Supervisors should also ensure that adequate T & A records are maintained to support the entries made.

(6) Supervisors are responsible for ensuring that leave errors are promptly resolved and that any adjustments are properly documented. Leave audits should be performed in correcting most leave discrepancies and should be certified in writing by the supervisor. However, when leave audits are not appropriate, a memorandum to the file should be completed and signed by the supervisor detailing the reason adjustments were made. (See Section 5. Leave Adjustment Procedures.)

c. Human Resource Managers

(1) The Human Resource Manager is responsible for ensuring that timekeepers/timekeyers are adequately trained by a qualified and knowledgeable person(s) (at a minimum, annual refresher training) in both keying and the recording of time and attendance. \*

(2) The Human Resource Manager or other responsible official within the Human Resource Office is responsible for obtaining and sending time and attendance data to the National Finance Center each pay period. Other personnel may be designated to do the actual uploading, but the responsibility remains with the Human Resource Manager.

\* (3) The Human Resource Manager is responsible for ensuring that appropriate time and attendance reports are run each pay period and maintained to verify the accuracy and completeness of the time and attendance data processed. (See Attachment 6-6 for minimum report requirements.)

(4) The Human Resource Manager is responsible for ensuring that time and attendance files are forwarded to the receiving timekeeper upon employee transfer within the Bureau of Prisons.

(5) The Human Resource Manager is responsible for ensuring that accurate leave balance information (accessions) and updated accounting code data (accessions, transfers, and reassignments) be furnished to the timekeeper/timekeyer for the employees assigned to them. (See Attachment 6-7 for Timekeeper Information Sheet.)

(6) The Human Resource Manager is responsible for ensuring and documenting that a representative sample of each department's time and attendance files (a minimum of 5 files per department is recommended) are reviewed annually, and that appropriate corrective measures were taken to remedy any discrepancies (i.e. leave audits, corrections, additional T & A training, etc.).

(7) The Human Resource Manager is responsible for ensuring that adjustments to leave balances in PC-TARE and/or TINQ are sufficiently documented (i.e. leave audit, memorandum, screen prints, etc.) and a clear audit trail exists to explain why the adjustments were made. \*

d. Timekeepers and/or Timekeyers

(1) Timekeepers and/or timekeyers are responsible for accurately recording and keying time and attendance data for the employees assigned to them. This may include the recording of their own time as well as the time of their immediate supervisors.

\* (2) Timekeepers are responsible for ensuring that each time and attendance report is certified, in writing, as accurate by the supervisor prior to having the time and attendance data sent to the National Finance Center.

(3) Timekeepers are responsible for ensuring that any leave audits or adjustments are certified, in writing, as accurate by the supervisor. The original audit certification (or memorandum when audit is not appropriate) and supporting documentation should be maintained in the time and attendance file. An additional copy should be provided to the Human Resource Office. \*

(4) Timekeepers are responsible for making a copy of the signed time and attendance report and promptly distributing it to the respective employee.

\* (5) Timekeepers are responsible for maintaining an individual time and attendance file for each employee assigned to

them. Included in this file should be the original certified time and attendance reports detailing tour of duty and daily time records (i.e. worksheet, etc.). For departments with various tours of duty, duty rosters kept in a separate file may be used as documentation if retained for six years. Other supporting documentation such as SF-71's, overtime authorizations, and military orders, etc., will be filed by the timekeeper in the individual employee's T&A file to support the entries made on the T&A report. Time and attendance records will be filed by individual employee and maintained for six years (or for one year if there has been a GAO audit). Time and attendance records will be sent to the Human Resource Office for forwarding to the gaining institution, upon employee transfer within the Bureau of Prisons. In the event a prior T & A has to be corrected, this must be performed electronically by the former institution where the T & A disks reside. \*

(6) Timekeepers and/or timekeyers are responsible for delivering the "XMIT" diskettes which contain the time and attendance data to the Human Resource Office at the close of the pay period in time to allow for timely transmission to NFC.

e. Employees

(1) Employees are responsible for furnishing timekeepers with SF-71, "Application for Leave" forms, and/or supporting documentation, regardless of leave type (annual leave, scheduled and unscheduled sick leave, compensatory time used, administrative leave, jury duty, military leave, and leave without pay, etc.), or for confirming leave taken by initialing the T & A report when an approved SF-71 is not on file. (SF-71's are required for leave of 5 days or more.)

(2) Employees are responsible for promptly reviewing their time and attendance reports and notifying their timekeeper of any discrepancies.

(3) If employees wish to retain a personal copy of their T & A file, they are responsible for maintaining one with the copies of the T & A's provided to them each pay period by the timekeeper.

5. LEAVE ADJUSTMENT PROCEDURES

a. Leave audits (AD-717) must be performed when leave discrepancies arise on the P0152 Leave Error Report and the reason for the discrepancy is not immediately apparent or easily explained.

b. Legitimate and apparent errors (i.e., incorrect keying, late SF-71 submission, etc.) may be adjusted by transmission of a corrected T & A.

c. When leave audits are performed, the AD-717 must be signed by the supervisor. The original is to be filed in the employee's individual T & A file.

(1) When balances must be adjusted in the PC-TARE Master Record, screen prints (before and after adjustments are made) must be attached to the original AD-717 for documentation purposes. A copy of the completed leave audit and supporting documentation must be forwarded to the Human Resource Office.

(2) When the Human Resource Office receives leave audits which require adjustments to TINQ, screen prints (before and after adjustments are made) must be attached to the leave audit documentation. This documentation must be filed by pay period with the P0049 Audit Trail of Leave Updated Report and P0152 Leave Error Report, and retained for 26 pay periods.

d. When leave discrepancies are apparent, and leave audits are not appropriate, a memorandum to the file must be completed and signed by the supervisor, detailing the specific adjustments required and the reasons adjustments are to be made.

(1) If the PC-TARE Master Record must be adjusted, screen prints (before and after adjustment) must be attached to the memorandum and filed in the individual employee's T & A file. Once completed, a copy of the memorandum and supporting documentation must be forwarded to the Human Resource Office.

(2) If TINQ must be adjusted, the original memorandum to file must be placed in the individual employee's T & A file, and an additional copy must be sent to HRM for processing. When the Human Resource Office receives the memorandum to file, screen prints (before and after TINQ adjustment) must be attached to the memorandum for documentation purposes and filed by pay period with the P0049 Audit Trail of Leave Updated Report and P0152 Leave Error Report, and retained for 26 pay periods in the Human Resource Office.

#### **610.1 INSTITUTION SHIFT STARTING AND STOPPING TIMES**

1. PURPOSE AND SCOPE. To establish basic parameters for shift starting and stopping times for employees working at Bureau institutions and the procedures to establish these practices at all Bureau institutions.

2. COVERAGE. This section applies to all institution employees who are required to pick up keys or other equipment while passing through control on their way to their assigned duty post.

3. CRITERIA. Each institution shall have approved work schedules with shift starting and stopping times, for employees who work at the institution, to begin and end at the point employees pick-up and drop-off equipment (keys, radios, body alarms, work detail pouches, etc.) at the control center. Therefore, employees who pick-up equipment at the control center, shall have their shifts scheduled to include reasonable time to travel from the control center to their assigned duty post and return (at the end of the shift). If an employee arrives at the key line in a reasonable time to get equipment by the beginning of the shift, this employee is not to be considered late.

4. PROCEDURES. Institution posts that meet the above criteria must have approved rosters which meet required shift starting and stopping times. Wardens shall formulate a plan for all affected posts. Union participation at the local and regional levels in formulating plans is strongly encouraged. The Warden must submit a plan to his/her appropriate Regional Director **only if the plan includes an overlap in work schedules**. The plan, at a minimum, will include the following:

- a. List of affected positions/duty posts;
- b. Complete custodial roster;
- c. Detailed summary of any costs incurred by the implementation of this plan.

5. SCHEDULE APPROVAL AND IMPLEMENTATION. The authority to approve the work schedules rests with the Regional Director. Once approval is received, each Warden shall ensure that requirements for shift starting and stopping times, and details of the approved institution plan, are clearly communicated to all institution employees. If at any time the schedule needs to be revised, follow procedures stated in this section.

6. SCHEDULING CONSIDERATIONS

a. An institution employee whose shift starts at 7:30 a.m. must be at the control center and have received his/her equipment no later than 7:30 a.m. to be considered "on time" for the start of his/her shift. To accomplish this, each location should ensure minimum waiting time for the employee in the key line.

If that same employee's shift ends at 4:00 p.m., he/she should drop-off his/her keys/equipment in the control center at 4:00 p.m., the scheduled quitting time. Reasonable travel time to and from the duty post to the control center would be compensable as part of the employee's tour of duty. Local supervisors should establish expectations that require employees to arrive and leave their duty post in a timely and reasonable manner. If an employee arrives at the key line in a reasonable time to get equipment prior to the shift, but does not receive the equipment by the beginning of the shift because of unforeseen circumstances, this employee is not to be considered late.

b. Due to these parameters, schedules may have to be adjusted and shifts overlapped for posts which require relief, as employees must be given time to arrive later and leave posts earlier to be at the control center on time. The length of time necessary to provide the overlap depends on the post location and the reasonable travel time to and from the control center to that post.

c. Although waiting time in key lines prior to the beginning of a shift is not "work time", such waiting time is to be reduced to a minimum to assist a smooth transition from shift-to-shift and more timely and predictable movement from the control center to the post. One way to accomplish this is through staggered shift starting and stopping times for day watch positions and placing additional personnel in the control center during busy shift changes. Another option is to assign equipment and keys to posts. If appropriate, assign key ring to 24-hour posts instead of requiring staff to wait in key line to exchange their chit upon arriving and departing work.

d. Physical layout of facilities is to be taken into consideration when establishing a work schedule.

e. If one equipment issue pass is insufficient, institutions should consider installing a second equipment issue pass at the control center.

f. Compressed work schedules may be an appropriate option (follow procedures for compressed work approval).

g. Each institution should consider incorporating practices which include increased costs or resources only after all other options have been exhausted.

h. Overtime may be considered for certain posts/shifts; however, this option is not meant to restrict the employer's management of overtime.

**Overtime regulations, procedures, and requirements are not affected by this policy.**

### **630.1 ADMINISTRATIVE LEAVE IN CONJUNCTION WITH RELOCATION**

1. PURPOSE AND SCOPE. Chief Executive Officers are delegated authority to grant administrative leave to employees in conjunction with their relocation to another Bureau of Prisons facility in accordance with established criteria.

#### 2. CRITERIA

a. The purpose of such administrative leave is to carry out tasks necessary and related to the relocation such as real estate transactions, opening or closing bank accounts, enrolling or withdrawing children from school, packing, loading or unloading household goods, connecting utilities, registering or licensing vehicles, obtaining a driver's license, etc. This leave may not be used to delay the employee's travel en route to the new location.

b. Employees may be granted up to 40 hours of administrative leave, whether or not the move is being paid by the government and whether or not the employee takes a house-hunting trip. The leave may be used prior to the move, following the move or in any combination. In no case may the administrative leave exceed 40 hours.

c. Administrative leave authorized for relocation may be taken no sooner than official notification of the relocation and no later than 90 days after the employee reports for duty or the employee's family vacates the permanent residence at the old duty station.

d. Administrative leave authorized for relocation will be recorded on the employee's time and attendance report under object class code 1408.

e. Administrative leave authorized for relocation may be granted to both an employee and spouse if the spouse is a Bureau of Prisons employee and has been accepted for employment at the new location.

## **630.2 RESTORATION OF ANNUAL LEAVE**

1. PURPOSE AND SCOPE. Forfeited annual leave may be restored to the employee if the forfeiture came about as a result of illness, exigencies of the public business, administrative error or unjustified or unwarranted personnel action.

### 2. DIRECTIVES AFFECTED

#### Directives Referenced

- a. DOJ Orders 1630.1B, dated 7/22/91
- b. 5 CFR, Part 630.305.
- c. 5 U.S.C., Section 6304

### 3. PROCEDURES

a. Initial request for restoration of forfeited annual leave is the responsibility of the employee. Human Resource Managers are to ensure that Request for Restoration of Forfeited Annual Leave (Attachment 6-1) is accurately completed by the employee.

b. Human Resource Managers will review the request and attachments, ensuring that it meets the requirements set forth in DOJ Order 1630.1B.

c. Institution Human Resource Managers will complete and sign the checklist (Attachment 6-2), attach it to the request and forward the request and attachments to their Regional Human Resource Administrator.

d. Regional Human Resource Administrators will review the request and determine whether the request warrants approval of restoration of forfeited annual leave. Approved requests will be returned to the institution HRM for processing.

e. Central Office employees will submit their requests to the Central Office HRM Office for review and approval. Approval requests will be processed in COPO.

f. Although the Regional Human Resource Administrators and the Central Office HRM are the approving officials, requests are closely reviewed and subject to rejection.

g. Approved requests will be processed by the appropriate HR office in accordance with the NFC Human Resource Operations

Guide.

### **630.3 VOLUNTARY LEAVE TRANSFER PROGRAM**

1. PURPOSE AND SCOPE. The purpose of this section is to establish guidelines and procedures for the administration of the Voluntary Leave Transfer Program (VLTP) in the Federal Bureau of Prisons. This program permits federal employees to donate annual leave for the use of other federal employees who are experiencing a medical emergency.

#### 2. DIRECTIVES AFFECTED

##### Directives Referenced

- a. Title 5, U.S.C., Chapter 63, Subchapter III - Voluntary Transfers of Leave, Sections 6331 - 6340
- b. Title 5, CFR, Subpart I - Voluntary Leave Transfer Program, Sections 630.901 - 630.913
- c. DOJ Time and Attendance Reporting Handbook

\* 3. MEDICAL EMERGENCY. The term "**medical emergency**" means a medical condition of an employee or the employee's family member that is likely to require a prolonged absence from duty (that is or is expected to be at least 24 hours) and result in a substantial loss of income to the employee because of the unavailability of paid leave.

- Advanced leave may not be considered when determining whether a medical emergency would likely result in a substantial loss of income.

A medical emergency could be a serious medical problem of the employee or a member of the employee's family. Absence for maternity reasons could constitute a medical emergency only during the period of the employee's physical incapacitation for duty and must be supported by documentation from the attending physician. The determination that a medical situation constitutes an emergency will be made by the local VLTP Screening Committee on a case-by-case basis after careful consideration of the medical reasons and documentation provided by the employee or someone acting on the employee's behalf. \*

4. DESIGNATION OF COMMITTEES. All requests to participate in the VLTP as a recipient will be processed through a VLTP Screening Committee. Screening Committees must be established at institutions, regional offices, and the Central Office and should

have three or more members consisting of a Chairperson and two or more members. Designation of the Committee's size and membership is at the Chief Executive Officer's (CEO) discretion.

The Committee must include a representative from the HRM Department, a representative from the Medical Department, and if the employee requesting participation in the program is a member of the bargaining unit then a union representative appointed by the local union president. The CEO may select other members for this Committee, which may include a member of the bargaining unit. All members serve on the Committee as a collateral duty or on official time, as appropriate. Any violations of the employee's privacy rights may result in administrative or criminal sanctions.

Screening Committees have authority to approve or deny requests to participate in the VLTP. Upon approval of an employee to be a recipient under the program, the VLTP Screening Committee is responsible for forwarding the appropriate authorization to the HRM Department to key the personnel transaction.

Screening Committees will establish appropriate control and follow-up systems to monitor the eligibility of recipients for continued participation. Except for documented emergencies that will obviously be of extended duration, the Screening Committee will require, as appropriate, from the recipient the periodic submission of updated supporting medical documentation which is not covered by the original request.

Institution and regional office committees provide service to local employees. The Central Office will have two committees:

- a local committee established to provide service to local employees and
- a National Committee established for oversight.

The National VLTP Committee will be composed of the:

- Bureau Personnel Director,
- Deputy Medical Director, and
- Chief of Financial Management.

The Screening Committees should maintain records of all leave approved and disapproved at the local and national level. Information maintained by these committees will be provided to the union upon request, and consistent with 5 U.S.C. § 7114.

5. ADMINISTRATION

Recipients

a. An employee who has been affected by a medical emergency may submit an application (Attachment 6-3) to become a leave recipient to the local human resource office. An employee may seek the assistance of the Human Resource Office in completing the VLTP application. If an employee is not capable of making application, a personal representative (an immediate family member, guardian, or trustee) of the employee may make written application on his/her behalf and may request agency assistance in completing the application. Application may be delivered by personal representative as described above or by a coworker.

b. The human resource manager will be responsible for insuring the VLTP application is submitted to the local Screening Committee in a timely manner.

c. All Screening Committee decisions will be based upon a majority vote. The local Screening Committee will decide on the propriety of the request to be approved as a recipient based upon proof of a medical emergency.

d. Leave balances must, or will be, within established criteria as determined by the human resource office. The criteria are:

(1) For an approved leave recipient whose medical emergency is a medical condition of his/her own, or to provide care and attendance to a member of the immediate family who has a contagious disease (a disease for which public health officials require that a patient be quarantined, isolated or restricted), the sick and annual leave balances must be zero (or negative) prior to the official transfer of donated annual leave.

(2) For an approved leave recipient whose medical emergency is a medical condition of his/her family (other than a contagious disease), the employee's annual leave balance must be zero (or negative) and the employee must use sick leave in accordance with the sick leave provisions as outlined in Title 5 CFR Chapter 63, Section 630.401 prior to the transfer of donated leave. This means that the employee must use either 40 hours (if sick leave is less than 80 hours) or 104 hours (provided an 80-hour balance is maintained) of sick leave before any donated annual leave can be transferred.

e. The human resource manager will notify the applicant of the Screening Committee's decision as soon as practicable, but no

longer than 10 days (excluding Saturdays, Sundays, and legal public holidays) after the application is received. If the application is not approved, the notification must include the reasons for the disapproval.

f. Annual leave transferred may be substituted retroactively for periods of leave without pay (LWOP) or advanced annual and/or sick leave granted on or after the date verified by the VLTP Screening Committee as the commencing date of the medical emergency at the recipients election.

\* g. Annual and sick leave accruals received as a result of donated leave may each accumulate up to a maximum of 40 hours in a separate account. This leave will be credited and made available for the employee's use effective the beginning of the pay period after the date on which the employee's medical emergency terminates. If the medical emergency has not ended but there are no further donors, this account may be credited to the employee to use. The employee shall continue to accrue annual leave while in a shared leave status to the extent necessary for the purpose of reducing any indebtedness caused by the use of annual leave advanced at the beginning of the leave year. \*

#### Donors

h. An employee who wishes to make a donation of annual leave to an approved leave recipient may submit an application (Attachment 6-4) to the local human resource office.

\* i. The human resource office will review each donor's request to ensure its accuracy, compliance with policy, and that the recipient is not the donor's immediate supervisor.

● **No one may donate leave to his or her immediate supervisor.** \*

j. The human resource office will review each donor's request to ensure that the donor is not transferring more leave than is permitted under the guidelines outlined below:

(1) In any one leave year, a leave donor may donate no more than a total of one-half of the amount of annual leave he/she would be entitled to accrue during the leave year in which the donation is made.

(2) In the case of a leave donor who is projected to have annual leave that otherwise would be subject to forfeiture at the end of the leave year, the maximum amount of annual leave that may be donated during the leave year must be the lesser of:

(a) One-half of the amount of annual leave he/she would be entitled to accrue during the leave year in which the donations is made; or

(b) The number of hours remaining in the leave year (as of the date of the transfer) for which the leave donor is scheduled to work and receive pay. For example, if you are projected to forfeit 80 hours and there are only 5 working days left in the leave year, the maximum number of hours you can contribute is 40. The other 40 hours will be forfeited. This constraint only becomes a problem when employees wait until very late in the leave year to make a contribution.

\* k. The human resource manager may waive the limitation on annual leave contributions as prescribed in paragraph j above, when it is determined that granting the waiver would benefit the Voluntary Leave Transfer Program. Consideration for a waiver will be made on a case-by-case basis and must be documented in writing. Examples include, but are not limited to family members and donor requests.

l. The decision to donate annual leave is irrevocable once the leave has been transferred. The minimum amount of annual leave which can be transferred from a donor to a leave recipient is 4 hours.

#### Nationwide Solicitation Process

\* m. When insufficient donations are received locally, the institution may request nationwide solicitation if the employee so desires. Ordinarily, the request will not be denied for nationwide solicitation if the local screening committee has already approved the request for local donations. The request is to be addressed to the Personnel Director from the human resource manager and sent via GroupWise to the Employee Relations Section (BOP-HRM/Employee Relations) for processing. The request is to include:

- the recipient's name,
- a brief statement indicating the total number of hours donated at the local level, and
- the nature of the emergency.

Once the request has been approved, the institution will be notified and given permission to solicit contributions nationwide. Nationwide solicitations may be made only to Bureau institutions. No formal solicitations will be made to the Department of Justice or to other federal agencies.

Please note, when employees from one institution know of another employee's need for leave under VLTP at a different institution, it is not necessary to request nationwide solicitation. Further, employees in federal complexes are considered to be from the same institution.

It is only necessary to request nationwide solicitation approval when there are no further donations from the local area or other sources.

#### Donations To and From Other Federal Agencies

n. Federal regulations allow leave donations to and from other federal agencies when:

- the leave recipient is a family member employed by another agency,
- there are insufficient donations to meet the leave recipient's needs, and/or
- acceptance of leave transferred from another agency would further the VLTP program's purpose.

Human resource offices should coordinate with other agencies to get the leave expeditiously transferred to the appropriate leave recipients or from the appropriate donors.

Employees who wish to donate leave to a leave recipient at another federal agency may use the Request to Donate Annual Leave to Leave Recipient (Outside Agency) Under the Leave Transfer Program (OF-630-B) (Attachment 6-4a).

6. TERMINATION OF PARTICIPATION. The medical emergency affecting an individual must terminate:

- upon formal request from the recipient stating that his or her medical emergency has ended (**Note:** The Screening Committee does not need to review this request.);
- at the end of the pay period in which the Screening Committee determines, after written notice from the agency and an opportunity for the leave recipient, or a personal representative to answer orally or in writing within five working days, that the medical emergency no longer exists;
- when the recipient's employment is terminated; or

- no later than at the end of the pay period in which notice is received that application for disability retirement has been approved.

When necessary, and after coordination with the recipient's supervisor, the human resource manager will issue notifications to recipients of their termination as participants. These notices must provide the reason(s) for the termination. \*

7. REFUNDS OF DONATED LEAVE. When a recipient is terminated from participation in the VLTP, the human resource manager will determine the amount of leave to be refunded to each donor, if there are any remaining hours.

If an employee's medical emergency is terminated due to death or OPM approval of disability retirement, any transferred annual leave remaining in the recipient's account will be used first to liquidate any annual and/or sick leave advanced to the employee, then to replace any leave without pay, prior to restoration of such leave to the leave donor(s). (Please note the disability annuity will begin on the first day in nonpay status.)

Any transferred annual leave remaining to the credit of a leave recipient when the medical emergency terminates shall be restored to the leave donor in full hour increments. The minimum amount of leave which can be restored to a leave donor under Title 5 CFR, Section 630.911 is one hour. The restoration formula is as follows:

- a. Divide the number of hours of unused transferred annual leave by the total number of hours of annual leave transferred to the leave recipient.
- b. Multiply the ratio obtained above by the number of hours of annual leave transferred by each leave donor.
- c. Round the result obtained above to the next lower whole hour amount. This is the amount restored to each leave donor.
- d. If the total number of leave donors exceeds the total number of hours of annual leave to be restored, no unused transferred annual leave shall be restored.
- e. Should any donated annual leave be returned to the donor and then places the donor in forfeiture status, the rules governing restoration of annual leave apply.

\* Refund of Donated Leave from DOJ Leave Bank

**f.** When a recipient receives donations from both VLTP and the DOJ Leave Bank, VLTP donations must be used first. If there are any remaining hours after the medical emergency ends, the hours must be returned to the DOJ Leave Bank. A written memorandum must be submitted to the DOJ Leave Bank through the Bureau's Leave Bank Coordinator stating how many hours are being returned to the Leave Bank from the recipient. \*

8. SUPERVISORS' RESPONSIBILITIES. Supervisors must be familiar with the VLTP and cooperate with the VLTP Screening Committees in the administration of this program. Supervisors cannot disqualify or prohibit an employee from applying for approval as a leave recipient under the VLTP. However, immediate supervisors will continue to maintain the responsibilities and rights for approving the use of transferred annual leave and accrued sick or annual leave regardless of whether the employee has been approved as a leave recipient and for requesting updated medical documentation.

Immediate supervisors should monitor the use of transferred leave and notify the VLTP screening committee of any concerns they may have regarding the inappropriate use of transferred leave.

9. HUMAN RESOURCE OFFICE RESPONSIBILITIES. The Human Resource Manager will certify donations of leave for each recipient.

The Human Resource Assistant will adjust the **donating** employees "ANNUAL LV USED YTD" field through TINQ.

\* For **recipients** the donated leave hours will be placed in the "RESTORED ANNUAL LEAVE" field through TINQ. Leave recipients may use the Restored Annual Leave after the Master Record has been adjusted. (For Time and Attendance Reporting, please refer to the DOJ Time and Attendance Handbook, Chapter 3, under Leave Donations.) \*

The timekeeper/timekeyer must apply leave so that appropriate sick and/or annual leave balances are at zero, in accordance with section 5 d (1) or (2) [medical or family emergency], for the employee while that employee is in a recipient status. The timekeeper will manually keep a running total of leave accruals that will be made available to the recipient after the medical emergency has been terminated.

The human resource manager will, at the end of the medical or family emergency, notify the human resource assistant and the timekeeper/timekeyer that the employee is being removed from the

Voluntary Leave Transfer Program. Upon this notification, the timekeeper/timekeyer will recredit the leave that the employee would have received had the employee been in a regular duty status.

The re-credit will be what the employee would have received or up to **40 hours**, whichever is less and includes annual leave and sick leave. An employee who is out for an extended period under section 5 d (1) [medical emergency] will continue to accrue sick and annual leave up to 40 hours each. An employee who is out under section 5 d (2) [family medical emergency] will continue to accrue annual leave up to 40 hours, however, sick leave balances are unaffected for situations covered by this section.

Upon notification, the human resource assistant will adjust the "ANNUAL LV ACCRUALS YTD" through TINQ to show the accrued leave up to 40 hours (as described above).

- \* 10. VLTP RECORDS. The Human Resource Assistant will receive documentation on an approved recipient for Voluntary Leave Transfer. The data element "Approved Leave Recipient" in the PRES Program DP-120 (multi-element update document) is used to identify an approved leave recipient and to end participation in the program. Enter an asterisk [\*] to identify an approved leave recipient and then enter field value Yes [Y] or No [N]. \*

The Human Resource Manager will notify the timekeeper/timekeyer that the employee is an active recipient of the Voluntary Leave Transfer Program and instruct them to make sure leave balances are zero, in accordance with section 5 d (1) or (2).

11. APPEALS. There are no statutory or regulatory appeal procedures under this program; appeals are limited to those available under the negotiated or agency grievance procedures.

12. COERCION. An employee may not directly or indirectly intimidate, threaten or coerce or attempt to intimidate, threaten or coerce any other employee for the purpose of interfering with any right such employee may have with respect to donating, receiving or using annual leave under this program.

#### **630.4 LEAVE FOR MATERNITY PURPOSES**

1. PURPOSE AND SCOPE. To establish employee and management responsibilities for requesting and granting leave for maternity purposes. Leave for maternity purposes is defined as a combination of sick leave, annual leave and leave without pay to cover the time required for physical examinations and the period

of incapacitation and recuperation related to pregnancy and the birth of a child.

2. EMPLOYEE RESPONSIBILITY. A pregnant employee should request leave as far in advance as possible, including the type of leave, appropriate dates and anticipated duration.

Where working conditions are strenuous or hazardous, management will consider a request for the temporary modification of working conditions to protect the mother's health and that of her unborn child. This request should contain a medical certification as to the nature of the limitations which are recommended.

3. MANAGEMENT RESPONSIBILITY. Management must apply the same leave policies, regulations and procedures for maternity purposes as are applicable to any other type of leave request. Childbirth or complications of pregnancy are temporary disabilities and must be treated, for leave purposes, in the same manner as any other physical condition which incapacitates an employee. Also, every reasonable effort should be made to accommodate a valid request for modification of duties.

4. LEAVE FOR CHILDBIRTH. Sick leave is appropriate for the period of incapacitation for delivery and recuperation. It is understood that some deliveries require longer recuperation than others, therefore, medical certification defining the length of recuperation necessary must be provided. An employee may also request annual leave, advanced sick/annual leave or leave without pay. In most cases, this leave for incapacitation and recuperation will be for a period of up to six weeks.

5. INFANT CARE. Annual leave and/or leave without pay may also be approved to allow the parent time to adjust to a new family member and develop a close relationship with the infant.

6. ADOPTION LEAVE. Reserved pending publication of OPM regulations.

7. DURATION OF LEAVE. The total length of leave granted, out of necessity, must be determined on a case-by-case basis. Determination as to which category of leave is granted (sick, annual or leave without pay) will be made by the supervisor based on the leave request submitted by the employee. However, medical certification, defining the length of recuperation necessary, must be provided to support any requested sick leave. The maximum combination of leave granted will ordinarily not exceed six months.

## 630.5 HOME LEAVE

1. PURPOSE AND SCOPE. The purpose of this section is to establish guidelines and procedures for granting of Home Leave to those BOP individuals recruited from the United States for service abroad, including Puerto Rico.

### 2. DIRECTIVES AFFECTED

#### Directives Referenced

- a. FPM, Chapter 630
- b. DOJ Order 1630.1D Leave Administration
- c. Civilian Personnel Law Manual, Title 2, Chapter 5.E (Home Leave)
- d. Civilian Personnel Law Manual, Title 4, Chapter 2.D (Renewal Agreement Travel)
- e. 5 U.S.C., Section 6304 (b) and 6305 (a).

3. PROCEDURES. The contents of the references are not repeated herein; however, the following clarification is offered:

To be eligible for Home Leave, the BOP employee must have completed twenty-four months of continuous creditable service in Puerto Rico and agree to an additional tour of duty of not less than twelve months, (Attachment 6-5). Home Leave is to be taken in the United States. Home Leave may not be used in Puerto Rico.

Prior to being transferred to Puerto Rico, the employee must complete "Foreign Assignment, Initial Written Agreement, Overseas Transfers" for a twenty-four month period. (See Financial Management)

BOP Employees will earn no more than 5 days of Home Leave for each twelve month period.

The renewal travel agreement provisions are intended to provide expense reimbursement for round-trip travel and transportation by civilian government employees and their families between tours of duty overseas for the purpose of taking home leave.

Approval of Home Leave will be at the discretion of the Warden and may be approved in combination with other leave of absence.

## 640.1 COMPRESSED WORK SCHEDULES

1. PURPOSE AND SCOPE. To provide general information regarding compressed work schedules and to specify the procedural guidelines for submitting and obtaining clearance for compressed work schedules. This policy applies to non-bargaining unit employees (employees) only. Bargaining unit employees are bound by the terms of any applicable collective bargaining agreement.

2. DIRECTIVES REFERENCED

- a. 5 U.S.C., Chapter 61, Subchapter II
- b. 5 CFR, Part 610, Subpart D

3. OVERVIEW. Issues regarding compressed work schedules include:

a. A compressed work schedule enables a full-time employee to work his or her 80-hour biweekly work requirement in less than 10 workdays. All compressed work schedules are fixed schedules, meaning the times of arrival and departure are regular and fixed. There are no provisions under this type of schedule for flexible tour of duty hours. In determining schedules, Chief Executive Officers (CEOs) have the authority to set core hours (designated hours and days during which an employee must be present for work) based on the needs of the discipline or department/work unit.

For purposes of this section, CEO means Assistant Directors, Regional Directors and local Chief Executive Officers.

b. The Bureau currently utilizes two types of compressed work schedules, where it is feasible to do so. These schedules are the 4-day workweek and the 5-4/9 plan.

◆ The 4-day workweek is a fixed tour of duty which is limited to four 10-hour days per week.

◆ The 5-4/9 plan consists of a fixed tour of duty limited to eight 9-hour days and one 8-hour day within a biweekly pay period.

Workdays in excess of 10 hours are not recommended for inclusion in a compressed work schedule. These schedules may have a detrimental effect on security and could inhibit employee ability to adequately perform job functions due to excess fatigue caused by the longer hours. Schedules consisting of 12-hour days may be determined under limited circumstances.

c. Compressed work schedules are not an employee entitlement. Supervisors are responsible for establishing and monitoring their employees' work schedules, and determining if adequate personnel coverage will be provided to ensure the effective and efficient functioning of the department/work unit. A compressed work schedule may be requested for one employee, or a group of employees. In considering requests, special attention should be given to the work needs of the office and the demonstrated performance and reliability of the individual(s) involved.

The duties of some positions do not lend themselves to this type of work schedule. Position complement may also restrict participation.

d. An employee on a compressed work schedule who transfers to another office must follow the schedule in effect in the new office.

e. If an employee goes to another position while remaining within the same office, the supervisor must evaluate the impact of participation on the work requirements of the new assignment.

f. An employee may request to be excluded from a compressed work schedule if that schedule would impose a personal hardship on the employee.

g. The servicing Human Resource Management Office shall maintain records documenting the number of requests approved and denied, the type of schedule(s) in use, and the number of participating employees. Any documents containing an evaluation of the program in terms of measuring the impact on the effective and efficient functioning of the department/work unit shall also be maintained.

4. PROCEDURES. Requests for compressed work schedules may be approved or disapproved at the local or regional level by the Chief Executive Officer, on a case-by-case basis, in accordance with the terms of 5 U.S.C. Chapter 61, Subchapter II.

a. Supervisors shall coordinate requests with their servicing Human Resource Office to ensure consistent processing of requests.

b. The completed compressed work schedule request package shall include the following:

- (1) A cover memorandum from the CEO to the Office of General Counsel (OGC), Labor Law Branch.

- (2) A complete copy of the schedule requested. (See attachment 6-8.)
- (3) A signed memorandum of understanding for all employees covered by the schedule. (See attachment 6-9.)
- (4) A Supervisory Pre-Implementation Questionnaire. (See attachment 6-10.)
- (5) A U.S. Department of Justice Flexible Work Option Request Form completed by each employee participating in the compressed work schedule.
- (6) Three copies of the package.

c. If a request is disapproved at the local or regional level, notification of the denial shall be provided by the CEO to the servicing Human Resource Office. The Human Resource Office will then prepare a written response to the appropriate supervisor.

d. The compressed work schedule request package approved at the local level shall be forwarded by the institution's servicing Human Resource Office to their Regional Director who will forward it to the Office of General Counsel, Labor Law Branch, for a legal and technical review. OGC's legal and technical review will be coordinated with the Assistant Director for the discipline. Schedules shall not be implemented until the final review is completed. A copy of the final decision and the request package should be forwarded by OGC to the Human Resource Management Division, Employee Relations Section.

e. If upon completion of the review at the national level, a schedule is determined to be legally insufficient, the Office of General Counsel, Labor Law Branch, will provide a written opinion to the CEO.

If determined to be legally sufficient, OGC notification to implement the schedule will be forwarded to the CEO.

f. Six months after implementation of an approved schedule:

- (1) The supervisor must complete a Six Month Supervisory Assessment of Compressed Work Schedule form. (See attachment 6-11.)
- (2) The form, along with a cover memo which includes the institution name and the department/unit working the

schedule, shall be submitted to the Office of General Counsel, Labor Law Branch. OGC will coordinate a technical and legal review with the appropriate discipline Assistant Director.

g. If at any time a supervisor or CEO determines that the compressed work schedule has an adverse impact on the agency's mission, they will refer their determination to OGC for a legal review. The CEO will then issue a decision to the parties involved following OGC's concurrence.

h. If a schedule is discontinued for reasons **other than** an adverse agency impact, OGC shall be notified of the discontinuance and the reason(s) for it.

## CHAPTER 7

### 711.1 LABOR-MANAGEMENT AND EMPLOYEE RELATIONS

1. PURPOSE AND SCOPE. To establish procedures involving bargaining with the union in relation to violation of negotiated agreements.

2. DIRECTIVES AFFECTED

Directives Referenced

a. Master agreement between the Federal Bureau of Prisons and AFGE, Council of Prison Locals.

b. Applicable local Supplemental Agreements.

3. PROCEDURES. In instances involving bargaining with the Union or interactions with bargaining unit employees, care should be taken to ensure that the provisions of the Master Agreement or any Supplemental Agreement are not violated.

### 711.2 PROCESSING GRIEVANCES AND UNFAIR LABOR PRACTICES

1. PURPOSE AND SCOPE. To establish procedures for processing grievances and unfair labor practices.

2. PROCEDURES

a. Grievances. In the case of grievances, local Human Resource Manager shall process responses to grievances filed under agency or negotiated procedures up to the step immediately prior to arbitration or hearing. The local HRM shall secure approval of the final response from the Regional HRM (and from Labor Management Relations (LMR) on a needs basis), before issuing the response. Upon selection of an arbitrator, the local HRM will send a copy of the grievance file to the LMR Section. The date for the hearing, if any, shall be determined in consultation with the LMR Section.

b. Unfair Labor Practices. In the case of unfair labor practices, the local HRM shall notify LMR upon receipt of a charge of an Unfair Labor Practice (ULP) and send a copy of the charge to LMR. The Chief of Labor Management Relations shall be designated as the representative for the Agency on the ULP designation of representative form. The LMR Section shall coordinate, with the assistance of the local HRM, any communications between the institution and the FLRA. These include interviews, responses and settlement discussions. If the

Federal Labor Relations Authority files an official complaint, the institution shall immediately notify the Regional HRM and LMR, then forward the entire file to LMR. LMR shall prepare the response to the complaint.

### **711.3 EMPLOYEE JOB ACTION CONTINGENCY PLAN**

1. PURPOSE AND SCOPE. Each Chief Executive Officer will develop a local contingency plan addressing the steps to be taken in the event of an employee work stoppage. All supervisory staff will be required to read the local plan and sign a log certifying that they have done so.

### **713.1 EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION**

1. PURPOSE AND SCOPE. To establish procedures indicating policies and procedures governing the Federal Bureau of Prisons. The Federal Bureau of Prisons, which includes the Federal Prison Industries, Inc. (UNICOR) and the National Institute of Corrections, is fully committed to equal opportunities in employment. This commitment goes beyond the letter of the law, extending to the spirit of the law and to making certain that we offer full and equal employment opportunities to all employees and applicants in all aspects of human resource management policies and practices.

#### 2. DIRECTIVES AFFECTED

##### Directive Referenced

P.S. 3713.13 Affirmative Action Program (10/22/90)

3. PROCEDURES. Complete information on the policies and procedures governing the Federal Bureau of Prison's Equal Employment and Affirmative Action Programs is included in the current Program Statements and Operations Memoranda covering these subjects, which are published separately from this manual.

### **713.2 UPWARD MOBILITY PROGRAM**

\* 1. PURPOSE AND SCOPE. To establish objectives of the Upward Mobility Program. This program is a systematic management effort to develop career opportunities for lower level employees who are in positions or occupational series which do not enable them to realize their full employment potential.

2. DIRECTIVES AFFECTED

Directives Referenced

- a. 5 CFR 536.104
- b. General Policies and Instructions for the Qualification Standards Operating Manual. \*

3. OBJECTIVES. The following are the objectives of the Upward Mobility Program.

- a. To assist employees in identifying and fulfilling their career goals.
- b. To provide a system which enables employees and managers to better utilize the knowledge, skills and abilities of employees.
- c. To provide training and developmental opportunities for employees to better enable them to meet the current and future mission of the Bureau of Prisons.
- d. To enable the Federal Bureau of Prisons to meet current and future staffing needs by preparing employees to meet those needs and increasing the number of qualified applicants.
- e. To motivate employees to achieve their full potential, enhancing morale and employee satisfaction.
- f. To implement merit principles and affirmative action goals.

4. RESPONSIBILITIES

a. The Assistant Director, Human Resource Management Division, is responsible for the development and implementation of the Upward Mobility Program throughout the Federal Bureau of Prisons.

\* b. Chief Executive Officers at all levels of the organization are responsible for fostering a climate in which employees are encouraged to achieve their full potential through training and developmental opportunities.

c. Human Resource Managers and Employee Development Managers are jointly responsible for developing and implementing the elements of an upward mobility program at their facilities. This includes counseling employees interested in participating in upward mobility, explaining the nature of the program, determining career interest, and planning activities. \*

d. Employees are responsible for identifying their career goals, taking advantage of training and developmental opportunities which will help them fulfill their goals and for seeking the advice and assistance of their supervisors, Human Resource Managers, Employee Development Managers and others who will help them achieve their full employment potential. Employees are ultimately responsible for their own careers.

## 5. COVERAGE

\* a. Employees Covered. Permanent employees with one year of BOP service in a single increment series GS-1 through GS-8 position. Any Federal Wage System employee may also participate provided they have completed one year of BOP service. Supervisory employees may not be included in formal upward mobility programs unless they are in a single increment series position below the GS-9 level. \*

b. Positions Covered. Any position may be identified as a target or bridge position in the Upward Mobility Program except those for which OPM qualification standards describe a positive education requirement.

6. ELEMENTS OF UPWARD MOBILITY. The objectives of upward mobility can be met through a variety of existing human resource management and employee development programs. Among them are:

a. Workforce Utilization Planning. Through the regular activities of workforce utilization committees (see Section 312.1 of this manual), institutions identify projected vacancies, turnover data, anticipated workload or mission changes and other factors which affect the ability to meet staffing and mission needs. The assessment of these factors often reveals opportunities to restructure or fill positions below the full performance level or identify training needs, all of which can lead to upward mobility opportunities for staff.

\* b. Details for Training. In order to take advantage of the correctional skills of BOP staff, the concept of competitive training details is encouraged.

These details are announced under merit promotion procedures and afford the employee an opportunity to acquire the knowledge, skills, and abilities needed to move into a target position. Details for training also allow an employee to "try on" a new line of work before committing themselves to a different career path. Refer to Section 335.1 for additional information and procedural requirements of details for training.

c. Filling Positions Below the Full Performance Level. It is common practice in the Federal Bureau of Prisons to announce vacancies under merit promotion procedures at multiple grade levels. This practice benefits management by increasing the applicant pool and benefits employees by enabling them to qualify for a career ladder position they would otherwise not be able to enter into.

d. Modifying Qualification Requirements. As described in the General Policies and Instructions of the Qualification Standards Operating Manual and Section 338.2 of this manual, general and specialized experience requirements may be modified to allow placement of applicants who have closely related experience. Judicious use of this provision furthers upward mobility goals by enhancing opportunities to change career paths.

e. Career Development Program. According to the General Policies and Instructions of the Qualification Standards Operating Manual, qualifications must be met unless modified as in Paragraph 6.d. above. Career development programs are designed to help employees identify career goals through skills preference inventories. Employees have an opportunity to achieve their goals through preparation of Position Development Plans (for their current positions), including formal training, developmental assignments, cross-development courses, self-study courses, counseling, and mentoring. \*

7. PROGRAM REQUIREMENTS. Each year, as part of the Annual Staffing Plan developed by the Workforce Utilization Committee, each institution will identify the positions or types of positions which will be filled through the upward mobility techniques described in Paragraph 6 above. The identification of upward mobility positions should be based on an assessment of anticipated vacancies, the availability of potential applicants and impact on the organization, that is, whether positions can be restructured or filled at a lower level, qualifications modified or other actions taken without a negative effect on the operation of the institution. The fact that a particular position is not identified in the annual staffing plan as an upward mobility position does not prevent the institution from using any or all of the techniques in Paragraph 6 to fill it.

\* 8. PAY CONSIDERATIONS. Pay retention is mandatory for any employee receiving pay higher than the maximum rate of the grade in which he or she is placed under a formal upward mobility or apprenticeship program if the general requirements for program participation are met. \*

To document an employee's eligibility for pay retention, the

vacancy announcement for any position or detail for training which is covered by the Upward Mobility Program will identify it as an upward mobility opportunity. Further, the SF-50 documenting the employee's selection will include a remark showing that the employee is participating in an Upward Mobility Program.

#### **715.1 EXIT INTERVIEW/SURVEY PROGRAM**

1. PURPOSE AND SCOPE. To establish procedures for effecting exit interview/survey program. Management is constantly seeking ways to analyze and improve operations. Information from employees who have decided to leave the service can be particularly valuable in helping to identify issues which affect employee morale, satisfaction and retention.

#### 2. PROCEDURE

a. Exit Survey. As part of the clearance process, the HRM will provide each separating employee with a confidential exit survey (Attachment 7-1) along with a business reply envelope addressed to:

Bureau of Prisons  
Human Resource Research and Development  
320 First Street, N. W.  
Washington, D. C. 20534

Except in unusual circumstances, such as when an employee quits without notice and walks off the job, employees should complete the survey before leaving the facility. HRM offices will provide space and opportunity for the employee to complete the survey. If the employee refuses to complete the survey before leaving, HRM offices will give the employee the survey form and envelope and encourage them to complete it and mail it. The names of employees who refuse to complete the survey should be forwarded to the HRD office so that response rates can be tracked.

b. Exit Interview. Personal exit interviews are no longer required, however, HRM's may, at the discretion of the Chief Executive Officer, continue to conduct exit interviews in order to gather information locally regarding separating employees. The exit interview form is Attachment 7-2.

#### 731.1 Personnel Security, Suitability, and Investigation Program

1. PURPOSE AND SCOPE. To establish personnel security, suitability, and investigation procedures applicable to the Bureau and to establish sensitivity requirements for all

positions.

2. DIRECTIVES AFFECTED

- \* a. Department of Justice Order 2610.2A
- b. PS 3420.08, Standards of Employee Conduct (03/07/96)
- c. PS 6021.01 Commissioned Officer Student Training/Extern Program (09/16/94) \*

3. RESPONSIBILITIES

- a. The Bureau of Prisons' Chief of Labor Management Relations and Security Branch is responsible for the overall administration of the Personnel Security, Suitability, and Investigation Program. The responsibility for this program is delegated to the Human Resource Management Division, which is required to designate a Personnel Security Program Officer.
- \* b. The Chief, Security and Background Investigation Section is designated as the Personnel Security Program Officer and is responsible for issuing Bureau-wide guidance and procedures for the proper background investigation of all Bureau employees; ensuring that background investigations are reviewed and documented; and that all derogatory information is resolved. The Program Officer ensures that these guidelines provide for the appropriate employment security approval of Bureau employees.
- c. Background investigations for Attorney and Law Clerk positions will be conducted by the FBI through the Office of Attorney Personnel Management. These background investigations will be reviewed by the General Counsel, Bureau of Prisons. Schedule C and non-career SES background investigations will be handled by the Department of Justice SEPS office and will not be reviewed by the Bureau of Prisons.
- d. Regional Human Resource Administrators are responsible for the administration of the Personnel Security, Suitability, and Investigation Program within their region. Regional Administrators will ensure appropriate background investigations are initiated on regional office staff, and supervise the resolution of issues and initial adjudication of investigations on employees throughout the region.
- e. Institution Human Resource Managers are responsible for pre-employment screening and initiating appropriate background investigations on institution employees, assisting with the resolution of any and all derogatory information as needed.

f. Human Resource Security Specialists are responsible for processing and reviewing background investigations. The human resource security specialist ensures all derogatory information has been satisfactorily resolved, or if issues remain unresolved refers to higher management official for further review. \*

#### 4. PROCEDURES

a. DESIGNATIONS. All positions within the Bureau of Prisons are designated as sensitive positions for national security purposes. There are three categories of sensitive positions - SPECIAL SENSITIVE, CRITICAL SENSITIVE and NON-CRITICAL SENSITIVE. There are three levels of risk designation described in 5 CFR 731 - High, Moderate and Low. All positions within the Bureau are designated at the High or Moderate risk level as determined by the position's potential for adverse impact to the efficiency of the service.

Each category has distinct background investigation requirements. The three categories of sensitivity and risk designations are generally defined below:

SPECIAL SENSITIVE POSITIONS - any position which involves the highest degree of trust, to include all Heads of Department Components. Positions with Top Secret access to National Security Information, Federal Emergency Management Agency special access programs, witness security programs and ADP-Computer positions whose duties meet the requirement set forth in this paragraph.

CRITICAL SENSITIVE POSITIONS - any position which involves fiduciary, public contact, or other duties demanding the highest degree of public trust. Positions with Secret or Confidential access to National Security Information, ADP-computer positions responsible for the planning, direction and implementation of a computer security program; the direction, planning and design software; or, accessing a system during the operation or maintenance in such a way and with relatively high risk, to cause grave damage or realizing a significant personal gain. Additionally, these positions involve the development or approval of plans, policies, or programs which affect the overall operations of the Bureau of Prisons.

NON-CRITICAL SENSITIVE POSITIONS - any position which involves duties that may directly or indirectly adversely affect the overall operations of the Bureau of Prisons, and duties that demand a high degree of confidence and trust. This includes ADP-computer positions concerning the direction, planning, design,

operation or maintenance of a computer system, and whose work is reviewed by a higher authority at the Special-Sensitive or Critical-Sensitive levels to insure the integrity of the system.

\* Special Sensitive and Critical Sensitive positions are designated High Risk due to the potential for exceptionally serious impact involving duties especially critical to the agency or a program mission with broad scope of policy or program authority. Non-Critical Sensitive positions are designated Moderate Risk due to the potential for moderate to serious impact involving duties of considerable importance to the agency or program mission with significant program responsibilities and delivery of customer services to the public such as:

- Policy development and implementation;
- Mid-level management assignments;
- Non-management positions with authority for independent or semi-independent action; or
- Delivery of service positions that demand public confidence or trust.

All positions identified as Moderate Risk are considered law enforcement positions for this purpose.

The sensitivity determination chart (Attachment 7-3) identifies the sensitivity category and risk designation of all positions within the Bureau of Prisons. Any employee entering:

- A SPECIAL SENSITIVE position must have a SINGLE SCOPE BACKGROUND investigation (SBI).
- A CRITICAL SENSITIVE position will be required to have a FULL-FIELD BACKGROUND investigation (BI).
- A NON-CRITICAL SENSITIVE position will require a LIMITED BACKGROUND investigation (LBI).

All positions are subject to five year reinvestigations.

b. RECORD KEEPING. All personnel offices are required to maintain logs with the following information, at a minimum:

(1) Background Investigation Log

- Name
- EOD
- OPM investigation receipt date;
- Date temporary security file forwarded to regional specialist

(2) Credit Check Log

- Name
- Social Security Number
- Date of Inquiry

Security Specialists shall maintain a log with the following information, at a minimum:

- OPM completion date;
- Date of receipt from OPM;
- Date approval was requested from SBIS;
- Date approval was received. \*

c. PRE-EMPLOYMENT PROCEDURES. Central Office, Regional, and Institutional Human Resource Managers will ensure that the following procedures are applied to all individuals who are initially hired under career-conditional or career appointments in the Federal Bureau of Prisons.

\* Temporary/Excepted appointments which exceed six months will also be covered by these procedures. \*

STEP 1. An Inquiry as to Availability (OF-5) form (Attachment 3-7) may be used to initially contact qualified individuals being considered for Bureau employment. At a minimum, the following information will be addressed on the OF-5:

(a) A statement advising the individual that he/she must schedule and report for an interview in order to be considered for employment.

\* (b) A Questionnaire for Public Trust Positions (SF-85P), and Declaration for Federal Employment (OF-306), will be attached with instructions that they must be completed and brought to the personnel office on the day the interview is scheduled. \*

(c) A statement advising the individual that a credit check will be run prior to their reporting for an interview.

(d) A statement advising the individual that an NCIC record check will be run prior to the scheduled interview.

\* STEP 2. Prior to the Pre-Employment Interview the applicant will be given a form (Attachment 7-4) emphasizing the importance of complete, accurate and truthful information. The applicant must sign the form acknowledging receipt and understanding of the information provided. The Human Resource Manager or designated alternate will conduct a pre-employment interview (integrity

interview) in accordance with published guidelines. Only individuals who have received the pre-employment interviewing training shall perform the pre-employment interview. If information is gathered, and confirmed by the candidate during the pre-employment interview which indicates the candidate does not meet the employment standards for the Bureau of Prisons, the Human Resource Manager or designated alternate may terminate the employment screening process at this point. (Note: OPM does not always sustain an objection based on admissions of behavior defined as exceeding the Guidelines of Acceptability.)

Candidates found to be suitable in the pre-employment interview will be referred to the interview panel as outlined in the following steps.

WAIVERS TO STANDARDS OF ACCEPTABILITY. There may be occasions where an applicant's past behavior is defined as unacceptable by the Guidelines of Acceptability, but due to extenuating circumstances the selecting official still wishes to select the applicant. When this situation arises, the selecting official must request that the Guidelines of Acceptability be waived. \*

Such a waiver can only be granted by the respective Regional Director or Assistant Director. This waiver must be in writing and include:

- The details and circumstances surrounding the applicant's derogatory behavior which is outside the guidelines.
- The reasons why this applicant should receive further consideration.
- The availability of other suitable applicants.

A copy of this waiver must be maintained in the employee's temporary security file and must be forwarded to SBIS when adjudicating their investigation. Employment of an applicant who falls outside the guidelines without the proper waiver may be grounds for taking disciplinary action against the party/parties responsible for the selection.

STEP 3. The prospective employee will be given ample time to read and complete the below listed forms prior to the panel interview:

- Employee Notification of Federal Prison System Training Requirements.

- \* ● Statement of Selective Service Registration Status (Attachment 7-17).
- Employment Eligibility Verification (Form I-9). \*

STEP 4. A panel interview will be conducted in accordance with published guidelines. The results will be used to make selection determinations.

- \* STEP 5. Candidates successful to this point of the employment screening process and who are receiving serious consideration for Bureau employment will be vouchered. The vouchering process will include the following: \*

- Fingerprint Card (SF-87) will be completed;
- At a minimum, employers over the last five years and three personal references will be vouchered. Telephone vouchering is acceptable provided it is documented in writing for the record;
- Use Attachment 7-6 for both written and telephonic vouchering; and
- Law enforcement agency checks covering five years will be conducted using Attachment 7-7.

Vouchering responses must be received before an applicant can enter on duty. Follow-up vouchering shall be completed to document instances of failure to respond.

STEP 6. Candidates successful to this point may be referred to the selecting official for conditional selection. The candidate conditionally selected will be given a conditional offer of employment. The conditional offer of employment notifies the applicant that final selection is contingent upon satisfactory results of the following:

- Physical Examination, including height/weight determination if required;
- Urinalysis for detection of illegal drug and marijuana usage;
- Completion of the SF-85P-S; and
- Medical Information Release Form (Attachment 7-5) only as necessary to address the physical examination or SF-85P-S.

Note: Only after the applicant receives the conditional offer of employment is the SF-85P-S, U.A. and physical examination completed. If the results of any are unsatisfactory, the selecting official may withdraw the conditional offer of employment.

The conditional offer of employment must be made and/or withdrawn in writing by the selecting official. \*

STEP 7. Requesting Limited Background Investigations (LBI).

\* OPM must initiate and receive the appropriate background investigation prior to new employees reporting for duty. In order to ensure waiver of the pre-appointment investigation, selecting officials must certify that the applicant has been the subject of a satisfactory pre-employment interview and the background investigation has been initiated with OPM.

This certification will be documented by using Attachment 7-8. The original certification must be completed and mailed to the SBIS for every new appointee no later than the end of the pay period the appointee enters on duty. There is no provision for waiver of this requirement. A copy of the certification should be maintained in the local security file. \*

The following forms will be used to complete the investigative package requesting and authorizing OPM to initiate an investigation. As a standard Bureau practice, it must be compiled in the following sequential order:

LBI

- \* 1. SF-85P (Original)  
2. SF-85P-S (Original)  
3. One Fingerprint Card (SF-87)  
4. Application or Resume  
5. Pre-employment (Integrity) Interview (copy)  
6. Declaration for Federal Employment (OF-306) \*

**Note: Signatures on the above forms should not be more than 120 days old. A duplicate copy of this package along with all pre-employment documents will be maintained in the employee's security file until SBIS approval is granted. Once approval is received, all of this material will be destroyed.**

The "Agency Use" blocks of the SF-85P will be completed as follows for all new investigations of Non-Critical Sensitive employees:

**A** Type of Investigation

\* All initial investigations for Non-Critical Sensitive employees will be Limited Background Investigations (LBI) 120 Day Service. This will be coded 20C. For coding other investigations see Sections 5(b) and 5(c). \*

**B** Extra Coverage

Block B will always be coded 6,7. This instructs the OPM investigators to ask the special questions for law enforcement and designates attachments (the pre-employment interview form).

**C** Risk Level

\* All initial non-critical sensitive investigations will be coded 5. See Sections 5(b) and (c) for other investigations. \*

**D** Compu/ADP

This will be coded C for all Computer or ADP positions and left blank for all others.

**E** Nature of Action Code

\* If this is a new employee this will be left blank. If the investigation is a reinvestigation use the NOA from the last personnel action. Not a mandatory completion item. \*

**F** Date of Action

\* If this is a new employee this will be left blank. Enter effective date (Month/Day/Year) of the NOA entered in block E for reinvestigations. Not a mandatory completion item. \*

**G** Geographic Location

Enter the 9-digit "Worldwide Geographic Location Code" from FPM Supplement 292-1, Book III to show the actual duty station for the position.

**H** Position  
Code

Block H will be left blank

**I** Position  
Title

Enter the title for the position for which the investigation is being requested.

**J**  
SON

\* Enter your Submitting Office Number (SON). Each location is assigned an SON, which is the same as your location's SOI. If you do not know your SON contact the SBIS Lead Security Specialist. \*

**K** Location of  
Official Personnel  
Folder

\* Check the "at SON" Block if the OPF is located in your office; otherwise indicate the address where it is located.

**L**  
SOI

\* Enter the SOI for the designated Regional Security Specialist, or the institution SOI if it is to be received and adjudicated locally. \*

**M** Location of  
Security  
Folder

\* Write in the address of your facility if the security file is located in your office, this lets OPM know you have retained the temporary security file. \*

**N** OPAC-ALC  
Number

Enter your institution OPAC number

- O Accounting Data  
and/or Agency  
Case Number

You are not required to fill out this block. It may be used for local accounting data.

- P Requesting Name and Title Signature Telephone # Date  
Official

Enter the name, title, and signature of official requesting investigation (Human Resource Manager or designee), the date and the commercial telephone number, include area code.

STEP 8. Completed OPM Background Investigations.

Upon completing a Bureau-requested background investigation, the OPM forwards the investigative report to the SOI indicated on the investigation form. The appropriate Personnel Security Specialist shall review completed OPM investigations within 15 working days after receipt. When an employee who is the subject of a scheduled OPM investigation is selected for transfer to another location, the local personnel office will notify their Regional Security Specialist. The Regional Security Specialist will coordinate any change in SOI number with OPM if the investigation has not been completed.

If OPM has completed the background investigation, the Regional Security Specialist shall make every effort to get the investigation completed and approved by SBIS before the employee transfers. Forwarding a background investigation which is received prior to transfer to a gaining personnel office without resolution may result in disciplinary action.

\* **HUMAN RESOURCE MANAGERS AND SECURITY SPECIALISTS ARE NOT TO HAVE UNAUTHORIZED ACCESS TO OR ADJUDICATE THEIR OWN INVESTIGATIONS OR REINVESTIGATIONS.**

STEP 9. Resolution of Derogatory Information.

If there is derogatory information uncovered in the background investigation, every attempt will be made by the Personnel Security Specialist to resolve it. Resolutions should be documented in accordance with instructions provided in this chapter. \*

d. EMPLOYMENT SECURITY APPROVAL. When an OPM background investigation is cleared by the appropriate Personnel Security Specialist, the following forms and material will be completed and forwarded in the following order, back to front, to the SBIS requesting approval:

- Application or resume
- Employment/Personal Reference Vouchering
- Law Enforcement Vouchering
- NCIC (National Crime Information Center) or NLETS (National Law Enforcement Telecommunications Systems)
- Pre-employment Credit Check
- Declaration for Federal Employment (OF-306)
- Questionnaire for Public Trust Positions (SF-85P)
- Supplemental Questionnaire for Selected Positions (SF-85P-S)
- BOP Pre-employment Interview Questionnaire (original signed by applicant)
- OPM Background Investigation Report
- Information resolving the issues, if applicable
- Recommendation for retention from the appropriate official, if applicable
- Certification of Investigation
- OFI-79A

This material should be placed in OPM Form-66 (folder with an appropriate investigative file label covering the words Official Personnel Folder) and forwarded to:

Bureau of Prisons  
Security and Background Investigation Section  
4211 Cedar Springs Road, Suite 200  
Dallas, TX 75219

**NOTE: "D" ISSUE CASES WILL BE FORWARDED THROUGH THE REGIONAL DIRECTOR OR ASSISTANT DIRECTOR TO THE SBIS. THESE CASES MUST BE ACCOMPANIED BY A WRITTEN RECOMMENDATION FOR APPROVAL FROM THE CEO AND REGIONAL DIRECTOR OR ASSISTANT DIRECTOR. IF THE CLEARANCE RECOMMENDATION IS NOT GRANTED AT THE CENTRAL OFFICE HUMAN RESOURCE MANAGEMENT LEVEL BECAUSE OF SERIOUS ISSUES, THE FILE WILL BE FORWARDED TO THE DIRECTOR, FEDERAL BUREAU OF PRISONS FOR FINAL REVIEW AND DECISION.**

e. EXCEPTIONS. This section addresses all of the routine and normal circumstances that are excepted from these personnel security and investigative procedures. Any circumstance not listed must be assumed to be covered by the above procedures.

(1) Transfers to the Bureau from other DOJ agencies:

BI/LBI is not required if approval at the same or higher security level has been previously granted. Authorized staff can check what type of investigation was done on a DOJ employee by calling SBIS at (214) 767-9955 or FTS 729-9955. Pre-employment interview is required prior to selection.

(2) Reinstatement (former Bureau employees only):

Employees with a break-in-service of less than one year will require a pre-employment interview, urinalysis and all appropriate vouchering - no BI/LBI is necessary, unless the last investigation/reinvestigation was done 36 months prior to reinstatement then an update must be completed. If the break in service exceeds 12 months all pre-employment screening and a new investigation must be completed. \*

**Note: The Office of Internal Affairs (OIA) shall be contacted prior to reinstating any employees to check for possible derogatory information on file.**

\* (3) Temporary/Excepted Appointments (less than six months): These appointments will require all pre-employment screening as outlined in Section 4(c). Additionally, name and fingerprint checks must be initiated prior to EOD. If the position requires the incumbent to have access to sensitive information, a National Agency Check with Inquiries (NACI) should be initiated with OPM, using the SF-85, Questionnaire for Non-sensitive Positions. The name and fingerprint checks are part of the NACI and need not be initiated if the NACI is requested. \*

(4) Public Health Service Officer: It is essential that all employees meet the same security standards. Therefore, all new Public Health Service employees will be subject to the following checks prior to establishing a reporting date at any Bureau facility.

- \* (a) Pre-Employment Interview  
(b) Credit Check  
(c) NCIC  
(d) Vouchering (Past five years employers, three personal references, five years law enforcement vouchering)

Additionally, a Limited Background Investigation (LBI) must be scheduled with OPM on all new PHS officers before they may report to any Bureau facility, following the same procedures in

Part C, Step 5, 6 and 7 above. (Note: Step 6 - A conditional offer of assignment is extended to PHS officers). LBI's for PHS Senior Co-Steps are initiated and adjudicated by SBIS.

Procedures for PHS Jr. Co-Steps are found in the Program Statement on Commissioned Officer Student Training/Extern Program. All other completed background investigations will be adjudicated and forwarded to the SBIS for final approval as described in Part C, Step 8 above.

PHS Officers who had an investigation conducted by PHS will also have a PRIR every five years, initiated and adjudicated by the Bureau (see "Five Year Investigative Updates"). As a reminder, PHS employees must also be briefed on the Program Statement on Standards of Employee Conduct and sign the acknowledgement that they are aware of the standards. \*

**Note: PHS conducts a background investigation on its officers. Completed investigations may be requested if a review is necessary.**

(5) Cancellations of Full-Field or Limited Background Investigations. To cancel a background investigation, the initiating office should call the Office of Personnel Management, Office of Federal Investigations, Boyers, PA at (412) 794-5228. The regional security specialist should be notified of any cancellations by assigned institutions. SBIS should be notified if the Warden's certification has been forwarded prior to the cancellation. \*

5. FIVE-YEAR REINVESTIGATIONS & INVESTIGATIVE UPDATES. As a standard practice, incumbents of all Bureau positions, including PHS officers, shall be subject to five year reinvestigations. The investigative agency's completion date of the last investigation is used to project due dates for subsequent five year reinvestigations. The appropriate human resource office shall initiate the reinvestigation (PRIR) and mail it to OPM, as regional procedures dictate. Five-year reinvestigations shall be initiated within the fiscal year the last investigation reaches five-years old. \*

a. NON-CRITICAL SENSITIVE UPDATES

INVESTIGATION REQUIREMENTS. Employees in non-critical sensitive positions will be required to complete the following forms:

- SF-85P

- \*       ■ SF-87 (Fingerprint card)

**Note:** The SF-85P should be completed the same for a PRIR as for the LBI, except for Block A which should be coded 12C and Block B which should be coded with an "R" for reinvestigation. (Information should cover a five year period. If a period of employment or residence extends beyond the five year period, the entire time of that employment or residence should be listed.)

b. PROPER ORDERING OF PAPERWORK. The completed investigative paperwork should be ordered from bottom to top:

- SF 85P
- OPM Investigation
- Any resolution of derogatory information
- OFI-79A
- Certification of Investigation

On top of these investigative papers, place a memo requesting the update of the employee's security file (Attachment 7-9). The entire package should be hole punched on the top and a two prong fastener should be used to bind it together. THIS INFORMATION SHOULD NOT BE PLACED IN A NEW SECURITY FILE. SBIS will file this information in the employee's security file maintained in Dallas. The completed investigative papers should be mailed to:

Bureau of Prisons  
Security and Background Investigation Section  
4211 Cedar Springs Road, Suite 200  
Dallas, TX 75219

\*

c. RESOLUTION OF DEROGATORY INFORMATION. Any derogatory information uncovered during a reinvestigation will be handled the same as derogatory information revealed during an initial investigation. No derogatory information should be disclosed outside the personnel security staff. If information of a serious nature (arrests, drugs, serious financial problems, etc.) is uncovered, the Chief Executive Officer should be informed. The CEO will be responsible for the decision to pursue disciplinary/adverse action or request an Office of Internal Affairs (OIA) investigation.

\*       **NOTE:** "D" ISSUE CASES WILL BE FORWARDED THROUGH THE REGIONAL DIRECTOR OR ASSISTANT DIRECTOR TO THE SBIS. THESE CASES MUST BE ACCOMPANIED BY A WRITTEN RECOMMENDATION FOR APPROVAL FROM THE CEO AND REGIONAL DIRECTOR OR ASSISTANT DIRECTOR. IF THE CLEARANCE RECOMMENDATION IS NOT GRANTED AT THE

**CENTRAL OFFICE HUMAN RESOURCE MANAGEMENT LEVEL BECAUSE OF  
SERIOUS ISSUES, THE FILE WILL BE FORWARDED TO THE DIRECTOR  
FOR FINAL REVIEW AND/OR APPROVAL.** \*

d. CRITICAL SENSITIVE INVESTIGATIONS & REINVESTIGATIONS

(1) NEW HIRES. All employees newly hired directly into a critical-sensitive position will require a Background Investigation (BI).

(2) REINVESTIGATIONS. For employees newly assigned into critical-sensitive positions:

\* If the employee's last investigation was an LBI and is less than 60 months old an LBI upgrade must be initiated (BGI).

If the employee's last investigation was an LBI and is more than 60 months old, a BI must be initiated.

Employees who occupied a Critical Sensitive Position during their last investigation and have been in a critical-sensitive position for five years must have a PRIR initiated.

The following forms need to be completed:

- SF-85P (Original) (See Note)
- SF-87 (Fingerprint Card) \*

Note: An initial background investigation (BI) or reinvestigation (PRIR) initiated on a staff member having NSI access at the Secret or Confidential levels MUST be submitted on an SF-86 in lieu of the SF-85P. A BI (25C) or appropriate upgrade (BGI or BDI) or a PRIR (12C) is coded in Block A on the SF-86.

\* The "Agency Use" blocks of the SF-85P will be completed as follows for all investigations of critical-sensitive employees, except those having NSI access at the Secret or Confidential Level (noted separately). \*

|                                |  |  |  |  |
|--------------------------------|--|--|--|--|
| <b>A</b> Type of Investigation |  |  |  |  |
|--------------------------------|--|--|--|--|

|                                 |     |
|---------------------------------|-----|
| BI                              | 25C |
| BGI Upgrade (Upgrade LBI to BI) | 27C |

\* For BI or BGI with NSI access at Secret or Confidential level, use same codes, but complete the SF-86. \*



Enter the 9-digit "Worldwide Geographic Location Code" from FPM Supplement 292-1, Book III to show the actual duty station for the position.

|          |          |  |
|----------|----------|--|
| <b>H</b> | Position |  |
|          | Code     |  |

Block H will be left blank

|          |          |  |
|----------|----------|--|
| <b>I</b> | Position |  |
|          | Title    |  |

Enter the title for the position for which the investigation is being requested.

|          |     |  |  |  |  |  |  |  |
|----------|-----|--|--|--|--|--|--|--|
| <b>J</b> | SON |  |  |  |  |  |  |  |
|          |     |  |  |  |  |  |  |  |

\* Enter your SON. If you do not know your SON contact the SBIS. \*

|          |                    |  |        |  |
|----------|--------------------|--|--------|--|
| <b>K</b> | Location of        |  | None   |  |
|          | Official Personnel |  | NPRC   |  |
|          | Folder             |  | At SON |  |

Check the "At SON" Block

|          |     |  |  |  |  |  |  |
|----------|-----|--|--|--|--|--|--|
| <b>L</b> | SOI |  |  |  |  |  |  |
|          |     |  |  |  |  |  |  |

\* If the employee holds a Critical Sensitive or higher position and is a GS/GM 13 or above, a Human Resource Manager at any level or a Personnel Security Specialist enter "DJ85". All others, enter SOI of Regional Security Specialist or institution SOI if adjudicated locally. \*

|          |             |  |        |  |               |
|----------|-------------|--|--------|--|---------------|
| <b>M</b> | Location of |  | None   |  | Other Address |
|          | Security    |  | At SOI |  |               |
|          | Folder      |  | NPI    |  |               |







|                            |
|----------------------------|
| <b>I</b> Position<br>Title |
|----------------------------|

Enter the title for the position for which the investigation is being requested.

|              |
|--------------|
| <b>J</b> SON |
|--------------|

Enter your SON. If you do not know your SON contact the SBIS.

|  |   |
|--|---|
| <b>K</b> Location of<br>Official Personnel<br>Folder | <input type="checkbox"/> None<br><input type="checkbox"/> NPRC<br><input type="checkbox"/> At SON |
|--|---|

Check the "At SON" Block

|              |
|--------------|
| <b>L</b> SOI |
|--------------|

Enter "DJ85" for all levels.

|  |  |  |
|--|--|--|
| <b>M</b> Location of<br>Security<br>Folder | <input type="checkbox"/> None<br><input type="checkbox"/> At SOI<br><input type="checkbox"/> NPI | <input type="checkbox"/> Other Address |
|--|--|--|

Check the "at SOI" block and no address is required.

|                             |
|-----------------------------|
| <b>N</b> OPAC-ALC<br>Number |
|-----------------------------|

Enter your institution OPAC number

|  |
|--|
| <b>O</b> Accounting Data<br>and/or Agency<br>Case Number |
|--|

You are not required to fill out this block. It may be used for local accounting data.

|                          |                |           |             |      |
|--------------------------|----------------|-----------|-------------|------|
| P Requesting<br>Official | Name and Title | Signature | Telephone # | Date |
|--------------------------|----------------|-----------|-------------|------|

For all special sensitive investigations enter the name, title, and signature of official requesting investigation (Human Resource Manager or designee), the date and the commercial phone number, include area code. Mail to SBIS if this is the first special sensitive investigation for the employee. If this is not the first special sensitive investigation for the employee, mail directly to OPM. \*

f. PROCESSING COMPLETED REINVESTIGATIONS. Upon completion of the investigation OPM sends a completed background investigation report to the SOI indicated on the investigative form. These investigative files will be reviewed as follows:

\* (1) The Security Specialist at each institution/region and the Central Office will review the completed investigation files for employees who are in non-critical sensitive positions at any grade level and employees who are in critical/sensitive positions not identified in (2) below. The Security Specialists will resolve any derogatory information and may also have files forwarded from SBIS on cases initially reviewed by SBIS to resolve derogatory information.

(2) The SBIS will review all completed investigations for all Human Resource Managers, HRM Security Specialist, employees who are in critical sensitive GM/GS-13 positions, and all employees in special sensitive positions. The SBIS will determine who will be responsible for resolving any derogatory information.

(3) When all derogatory information has been resolved, the appropriate official will attach any documentation outlining the resolution of issues, the investigative report, SF-85P/SF-86, and a short memorandum (Attachment 7-9) requesting a review of the updated investigative report. Do not place this information in a file folder. The packet should then be forwarded to:

Bureau of Prisons  
Security and Background Investigation Section  
4211 Cedar Springs Road, Suite 200  
Dallas, TX 75219

Upon final approval the SBIS will forward the signed Certification of Investigation to the appropriate Security Specialist. Regional Security Specialists will mail the original signed Certification of Investigation to the local personnel

office. The Certification of Investigation is to be filed in the employee's OPF. Upon receipt of the signed Certification of Investigation, employees shall be notified of investigation approval. \*

## 6. RESOLUTION OF DEROGATORY INFORMATION

a. INTRODUCTION. The review of background investigations and the resolution of derogatory information is an essential part of the process for determining whether an individual is eligible for government employment or access to National Security Information. These functions should be conducted, whenever possible, by designated security personnel outside of the employee's supervisory chain. The supervisor's knowledge of derogatory information may affect the supervisor's objectivity regarding performance appraisal, promotions, etc., of the employee.

b. PURPOSE. The purpose of this document is to assist those individuals in the Bureau who initially review background investigations for employment or security approvals and for those individuals who conduct Subject Interviews for the purpose of resolving and documenting derogatory information. Derogatory information appears in a background investigation in a number of ways. Some information is derogatory information on its face and is both easily recognized and identified. There is other information that, standing alone is somewhat innocuous. When this information is reviewed in the context of other information, it may also require resolution.

\* c. POLICY. The Bureau does not discriminate on the basis of:

- race,
- color,
- religion,
- sex,
- national origin,
- disability, or
- sexual orientation.

Every person seeking or holding employment with the Bureau is judged in hiring and in connection with any other employment action--including, without limitation, disciplinary action; issuance, denial, or revocation of a security clearance; or dismissal--on the basis of his or her:

- abilities,
- demonstrated performance,
- experience,
- conduct,

- character,
- judgment,
- stability,
- discretion,
- integrity,
- responsibility,
- candor, and
- other appropriate qualifications.

The Bureau may inquire into and examine a person's performance, experience, conduct, character, judgment, stability, discretion, integrity, responsibility, and candor to determine suitability for employment and trustworthiness. In the context of determining eligibility for security clearances or access to sensitive information, the Bureau may investigate and consider any matter that would reasonably subject the applicant or employee to coercion; but no inference concerning susceptibility to coercion may be raised solely on the basis of the race, color, religion, sex, national origin, disability, or sexual orientation of the applicant or employee.

It is the policy of the DOJ and the Bureau that all derogatory information be favorably resolved before employment security approval is granted and a decision on continued employment is made. The resolution will require the adjudicator to identify the information, explain why it is considered insignificant, or provide documented resolution. It is not sufficient to resolve derogatory information by merely indicating that the subject exhibits acceptable job performance. \*

\* In determining whether Federal employment and/or access to classified information is clearly consistent with Executive Branch objectives and the national security, adjudication of background investigations or reinvestigations that reveal activity or conduct that may render a person susceptible to coercion will be subject to the following guidelines:

(1) If the background investigation or reinvestigation demonstrates that the applicant/employee is open regarding his or her conduct, no personal interview or other action is warranted.

(2) If the background investigation or reinvestigation indicates, or raises an unresolved question as to whether the person is concealing any conduct that reasonably would subject the person to coercion, the HRM/HR Security Specialist will arrange for an interview with the employee to discuss:

(a) The issue of concealed conduct that was raised during the background investigation or reinvestigation, and whether or

not the person is in fact concealing any conduct that reasonably would subject the person to coercion. If the discussion demonstrates that the person is not concealing any such conduct, no further action is warranted.

(b) If the person may be concealing conduct that reasonably would subject the person to coercion, the interviewer will continue to discuss:

- The Bureau's concern regarding the potential for coercion, pressure, manipulation, or blackmail;
- The Employee Standards of Conduct requirement that the employee immediately submit a written report of any attempt at coercion or blackmail to the CEO.

The interviewer should prepare a memorandum documenting the discussion and the employee's acknowledgement of the reporting requirements and submit it with the employee's security file. The employee is not required to sign any documentation. \*

Resolution of derogatory information should afford the subject an opportunity to comment on the derogatory information or a chance to offer his/her "side of the story." Resolution of derogatory information is a critical part of the adjudication process for several reasons. Information which appears derogatory can be refuted or mitigated in some instances by the subject of the background investigation. Similarly, the subject may be able to present circumstances which clarify the derogatory information.

A Federal district court in New York, in the case of Jane Doe v. Civil Service Commission (483 F. Supp. 539, S.D.N.Y., 1980) has determined the Due Process provisions of the United States Constitution require that the subject of a government conducted background investigation be provided an opportunity to comment on "derogatory" information which may have a bearing upon the subject's employment prospects.

\* It should be mentioned that resolution of derogatory information is not intended as a punitive action against the employee nor does it indicate that the Bureau is taking adverse action against the employee. Rather the opportunity to comment \* on derogatory information is an essential part of the adjudication process that is premised upon both practical and legal considerations.

Executive Order (E.O.) 10450, entitled "Security Requirements For Government Employment," establishes as the criteria for government employment that individuals must be "reliable, trustworthy, of good conduct and character and of complete and unswerving loyalty to the United States."

Derogatory information is any information that, in the opinion of a reasonably objective person, tends to indicate that an individual may not be possessed of one or more of these qualities.

d. DEROGATORY INFORMATION. E.O. 10450 attempts to provide examples of information which may disqualify an individual for government employment. Listed below are general areas of concern for adjudicators, some specific concerns and examples of resolution.

(1) Loyalty. E.O. 10450 requires that applicants for Federal employment be loyal to the United States Government. Quite naturally, this loyalty trait becomes even more significant if a person requires access to this nation's most sensitive information. Therefore, any information which indicates that the subject is not loyal should be identified as derogatory. The loyalty issue is one that has become increasingly complex due to judicial rulings and recent court decisions.

Any background investigation which presents information which questions an employee's loyalty to the United States must be brought to the attention of the SBIS. If an applicant is found to be unsuitable for employment, the SBIS does not need to be advised.

If, however, it is decided that the applicant is otherwise suitable for employment, the loyalty issue must be brought to the attention of the SBIS prior to hiring that individual.

Several examples which should bring into question an individual's loyalty are:

- Advocating force or violence to overthrow the government of the United States;
- Establishing contact with a seditionist, anarchist or with any representative of a foreign government whose interests may be contrary to the interests of the United States; or
- Membership in organizations which systematically commit criminal acts against the United States Government.

These and similar situations must be brought to the attention of the SBIS.

(2) Close Relatives and Associates. In reviewing a background investigation, attention should be given to evidence that the subject of the investigation has close relatives or associates residing outside of the United States or who are citizens of a foreign country, especially hostile countries (OPM no longer identifies "communist bloc countries" as the only nations of concern). Any information which tends to show the individual may be subjected to coercion or pressure should be identified as derogatory information and resolved, including frequent and/or prolonged foreign travel.

For example, a naturalized American with close relatives under the control of a communist-bloc country could be coerced by a foreign government and faced with a very difficult choice between the safety of those relatives and the interest of the national security. By threatening the relatives, pressure can be applied which might cause an individual to act contrary to the national security.

In resolving information regarding close relatives or associates, it is important to understand the nature of the relationship and the frequency of contact between the subject and the relatives or associates. Therefore, the following information should be obtained from all applicants/employees where evidence of foreign relatives or associates is identified in the background investigation case papers or the actual background investigation:

- Name and address of the foreign citizen (i.e., aunt, uncle, cousin, close friend, etc.);
- Relationship between subject and foreign citizen (i.e., aunt, uncle, cousin, close friend, etc.);
- The frequency of contact- past, present and future-- with the foreign citizen; or
- The form of such contact (personal visits, letters, cards or telephone calls).

(3) Undesirable Character Traits. Any trait(s) which may show the individual to be unreliable, untrustworthy or open to compromise is significant in the adjudication of the case. This information may be given by an open or confidential source, be derived from an arrest record or be indicated by the falsification of employment applications or personal history statements. All such information must be viewed in relation to the rest of the file. Isolated incidents in a person's background are viewed less significantly than a continuing or

emerging pattern of behavior. The adjudicator should try to obtain a complete picture for employment and/or access to National Security Information.

Undesirable character traits could also place an individual in a compromising situation where coercion or pressure might be used to blackmail an applicant/employee. The following examples are provided:

\* (a) Sexual Conduct. The Bureau does not pass judgment on the sexual orientation of employees; however, sexual conduct and behavior become important to the adjudication of a background investigation when there is evidence that the individual could be coerced or blackmailed due to sexual conduct. Should it be determined that an applicant/employee could be subjected to coercion because of sexual conduct, this information must be addressed and resolved. If sexual conduct becomes germane, homosexual and heterosexual conduct will be treated the same. \*

(b) Alcoholism. Excessive use of alcohol presents many problems for the adjudicator. Any information which tends to show that the individual uses alcohol to excess, or any information that shows alcohol use affecting job performance should be identified as derogatory information. If you have determined that the employee has used alcohol to excess, you should determine the extent of the employee's current use, determine if alcohol use has ever affected job performance and determine if alcohol use has ever resulted in the loss of a job, arrest by police, automobile accident or treatment for alcoholism.

(c) Mental Disorders, Treatment. Medical treatment for a mental condition, as distinguished from marriage counseling and social services counseling for family problems, is significant and must be clarified to determine whether the subject's job performance may be adversely affected. The purpose of identifying this kind of information is to remove any reasonable doubt regarding the current seriousness of a problem. Temporary depression related to the death of a loved one or the failure of a marriage is to be expected, whereas long term depression would cause considerably greater concern.

In resolving derogatory information of this nature, obtain the following information:

\* Check the Supplemental Questionnaire for Selected Positions (Standard Form SF-85P-S) to see how the applicant/employee answered question 5 to determine if he/she answered honestly. \*

\* Medical treatment for a mental/emotional disorder must be accompanied by a recommendation from a competent medical authority that the applicant/employee is capable to perform the duties of a sensitive position.

If the applicant/employee answered "no" to question 5 on the SF-85P-S and there is evidence of medical treatment (i.e., treatment by a psychiatrist as opposed to a marriage counselor) for a mental condition, obtain a written, detailed explanation regarding the apparent falsification. If the employee answered "yes" to question 5, details should be found in item 5. Unless it is provided in item 5, the following should be obtained:

- what is/was the disorder?
- when did the disorder first appear?
- does the subject still suffer from this disorder?
- is the subject currently undergoing treatment for this disorder?
- has this disorder ever resulted in the subject's loss of a job?
- ensure that a recommendation from a competent medical authority, that the applicant/employee can perform the duties of a sensitive position, has been obtained. \*

\* (4) Financial Responsibility. Most recent espionage cases have been the result of the pressure of indebtedness. This is an area of serious concern. Just Financial Obligations, 5 CFR 2635.809 states, in part:

**". . . Employees shall satisfy in good faith their obligations as citizens, including all just financial obligations, especially those such as Federal, State, or local taxes that are imposed by law."**

Indebtedness becomes a legitimate concern when an individual begins to fall behind on credit card payments, alimony, child support, rent, car loans, etc. Nonpayment of a just debt after 90 days is considered delinquent and requires resolution. It is important to determine if the individual considers the debt just. Some debts are clearly not the responsibility of an individual and may be the result of careless record keeping by credit reporting agencies. \*

Refusal to admit to a just debt is not enough to resolve an unfavorable credit record. A derogatory credit report must be resolved by the individual and appropriate documentation

provided. Any disputes between the subject and the credit agency must be resolved by the subject and documentation submitted. Similarly, the repossession of an automobile for non-payment, and eviction from rental housing for non-payment, should be explained by the subject and documentation provided.

(5) Dishonesty. As required by E.O. 10450, individuals entering federal service must be:

**"...trustworthy...and of good conduct and character..."**

\* This requires that applicants answer honestly when completing all employment documents.

Discrepancies on these forms may be an indication that the applicant/employee has falsified one of the forms to either conceal past behavior, or to exaggerate or misrepresent qualifications or suitability. In either case, all discrepancies must be resolved.

All security/suitability documents are used as the basis for the background investigation and must be completed in detail. As an adjudicator, a careful review of all security/ suitability forms is mandatory.

If there is a discrepancy in any of the information supplied, it must be resolved. To resolve this information, the adjudicator should:

- Present the original information to the subject (either in writing or verbally);
- Present the conflicting information that was developed in the background investigation; and
- Either ask the employee to explain, in writing, the discrepancy or summarize the employee's explanation for the discrepancies and include as documentation in the file submitted to SBIS. \*

(6) Arrests. An arrest, regardless of the offense or when it was committed, is derogatory information and should be so stated. The nature and severity of the offense and when it was committed will have a bearing on the adjudication. Generally, the more recent the offense the greater impact it will have on the adjudication. An arrest for drunk and disorderly conduct would be less serious if the applicant/employee was arrested at a young age on a college campus, for instance. While this incident would probably not require significant resolution, it must still

be noted as derogatory information. An arrest for driving while intoxicated (DWI) is a serious offense and more than one arrest for DWI in the space of a few years is extremely serious. The questions regarding alcohol, as listed above, should be used in this situation. An arrest that resulted in a conviction and fine/imprisonment must be accompanied by sufficient evidence that the applicant/employee has been rehabilitated.

(7) Drug Usage. The widespread abuse in America today of drugs to include marijuana, makes it increasingly likely that an adjudicator will have to address this problem. Despite its widespread use, marijuana is in most states an illegal substance - possession and use are punishable, criminal offenses. Other narcotic and nonprescription drugs have also been widely used as "recreational" drugs. The illegal use of prescription or nonprescription drugs by a Department employee will not be tolerated. Evidence of such use is derogatory information and should be so noted. In resolving drug related derogatory information, the offense must be viewed against the age of the applicant/employee and when the offense occurred. Drug usage is a serious problem and requires resolution.

\* If there is evidence in the background investigation of previously undisclosed use, arrest for use, possession or sale of illegal drugs, the following information should be obtained:

- Detailed information concerning when the illegal drug(s) were first used;
- What drug(s) were used;
- How often the drugs were used;
- The last time the drug was used; and
- Any treatment for drug usage.

In addition, the subject should be warned that as an employee of the DOJ, the illegal use or sale of drugs will not be tolerated. \*

(8) Confidential Source Information. Background investigations will sometimes contain information provided by sources who request confidentiality under the Privacy Act. It is not permissible, in most cases, to include this information in the resolution of derogatory information because of the risk of identifying the source. Any background investigations which contain unresolved derogatory information provided by a protected source should be forwarded to the SBIS for resolution.

(9) Classified Information. Similarly, National Security Information classified at the "Confidential," "Secret," and "Top Secret" levels sometimes appears in background investigations.

Background investigations containing such information requiring resolution should be forwarded to the SBIS.

- \* 7. PROCEDURES TO RESOLVE DEROGATORY INFORMATION. Once derogatory information has been identified, either during the pre-employment process or in the review of the background investigation, it must be resolved. Resolution usually is presented in the form of written documentation obtained through an interview with the employee (referred to as a "Subject Interview") or written questions given to the subject (referred to as "Written Interrogatories"). Written documentation must be provided to allow the SBIS to verify the information, if necessary.

For example, if a background investigation surfaces information regarding credit indebtedness, it is not sufficient for the subject to assert that his/her record contains an error; tangible, written documentation must be provided. In the case above, the subject will have to contact his/her local credit reporting agency if the record is in error. Correspondence to and from the credit reporting agency resolving the error would serve as the basis of acceptable documentation.

Note: Derogatory information revealed in the pre-employment screening process that falls within the Guidelines of Acceptability or for which a waiver was obtained does not have to be formally addressed in adjudicating the investigation. The adjudicator should make note that the information was considered during the pre-employment screening and is within the Guidelines or a waiver was obtained. Waivers should be submitted with the investigation. \*

#### Methods of Resolution

There are two basic methods for resolving derogatory information: the Subject Interview and Written Interrogatories. Each method is designed to fit varying circumstances and is discussed in detail below.

- \* a. Subject Interviews. This method is used when the information requiring resolution is neither serious enough to bar an applicant from employment nor to remove an employee from a sensitive position. Subject Interviews are generally used to ensure that an individual is notified of the existence of a problem and the Bureau's expectations as to future conduct. For example, evidence of marijuana usage could be of concern to the Bureau, but might not, by itself, be the basis for non-selection or removal. It is important, however, that a determination be made regarding current use and that the \*

individual be advised of DOJ policy regarding drug usage. A Subject Interview may be used for these purposes.

(1) Arranging for the Interview. The Subject Interview is not a formal proceeding and should not be treated as such. Bureau applicants or employees are permitted, as a matter of courtesy, to have representation present during interviews. The representative may act in an advisory capacity only. The subject should be advised of this when the interview is scheduled. The subject should also be advised of the purpose of the interview (i.e., to discuss information received as a result of the background investigation). Arrangements for the interview should be made by the interviewer with the subject. Every effort shall be made to be discreet regarding the interview to avoid stigmatizing the subject.

(2) Conducting the Interview. The interview should be designed to allow the subject an opportunity to comment on, refute or mitigate information in the background investigation. The interview, therefore, is an information gathering vehicle and not a cross examination. The interviewer should emphasize the purpose of the interview, the reason for the interview and briefly describe the area(s) of concern to the Bureau. The questions to be used during the interview should be thought out carefully in advance prior to the interview. The subject should be advised that he/she is not obliged to answer any of the questions. \*

If the subject declines to answer, the statement found as Attachment 7-10 should be signed by the subject. If the subject agrees to the Subject Interview, the statement found as Attachment 7-11 should be signed by the subject.

(3) Documenting the Interview. At the conclusion of the interview, the interviewer(s) should prepare the documentation. Generally, a memorandum for the record is sufficient documentation. This memorandum should outline the interview, list the subject's responses and advise the SBIS if the subject was advised, for example, of the Department's policy on drug usage. The information obtained during the interview should be analyzed and a recommendation for or against employment, continued employment and/or access to National Security Information, if appropriate, should be contained in the memorandum. This documentation should be attached with the background investigation when it is forwarded to the SBIS. If serious information is uncovered during the Subject Interview, the Security Staff may decide to issue written interrogatories.

\* b. Written Interrogatories. When information is identified in a background investigation which is serious enough to consider disciplinary or adverse action, written interrogatories should \* be used. Written questions are a more formal approach than a Subject Interview to resolving derogatory information. Written Interrogatories are covered by a letter to the subject (see sample Attachment 7-12) briefly explaining the procedure and establishing suspense dates for responding. In addition, written questions contain a statement of the subject's rights (see Attachment 7-13) which the subject is required to read and sign.

The written questions should focus specifically on information in the background investigation. There is no "one" way of structuring the written questions; however, the Security Staff has adopted the following format (see sample questions, Attachment 7-14).

■ Narrative. Before asking specific questions, the derogatory information is synopsised or directly quoted from the background investigation.

■ Request for Comments. The narrative is followed by a statement inviting the subject to comment on the information.

■ Introduction to Questions. Even if the subject provides comments, there is usually specific information needed to resolve derogatory information; therefore, the subject is instructed to answer specific questions in addition to providing any comments.

■ General Question. This question is usually written to obtain a "yes" or "no" response.

■ Follow-up Questions. If the subject answers "yes" to general question, there will usually be follow-up questions.

■ Ending Statement. This statement is included at the end of the last question to allow the subject an opportunity for any final comments. The final page of the written interrogatory package is a certification statement which the subject must sign.

Essentially this statement holds the subject accountable for the accuracy of any written responses (see Attachment 7-15).

Subject Interviews and Written Interrogatories are designed to afford the subject of a background investigation due process, and an opportunity to comment on questionable information contained in the background investigation. The results of these methods for resolving derogatory information should be forwarded to the SBIS, along with the background investigation, with a

recommendation for or against granting an employment approval pursuant to E.O. 10450.

## 731.2 CONTRACT SECURITY

1. PURPOSE AND SCOPE. To establish security and supervision requirements for contract and consultant personnel involved in the delivery of services to Bureau of Prisons facilities.

2. DIRECTIVES AFFECTED

Directive Referenced

P.S. 5300.14 Volunteers, Involvement in Programs (10/01/91)

3. RESPONSIBILITIES

a. Program Managers will be responsible for all appropriate vouchering and gathering of information for security files. Program managers will also be responsible for a monthly report of contract employees. This will list all current contract employees and will additionally list any contract employees who are no longer providing services to the institution.

b. Contracting Officers will be responsible for aspects of advertising and administering any contracts.

c. Personnel Security Officers will be responsible for only those duties included in this Program Statement.

**NOTE:** Volunteer security procedures are outlined in the Program Statement, Volunteer, Involvement in Programs.

4. INVESTIGATIVE REQUIREMENTS

a. Investigative requirements for Contractors and Employees of Contractors: There are 3 basic types of contracts that BOP facilities may initiate at the institution level. Depending on the need for contracted services, the following requirements will apply to contractors and, or their employees. **Exceptions to these requirements may be based on emergency needs for the services to be delivered. The Regional Correctional Services Administrator, after consultation with the Regional Director, will approve or disapprove all requested exceptions in writing.**

**A copy of the request shall be placed in the appropriate contract personnel security file.**

The program manager receiving the services of the contractor (e.g., Mechanical Services, Industries, Education, etc.) will be responsible for conducting the appropriate vouchering, law enforcement checks, and ensuring the appropriate fingerprinting and urinalysis testing is completed. The Personnel Security Specialist will conduct the NCIC and name check, and ensure that the fingerprint cards (FD-258s) are mailed to the FBI.

A security file will be established for each contract employee by the responsible program manager. The Personnel Security Specialist will be responsible for maintaining these files.

(1) Individual Contracts

- (a) This includes all contracts with individuals delivering compensated services to an institution where the delivery of these services requires frequent and unsupervised contact with inmates. The following investigative procedures will be applied and appropriate forms completed before an individual is permitted inside an institution:

Responsibilities of Personnel Security Officer

- National Crime Information Center (NCIC) Check
- Name Check

Responsibilities of Program Manager

- FD-258 Fingerprint Check
- Law Enforcement Agency Checks (Attachment 7-7)
- Vouchering of employers over the past five years (Attachment 7-6)
- Completed SF-171 (Application for Federal Employment)
- Completed Contractor Pre-employment Form (attachment 7-16)
- Release of Information

NOTE: These requirements will be agreed to by the individual interested in obtaining a contractual agreement with the BOP before the contract is granted.

In addition to the above procedures, the Financial Management Contracting Officer will ensure through the contracting process that each prospective individual contractor is advised that a urinalysis is required before

the contract is awarded. If the test is positive the contractor will be disqualified from being awarded the contract. This requirement must be included in the solicitation or request for services.

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Exceptions: Individual contractors who have been delivering the same services to an institution over a period of 3 or more years may be exempt from these procedures at the discretion of the Chief Executive Officer.

Chief Executive Officers may exempt consulting physicians entering the institution on an infrequent basis (i.e. less than once a week) from the required investigative procedures. Chief Executive Officers should use prudent judgement in this matter and may exempt other individuals whose services have been identified as difficult to contract. These exemptions **must be in writing and signed by the Chief Executive Officer.** These exemptions will be placed in the individual's personnel security file.

- (b) Short term contracts: This includes only those short term contracts for individual services that last less than 30 days. These procedures may be applied only for contract employees who will be escorted at all times while inside the secure confines of the institution or will be outside the institution with no possibility of contact with inmates.

Individuals contracted under these conditions will require the following investigative procedures.

- National Crime Information Center (NCIC) Check
- Completion of the Contractor Pre-employment Form (attachment 7-16)

The Personnel Security Officer will be responsible for maintaining a file with this information.

- (2) Construction/Maintenance Contracts: This includes all contracts involving construction/maintenance projects of institutional facilities that are advertised and granted competitively through appropriate Federal Government and Contracting Regulations.

In major projects of this type, construction and maintenance crews are usually required to work within the secured perimeter of an institution. There is usually little or no inmate contact permitted, and

there is usually close BOP supervision by institution staff of the contractor's employees. Mobility in and out of the institution compound is closely monitored and controlled.

The following investigative procedures apply to all new contracts of this type being advertised by the Bureau of Prisons. The appropriate investigative forms shall be completed on all of the contractor's and/or subcontractor's crew members before an individual is permitted within the secure perimeter of an institution.

Prospective contractors must be advised through the contracting advertisement process that the following security measures will be applied to all contract employees who will be working under the terms of the contract:

- National Crime Information Center (NCIC) Check
- Name Check
- Fingerprint Check (FD-258)
- Application for Federal Employment (SF-171)
- Completion of the Contractor Pre-employment Form (attachment 7-16)
- Release of Information

Prospective contractors will also be apprised that individuals on their crews who are determined **not** suitable by BOP requirements will be unable to work within the secure perimeter of an institution. This will be a condition of the contract.

In addition, a pre-bid conference shall be held by the contracting office, with the contractor and other concerned staff to discuss on-the-job security procedures. The security briefing should be conducted by correctional services personnel emphasizing the security aspects of the institution. **NOTE: NO URINALYSIS TEST FOR THE DETECTION OF DRUG USAGE WILL BE REQUIRED FOR THESE INDIVIDUALS.** The following procedures will be followed when processing construction/maintenance contract employees:

Responsibilities of the Personnel Security Officer

- National Crime Information Center (NCIC) Check
- Name Check

### Responsibilities of the Program Manager

- FD-258 Fingerprint Check
- Completion of Application for Federal Employment (SF-171)
- Completion of the Contractor Pre-employment Form (attachment 7-16)
- Completion of Release of Information

All security forms and documentation will be filed in the individual's contract personnel security file which will be maintained by the Personnel Security Officer.

If derogatory information is uncovered after the individual has been permitted inside the secured perimeter of an institution, a decision must be made by the institution personnel security officer as to (1) the suitability of the individual; and (2) as to whether to permit the contract employee further access to the institution. This should be done in consultation with the Warden and/or Chief Correctional Supervisor. If it is determined that the contract employee cannot be allowed further access to the institution, the Financial Management Contracting Officer will be notified in writing so that he/she can apprise the contractor as soon as possible. All institution gate passes will be withdrawn.

The primary consideration in making these types of determinations should be that the individuals past or present conduct will not promote the efficient operation of the Bureau of Prisons and that this conduct may indicate a risk for abusing the Bureau of Prisons' mission. Examples of disqualifying conduct are:

Criminal, dishonest, infamous, or notoriously disgraceful conduct;

Habitual use of intoxicating beverages to excess;

Use and/or distribution of narcotic, drugs, or other controlled substances;

Reasonable doubt of loyalty to the United States.

**Exceptions:** Chief Executive Officers may exempt contractors who will not be entering the secure perimeter of the institution and will not have any

contact with inmates. This exemption must be in writing and maintained by the Personnel Security Officer. Contractors who will be providing service to new institutions before inmates are assigned to that location may be exempted by the Regional Director.

- (3) Contracting of Total or Partial Program Services: The contracting of food and medical services includes the delivery of program services (e.g., preparing food for inmates) **which will require frequent and unsupervised contact** between the contractor's employees and inmates. The following requirements apply to those individuals involved in the delivery of food and medical services within an institution.

Responsibilities of Personnel Security Officer

- National Crime Information Center (NCIC) Check
- Name Check

Responsibilities of Program Manager

- FD-258 Fingerprint Check
- Law Enforcement Agency Checks (Attachment 7-7)
- Vouchering of employers over the past five years (Attachment 7-6)
- Completed SF-171 (Application for Federal Employment)
- Release of Information

NOTE: These requirements will be agreed to by the individual interested in obtaining a contractual agreement with the BOP before the contract is granted.

In addition to the above procedures, the Financial Management Contracting Officer will ensure through the contracting process that each prospective individual contractor is advised that a urinalysis is required before the contract is awarded. If the test is positive the contractor will be disqualified from being awarded the contract. This requirement must be included in the solicitation or request for services.

Exceptions: Individual contractors who have been delivering the same services to an institution over a period of 3 or more years may be exempt from these procedures at the discretion of the Chief Executive Officer.

Chief Executive Officers may exempt consulting physicians entering the institution on an infrequent basis (i.e. less than once a week) from the required investigative procedures. Chief Executive Officers should use prudent judgement in this matter and may exempt other individuals whose services have been identified as difficult to contract. These exemptions **must be in writing and signed by the Chief Executive Officer**. These exemptions will be placed in the individual's personnel security file.

b. WITNESS SECURITY CONTRACTS. All contract employees that are directly involved with working with Witness Security inmates; related sensitive information; data; and/or any material that may provide disclosure of a Witness Security inmate's identity will be required to have a limited background investigation completed. While the investigation is being conducted, these contract employees may start their contractual services only if they have been thoroughly vouchered as described in section a. (1) a. Individual contracts and the urinalysis criteria is met. Cost of the LBI will be included in the contract for services.

6. IDENTIFICATION PASSES. The requirements established in this Program Statement are the minimum standards. Additional requirements concerning identification passes may be added by issuing a local institution supplement.

There are two types of contract gate passes: Contract escorted (BP-225), and Contract-unescorted (BP-226). Escorted passes should be issued to contract employees who require an escort while in the institution. Unescorted passes will be worn by persons not requiring an escort. These passes should carry the Associate Warden's seal, be signed by the Associate Warden (Programs) and renewed every year.

Two cards will be utilized on each person. One card will be completed on both sides and maintained in the control center. The other card will be completed on one side (personal data should not be completed), laminated and worn by the employee on an area which is visible. Institution will purchase a clip-on lamination set for this purpose.

Institutions will be responsible for accountability and assignment of their own numerical system. The numbers assigned to the card to be worn and the card maintained in the control center will be the same.

7. FILE RETENTION. The Personnel Security Officer will review security files monthly. Files will be compared to the

responsible program manager's monthly report. Any files for contractors not currently employed will be moved to an inactive file. If these contract employee are inactive for six months their files will be destroyed and a new investigation will be required before they can reenter the institution.

8. EXEMPTIONS. Exemptions to the procedures outlined in this Program Statement not specifically addressed may be granted by the respective Regional Director. Requests for exemptions should be based on the needs of the particular individual and/or the work setting involved. Exemptions will be based on an evaluation of the risk involved and may not be made solely on the availability of supervisory resources. A copy of the waivers should be filed in the appropriate individual contract personnel security file.

### 731.3 URINALYSIS TESTING FOR EMPLOYMENT

\* 1. PURPOSE AND SCOPE. To establish urinalysis testing procedures for employment of applicants and contractors.

#### 2. RESPONSIBILITIES

a. The Bureau of Prisons maintains a contract with a national reviewer who is responsible for reviewing applicant and contractor drug test results. The national reviewer is primarily responsible for electronically transmitting urinalysis results to the appropriate Human Resources office utilizing management software, **Specimen Management And Results Tracking (SMART)**, developed for the Federal government.

b. The National Drug-Free Workplace Coordinator shall ensure each HRM office receives software for the electronic transmission of applicant and contractor donor information and certified test results.

3. PROCEDURES. These procedures will significantly decrease the length of time required to obtain a completed drug test result. The software, **SMART**, will be utilized and installed on one HRM computer equipped with a modem. Access to **SMART** records shall be password protected.

Procedures for obtaining urine specimens shall be in accordance with the Program Statement on Drug Free Workplace.

a. At Time of Physical. For each applicant or contractor tested, Health Services shall provide the EMPLOYER copy of the chain-of-custody document to the HRM office. Taking information

from this form, an HRM staff member shall enter the following information into the **SMART** system:

- Donor Name and Social Security Number
- Donor Gender
- Reason for Test: Applicant or Contractor
- Specimen Number
- Institution City and State Abbreviation
- Collection Date

This information must be transmitted to the contractor the same day as specimen collection. Failure to transmit in a timely manner may cause delay in receipt of the certified test result.

The EMPLOYER copy (blue) of the specimen chain-of-custody form shall become a part of the pre-employment interview packet.

b. Applicant/Contractor Drug Test Results. Completed test results will be made available to HRM offices through the **SMART** software.

Each time the local **SMART** system is connected to the contractor **SMART** system, the local **SMART** will be updated with specimen data obtained since the last connection. A user may access the **SMART** system to check the status of a particular result even if there are no new donor cases to transmit.

c. Other Information Available through SMART. Other information which can be accessed by the HRM office through the local **SMART** system includes the day the:

- Specimen is received at the laboratory;
- Laboratory reported test result to the contractor; and,
- Contractor made the certified test result available to the Bureau.

d. Test Result Appears Delayed. If a problem with a specific case is suspected, HRM staff may contact the contractor or the Drug-Free Workplace Coordinator for assistance.

e. Using SMART. The contractor will provide software documentation for **SMART**. The National Drug-Free Workplace Coordinator shall provide additional instructions for Bureau use.

4. BASIC PROGRAM REQUIREMENTS. A urinalysis test shall be administered to all Bureau applicants and contractors seeking employment. Whenever the results of a urinalysis are positive, and this result cannot be justified by the presence of

prescription drugs, the individual shall not be employed with the Bureau.

Vacancy announcements that are released outside the Bureau and OF-5's (Inquiries of Availability) shall include a statement that a urinalysis test is required for outside applicants for appointment to a Federal Bureau of Prisons position. \*

## **750.1 PROCESSING DISCIPLINE AND ADVERSE ACTIONS**

1. PURPOSE AND SCOPE. To establish procedures for processing discipline and adverse actions.

2. PROPOSING OFFICIALS. Normally, the following officials will be the proposing officials for disciplinary and adverse actions. Variations to fit unique circumstances are permitted and nothing in this section precludes the proposing official being at a higher or lower level than specified.

### a. Institutions

- (1) Department Heads are the proposing officials for subordinate staff in their departments.
- (2) Associate Wardens, Assistant Superintendents (of Federal Prison Camps) and Superintendents of UNICOR are the proposing officials for subordinate department heads.
- (3) Chief Executive Officers are the proposing officials for Associate Wardens, Assistant Camp Superintendents, Superintendents of UNICOR and for any other staff members who report directly to the Chief Executive Officer.

### b. Regional Offices

- (1) Regional Administrators are the proposing officials for subordinate regional office staff.
- (2) Deputy Regional Directors are the proposing officials for regional administrators.
- (3) Regional Directors are the proposing officials for Deputy Regional Directors, institution Chief Executive Officers and for any other staff members who report directly to the Regional Director.

c. Staff Training Centers. The respective supervisor is the proposing official for staff training center personnel.

d. National Institute of Corrections. The respective supervisor is the proposing official for NIC personnel.

e. Central Office

- (1) Branch Chiefs or UNICOR Division Managers are the proposing officials for subordinate staff in their branches or divisions.
- (2) Deputy Assistant Directors/Commissioners are the proposing officials for Branch Chiefs in their divisions.
- (3) Assistant Directors are the proposing officials for Deputy Assistant Directors and other staff who report directly to an Assistant Director in their divisions.

3. DECIDING OFFICIALS. Normally, the following officials will be the deciding officials for discipline and adverse actions. Variations to fit unique circumstances are permitted and nothing in this section precludes the deciding official being at a higher level than specified.

a. Institutions. The Chief Executive Officer is the deciding official for all cases proposed by a subordinate.

b. Regional Offices. The Regional Director is the deciding official for all cases proposed by a Regional Administrator, Deputy Regional Director or institution Chief Executive Officer.

c. Staff Training Centers. The Director, Management and Specialty Training Center, Chief of Instructional Systems Design or the Director of the Staff Training Academy is the deciding official for all cases proposed by a subordinate.

The Deputy Assistant Director, Human Resource Management Division, is the deciding official for all cases proposed by a subordinate Branch Chief.

d. National Institute of Corrections. The Director of NIC is the deciding official for all cases proposed by a subordinate.

The Director is the deciding official for all cases proposed by the Director of NIC.

e. Central Office. The appropriate Assistant Director or Deputy Assistant Director is the deciding official for all cases proposed by Regional Directors and all cases proposed by a subordinate at the Central Office level.

The appropriate Assistant Director is the deciding official for all cases proposed by a Deputy Assistant Director.

The Director is the deciding official for all cases proposed by an Assistant Director.

#### 4. APPROVAL OF PROPOSAL AND DECISION LETTERS

a. Disciplinary Actions. Institution HRM offices will secure the approval of the Regional HRM office and consult LMR as needed prior to issuing any disciplinary action proposal or decision letter. Institutions may obtain technical assistance from Regional HRM offices regarding appropriate charges, supporting evidence, appropriate penalties and other aspects of the case. Regional HRM offices should obtain advice or assistance from the LMR Section as needed in making these determinations.

b. Adverse Actions. Institution HRM offices will secure technical assistance and advice from the Regional HRM office and approval from the LMR Section prior to issuing any adverse action proposal or decision letter. Technical assistance on adverse action cases may be obtained by institutions directly from LMR.

c. Clearance from Office of Internal Affairs. Institution HRM offices must verify that the proper clearance for initiating an action has been received from the Office of Internal Affairs. The required verification includes:

- (1) Local investigations: The investigation was authorized and the investigator's final report was approved by OIA.
- (2) Other investigations: The final report was received from OIA.

Verification may be verbal and must be made prior to requesting approval of disciplinary or adverse action letters.

d. Performance Warning Letters. Institution HRM offices will secure the approval of the Regional HRM office and the LMR Section prior to issuing a performance warning letter. See Sections 430.1 and 430.2 for additional instructions on contents of performance warning letters.

5. NOTIFICATION TO THE LMR SECTION

a. Disciplinary Actions. At the time a proposal or decision letter is issued in a disciplinary action, the HRM office will forward a copy of the letter to LMR.

b. Adverse Actions. Prior to issuing a proposal or decision letter in an adverse action, the HRM office will forward a copy of the final draft to LMR for approval and verification that their recommendations and guidance have been implemented. It is not necessary to send LMR a copy of the letter after issuance or a copy of the complete adverse action file.

6. GRIEVANCES AND MSPB APPEALS. Upon receipt of a request for arbitration of a disciplinary action or an adverse action, the HRM will immediately notify the Regional HRM and LMR and forward a copy of the grievance file to LMR.

Upon receipt of notice of an MSPB appeal, the HRM will respond to the MSPB order for documents and prepare an identical tabbed case file for LMR and MSPB. The Chief of Labor Management Relations will be designated as the representative for the Agency.

**771.1 AGENCY GRIEVANCE PROCEDURE**

1. PURPOSE AND SCOPE. This section provides a grievance procedure applicable to all Federal Bureau of Prisons employees to aid in the settlement of matters of employee dissatisfaction.

2. DIRECTIVES AFFECTED

Directives Referenced

- a. FPM Chapter 771
- b. DOJ Order 1752.1A Discipline and Adverse Actions
- c. DOJ Attorney Personnel Memorandum #91-7A
- d. DOJ Order 1771.1B.
- e. 5 CFR 771, 315.
- f. 5 U.S.C. 3321.

3. EMPLOYEES COVERED. These procedures apply to all employees of the Federal Bureau of Prisons except employees who are members of the bargaining unit and are thereby covered by the Master

Agreement between the Bureau of Prisons and the Council of Prison Locals, AFGE.

4. POLICY. The Bureau of Prisons strongly endorses the concept that grievances be resolved informally between the employee and supervisor, if possible, and, if not, at the earliest possible step of the grievance procedure. Any employee covered by this section is entitled to present a grievance under this procedure.

5. ACTIONS COVERED. This procedure applies to any matter of employee concern or dissatisfaction which is subject to the control of management officials of the Department of Justice except that the following matters are excluded:

a. Matters listed in 5 CFR 771.

b. The return of an employee from an initial appointment as a supervisor or manager to a non-supervisory or non-managerial position for failure to satisfactorily complete the probationary period under 5 USC 3321(a) (2) and 5 CFR 315.

c. A performance rating of a member of the Senior Executive Service.

d. Any aspect of a removal, separation or termination of an excepted service employee and termination for inadequate performance or conduct during a probationary or trial period.

6. PROCEDURE

a. General

(1) Each step of the procedure must be completed before proceeding to the next step.

(2) An employee alleging a grievance must present it within fifteen calendar days after the incident occurs. A grievance concerning a continuing practice or condition may be presented at any time. An employee is entitled to a representative of his/her choice in pursuing a grievance, subject to the conditions in 5 CFR 771.

(3) A grievance will be rejected for any of the following reasons: the employee fails to complete the informal procedure; the grievance is not timely filed; it consists of a matter or matters excluded from coverage under this procedure; the requested relief is not personal to the grievant; or the grievance does not contain sufficient detail to identify and clarify the

basis for the grievance. Any rejection of a grievance will be in writing, stating the reason(s) for the rejection.

- (4) A grievance contesting a performance rating or any part of a performance rating is an exception to the informal and formal procedures outlined in this section. Performance rating grievances are processed in accordance with the procedures in paragraph 4 of this section.

b. Informal Procedure. An employee must complete action under the informal procedure before a grievance will be accepted under the formal procedure, except that a grievance about a disciplinary action subject to this procedure may be initiated at a higher step if the supervisor does not have the authority to grant the relief sought by the grievant.

- (1) An employee alleging a grievance as specified in this section must present the matter in writing to his/her immediate supervisor, either alone or with a representative.
- (2) The immediate supervisor will give consideration to all available facts and will notify the employee of the disposition of the grievance as soon as possible but no later than five calendar days following the date the grievance was presented.

c. Formal Procedure

- \*
- (1) If the grievance is not satisfactorily resolved informally, the employee, directly or through a representative, may present the grievance in writing to the agency's deciding official (the Warden or designee) within five calendar days following the informal decision. For regional office employees, the agency's deciding official is the Regional Director or designee. For Central Office employees, the agency's deciding official is the Assistant Director of the respective division, or designee. The grievance must include the specific nature of the grievance, the personal relief requested by the grievant, and the signature of the grievant or the grievant's representative.
  - (2) The agency's deciding official shall review the grievance and notify the grievant of a decision within ten calendar days following receipt of the grievance. If the relief sought by the grievant is granted, the

decision to that effect is final and there is no further right of administrative appeal.

(3) Except for grievances involving disciplinary actions, if the relief requested is not granted and the grievant is not satisfied with the proposed resolution, the grievance shall be resolved in one of the two following ways. A grievance involving a disciplinary action must be referred to a fact-finder.

(a) If the central facts of the grievance are not in dispute, the grievance shall be forwarded to the next higher level supervisor who, in consultation with the Bureau Personnel Director and the Chief of Labor Management Relations, shall make a final decision; or

(b) If the central facts of the grievance are in dispute or the grievance involves a disciplinary action, the agency's deciding official shall forward the grievance file to the Chief of Labor Management Relations within five calendar days with a request for appointment of a fact-finder. A request for appointment of a fact-finder shall include the name, mailing address and telephone number of the grievant, grievant's representative (if any) and the agency's deciding official.

The fact-finder's inquiry shall be conducted in accordance with the provisions of the DOJ Order 1771.1B. The fact-finder's report and recommendations shall be sent to the agency's deciding official. Normally, the fact-finder's recommendations will be accepted and a final decision issued accordingly within ten calendar days of receipt. If the agency's deciding official does not accept the fact-finder's recommendations, the reasons for the disagreement shall be reduced to writing and sent to the next higher level management official, along with the grievance file, for final decision. A copy of the fact-finder's recommendations and reasons for disagreement shall be sent to the grievant or the grievant's representative at the same time. \*

d. Performance Rating Grievances

(1) A grievance contesting a performance rating or any part of a performance rating will be resolved by a

Performance Rating Grievance Committee (PRGC) which is the sole administrative procedure for contesting a performance rating. This procedure does not apply to attorneys or members of the Senior Executive Service.

- (2) The time limits described in paragraph 1b of this section apply to performance rating grievances. Specifically, an employee must present a performance rating grievance to their servicing HRM office within fifteen calendar days of receiving an official reviewed rating.
- (3) An employee is entitled to be represented at any stage of a performance rating grievance, however, neither the employee nor the representative has the right to be present at PRGC meeting or deliberations and there is no right to an oral presentation before the PRGC.
- (4) Upon receipt of a performance rating grievance, the PRGC will be convened on an ad hoc basis and will consist of three members: (1) the Human Resource Manager who will chair the committee; (2) a member designated by the grievant and (3) a member designated by the Chief Executive Officer. The grievant's and agency's members must be current Department of Justice employees who were not involved in the performance rating in question and who live within the commuting area of the facility in which the grievance arose.
- (5) The PRGC is empowered to provide an impartial review of employee requests for review of overall performance ratings and/or individual element ratings or remarks that are part of the official rating. The purpose of the PRGC is to make an impartial determination based upon the facts presented for review. The committee's review extends only to evidence which relates directly to the employee's performance and is based on a review of the written record. The official record will consist of the employee's comprehensive statement, the rating official's reply, the employee's final statement and the attachments to these submissions. The committee is authorized to:
  - Increase an overall rating,
  - Increase an element rating,
  - Remove remarks,
  - Leave the rating unchanged,
  - Return the rating to the rating or reviewing official for further consideration, in which case

the PRGC will render a final decision following such further consideration.

- (6) The PRGC will settle all issues by majority vote and will issue a written decision which includes a summary of the facts considered and the corrective action, if any, to be taken. Except as described below, the written decision of the PRGC is final and binding and is not subject to further administrative review.
- (7) In accordance with 5 CFR 430.407(e), a member of the Performance Management Recognition System may request that a decision of a PRGC be reconsidered. In that case, an official at a higher level in the organization than the rating, reviewing or approving official, unless there is no one at a higher level, will review the record and issue a decision. The decision of the higher level official is final and there is no further administrative review. It is the responsibility of the PMRS employee to submit a copy of the PRGC decision, together with all of the supporting materials, when he or she requests reconsideration. New arguments, issues or rebuttals will not be presented. Reconsideration of a PRGC decision is limited to a review of the official record.

## **CHAPTER 8**

### **810.1 WORKER'S COMPENSATION**

1. PURPOSE AND SCOPE. To establish procedures for the administration of the Worker's Compensation Program. All Federal Bureau of Prison employees' claims of job-related injury or occupational disease will be processed as quickly as possible. Responsible officers will exercise diligence in the investigation of accidents and in the administrative aspects of this program to preclude any delay in the submission of claims.

2. DIRECTIVES AFFECTED

Directive Referenced

FPM Chapter 810

3. PROCEDURES. Administration of this program will be in accordance with regulations of the Federal Employees' Compensation Act and Chapter 810 of the Federal Personnel Manual. This program is the responsibility of the employee's Occupational Safety and Health Program.

### **831.1 FEDERAL PRISON RETIREES ASSOCIATION**

1. PURPOSE AND SCOPE. To describe the Federal Prison Retirees Association. The Federal Prison Retirees Association is a nationwide private social organization. Membership in the Association or inclusion in their directory is voluntary.

2. MEMBERSHIP APPLICATION. The Privacy Act of 1974 prohibits HRM offices from providing the Retirees Association with names and addresses of retirees; therefore, HRM offices will give a copy of the Retirees Association membership application (Attachment 8-1) to each retiring employee and survivors of deceased employees.

### **875.1 PUBLIC SAFETY OFFICERS' BENEFITS PROGRAM**

1. PURPOSE AND SCOPE. To describe the Public Safety Officer's Benefits Program.

2. DIRECTIVES AFFECTED

Directive Referenced

Statutes cited in this section are contained in P.L. 98-473, the Public Safety Officers' Benefits Act (PSOB).

3. BENEFITS. Public Law 98-473, the Public Safety Officer's Benefit Act (PSOB), provides for a \$100,000 payment to the eligible survivors of law enforcement officers who die as the direct and proximate result of a personal injury sustained in the line of duty. This Act covers all correctional officers as well as any other BOP employee killed while performing correctional officer-type functions. The benefit was increased from \$50,000 to \$100,000 for deaths occurring on or after June 1, 1988. Beginning on October 1, 1988 and on each October 1 thereafter, the benefit is adjusted by the percentage of change in the Consumer Price Index.

a. The PSOB payment is made in the following manner:

- (1) If there are no surviving children, to the spouse.
- (2) If there is no surviving spouse, to the child or children in equal shares.
- (3) If there are children and a surviving spouse, one-half to the spouse and one-half divided among the children in equal shares.
- (4) If none of the above, the payment will be made to the parent or parents of the deceased in equal shares.

The deceased must be survived by an eligible survivor for a benefit to be paid.

b. The law defines children as being 18 years of age or younger, a dependent student age 19 to 22 or a person over 18 years of age who is dependent because of physical or mental disability.

c. No benefits under this law will be paid:

- (1) If the death was caused by intentional misconduct or suicide;
- (2) If the officer was intoxicated by alcohol or drugs;
- (3) If the officer was performing his/her duties in a grossly negligent manner;
- (4) To anyone who contributed to the death of the officer. (e.g., if a husband assisted an inmate in an escape

attempt which resulted in the death of his Correctional Officer wife, no payment would be made to the husband, but it may be made to the children); or

- (5) If the death was caused by an occupational illness or chronic disease, unless there is a traumatic injury which was a substantial factor in the death.

d. The PSOB benefit is paid in addition to other benefits and it is exempt from federal income tax and the federal estate tax.

#### 4. PROCEDURES

a. The local HRM office will initiate the claim by telephoning the Bureau of Justice Assistance. The following information is necessary to file a claim:

- (1) Deceased's full name,
- (2) Deceased's occupation,
- (3) Date of injury and date of death,
- (4) City and state where death occurred,
- (5) Cause of death and brief description of the circumstances,
- (6) Name and address of surviving spouse, if applicable,
- (7) Names and ages of surviving children and/or stepchildren, if applicable,
- (8) Name, address and telephone number of the person to contact in the local HRM office who will be processing the claim,
- (9) If the deceased was single and without children, the names of the parents.

b. The Bureau of Justice Assistance will provide information on the filing of a claim under PSOB. In advance of receiving that information, HRM's should be aware of the kind of documentation which must be submitted with the claim. Following are examples of information which may be required:

- (1) Investigation report and detailed statement of circumstances surrounding the death. The report must be on Department letter head, bear an original signature and be notarized.

- (2) If death was caused by an obvious traumatic injury, an affidavit to that effect must be provided by the attending physician. If there is no obvious traumatic injury, a complete autopsy report bearing original signatures and notarized must be provided.
- (3) Toxicology report bearing original signature and notarized.
- (4) Original copy of death certificate.
- (5) Deceased's official position description, bearing the original signature of the HRM and notarized.
- (6) Deceased's marriage certificate (original).
- (7) Deceased's divorce decree, if applicable (original).
- (8) Birth certificates of all surviving children (originals).
- (9) If deceased is survived by a child born posthumously, indicate expected delivery date and provide a certified copy of the birth certificate when the child is born.

c. After the above information has been received by the Bureau of Justice Assistance, the appropriate claim forms will be mailed to the local HRM office for completion. The local HRM office will complete the forms promptly and return them to:

Public Safety Officers' Benefits Program  
Bureau of Justice Assistance  
633 Indiana Avenue, N. W.  
Washington, D. C. 20531

d. If assistance is needed or if there are any questions regarding the processing of claims, eligibility or benefits, they should be directed to the Benefits, Awards and Professional Development Section.

## **880.1 PROCEDURES IN THE EVENT OF STAFF DEATHS**

1. PURPOSE AND SCOPE. To establish procedures in the event of staff deaths. It is the policy of the Federal Bureau of Prisons to properly recognize employees in the event of their death and to ensure that surviving family members receive all allowable benefits.

The death of a Bureau employee, whether occurring in the line of duty or off the job, is a tragic event and is especially traumatic for the family. It is extremely important that Bureau employees demonstrate a great deal of sympathy for surviving family members and be sensitive to fulfilling the needs of the family by processing claims for benefits as expeditiously as possible.

The death of an employee is usually unexpected and shocking. Arrangements and benefits are typically researched and planned in a hurry and important and sensitive details may be overlooked. The procedures in this section are designed to ensure that surviving family members receive the maximum allowable benefits in a timely manner and to ensure that the deceased employee's family receives all the support and assistance the Bureau of Prisons can provide.

## 2. DIRECTIVES AFFECTED

### Directives Referenced

- a. P.S. 3790.01 Collection of Charitable Funds (10/21/85)
- b. FPM Supplement 830-1
- c. NFC Payroll/Personnel Processing Manual

## 3. PROCEDURES FOR STAFF DEATHS

a. The Chief Executive Officer will inform the Director immediately and keep him/her informed of all activities underway.

b. For on the job staff deaths, the CEO will personally notify the immediate family in person. For deaths occurring off the job, the CEO will personally contact the family to offer condolences. Other Bureau staff (e.g. chaplain, psychologist, close friends) may be involved at the time of the notification as deemed appropriate by the CEO.

c. For deaths resulting from inmate assaults, the Bureau of Prisons Congressional Liaison will notify the Department of Justice Office of Legislative Affairs (Congressional Liaison) and the Congressional offices located within the state in which the institution is located.

d. The Bureau's Public Information Officer will be notified immediately for publication in the Monday Morning Highlights.

e. For deaths resulting from inmate assaults, the U. S. flag will be flown at half-mast for two days at each BOP facility

throughout the Federal Bureau of Prisons. This will be coordinated by the Bureau's Public Information Officer.

f. As soon as advisable after notification, the HRM will contact the family and explain all survivor benefits, including annuities, insurance, and Social Security claims. In the case of a job-related staff death, the HRM (or Safety Manager) should inform the family about OWCP benefits and the Safety Manager should provide and process the necessary forms. Every effort will be made to accommodate the family. Long-distance paperwork will be expedited by overnight mail and, when possible, other documents will be hand-carried.

g. The Personnel Branch will designate an individual to work with institution personnel to help expedite and coordinate arrangements and paperwork involved at the Central Office level.

h. The institution Chaplain and/or Psychologist will be on call to provide assistance and counseling to the family. For on the job deaths they should periodically contact the family to offer their services and should maintain a supportive relationship for at least several weeks following the death.

i. Bureau of Prisons staff traveling in the area on official business are encouraged to attend any memorial service, although there is no authority to authorize travel for the purpose of attending a memorial or funeral service. As feasible, for on the job deaths, the CEO may authorize administrative leave and, for off the job deaths liberal annual leave may be granted to attend a memorial or funeral service.

j. For on the job deaths (with the family's concurrence), an honor guard, consisting of BOP uniformed employees, will accompany the body from the service to the final resting place, if local. This will be coordinated at the institution level.

k. The CEO will present the family with the BOP flag and an inscribed BOP carriage clock. The local HRM will order the BOP flag and clock from the BAPD Section, providing the deceased employee's name, position title, beginning date of BOP service, total BOP service and date of death (sentry ID BOP BAPD).

l. For on the job deaths, in accordance with P.S. 3790.1, the CEO will immediately seek the Director's approval for Bureau-wide collection of charitable funds for the family. Approval will be sought, as deemed necessary by the CEO, for off the job deaths.

m. The CEO will encourage participation of surviving family members in future institution and Employee Club functions.

n. HRM's should provide survivor(s) with a copy of the Employee Benefits in Times of Crisis booklet.

4. APPLICATION FOR PUBLIC SAFETY OFFICER'S DEATH BENEFIT COVERAGE UNDER FERS OR CSRS. See Section 875.1 for additional instructions and information on the Public Safety Officer's Benefit.

5. SOCIAL SECURITY. The HRM will immediately contact the local Social Security office as Social Security benefits are not paid automatically and forms are not available beforehand. Be prepared to furnish the following documents:

- a. Marriage certificate.
- b. Birth certificate of the deceased.
- c. Birth certificates of children under 18.
- d. Proof of widow or widower's age if 62 or older.
- e. Record of income for preceding year.
- f. Proof of termination of any previous marriages.
- g. Original copies of death certificate (12 or more may be required).
- h. The following forms may be applicable in some situations:
  - (1) SSA-4 - Application for child's insurance benefit. This application is used to file for benefits for a child of a wage earner. It includes children 18 or 19 who are full-time students, or children over 18 who became disabled prior to age 22. The SSA-4 is used whether or not the wage earner is living.
  - (2) SSA-5 - Application for mother's and father's insurance benefits. This application is used by a widow/widower of a deceased who has an eligible child in care.
  - (3) SSA-7 - Application for parent's insurance benefits. This application is completed by a dependent parent of a deceased wage earner.
  - (4) SSA-8 - Application for lump sum death payment.
  - (5) SSA-10 - Application for widow's and widower's insurance benefits. For a wage earner's widow or widower age 50 to 60 and disabled or age 60 and over.

6. OTHER SURVIVOR BENEFITS. The following organizations may offer death benefits. The HRM should encourage the survivor(s) to contact the organizations listed below.

- a. Veterans Administration.
- b. Local AFGE Chapter (or chapter where deceased employee was a member).
- c. Credit Union.
- d. Employees' Club.
- e. Local and State victim's compensation programs.
- f. State welfare entitlements.
- g. U.S. military
- h. Federal Prison Retirees Association (see Attachment 8-1)

7. REFERENCES. When processing death claims, HRM's should refer to FPM Supplement 830-1 and the NFC Payroll/Personnel Processing Manual.

## CHAPTER 9

### 990.1 STAFF UNIFORMS AND UNIFORM ALLOWANCES

1. PURPOSE AND SCOPE. Title 5, U.S.C., Section 5901 authorizes agencies to issue a uniform allowance to those employees who are required by the agency to wear a prescribed uniform. The Office of Personnel Management (OPM) is responsible for issuing regulations pursuant to this authority. The U. S. Code currently limits each uniformed employee's maximum allowance to \$400 per year. OPM may, from time to time, adjust the maximum allowance by regulation. The allowance for each prescribed uniform shall be negotiated with the Union up to the maximum allowed by law or regulation. Any exceptions or changes in clothing allowance amount will be provided to institutions through Operations Memoranda.

2. DIRECTIVES AFFECTED

Directives Referenced

- a. Title 5, U.S.C., Section 5901
- b. P.S. 5500.03, Correctional Services Manual, (06/30/89).
- c. P.S. 4400.02, Property Management Manual, (07/16/90).
- d. P.S. 4700.03, Food Service Manual, (06/10/91).
- e. P.S. 6000.03, Health Services Manual, (03/15/90).

3. DEVELOPMENT, MANAGEMENT AND CONTROL OF UNIFORM REQUIREMENTS.

The Director retains all authority for prescribing a uniform requirement, authorizing a uniform allowance and specifying uniform items. A Bureau of Prisons Staff Uniform Committee shall convene as directed by the Chairperson to review proposals and formulate recommendations to the Director. Each Warden is delegated the authority, consistent with this policy and the Property Management Manual, to prescribe protective clothing, and develop procedures for wearing any uniform. Local procedures will be developed in accordance with the Master Agreement.

A uniform requirement not currently authorized for staff by this policy is to be established by submitting a proposal to the Executive Staff. If approved by the Executive Staff and the Director, the proposal will be directed to the Committee to formulate a recommendation for the prescribed uniform clothing items and uniform allowance. The recommendation, including a statement of funds availability signed by the Assistant Director,

Administration Division, will be forwarded to the Director for final approval. If requested by the Council of Prison Locals, committee recommendations approved by the Director will be subject to bargaining on impact and implementation.

4. BUREAU OF PRISONS STAFF UNIFORM COMMITTEE

- a. Membership. Standing Committee membership shall be:
- (1) Deputy Assistant Director, Human Resource Management Division, Chairperson.
  - (2) Chief, Labor-Management Relations, Coordinator.
  - (3) Chief, Office of Procurement and Property.
  - (4) Correctional Services Administrator.
  - (5) Controller, UNICOR.
  - (6) President, Council of Prison Locals (or designee).

The Chairperson shall appoint ad-hoc members as needed representing the services most directly concerned with the uniform proposal under consideration.

- b. Committee Functions. The Committee shall:
- (1) Conduct research in reference to Committee agenda.
  - (2) Review requests and proposals for changes to current staff uniform policies and allowances, and develop recommendation to the director.
  - (3) Review proposals and formulate recommendations to the Director concerning uniform clothing items and allowances for newly staff members.
  - (4) Recommend and review staff surveys and questionnaires pertaining to uniforms and make recommendations based on survey results.
  - (5) Seek solutions to problems and concerns submitted to the Committee.
  - (6) Complete other assignments as referred by the Director, the executive staff, the HRM Wardens Advisory Group or the Committee Chairperson.

c. Committee Chairperson Functions. The Chairperson shall:

- (1) Receive suggestions, proposals and concerns as submitted by management or union officials for direct response or processing through the committee, as appropriate.
- (2) Convene and conduct Committee meetings.
- (3) Monitor Committee action and conduct follow-up activities.
- (4) Respond to questions, concerns and recommendations that do not warrant a full Committee meeting for discussion and review.

d. Committee Coordinator Functions. The Committee Coordinator shall:

- (1) Schedule meetings at the call of the Chairperson, make arrangements for the meeting site, and notify all members.
- (2) Prepare and distribute agenda and minutes.
- (3) Coordinate pre-meeting and follow-up activities.

5. ISSUANCE OF UNIFORM ALLOWANCE

a. Amount. Each employee who occupies a position for which there is a prescribed uniform will be issued an annual allowance in the appropriate amount shown in Attachment 9-1.

b. Procedures

- \*
- (1) Servicing HRM offices shall authorize a uniform allowance for each eligible employee using the Authorization to Receive Uniform Allowance form BP-374(30), when eligibility is established and annually on the employee's eligibility date. \*
  - (2) Any employee who changes from one uniformed position to another position which requires a different uniform shall be given the full authorized amount for the new uniform. The effective date of the change becomes the new anniversary date for issuance of the uniform allowance. Pro rata repayment of the initial allowance is not required.

- (3) Any employee detailed to another institution for an extended period due to an emergency situation, in a position requiring a uniform or a different uniform than the employee usually wears, is entitled to a minimum of one-half of the uniform allowance for the detailed position. Any determinations of a reasonable allowance over the minimum is to be made on a case by case basis.
- (4) Employees, detailed in non-emergency situations to positions requiring a different uniform, are entitled to an appropriate uniform allowance for the new uniform. For example, an employee who is detailed for a period of six months or less may receive an allowance no more than half of the annual authorized amount.

6. APPROVED VENDORS. Central Office administrators having responsibility for program areas for which a uniform is authorized are responsible for selecting a vendor or vendors to provide uniform clothing items which meet established specifications. Program administrators are also responsible for providing employees with specifications for authorized uniform items and information (such as brochures, order forms and price lists) from approved vendors so that employees can obtain their items of uniform clothing.

7. PROTECTIVE CLOTHING. Protective clothing shall be issued and controlled in accordance with Chapter 47, Property Management Manual.

8. SHOES. Plain toe shoes worn with uniforms must be as prescribed in this section and will not be provided or issued by the government. Safety toe shoes shall be provided at government expense in accordance with Chapter 47 of the Property Management Manual.

9. AUTHORIZED UNIFORMS. Unless otherwise indicated in this section or by the Regional Director, all employees performing duties in the services described below are required to wear the approved uniform while performing official duties. With exception of the optional sweater and wind breaker, uniform clothing shall not be worn off duty, other than between work and residence. Department heads are not authorized to wear a uniform. Authorized uniforms are to be on the Authorized Staff Uniform chart (Attachment 9-2). To the extent that it does not conflict with the principles and policy of this section, the wearing of uniforms may be further addressed in other Bureau policy manuals for particular disciplines. Monogramming shall be in accordance with paragraph 11 of this policy.

a. Dress Uniform. The dress uniform is authorized for Inmate Systems Management employees, Correctional Counselors, and Correctional Services employees (including Special Investigative Agents at the joint discretion of the Warden and Regional Director). Correctional Security Officers or other Correctional Services employees who normally wear the work uniform may be required to wear the dress uniform while performing certain services. Wardens may exempt administrative staff in Inmate Systems Management and Correctional Services (e.g. Data Coordinator, Administrative Clerk, Secretary, or Receptionist) from wearing the dress uniform. The uniform consists of a navy blue monogrammed blazer; gray trousers, slacks or skirt; white monogrammed shirt; black socks/neutral hose; black, low-cut, oxford-style shoes (except soft leather); black belt; and maroon necktie (males or females) or cross tie (females only).

b. Work Uniform. The work uniform is authorized for Facilities and UNICOR Foremen (including General Foremen and Project Foremen), Warehouse Workers (including Commissary, Laundry/Clothing Room and UNICOR), Farm employees, V.T. Instructors and Security Officers or other Correctional Services employees on specifically assigned posts. Wardens may exempt General Foremen, Project Foremen and V.T. Instructors from this requirement. The work uniform consists of a nickel gray shirt and trousers/slacks; nickel gray jacket; black socks; black, low-cut, oxford-style shoes; and black belt. Female staff may wear a nickel gray skirt at their discretion. Prescribed work boots may be authorized in lieu of the oxford-style shoes on assignments which expose the employee to conditions where a heavy duty shoe is desirable. Examples of such conditions would be dirty, muddy, or slippery conditions or where extra ankle support is needed for climbing, walking or standing.

c. Food Service. The food service uniform consists of navy blue trousers/slacks; white or light blue shirt/blouse; black socks/neutral hose; black, low-cut, oxford-style shoes; black belt; maroon necktie/cross tie; and navy blue monogrammed baseball cap.

d. Recreation. The recreation uniform consists of navy blue trousers/slacks; navy blue monogrammed walking shorts; light blue monogrammed short-sleeved pullover knit shirt; white or navy blue mid-calf sport socks; black high or low-cut coaching shoes; and navy blue monogrammed baseball cap.

e. Nurse. The nurse uniform is a white dress/pantsuit or trousers and shirt typically worn by nurses and consistent with standards for the profession; white socks; and white shoes. White or neutral hose are optional.

f. Staff Training Academy Instructor. The instructor uniform (dress uniform) is the same as the uniform described in paragraph a. above except that the shirt shall not be monogrammed. The Instructor Self-Defense Uniform consists of a maroon pull-over polo shirt; navy blue slacks or shorts; white athletic shoes; white athletic socks or white with blue and gold stripe; and optional navy blue sweat shirt with Bureau emblem.

g. Optional Items - All Uniforms. Where appropriate for health and comfort reasons, and in conformance with local policy and procedures, any uniformed employee may wear a navy blue long-sleeved monogrammed V-neck sweater or navy blue monogrammed wind breaker with the uniform. Monogramming shall be in accordance with paragraph 11 of this section.

#### 11. MANDATORY SOURCES AND SPECIFICATIONS

a. The following authorized uniform clothing items identified in paragraph 10 above must be purchased from an authorized vendor approved by Central Office (Note: items purchased from employee organizations may be considered approved only if they fully meet the specifications of this policy):

- (1) The dress uniform blazer, trousers, slacks, skirt, and shirt.
- (2) The recreation uniform shirt, slacks, and shorts.
- (3) The baseball cap worn with the recreation and food service uniform.
- (4) The sweater and wind breaker for optional use with all uniforms.

b. All other authorized uniform clothing items may be purchased from an authorized vendor or from the local market. To assure consistency in the appearance of required uniforms, clothing items not listed in the above paragraph must meet the following specifications:

- (1) Food service uniform shirt/blouse - Long or short-sleeve; permanent press, polyester/cotton; light blue or white; traditional, plain dress shirt or blouse; no patterns, fancy stitching, or button down collars.
- (2) Nurse uniforms - traditional white dress/pantsuit or trousers/slacks and shirt/blouse; consistent with uniforms accepted and normally worn in hospitals/clinics in the local community.

- (3) Nurse shoes - white; heel no higher than 1 1/2 inches; of the type normally worn by nurses in local hospitals/clinics.
- (4) Work shirt - nickel gray; long or short-sleeve; permanent press, polyester/cotton; no patterns, fancy stitching, or button down collars; traditional plain work shirt.
- (5) Work pants - nickel gray; permanent press, polyester/cotton; no cuffs; full cut; straight legs; minimum 1 1/2 inch belt loops.
- (6) Work jacket - nickel gray; permanent press, polyester/cotton; with or without liner.
- (7) Necktie - maroon; ready-knotted; clip-on; woven fabric; no wider than four inches; solid color; no pattern. Bow ties are not acceptable.
- (8) Cross tie - maroon; woven fabric; solid color; no pattern; button at the front of the neck with breakaway velcro closure in back.
- (9) Dress socks - plain black; no pattern or fad styles.
- (10) Dress shoes - plain black; hard soled; no patent or soft leather; low-cut; oxford-style; lace up.
- (11) Belt - black leather; plain, solid; waist type with tongue buckle; no less than one inch wide; non-ornamental. Belt buckles displaying BOP logo and name of institution may be worn if they do not detract from the uniform's professional look.

12. EMBLEMS, ILLUSTRATIONS AND LETTERING. Bureau of Prisons emblems or lettering shall not be sewn, embroidered, or printed on any item of clothing unless it is herein approved for that clothing item or specifically approved by the Director. Unless expressly authorized by the Director, protective clothing or uniform items shall not display slogans, printing, or lettering other than that identifying the Bureau of Prisons and/or the official name of the institution. Any protective clothing or uniform item which includes the Bureau of Prisons emblem or lettering must be purchased from an approved vendor.

Personal clothing items which may be authorized to be worn with the uniform may not display any emblem, slogan, printing, or lettering.

13. NAME TAGS AND OTHER ADORNMENTS. Name tags, approved by the Director, will be provided by the institution to all employees. Supervisors, managers and uniformed employees are required to wear the provided name tag while in official duty status. All other employees will be encouraged to do so.

In the interest of professionalism, uniformed employees shall not wear jewelry which detracts from the overall professional appearance of the uniform while on duty. As a matter of professionalism, personal safety, or institution security, the Warden may prohibit specific items of jewelry or other adornment altogether.

Adornments denoting any agency or organization other than the Bureau of Prisons, or any cause or belief, shall not be worn on or with the uniform unless specifically authorized by the Director or in accordance with the Master Agreement.

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DELEGATION OF INITIAL SELECTION AND CLASSIFICATION AUTHORITIES

|  |                            |  |
|--|----------------------------|--|
| <b>Note:</b> This table <b>summarizes</b> delegation of selection and classification authorities. The officials indicated as having the authority to take the action may be required to consult with other officials prior to taking final action. Refer to Section 250.1 for complete delegation authority. | S<br>E<br>L<br>E<br>C<br>T | C<br>L<br>A<br>S<br>S<br>I<br>F<br>I<br>C<br>A<br>T<br>I<br>O<br>N |
| *SES positions   | Dir                        | PPM*   |
| GS-13 and above (except Medical and Dental Officer, and Attorney positions)  | D                          | PPM  |
| Medical and Dental Officer positions   | CEO                        | HRM  |
| Attorneys, Law Clerks and Law Students   | OGC<br>-OR-<br>OAPM        | OAPM   |
| Ex-felon   | D                          | N/A  |
| GS-12 and below, FWS, and Medical and Dental Officer positions located in Central Office   | AD                         | COPOH<br>RM  |
| Central Office controlled trainees   | AD                         | PPM  |
| GS-11 and below at Staff Training Centers  | Dir/<br>STC                | HRM  |
| GS-12 at Staff Training Centers  | SDAD                       | HRM  |
| UNICOR field positions - GS-12 and below Factory Manager, Assistant Factory Manager, General Foreman (or Lead Foreman supervising staff), Industrial Manager, Industrial Specialist, Business Manager, Assistant Business Manager, Plant Controller, Computer Specialist, and Quality Assurance Manager      | AD/<br>I, E,<br>& VT       | PPM  |
| UNICOR GS positions below assistant department head level  | CEO                        | HRM  |
| GS-12 and below located in Regional Offices, Institution department head and assistant department head at and below GS-12  | RD                         | HRA  |
| GS-13 Staff Psychologist at Institutions   |                            | PPM  |
| Below assistant department head unless otherwise specified   | CEO                        | HRM  |
| Institution FWS positions, including UNICOR (except General Foreman or Lead Foreman supervising staff)   | CEO                        | HRA  |

Attachment 2-1, Page 2

LEGEND:

|              |   |
|--------------|---|
| DOJ          | Department of Justice   |
| D            | Director, Federal Bureau of Prisons                                   |
| AD           | Assistant Director  |
| AD/I,E, & VT | Assistant Director, Industries, Education,<br>and Vocational Training |
| RD           | Regional Director   |
| Dir/STC      | Director, Staff Training Center                                       |
| SDAD         | Senior Deputy Assistant Director                                      |
| CEO          | Institution Chief Executive Officer                                   |
| COPO HRM     | Central Office Human Resource Manager                                 |
| HRA          | Regional Human Resource Administrator                                 |
| HRM          | Institution or servicing Human Resource<br>Manager                    |
| OGC          | Office of General Counsel   |
| OAPM         | Office of Attorney Personnel Management                               |
| PPM          | Pay and Position Management Section                                   |

Attachment 2-2

FILING AND DISPOSITION OF FORMS AND DOCUMENTS USED EXCLUSIVELY BY  
THE BUREAU OF PRISONS

Following are forms and documents commonly used in the Bureau of Prisons and instructions for their filing and disposition. This list is not all-inclusive. Follow the instructions in the appropriate Program Statement or the form itself for forms and documents not listed in this attachment.

| <u>Form/Document</u>                                       | <u>Filing/Retention</u>  |
|--|--|
| Receipts for BOP Program Statements                        | Left side OPF; retain until superseded or employee leaves BOP  |
| Statement of Proposed Travel in connection with relocation | Left side OPF; purge one year after effective date of move   |
| Outside employment approval                                | Left side OPF; purge when no longer applicable or when employee leaves BOP   |
| Appointment to collateral duties                           | Left side OPF; purge when no longer applicable or when employee leaves BOP   |
| Uniform clothing allowance authorization                   | Left side OPF; purge after one year  |
| Employee's notice of contact with an inmate or ex-inmate   | Left side OPF; purge when employee leaves BOP  |
| Off duty conduct reports                                   | Reports leading to disciplinary action are filed in the action file; those not leading to disciplinary action are filed separately, not in the OPF |
| Agreement to attend Glynco and student evaluation          | Forward to EDM for filing in probationary training file  |



Attachment 3-1, Page 1

U.S. Department of Justice  
Federal Bureau of Prisons

VOLUNTEER SERVICE AGREEMENT  
between

\_\_\_\_\_ and \_\_\_\_\_  
Educational Institution Bureau of Prisons Facility

This agreement forms a basis of mutual understanding between the above parties in matters relating to voluntary services of students enrolled at the above educational institution and assigned to the Federal Bureau of Prisons.

PURPOSE OF THIS AGREEMENT

The anticipated result of this agreement is that each party will assist the other in the accomplishment of program objectives. For the educational institution, it is recognized that such objectives are educational in nature.

While the Federal Bureau of Prisons is also concerned with the enrichment of curricula and student learning, the primary program objective is to bring about a stronger relationship between the efforts of educators and the occupational needs of the Federal Bureau of Prisons and students.

AGENCY RESPONSIBILITIES

The Federal Bureau of Prisons (agency) agrees to:

1. Designate a staff member to act as liaison with the educational institution,
2. Assure that work performed by the student is educationally related,
3. Notify the student of the probable duration of the work assignment,
4. Provide opportunities for students to become involved in early career exploration as a basis for making realistic decisions regarding their future careers,

Attachment 3-1, Page 2

5. Provide exposure to the work environment as a means of encouraging students to develop work ethics and to acquaint them with various Federal missions,
6. Support affirmative action programs to assure that ethnic and racial minorities, women and the handicapped are informed of occupations available within the Federal Bureau of Prisons.

RESPONSIBILITIES OF THE EDUCATIONAL INSTITUTION

The educational institution agrees to:

1. Designate a representative to work with the agency liaison officer,
2. Inform all likely student candidates of the volunteer service opportunity,
3. Refer all interested and qualified candidates to the agency without discrimination,
4. Furnish the agency with requested information about the student's field of study and academic standing,
5. Inform the agency of any change in a student's status, including termination of study, change from full-time to part-time enrollment, shifts to other major areas of study and failure to maintain required standards of the educational institution or the Federal Bureau of Prisons.

RESPONSIBILITIES OF THE STUDENT

The student agrees to:

1. Be enrolled in a curriculum on a substantially full-time or part-time basis and be pursuing a major field of study closely related to the work assignment,
2. Follow the Federal Bureau of Prisons Standards of Employee Conduct and Responsibility,
3. Adhere to a work schedule mutually agreed upon by the agency and the student,
4. Maintain a grade point average of at least 2.0 on a scale of 4.0 or the equivalent, a grade C or above in all major fields of study at all times and a record that is in all ways predictive of graduation,

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5. Be fully aware that he/she is an uncompensated volunteer and is not a Federal employee for any purposes other than injury compensation and laws related to the Tort Claims Act.

SPECIFIC PROVISIONS

1. The student's work assignment will be:
  
2. The duration of the assignment will be:
  
3. The student's work schedule will be:

For the Agency: \_\_\_\_\_  
Signature and date

For the Educational Institution: \_\_\_\_\_  
Signature and date

Student: \_\_\_\_\_  
Signature and date

Attachment 3-2, Page 1

PANEL INTERVIEW WRITING SAMPLE (WITH VIDEO)

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position Applying For: \_\_\_\_\_

INSTRUCTIONS TO APPLICANT: Bureau of Prisons employees are frequently required to write reports, make entries in logs, and respond to correspondence. To help us evaluate your writing skills, please complete the following writing exercise.

You will be presented with two videotaped correctional work scenarios. View the first scenario as practice only; do not write about the first scenario. For the second scenario, imagine that you witnessed this situation at the institution. As a witness, you would be required to write a report describing the situation for institution staff who were not present. For this exercise, write a report for your supervisor discussing the videotaped scenario.

In preparing your report, remember that the report will be conveying critical information to your supervisor who was not present during the incident. In order to be as thorough as possible, you may take notes while viewing the video.

After viewing the video, you will be given 15 minutes to complete this exercise. Please limit your report to the space provided below and on the continuation sheet.

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Attachment 3-3, Page 1

#### INSTRUCTIONS FOR ADMINISTERING THE PANEL INTERVIEW

The following instructions explain how to administer the panel interview and rate applicant acceptability. Read these instructions each time you conduct a panel interview.

Also, review the "Panel Interview Individual Rating Form" before conducting the panel interview. The rating form identifies the characteristics (KSAOs) that are being assessed. Keep all KSAOs in mind when considering the applicant's responses.

#### PRESENTATION OF QUESTIONS AND DOCUMENTATION OF RESPONSES

Using the "Panel Interview Individual Rating Form:" To begin, fill out the applicant's name, the position for which s(he) is applying, and the date on the first page of the "Panel Interview Individual Rating Form." Use this form to record any notes taken during the interview.

Beginning the Panel Interview: Before the interview begins, review all available applicant information such as the suitability interview results and application form. To begin the interview, panel members will introduce themselves to the applicant. Ask general questions designed to put the applicant at ease. For example, the panel may ask questions such as "Why do you want to work in corrections?" or open-ended questions regarding education and work history. Panel members may document questions or responses for this portion of the interview on the "Panel Interview Individual Rating Form," if they are important to your acceptability determination.

At this time, ask follow-up questions you may have pertaining to the information provided in the suitability interview results, application form, etc. You may ask questions pertaining to any job-related work history or background information that you feel needs to be addressed. Remember to keep in mind the general interviewing guidelines when asking these questions, and make sure that all questions asked are job-related.

Presenting Job-Specific Questions: The purpose of these questions is to assess job-specific knowledges, skills, and abilities, as opposed to those related to correctional work in general. The department head panel member will be primarily responsible for asking these questions. When asking the job-specific questions, the panel shall ask similar job-related and non-discriminatory questions of all applicants for the specific vacancy.

For correctional officer applicants, the correctional work situation questions also function as job-specific questions. Therefore, additional job-specific questions (aside from any follow-ups to information provided in the application materials) are not necessary. However, panel members may ask as many job-

Attachment 3-3, Page 2

related questions as needed to allow them to make a good judgment regarding the acceptability of the applicant.

Present the following instructions to the non-correctional officer applicant before asking the job-specific questions:

"This portion of the panel interview is designed to assess specific knowledges, skills, and abilities required for the position for which you are applying. Please answer each question as completely as possible. You may ask that the questions be repeated, if necessary. Do you have any questions before we begin?"

Panel members should note both the applicant's strengths and weaknesses based on his/her responses to the job-specific questions in the "Job-specific KSAOs" section of the "Panel Interview Individual Rating Form." All panel members will use this information in determining the job-specific acceptability of applicants. However, panel members who lack sufficient knowledge of the position being filled to make an acceptability determination, shall rate the applicant N/R.

Presenting Correctional Work Situation Questions: At this time, take the opportunity to provide the applicant with a realistic job description related to working in a correctional setting. Panel members shall describe general work aspects of which the applicant should be aware, including issues related to working with inmates ranging from daily stresses to more disturbing interactions. Once the panel feels that they have adequately discussed the realities of working in a correctional setting, they shall present the situation questions.

Present the following instructions to the applicant before asking the applicant the situation questions:

"This portion of the panel interview is designed to assess your ability to respond to situations that could occur in a corrections setting. We realize that you are not aware of Bureau policy and ask that you respond to the questions based on what you think you would do if placed in the situation. For each situation you will be asked to explain your response. Please attempt to do so as completely as possible. The explanation of your response, more than the response itself, will indicate the degree to which your answers demonstrate job-related abilities. Please be aware that we may be taking notes as you respond. We will present each question to you, and you may ask for the question to be repeated if necessary. Do you have any questions regarding the procedure before we begin?"

Alternate the presentation of situation questions among the panel members so that each panel member has the opportunity to ask

Attachment 3-3, Page 3

approximately the same number of questions of the applicant.

Present all situations to the applicant in the order in which they are provided on the "Correctional Work Situation Questions" form. Ask the situation questions that are on the list. However, panel members may ask additional job-related scenario questions if they are necessary to allow them to make a good judgment regarding the acceptability of the applicant for work in a correctional setting. When asking additional scenario questions, make sure they are job-related and non-discriminatory.

When presenting the situation questions to the applicant, interviewers may paraphrase the written questions if they feel it would be easier for the applicant to understand. If the applicant hesitates or misunderstands a question, prompting or clarification by the panel may be necessary.

Some situations contain two parts: one part requesting a response without knowledge of Bureau policy, and one requesting a response after Bureau policy has been provided. Allow the applicant to respond to the first part of the question before asking the second part of the question. Present all situations before attempting to rate the applicant's abilities.

Ending the Panel Interview: Panel members should ask any follow-up questions which they feel are necessary to make an adequate determination of the applicant's acceptability. Keep in mind the general interviewing guidelines when asking these questions.

Panel members should explore any possible behaviors which would not be appropriate for correctional workers, such as anger, violent behavior, and potential susceptibility to corruption. Therefore, they should ask any job-related questions that they feel are necessary to address behavioral issues. For example, if a panel member senses that the applicant is prone to anger easily, s(he) may ask questions pertaining to how the applicant has dealt with anger in past work situations. However, no questions shall be asked regarding medical history or mental health history.

The applicant shall then be informed of and given the opportunity to ask questions of the panel members, to discuss anything not previously addressed in the interview, or to provide any information the applicant feels is pertinent. Once you have completed the panel interview, dismiss the applicant before completing the rating forms described below.

#### ASSESSING WRITING SAMPLE

After the applicant has been dismissed, the panel will receive a copy of the applicant's writing sample from HRM staff. Each panel member must read the writing sample before rating the applicant on correctional work KSAOs (described below). Note any

Attachment 3-3, Page 4

comments concerning the writing sample in the "KSAO #10" section on the "Panel Interview Individual Rating Form." Refer to these comments when rating the applicant's writing skills.

#### RATING OF KSAO'S BY INDIVIDUAL PANEL MEMBERS

On the first page of the "Panel Interview Individual Rating Form," make sure you have filled out the applicant's name, the position for which application is made, and the date. After the applicant has responded to all of the situations, use this rating form to rate the applicant's relevant abilities.

The first rating assesses the applicant's acceptability on job-specific KSAOs. The four point rating scale ranges from "Unacceptable" to "Excellent," with an option for "Not Rated," if the panel member lacks sufficient knowledge of the position to make an acceptability determination.

Next, each correctional work KSAO is presented. A 3-point rating scale ranging from "Unacceptable" to "Excellent" follows each correctional work KSAO. To use this scale, circle the one response that best represents the extent to which the applicant shows evidence of the specified characteristic. If a rating of "Unacceptable" is given for any KSAO, be sure to explain the reasons for the rating in the space provided.

When choosing your rating, do not consider whether the applicant's responses were right or wrong based on what would actually be expected on the job. The KSAOs will be used to rate the applicant's demonstration of the general abilities that would be needed in the situation. Job-related training will provide the specific instruction the applicant needs to apply those abilities appropriately.

At the bottom of the form, provide your name, signature and position title.

#### DOCUMENTING PANEL'S ACCEPTABILITY DETERMINATION

After panel members have separately rated all KSAOs, the Human Resource representative on the panel shall complete the "Panel Interview Assessment Form" based on input from the other panel members. To begin, fill out the name of the applicant, the position for which application is being made, and the date.

Record each panel member's rating for each KSAO in the rater columns on the form. Record an overall assessment for each KSAO in the last column. A majority of the panel members must agree that the applicant is either unacceptable or acceptable for each KSAO. In other words, at least three ratings must be "Excellent" or "Acceptable" for the overall rating on a KSAO to be "Acceptable;" likewise, at least three ratings must be "Unacceptable" for the overall rating on a KSAO to be

Attachment 3-3, Page 5

"Unacceptable." If the panel cannot reach a majority decision through initial discussion, the applicant may be called back for follow-up questions. (For the job-specific KSAOs, majority agreement must be reached among all panel members with enough knowledge of the position to rate the applicant.)

At the bottom of the form, the name and signature of the person completing the form must be provided, along with the corresponding rater names and position titles.

If the applicant is acceptable on the job-specific KSAOs (non-correctional officer applicants only) and all correctional worker KSAOs, then the applicant is acceptable and can be considered for employment depending upon the suitability determination. One rating of "Unacceptable" in the overall assessment column of the "Panel Interview Assessment Form" is enough to indicate the applicant is unacceptable for employment.

After the interview is completed, the HRM staff responsible for coordinating the panel interview, shall be given the copies of the instructions, the writing sample, the "Correctional Work Situation Questions," and the rating forms (both individual and assessment).

Attachment 3-4, Page 1

PANEL INTERVIEW INDIVIDUAL RATING FORM -- Set #1

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position Applying For: \_\_\_\_\_

Each panel member will complete this form for each applicant based on the applicant's responses during the panel interview. Record job-specific and correctional work KSAO ratings in the "RATING" column. Indicate any comments to support your ratings in the "COMMENTS" column, including the source (i.e., application form, suitability interview, situation responses, ...). Continue comments on the back of the page if more space is needed.

| U= Unacceptable  | A= Acceptable   | E= Excellent | N/R= Not Rated |
|--|-----------------|--------------|----------------|
| KSAO   | RATING          | COMMENTS     |                |
| JOB-SPECIFIC KSAOs<br>(Only for non-correctional officer applicants)   | U   A   E   N/R |              |                |
| CORRECTIONAL WORK KSAOs:   |                 |              |                |
| 1. Ability to work independently with a minimum of supervision<br>SITUATION QUESTIONS: 1 & 12                                  | U   A   E       |              |                |
| 2. Ability to pay attention to detail<br>SITUATION QUESTIONS: 5 & 6  | U   A   E       |              |                |
| 3. Ability to use time and resources effectively to meet deadlines<br>SITUATION QUESTIONS: 2 & 7                               | U   A   E       |              |                |
| 4. Ability to reason soundly and think out practical solutions to problems<br>SITUATION QUESTIONS: 2 & 8                       | U   A   E       |              |                |
| 5. Ability to act quickly and decisively under pressure while adhering to emergency instructions<br>SITUATION QUESTIONS: 3 & 9 | U   A   E       |              |                |

| U= Unacceptable |  | A= Acceptable |   | E= Excellent |  | N/R= Not Rated |  |
|-----------------|--|---------------|---|--------------|--|----------------|--|
| KSAO            |  | RATING        |   | COMMENTS     |  |                |  |
| 6.              | Ability to function effectively and make decisions independently and objectively under trying circumstances<br><br>SITUATION QUESTIONS: 3 & 10 | U             | A | E            |  |                |  |

| U= Unacceptable |   | A= Acceptable |   | E= Excellent |  | N/R= Not Rated |  |
|-----------------|---|---------------|---|--------------|--|----------------|--|
| KSAO            |   | RATING        |   | COMMENTS     |  |                |  |
| 7.              | Ability to enforce rules and regulations and make decisions in a fair and impartial manner<br><br>SITUATION QUESTIONS: 3 & 10   | U             | A | E            |  |                |  |
| 8.              | Ability to effectively communicate with others in a tactful and diplomatic manner<br><br>SITUATION QUESTIONS: 2, 4, 7, & 11   | U             | A | E            |  |                |  |
| 9.              | Ability to establish and maintain good working relationships with individuals of differing backgrounds, races, ages, religions, sexes, cultures, and behavioral patterns<br><br>SITUATION QUESTIONS: 4 & 11 | U             | A | E            |  |                |  |
| 10.             | Ability to effectively utilize data in writing concise, clear and understandable reports<br><br>SEE WRITING SAMPLE  | U             | A | E            |  |                |  |

Rater Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Position Title: \_\_\_\_\_

(Set #1)

Attachment 3-4, Page 1

PANEL INTERVIEW INDIVIDUAL RATING FORM -- Set #2

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position Applying For: \_\_\_\_\_

Each panel member will complete this form for each applicant based on the applicant's responses during the panel interview. Record job-specific and correctional work KSAO ratings in the "RATING" column. Indicate any comments to support your ratings in the "COMMENTS" column, including the source (i.e., application form, suitability interview, situation responses, ...). Continue comments on the back of the page if more space is needed.

| U= Unacceptable   | A= Acceptable | E= Excellent | N/R= Not Rated |
|---|---------------|--------------|----------------|
| KSAO  | RATING        | COMMENTS     |                |
| JOB-SPECIFIC KSAOs<br><br>(Only for non-correctional officer applicants)  | U A E N/R     |              |                |
| CORRECTIONAL WORK KSAOs:  |               |              |                |
| 1. Ability to work independently with a minimum of supervision<br><br>SITUATION QUESTIONS: 1 & 7                                    | U A E         |              |                |
| 2. Ability to pay attention to detail<br><br>SITUATION QUESTIONS: 2 & 8   | U A E         |              |                |
| 3. Ability to use time and resources effectively to meet deadlines<br><br>SITUATION QUESTIONS: 3 & 9                                | U A E         |              |                |
| 4. Ability to reason soundly and think out practical solutions to problems<br><br>SITUATION QUESTIONS: 3 & 10                       | U A E         |              |                |
| 5. Ability to act quickly and decisively under pressure while adhering to emergency instructions<br><br>SITUATION QUESTIONS: 4 & 11 | U A E         |              |                |

Attachment 3-4, Page 3

| U= Unacceptable |   | A= Acceptable |   | E= Excellent |  | N/R= Not Rated |  |
|-----------------|---|---------------|---|--------------|--|----------------|--|
| KSAO            |   | RATING        |   | COMMENTS     |  |                |  |
| 6.              | Ability to function effectively and make decisions independently and objectively under trying circumstances<br><br>SITUATION QUESTIONS: 4 & 13  | U             | A | E            |  |                |  |
| 7.              | Ability to enforce rules and regulations and make decisions in a fair and impartial manner<br><br>SITUATION QUESTIONS: 5 & 13   | U             | A | E            |  |                |  |
| 8.              | Ability to effectively communicate with others in a tactful and diplomatic manner<br><br>SITUATION QUESTIONS: 3, 5, 9, & 12   | U             | A | E            |  |                |  |
| 9.              | Ability to establish and maintain good working relationships with individuals of differing backgrounds, races, ages, religions, sexes, cultures, and behavioral patterns<br><br>SITUATION QUESTIONS: 6 & 12 | U             | A | E            |  |                |  |
| 10.             | Ability to effectively utilize data in writing concise, clear and understandable reports<br><br>SEE WRITING SAMPLE  | U             | A | E            |  |                |  |

Rater Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Position Title: \_\_\_\_\_

(Set #2)

Attachment 3-4, Page 5

PANEL INTERVIEW INDIVIDUAL RATING FORM -- Set #3

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position Applying For: \_\_\_\_\_

Each panel member will complete this form for each applicant based on the applicant's responses during the panel interview. Record job-specific and correctional work KSAO ratings in the "RATING" column. Indicate any comments to support your ratings in the "COMMENTS" column, including the source (i.e., application form, suitability interview, situation responses, ...). Continue comments on the back of the page if more space is needed.

| U= Unacceptable   | A= Acceptable | E= Excellent | N/R= Not Rated |
|---|---------------|--------------|----------------|
| KSAO  | RATING        | COMMENTS     |                |
| JOB-SPECIFIC KSAOs<br><br>(Only for non-correctional officer applicants)  | U A E N/R     |              |                |
| CORRECTIONAL WORK KSAOs:  |               |              |                |
| 1. Ability to work independently with a minimum of supervision<br><br>SITUATION QUESTIONS: 1 & 7                                    | U A E         |              |                |
| 2. Ability to pay attention to detail<br><br>SITUATION QUESTIONS: 2 & 8   | U A E         |              |                |
| 3. Ability to use time and resources effectively to meet deadlines<br><br>SITUATION QUESTIONS: 3 & 9                                | U A E         |              |                |
| 4. Ability to reason soundly and think out practical solutions to problems<br><br>SITUATION QUESTIONS: 4 & 9                        | U A E         |              |                |
| 5. Ability to act quickly and decisively under pressure while adhering to emergency instructions<br><br>SITUATION QUESTIONS: 5 & 10 | U A E         |              |                |

Attachment 3-4, Page 7

| U= Unacceptable |   | A= Acceptable |   | E= Excellent |  | N/R= Not Rated |  |
|-----------------|---|---------------|---|--------------|--|----------------|--|
| KSAO            |   | RATING        |   | COMMENTS     |  |                |  |
| 6.              | Ability to function effectively and make decisions independently and objectively under trying circumstances<br><br>SITUATION QUESTIONS: 5 & 13  | U             | A | E            |  |                |  |
| 7.              | Ability to enforce rules and regulations and make decisions in a fair and impartial manner<br><br>SITUATION QUESTIONS: 5 & 11   | U             | A | E            |  |                |  |
| 8.              | Ability to effectively communicate with others in a tactful and diplomatic manner<br><br>SITUATION QUESTIONS: 3, 4, 6, 11 & 12  | U             | A | E            |  |                |  |
| 9.              | Ability to establish and maintain good working relationships with individuals of differing backgrounds, races, ages, religions, sexes, cultures, and behavioral patterns<br><br>SITUATION QUESTIONS: 6 & 12 | U             | A | E            |  |                |  |
| 10.             | Ability to effectively utilize data in writing concise, clear and understandable reports<br><br>SEE WRITING SAMPLE  | U             | A | E            |  |                |  |

Rater Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Position Title: \_\_\_\_\_

(Set #3)

Attachment 3-4a, Page 1

PANEL INTERVIEW ASSESSMENT FORM

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position Applying For: \_\_\_\_\_

The Human Resource representative from the interview panel will complete this form for each applicant based on the ratings provided by all panel members. Record each panel member's individual job-specific and correctional work KSAO ratings from the "Panel Interview Individual Rating Form" in the corresponding rater column. Indicate overall assessment in the last column.

| KSAO  | A= Acceptable |              |              | E= Excellent |         | N/R= Not Rated |  |
|---|---------------|--------------|--------------|--------------|---------|----------------|--|
|   | RATER #1      | RATER #2     | RATER #3     | RATER #4     | OVERALL |                |  |
| JOB-SPECIFIC KSAOs<br>(non-correctional officer only)   | U A E<br>N/R  | U A E<br>N/R | U A E<br>N/R | U A E<br>N/R | U A     |                |  |
| CORRECTIONAL WORK KSAOs:  |               |              |              |              |         |                |  |
| 1. Ability to work independently with a minimum of supervision  | U A E         | U A E        | U A E        | U A E        | U A     |                |  |
| 2. Ability to pay attention to detail   | U A E         | U A E        | U A E        | U A E        | U A     |                |  |
| 3. Ability to use time and resources effectively to meet deadlines  | U A E         | U A E        | U A E        | U A E        | U A     |                |  |
| 4. Ability to reason soundly and think out practical solutions to problems  | U A E         | U A E        | U A E        | U A E        | U A     |                |  |
| 5. Ability to act quickly and decisively under pressure while adhering to emergency instructions  | U A E         | U A E        | U A E        | U A E        | U A     |                |  |
| 6. Ability to function effectively and make decisions independently and objectively under trying circumstances  | U A E         | U A E        | U A E        | U A E        | U A     |                |  |
| 7. Ability to enforce rules and regulations and make decisions in a fair and impartial manner   | U A E         | U A E        | U A E        | U A E        | U A     |                |  |
| 8. Ability to effectively communicate with others in a tactful and diplomatic manner  | U A E         | U A E        | U A E        | U A E        | U A     |                |  |
| 9. Ability to establish and maintain good working relationships with individuals of differing backgrounds, races, ages, religions, sexes, cultures, and behavioral patterns | U A E         | U A E        | U A E        | U A E        | U A     |                |  |
| 10. Ability to effectively utilize data in writing concise, clear and understandable reports  | U A E         | U A E        | U A E        | U A E        | U A     |                |  |

Rater #1: \_\_\_\_\_  
 Name Position Title

Rater #2: \_\_\_\_\_  
 Name Position Title

Rater #3: \_\_\_\_\_  
 Name Position Title

Rater #4: \_\_\_\_\_  
 Name Position Title

Name of Person Completing this form: \_\_\_\_\_

Signature: \_\_\_\_\_



Attachment 3-4c, Page 1

SAMPLE QUESTIONS FOR INTERVIEW PANELS

Interview panels should direct their questions to elicit information which is related to the specific position to be filled and the environment in which the prospective employee would be working. Hypothetical situations should also be presented to the applicant in order to evaluate how he or she might respond in situations typical of the position being filled.

What do you think is the most important function of a correctional institution?

What do you think of inmates?

Tell us about your present job.

Describe your experience working with members of different minority or ethnic groups than your own.

How would you characterize yourself as a supervisor? As a subordinate?

What kind of situations cause you to lose your temper?

What experience have you had working shifts? Working on weekends and holidays? Working overtime?

What experience have you had in a leadership or supervisory role?

What problems have you encountered getting people to follow your orders or instructions?

How do you handle a difficult subordinate?

How do you say "no" to people?

Describe your experience making oral presentations before a group. Describe your experience in teaching or instructing others.

Describe any experience you have had involving contact with the public. What did you find most difficult about dealing with the public?

How do you handle criticism?

What kind of experience have you had responding to questions or complaints from others? How did you handle it?

How do you handle someone who takes a hostile attitude toward you?

Attachment 3-4c, Page 2

What do you like most about your current job? What do you like least?

How do you feel about being supervised by someone who has less education or experience than you?

What experience have you had dealing with emergency situations?

What experience have you had interpreting and following rules, procedures and regulations?

Do you prefer working as a member of a team or by yourself?

How do you react when your plans are changed by someone else?

Describe your experience working for multiple supervisors. How did you handle conflicting instructions from them?

Describe what you think your job would be if you are selected for this position.

DATA FORM FOR PRE-EMPLOYMENT SCREENING PROCESS

Instructions: Complete this form for each person who participates in ANY stage of the screening process. THIS FORM SHOULD BE COMPLETED ONLY AFTER AN EMPLOYMENT DECISION HAS BEEN REACHED. Return the form to the Human Resources Research and Development Section, Central Office.

1. REPORTING INST. (use 4-digit POI code):    \_\_\_ \_\_\_ \_\_\_ \_\_\_
2. PRE-EMPLOYMENT INTERVIEW DATE (MM-DD-YY):    \_\_\_ \_\_\_ - \_\_\_ \_\_\_ - \_\_\_ \_\_\_
- EMPLOYMENT DECISION DATE (MM-DD-YY):    \_\_\_ \_\_\_ - \_\_\_ \_\_\_ - \_\_\_ \_\_\_

3. Applicant Information:

|   |   |  |   |
|---|---|--|---|
| Social Security Number<br>___ ___ - ___ ___ - ___ ___                 |   | Series and Grade for which applicant is applying (ex. Corr. Officer, 0007-06)<br>___ ___ - ___ ___ | Date of Birth (MM-DD-YY)<br>___ ___ - ___ ___ - ___ ___ |
| Sex (check one)<br>___ Male<br>___ Female                             | Race (check one)<br>___ African Amer.   ___ Native Amer.<br>___ Asian           ___ White<br>___ Hispanic        ___ Other: _____ | Disabled (check one)<br>___ No<br>___ Yes<br>___ Not Determined                                    |   |
| VRA Eligible (check one)<br>___ No<br>___ Yes                         | Veteran's Preference (check one)<br>___ Not a Vet.       ___ 5 pts.<br>___ Vet., no pts    ___ 10 pts.                            | Bilingual (check one)<br>___ No<br>___ Yes (Language: _____)<br>___ Not Determined                 |   |
| Education (check the one which represents the highest level achieved) |   |  |   |
| ___ Some/No High School   |   | ___ 2 or more yrs coll./no degree  |   |
| ___ High School diploma/GED   |   | ___ 2 yr college degree (AA)   |   |
| ___ Attended Voc/Tech School  |   | ___ 4 yr college degree (BA/BS)  |   |
| ___ Voc/Tech degree   |   | ___ Some graduate courses  |   |
| ___ Less than 2 yrs coll./no degree                                   |   | ___ Masters degree (MA/MS)   |   |
| ___ Other: _____  |   | ___ Doctorate (not med.)<br>Medical Degrees<br>___ Nursing Degree<br>___ Foreign MD<br>___ U.S. MD |   |

4. FINAL EMPLOYMENT STATUS (select only one):
- \_\_\_ Was NOT offered employment                   \_\_\_ Was offered but declined employment
- \_\_\_ Was offered & accepted employment           \_\_\_ Voluntarily withdrew from screening process

Attachment 3-4d, Page 2

5. During each stage of the employment screening process, several issues may arise which would eliminate an applicant from employment with the BOP. Indicate which problems, if any, were the basis for not offering employment to the applicant. At least one "X" must appear for each stage of the screening process.

| POSSIBLE RESULTS OF STAGES   | CREDIT CHECK | NCIC CHECK | PES INTERVIEW | PANEL INTERVIEW | FINGERPRINT CHECK | MEDICAL EXAM | URINALYSIS | VOUCHERING | LAW AGENCY CHECKS |
|--|--------------|------------|---------------|-----------------|-------------------|--------------|------------|------------|-------------------|
| Not given to applicant   |              |            |               |                 |                   |              |            |            |                   |
| No problem found   |              |            |               |                 |                   |              |            |            |                   |
| Alcohol History problem  |              |            |               |                 |                   |              |            |            |                   |
| Criminal/Driving History problem                                   |              |            |               |                 |                   |              |            |            |                   |
| Dishonest Conduct/Excessive Use of Force problem                   |              |            |               |                 |                   |              |            |            |                   |
| Drug History problem   |              |            |               |                 |                   |              |            |            |                   |
| Employment History problem   |              |            |               |                 |                   |              |            |            |                   |
| Financial History problem  |              |            |               |                 |                   |              |            |            |                   |
| Military History problem   |              |            |               |                 |                   |              |            |            |                   |
| Medical Illness (specify below)                                    |              |            |               |                 |                   |              |            |            |                   |
| *Medically determined unable to safely take Physical Ability Test* |              |            |               |                 |                   |              |            |            |                   |
| Lacks general Correctional Work KSAOs                              |              |            |               |                 |                   |              |            |            |                   |
| Lacks job-specific KSAOs   |              |            |               |                 |                   |              |            |            |                   |
| Other problem (specify below)                                      |              |            |               |                 |                   |              |            |            |                   |
| Pending  |              |            |               |                 |                   |              |            |            |                   |

Specify type of "medical illness" or "other problem": \_\_\_\_\_

6. If applicant was not offered employment based on reasons other than those marked above, please check as many as apply to the circumstances:

- \_\_\_ Position was not filled
- \_\_\_ Position was filled by a **more** qualified applicant
- \_\_\_ Position was filled by an applicant with more Veterans Preference or a VRA appointee
- \_\_\_ Other: \_\_\_\_\_

Attachment 3-5

APPLICANT NOTIFICATION OF FEDERAL BUREAU OF PRISONS  
REQUIREMENT TO MAINTAIN A TELEPHONE

(To be read, signed and dated by all applicants at the time of the initial interview.)

I understand that as a condition of my employment, I must at all times during my employment with the Bureau of Prisons, and at my own expense, maintain a telephone at my place of residence, and provide my current telephone number to the Captain and the Human Resource Management Office or other designated office.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Attachment 3-6 Page 1

**REQUEST AND JUSTIFICATION FOR  
SELECTIVE FACTORS AND QUALITY RANKING FACTORS  
(Attach to SF-39)**

**Certificate No:**

**Date Issued:**

**Request No:**

**Date:**

**Requesting Agency:**

**Title, Series, and Grade of Vacancy:**

**Definition:** You may request that special qualifications of two types be considered by the CSC in its evaluation of eligibles for certification: (1) Selective Factors must be skills, knowledge, abilities or other worker characteristics basic to and essential for satisfactory performance of the job; i.e., a prerequisite to appointment. These represent minimum requirements in addition to or more specific than X-118 standards. (2) Quality Ranking Factors must be skills, knowledge, abilities, or other worker characteristics which could be expected to result in superior performance on the job. Selective factors may be used for screening (in or out) purposes; quality ranking factors will not be used for screening, but may be used as ranking criteria.

**Instructions:** This form must be accompanied by a description of the position to be filled. The request and justification for selective and/or quality ranking factors should follow this format: (1) Each selective or quality ranking factor must be stated in terms of knowledge, a skill, an ability, or other worker characteristics. (2) List the duties or tasks the incumbent will perform that require the possession of the requested knowledge, skill, or ability, or that could better be performed if he or she possessed the knowledge, skill or ability. (3) Optional: Indicate what experience, education, or other qualifications provide evidence of possession of the knowledge, skill or ability.

Attachment 3-6 Page 2

**Standard Form 39A**

**SELECTIVE FACTORS**

These special or additional knowledge, skills or abilities are needed for this position.

Because the incumbent is expected to perform this work (Provide a clear description or a specific reference to an item in the position description)

These may be appropriate evidences of necessary qualifications (optional)

Attachment 3-6 Page 3

**Standard Form 39A**

**QUALITY RANKING FACTORS**

These special or additional knowledge, skills or abilities are needed for this position.

Because the incumbent is expected to perform this work (Provide a clear description or a specific reference to an item in the position description)

These may be appropriate evidences of necessary qualifications (optional)

**Additional Agency Remarks:**

\_\_\_\_\_  
Signature and Title of Appointing Officer

**FOR CSC Use:**

Attachment 3-7, Page 1

U. S. Department of Justice  
 Federal Bureau of Prisons

INQUIRY OF AVAILABILITY

This form is an inquiry of your availability for the position shown below. It is not an offer of employment. In order to be considered for employment, you must complete a personal interview and a urinalysis test for the detection of drugs. A credit check and criminal records check will be conducted prior to the interview. At a later date, you may receive a conditional offer of employment. If so, you will be required to return for a physical examination.

|   |                    |
|---|--------------------|
| Applicant Name & Address  | Date:              |
|   | Position:          |
|   | Salary:            |
|   | Location:          |
|   | Certificate No:    |
| <u>INSTRUCTIONS TO APPLICANT</u>  |                    |
| 1. Complete the reverse of this form and return it to the Human Resource Management Office at the above location.<br><br>2. Contact (by phone) the Human Resource Management Office during normal business hours to schedule an interview. Return this form no later than the date shown below: |                    |
| HRM Office Telephone:   | Date Response Due: |
| IF YOU DO NOT CALL TO SCHEDULE AN INTERVIEW, OR IF YOU FAIL TO APPEAR FOR A SCHEDULED INTERVIEW, WE WILL ASSUME YOU ARE NOT INTERESTED IN THE POSITION AND YOUR NAME WILL BE PERMANENTLY REMOVED FROM THE LIST OF ELIGIBLES FOR ALL LOCATIONS.  |                    |
| If this box is checked, your application is not available at this location. Please bring a copy of your application with you to the interview.  |                    |

Thank you for your interest in employment with the Federal Bureau of Prisons.

\_\_\_\_\_  
 Human Resource Management Office

Attachment 3-7, Page 2

APPLICANT RESPONSE

Please check the box(es) which apply and return this form to the Human Resource Management Office. If you are interested in the position, you must also contact the office by telephone to schedule an interview.

|  |  |
|--|--|
|  | I am available for the position shown on the front of this form. I can report for duty within _____ days after notification that I have been accepted for the position. I have called the HRM Office to schedule a personal interview. |
|  | I do not wish to be considered for the position shown on the front of this form. I am giving my reasons below:   |
|  | Salary   |
|  | Location   |
|  | I will not be available until _____ (date)   |
|  | I no longer wish to be considered for any position.  |
|  | Other:   |

\_\_\_\_\_  
Applicant's Signature and Date

\_\_\_\_\_  
Daytime Telephone Number



Attachment 3-9, Page 1

TITLE, SERIES, GRADE: Quality Assurance Manager, GS-1910-11/12  
SALARY RANGE: \$37,507 - \$58,448  
PROMOTION POTENTIAL: GS-12  
VACANCY ANNOUNCEMENT NUMBER: 99-XX-01  
AREA OF CONSIDERATION: BOP-WIDE  
OPENING DATE: XX-XX-XX  
CLOSING DATE: XX-XX-XX  
DUTY LOCATION: Federal Bureau of Prisons, USP Lewisburg,  
Pennsylvania  
VACANCIES: One (1)

DUTIES: The incumbent performs a combination of the following basic duties within the policies and procedure of the Federal Bureau of Prisons. Develops, plans and administers the quality assurance program for all products manufactured in all factories in this facility and enforces quality requirements in all production areas. Selects and trains inmates to carry out specific elements of the quality assurance program. Conducts complex technical studies of production processes, materials and equipment to determine causes of losses and quality deficiencies. Incumbent must be an expert in all phases of the operation including planning, procurement, contracting, production, engineering, testing, inspection, product design, shipping and customer relations. Conducts complex technical studies of production processes, material, and equipment to determine causes of losses and quality deficiencies. Must have knowledge of quality assurance concepts, principles, and practices in all areas of industrial complex. Selection will be made without discrimination for any non-merit reason such as race, color, religion, sex, sexual orientation, national origin, age, physical disability, marital status or membership in an employee organization.

Basic Qualification Requirements: Applicants must be able to show one year of specialized experience equivalent to the next lower grade as specified in the qualifications standards operating manual, GS-1910 series. Qualifications will be determined from information on the application/resume.

KNOWLEDGE, SKILLS, AND ABILITIES: . . . . .

Attachment 3-9, Page 2

In addition, applicants must complete the following KSA elements:  
1. Knowledge of statistical quality analysis (trends/costs) (040). 2. Ability to interpret contracts and related technical data requirements (041). 3. Knowledge of manufacturing processes (042). 4. Ability to communicate orally (001). 5. Ability to write reports using technical data (043). 6. Ability to manage a quality assurance program (044). Travel and transportation expenses reimbursement authorized. **Application Procedures:** Applicants must submit a position application form (BP 153-23), and either an SF-171/172, or a resume which follows the instructions of the OPM flyer "applying for a federal job" (OF-510) or an optional application for federal employment (OF-612), completed KSA elements, a copy of your most recent performance evaluation, BOP Form 508 (BOP applicants only), and a copy of your most recent Notification of Personnel Action (SF-50B) to the Federal Bureau of Prisons, 320 First Street, NW, Washington, DC 20534. \*\*Failure to submit all required information may result in you not receiving full consideration for this position.\*\*

In accordance with 5 U.S.C. §3307, a maximum entry age of 36 has been established for initial appointment to a Bureau of Prisons Law Enforcement position. Therefore, please include your date of birth on your application. Initial appointment to a supervisory/managerial position requires a one year probationary period. Successful completion of the "Introduction to Correctional Techniques", three week training course at Glynco, Georgia is required. Outside applicants must pass a urinalysis test to be appointed to a Federal Bureau of Prisons position as well as meet all other application criteria and conditions of employment. A mobility statement is required for this position.

Attachment 3-10, Page 1

**LOSS OF LAW ENFORCEMENT RETIREMENT COVERAGE CERTIFICATION**

- a. / / I certify that my acceptance of assignment to a non-institution position is with the full understanding that my law enforcement retirement coverage under the Federal Employees Retirement System (FERS) will not continue because I have not completed three years of primary law enforcement retirement service.
- b. / / I certify that my acceptance of assignment to a position with the National Institute of Corrections (NIC) is with the full understanding that this position is not covered by law enforcement retirement.
- c. / / I certify that my acceptance of assignment to a non-institution clerical or administrative support position is with the full understanding that this position is not covered by law enforcement retirement.

The following information pertains to all of the above items:

I understand that my period of service in this position will not be credited towards the twenty (20) years of law enforcement coverage that is required for eligibility for law enforcement retirement.

I understand that law enforcement retirement coverage will resume only upon assignment to a position with "primary" law enforcement coverage (a position located at a Bureau institution).

I understand that law enforcement coverage will not resume upon assignment to a position with "secondary" law enforcement coverage ("Secondary" coverage has been authorized for executive, managerial, technical, semiprofessional, or professional positions at the Central Office, regional offices, community corrections offices, training centers, and certain product support center positions in Englewood, Colorado).

---

SIGNATURE

---

DATE

---

NAME (Typed or Printed)

Attachment 3-12, Page 1

RATING PANEL SCORING INSTRUCTIONS

The following scores will be used for all positions, Wage Grade and General Schedule, when determining total points for applicants in the merit promotion process. These scores will be recorded on a Merit Promotion Ranking Form (BP-520(030)).

EXPERIENCE

Enter the total scores (derived from the use of a crediting plan) from the job element rating portion of the Qualification Rating Form (BP-508(33)).

EDUCATION AND TRAINING

Credit for education and training is included in the job element score. Coursework should be weighted appropriately with consideration given for its level and job relevance.

PERFORMANCE 15 points maximum

|                        |           |
|------------------------|-----------|
| Outstanding            | 15<br>pts |
| Exceeds                | 10<br>pts |
| Fully Successful       | 5 pts     |
| Minimally Satisfactory | 0 pts     |
| Unacceptable           | 0 pts     |

AWARDS 6 points maximum

Awards are credited if received within the last five years.

|   |       |
|---|-------|
| Each QSI or SSP   | 4 pts |
| Each Cash Award (Special Act, Time-Off)                   | 2 pts |
| Letter of Commendation (from CEO or higher) or Suggestion | 1 pt  |



\_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

This HRM Form  
Replaces BP-520.030

Attachment 3-14, Page 1

**SCORING INSTRUCTIONS FOR PROMOTION BOARDS**

Management Selection System  
Associate Warden Positions

The following score ranges are mandatory. Board members must award points in the ranges specified.

|                  |                          |        |
|------------------|--------------------------|--------|
| PERFORMANCE      | <u>15 points maximum</u> |        |
| Outstanding      |                          | 15 pts |
| Exceeds          |                          | 10 pts |
| Fully Successful |                          | 5 pts  |
| Minimal          |                          | 0 pts  |
| Unacceptable     |                          | 0 pts  |

|   |                          |             |
|---|--------------------------|-------------|
| EXPERIENCE  | <u>35 points maximum</u> |             |
| Ability to recognize, identify, and develop the potential of subordinates                               |                          | 0-1-3-5 pts |
| Ability to perform supervisory and administrative duties using principles and techniques of supervision |                          | 0-1-3-5 pts |
| Ability to motivate others  |                          | 0-1-3-5 pts |
| Knowledge of correctional security procedures   |                          | 0-1-3-5 pts |
| Ability to communicate orally   |                          | 0-1-3-5 pts |
| Ability to communicate in writing   |                          | 0-1-3-5 pts |
| Ability to assign responsibility, delegate authority and provide general program direction              |                          | 0-1-3-5 pts |

EDUCATION AND TRAINING

Credit for education and training is included in the job element score. Coursework should be weighted appropriately with consideration given for its level and job relevance.

|  |                         |       |
|--|-------------------------|-------|
| AWARDS   | <u>5 points maximum</u> |       |
| QSI or SSP within the last 5 years                                     |                         | 3 pts |
| Cash award within the last 5 years (includes Time-Off and Special Act) |                         | 2 pts |
| Letter of Commendation (from CEO or higher) within the last 5 years    |                         | 1 pts |

Attachment 3-15, Page 1

**SCORING INSTRUCTIONS FOR PROMOTION BOARDS**  
Management Selection System  
Warden Positions

The following score ranges are mandatory. Board members must award points in the ranges specified.

|                  |                          |        |
|------------------|--------------------------|--------|
| PERFORMANCE      | <u>15 points maximum</u> |        |
| Outstanding      |                          | 15 pts |
| Exceeds          |                          | 10 pts |
| Fully Successful |                          | 5 pts  |
| Minimal          |                          | 0 pts  |
| Unacceptable     |                          | 0 pts  |

|   |                          |             |
|---|--------------------------|-------------|
| EXPERIENCE  | <u>35 points maximum</u> |             |
| Ability to identify and manage potentially disruptive situations in the institution   |                          | 0-1-3-5 pts |
| Knowledge of the policy, directives and regulations of the Federal Prison System governing control of institutional operations and security |                          | 0-1-3-5 pts |
| Ability to establish and maintain working relationships with others   |                          | 0-1-3-5 pts |
| Ability to communicate orally   |                          | 0-1-3-5 pts |
| Ability to persuade and motivate others   |                          | 0-1-3-5 pts |
| Ability to plan, organize, and determine priorities   |                          | 0-1-3-5 pts |
| Ability to analyze information and establish program objectives and/or performance goals  |                          | 0-1-3-5 pts |

EDUCATION AND TRAINING

Credit for education and training is included in the job element score. Coursework should be weighted appropriately with consideration given for its level and job relevance.

|  |                         |       |
|--|-------------------------|-------|
| AWARDS   | <u>5 points maximum</u> |       |
| QSI or SSP within the last 5 years                                     |                         | 3 pts |
| Cash award within the last 5 years (includes Time-Off and Special Act) |                         | 2 pts |
| Letter of Commendation (from CEO or higher) within the last 5 years    |                         | 1 pts |

Attachment 3-17, Page 1

TRAINING AGREEMENT  
Detail for Training

It is understood that selection for and participation in this detail for training does not guarantee promotion to the full performance level of the position upon completion of the detail. It is further understood that while this detail for training is structured not to exceed one year, it may be terminated at any time prior to its expiration date. Failure to successfully complete the training plan or non-selection for the target position will result in the trainee being returned to the position from which detailed or to a position at the same grade level.

\_\_\_\_\_  
Signature, Supervisor of the  
Position to Which Detailed

\_\_\_\_\_  
Signature, Employee Selected  
for Detail for Training

Distribution: OPF (Left Side)  
EDM (with copy of training plan)

Attachment 3-18, Page 1

This form is to be read and signed by all applicants for positions covered by the pass/fail requirements for Introduction to Correctional Techniques.

**NON-BUREAU OF PRISONS APPLICANTS**

I understand that as a condition of my employment, I must attend and successfully complete the three-week Introduction to Correctional Techniques training course. Failure to achieve satisfactory scores in any of the three areas which include, firearms, physical abilities test, or the written test of job knowledge, will result in the termination of my employment.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**CURRENT BUREAU OF PRISONS NON-LAW ENFORCEMENT EMPLOYEES**

I understand that as a condition of my tentative selection into a law enforcement position, I must attend and successfully complete the three-week Introduction to Correctional Techniques training course. Failure to achieve satisfactory scores in any of the three areas which include, firearms, physical abilities test, or the written test of job knowledge, will result in no further consideration for the position.

Only after successful completion of the ICTP may the relocation process begin which would include a house hunting trip, if applicable.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

(This form may be locally reproduced  
or replicated via word processing)

BP-S-138(30)

Attachment 3-19, Page 1

United States Government  
Memorandum  
Federal Bureau of Prisons

DATE:

FROM: Chief of Staffing

SUBJECT: Request for Approval of Appointment Above the Minimum Rate

TO: Bureau Personnel Director

1. **Candidate's Name (Last, First, Middle Initial)**

---

2. **Proposed Position Title, Pay Plan, Series, Grade, Step, Salary**

---

3. **Organizational Location and Official Duty Station**

---

4. **Hiring Authority**

---

5. **Justification for Above the Minimum Rate Recommendation**

---

6. **Required Attachments:**

---

- \* Signed copy of application/resume.
- \* Copy of SF-52, indicating date received in personnel office.
- \* Copy of Official Position Description
- \* Copy of OPM certificate and SF-39A or Merit Promotion Certificate and any Selective factors, if applicable.
- \* Copies of written employment offers, if applicable.



Attachment 3-20, Page 1

**ABOVE THE MINIMUM RATE CHECKLIST**

**Instructions:** Mark an "X" in the appropriate space for each question cited below. If any item is answered **NO**, the request does not conform with applicable guidelines and should **not** be approved.

Applicant: \_\_\_\_\_  
 Position/Salary: \_\_\_\_\_  
 Facility : \_\_\_\_\_  
 Date: \_\_\_\_\_

|   | YES                      | NO                       | NA                       |
|---|--------------------------|--------------------------|--------------------------|
| Does the request clearly define the candidate's superior qualifications for the position?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the signed application document the candidate's superior qualifications as indicated in the justification?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the request substantiate the reasons for the proposed salary amount?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the request speak to the recruitment efforts that were taken to fill the position, other candidates considered, and compare the proposed candidates qualifications to others considered for this position? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the request cite the legal appointing authority that will be used to appoint the proposed candidates?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the request indicate the special rate salary table number?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If the request is based on a competing job offer, does the offer letter clearly offer current employment?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does salary requirement indicate an amount that exceeds the base salary of the grade?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the request clearly explain the reason for requesting an advanced hiring rate instead of, or in addition to, a recruitment bonus?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the request include a copy of:   |                          |                          |                          |
| Application/resume?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SF-52 indicating the date received in the ESD office?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Official Position Description?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| OPM Certificate of Eligibles and SF-39?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Merit Promotion Certificate?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Recent Earnings Statement?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Written Employment Offer?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**NOTES:**

\_\_\_\_\_  
 Certified By: \_\_\_\_\_  
                   Employee Services Manager (Print)

Date Sent to Central Office, Staffing: \_\_\_\_\_

Attachment 3-21, Page 1

**STANDARD MOBILITY STATEMENT**

I, \_\_\_\_\_, in applying for the position  
of \_\_\_\_\_, announcement number #  
\_\_\_\_\_, understand that a mobility statement is required  
and agree to relocate anywhere at the convenience of the Bureau  
upon completion of my training.

---

Signature \_\_\_\_\_ Date \_\_\_\_\_

RECRUITMENT BONUSES

|  |   |
|--|---|
| Amount   | Up to 25% of basic pay. Paid as lump-sum, not part of basic pay.  |
| Eligibility  | Newly appointed employee (first government appointment or appointment after 90-day break in service) in a position that would be difficult to fill with a high quality candidate. Career experience students (formerly Co-ops), interns, & law clerk trainees are exempt from the 90-day break in service requirement when accepting the first permanent appointment. |
| Service Agreement  | Twenty-four months. Repayment on pro rata basis if unfulfilled. **  |
| Approvals  | Case-by-case basis with written documentation. Must be reviewed and approved by official at a higher level than the official who made the recommendation.   |
| Approval Levels:   |   |
| General Schedule (except Attorneys)                            | Request in writing by the position's CEO through the Regional Director. Approved by the Assistant Directors of Human Resource Management, Administration, and the discipline involved, if any.  |
| Attorney   | Deputy Attorney General or designee-through Office of Attorney Personnel Management.  |
| SES, Executive Schedule, Senior Level, Presidential Appointees | Deputy Attorney General or designee-through Assistant Attorney General for Administration.  |
| Reports  | Bureau of Prisons submits quarterly reports to DOJ Director, Personnel Staff; DOJ Personnel Staff submits reports to OPM.   |

\*\* Refer to Chapter 3, Section 339.3., 3.e.

RETENTION ALLOWANCES

|  |  |
|--|--|
| Amount   | Up to 25% of basic pay. Paid every pay period, not part of basic pay.  |
| Eligibility  | Current employee with unusually high or unique qualifications who will leave the Federal service for employment outside of the Executive, Legislative and Judicial branches of government. Employee's appointment must be two years or longer. |
| Service Agreement  | None.  |
| Approvals  | Case-by-case basis with written documentation. Must be reviewed and approved by the Director. Must be recertified annually by the Director.  |
| Approval Levels:   |  |
| General Schedule (except Attorneys)                            | Request through the Regional or Assistant Director, as appropriate. Final approval by the Director of the Bureau of Prisons.   |
| Attorney   | Deputy Attorney General or designee-through Assistant Attorney General for Administration.   |
| SES, Executive Schedule, Senior Level, Presidential Appointees | Deputy Attorney General Or designee-through Assistant Attorney General for Administration.   |
| Reports  | Bureau of Prisons submits quarterly reports to DOJ Director, Personnel Staff; DOJ <u>Personnel Staff</u> submits reports to OPM upon request.  |

Attachment 3-24, Page 1

U. S. Department of Justice  
Federal Bureau of Prisons

-----  
Washington, DC 20534

MEMORANDUM FOR (NAME), ASSISTANT DIRECTOR  
HUMAN RESOURCE MANAGEMENT DIVISION

THROUGH: Regional Director  
  
FROM: Chief Executive Officer  
  
SUBJECT: Recruitment Bonus

A recruitment bonus is requested for (name), (intended position), (intended location) in the amount of (amount).

The following brief narrative is provided concerning this request.

- (1) The success of recent efforts to recruit high quality candidates for similar positions:
- (2) Recent turnover in similar positions (if any):
- (3) Labor market factors that may effect the ability to recruit high quality candidates for similar positions:
- (4) Special qualifications needed for the position:
- (5) The qualifications of the candidate, in sufficient detail to demonstrate that he/she is highly qualified for the position:
- (6) The practicality of using the superior qualifications appointment authority, alone or in combination with a recruitment bonus:
- (7) If the applicant had prior federal government experience, the dates of the most recent service are as follows:

8) Action: Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Date: \_\_\_\_\_ Signature \_\_\_\_\_

Date: \_\_\_\_\_ Signature \_\_\_\_\_

If approved: Amount Offered (% of salary) \_\_\_\_\_ %

Amount Paid \$ \_\_\_\_\_ %  
(Both dollar amount and percent of salary)

Attachment 3-25, Page 1

FEDERAL BUREAU OF PRISONS  
RECRUITMENT BONUS AGREEMENT

In consideration of a recruitment bonus in the amount of  
\$\_\_\_\_\_, I agree to remain in the service of the  
Federal Bureau of Prisons for a minimum period of 24 months. I  
understand that should I violate this agreement, unless separated  
for reasons beyond my control and acceptable to the Federal  
Bureau of Prisons, I shall be indebted to the Federal Government  
and shall repay the recruitment bonus on a pro rata basis.

---

Signature/Date

WITNESS:

---

Signature/Title/Date

Attachment 3-26, Page 1

U. S. Department of Justice  
Federal Bureau of Prisons

Washington, DC 20534

MEMORANDUM FOR KATHLEEN M. HAWK, DIRECTOR  
FEDERAL BUREAU OF PRISONS

THROUGH: Assistant Director  
FROM: Regional Director  
SUBJECT: Retention Allowance

A retention allowance is requested for \_\_\_\_\_ (name) \_\_\_\_\_,  
\_\_\_\_\_ (position) \_\_\_\_\_, at \_\_\_\_\_ (location) \_\_\_\_\_, in the amount of \_\_\_\_\_  
\_\_\_\_\_ (amount) \_\_\_\_\_.

The following brief narrative is provided in support of this request.

1) The success of recent efforts to recruit high quality candidates for  
similar positions:

2) The availability of high quality internal candidates eligible for promotion  
to similar positions:

3) Recent turnover in similar positions (if any):

4) Special qualifications needed for the position:

5) The qualifications of the candidate, in sufficient detail to demonstrate  
that he/she is highly qualified for the position:

6) Labor market factors that may effect the ability to recruit/promote high quality  
candidates to this position or to retain the incumbent:

7) Detailed conditions that give rise to the suspicion that the incumbent will  
quit his/her position without some retention incentive.

8) Action: Approval \_\_\_\_\_ Disapproved \_\_\_\_\_  
Date: \_\_\_\_\_ Signature \_\_\_\_\_

If approved: Amount Offered (% of salary) \_\_\_\_\_ %

This amount may be up to 25% of basic pay; paid every pay period, but not included as  
part of basic pay. This retention allowance must be recertified annually by the  
Director. \*

Attachment 3-27

C O N F I D E N T I A L  
 REFERENCE CHECK

Applicant: \_\_\_\_\_

Vacancy Announcement: \_\_\_\_\_

Title/Location of Vacancy: \_\_\_\_\_

As noted in the Human Resource Management Manual (CN \*\*\*), selecting officials, or their designee, may elect to check the references of Best Qualified or non-competitive applicants for a vacancy. The questions outlined below are required when references are checked and follow-up questions for clarification purposes are permissible. Additionally, should the reference-checker determine that additional job-related questions are necessary for a specific vacancy, those questions are to be added to this form and asked of all applicants who are referenced checked for that vacancy. Care should be taken in framing questions so information being solicited would not indicate an applicant's race, color, sex, religion, national origin, age, disability or sexual preference.

**A summary of the reference-checking results for each applicant is to be recorded on this form and retained in the applicable promotion file. Results are not to be directly linked to the reference contacted.**

| Current Skill/Ability Level   | Not Observed | Below Average | Average | Above Average |
|---|--------------|---------------|---------|---------------|
| Administrative Skills (e.g., establishes plans, develops systems and processes, prioritizes and organizes work)                                       |              |               |         |               |
| Oral Communication Skills (e.g., fosters open communications, listens, delivers presentations, interpersonal skills, builds relationships, diplomacy) |              |               |         |               |
| Written Communication Skills  |              |               |         |               |
| Technical Expertise   |              |               |         |               |
| Responsiveness (e.g., commitment to quality, meets expectations and deadlines)  |              |               |         |               |
| Analytical Ability (e.g., problem solving abilities, sound judgement, ability to analyze issues)  |              |               |         |               |
| Additional Job Related Questions/comments   |              |               |         |               |
| Additional Job Related Questions/comments   |              |               |         |               |

Disciplinary Actions within last two years, if known:

Would you employ the individual in this position? Yes/ No

| Supervisory Positions Only: Leadership Skills (e.g., provides direction, fosters teamwork, motivates staff, values diversity, promotes agency mission, ability to train subordinates) | Not Observed | Below Average | Average | Above Average |
|---|--------------|---------------|---------|---------------|
|   |              |               |         |               |

| Supervisory Positions Only: Is applicant mobile? | Yes | No | Unknown |
|--|-----|----|---------|
|  |     |    |         |

References: (Name) \_\_\_\_\_ (Title) \_\_\_\_\_

(Name) \_\_\_\_\_ (Title) \_\_\_\_\_

(Name) \_\_\_\_\_ (Title) \_\_\_\_\_

Form completed by:

(Name) \_\_\_\_\_ (Title) \_\_\_\_\_

(Date)

\_\_\_\_\_

—

Attachment 3-28, Page 1

U. S. Department of Justice  
Federal Bureau of Prisons

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Washington, DC 20534

MEMORANDUM FOR (NAME), ASSISTANT DIRECTOR  
HUMAN RESOURCE MANAGEMENT DIVISION

FROM: Regional Director

SUBJECT: Relocation Bonus

A relocation bonus is requested for (name), (intended position),  
(intended location) in the amount of (amount).

The following brief narrative is provided concerning this  
request.

1) The success of recent efforts to recruit candidates for  
similar positions, including indicators such as offer acceptance  
rates, the proportion of positions filled, and the length of time  
required to fill the position:

2) Recent turnover in similar positions (if any):

3) Labor market factors that may effect the ability to recruit  
high quality candidates for similar  
positions:

4) Special qualifications needed for the position:

5) Action: Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Date: \_\_\_\_\_ Signature \_\_\_\_\_

If approved: Amount Offered \$ \_\_\_\_\_ (% of salary)

Attachment 3-29, Page 1

FEDERAL BUREAU OF PRISONS  
RELOCATION BONUS AGREEMENT

In consideration of a relocation bonus in the amount of \$ \_\_\_\_\_, I agree to remain in service at the designated commuting area of the Federal Bureau of Prisons for a minimum period of 18 months. I understand that should I violate this agreement, unless separated for reasons beyond my control and acceptable to the Federal Bureau of Prisons, I shall be indebted to the Federal Government and shall repay the recruitment bonus on a pro rata basis.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

WITNESS:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Attachment 3-30, Page 1

RELOCATION BONUS

|  |  |
|--|--|
| Amount   | \$10,000 paid as a lump-sum.   |
| Eligibility  | Current Bureau of Prisons employee who must relocate to accept a position in a hard-to-fill location.  |
| Service Agreement  | Eighteen months. Repayment on pro rata basis if unfulfilled.   |
| Approvals  | Case-by-case basis with written documentation. The Assistant Director, HRMD has been delegated general approving authority by the Director.    |
| Approval Levels:   |  |
| General Schedule<br>(Except Attorneys)                               | Request in writing by the Regional Director. Approved by the Assistant Director, HRMD.   |
| Attorney   | The Bureau of Prisons General Counsel will submit to the Assistant Director, HRMD (who will confer with the Director prior to final approval). |
| SES, Executive Schedule,<br>Senior Level,<br>Presidential Appointees | Deputy Attorney General or designee-through the Assistant Attorney General for Administration.   |
| Reports  | Bureau of Prisons submits an annual report to DOJ Director, Personnel Staff no later than October 31, covering the preceding fiscal year.      |

Attachment 3-31, Page 1

U. S. Department of Justice  
Federal Bureau of Prisons

Washington, DC 20534

MEMORANDUM FOR (NAME), ASSISTANT DIRECTOR  
HUMAN RESOURCE MANAGEMENT DIVISION

THROUGH: Regional or Assistant Director  
FROM: Warden  
SUBJECT: Student Loan Repayment

A student loan repayment is requested for **(name)**, **(intended position)**, **(intended location)** in the amount of **(amount)**.

The following brief narrative is provided concerning this request.

- An explanation of the difficulty the Bureau would face in the absence of loan repayment in filling the position with a highly-qualified employee, or retaining a highly qualified employee, including applicable indicators/areas such as:
  - the success of efforts to recruit/retain high quality candidates in similar positions;
  - offer acceptance rates,
  - the proportion of positions filled,
  - the length of time required to fill the position, and
  - the vacancy rate;
- (b) evidence of local difficulty in recruiting or retaining staff in this position, including the separation rate in comparison to local/national levels;
- (c) a description of the employee's high or unique qualifications or the special need for the employee's services, as it relates to the position;
- (d) the criteria used to determine the amount of repayment; and
- (e) an explanation of the extent to which other available recruitment or retention incentives were considered or offered.

Action: Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
Assistant Director, (insert \_\_\_\_\_ discipline)

Action: Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Date: \_\_\_\_\_ Signature \_\_\_\_\_  
Assistant Director, Human Resource  
Management Division

If approved:

Amount Offered \$ \_\_\_\_\_ per year for \_\_\_\_\_ year(s).

Attachment 3-32, Page 1

**FEDERAL BUREAU OF PRISONS  
STUDENT LOAN REPAYMENT AGREEMENT**

In consideration of the repayment of my outstanding federally-insured student loan balance as described below,

I (insert employee's name) agree to remain in the service of the Bureau of Prisons for a period of (insert term of 36 months or 12 months for supplemental agreements), beginning on the date that the repayment is made. The loan(s) subject to this agreement is not/are not in default.

I enter into this agreement with the understanding that:

- The loan repayment schedule will be as follows: the Bureau of Prisons will repay \$ (insert dollar amount) in outstanding federally-insured student loans directly to (insert name of an source) in (amount and payment frequency) (e.g., one repayment of \$10,000 in Fiscal year 2004 and one repayment of \$10,000) in Fiscal year 2005); \*
- Appropriate tax withholding will be made at the time of each payment;
- I am responsible for any applicable taxes on repaid amounts;
- I am responsible for the repayment of any outstanding loan amounts not covered by the loan repayment schedule, and for any applicable late fees.
- If I'm a new employee, I must successfully complete Introduction to Correctional Techniques prior to a student loan repayment being made to the lender.

I will lose eligibility for continued loan repayment benefits if I:

- separate from the Bureau;
- the loan goes into default;
- do not maintain a fully successful job performance level, as reflected in my most recent performance rating;
- depart from the education-required occupation for which the student loan was approved, if applicable; or

Attachment 3-32, Page 2

- violate any of the conditions of this agreement.

I agree to reimburse the Government for any repaid amounts if I do not complete this period of service due to:

- voluntary departure from the Department of Justice;
- voluntary separation or transfer from the Department of Justice to enter service in another federal agency; or
- involuntary separation on account of misconduct or performance.

I request the student loan repayment to the lending institution be disbursed in one of the following methods:

- { } Annually
- { } Semi-Annually
- { } Quarterly

In addition, I understand that:

- I may request a waiver of any required reimbursement to the Government;
- I must notify the local HRM Office and provide documentation if I renegotiate the terms or conditions (e.g., payment schedule, amount paid) of my student loan with the lender.
- This agreement in no way constitutes a right, promise, or entitlement for continued employment or, if applicable, non-competitive conversion to the competitive service; and
- Payments beyond the initial service agreement will require a supplemental service agreement.

\_\_\_\_\_  
Signature/Date

WITNESS (HRM REPRESENTATIVE):

\_\_\_\_\_  
Signature/Title/Date

**Note:** This agreement should be filed on the left side of the OPF.

**STUDENT LOAN REPAYMENT**

|  |   |
|--|---|
| Amount   | Up to \$10,000 per calendar year for the first three years of repayment (up to a maximum amount of \$30,000). Subsequent amounts up to \$10,000 not to exceed a maximum amount of \$60,000. As requested by the employee, amounts paid annually, semi-annually, or quarterly to the lender.   |
| Eligibility  | Candidates offered employment and current Bureau of Prisons employees who will/currently occupy positions as:<br>-Permanent employees;<br>-Temporary employees serving on appointments which can be converted to term or permanent appointments;<br>-Term employees with at least three years left on their appointment; or<br>-Employees serving on excepted appointments which can be converted to term, career, or career conditional appointments (i.e., Career Intern, VRA). |
| Service Agreement                                  | Thirty-six months. For payments beyond 36 months (i.e., \$30,000), an additional 12 months of service will be required for each whole increment of \$10,000 paid.   |
| Approvals  | Case-by-case basis with written documentation. The Assistant Director, HRMD has been delegated general approving authority by the Director with the Assistant Director over the discipline.   |
| Approval Levels:                                   |   |
| General Schedule and Wage Grade (Except Attorneys) | Request in writing by the Regional or Assistant Director. Approved by the Assistant Director, HRMD and the Assistant Director over the discipline.  |
| Attorney   | The Bureau of Prisons General Counsel will submit to the Assistant Director, HRMD for conference and final approval.  |
| Schedule C of the Excepted Service                 | Ineligible.   |
| Reports  | Bureau of Prisons submits an annual report to DOJ Director, Personnel Staff no later than November 15, covering the preceding fiscal year.  |

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Department of Justice  
Federal Bureau of Prisons  
Training Agreement for Physician Assistant

I. Reasons for Training agreement

The Federal Bureau of Prisons continues to experience a scarcity of Physician Assistant candidates, not only at the GS-11 journeyman level, but also at the GS-9 and GS-7 entry levels. In 1983, we were granted the authority to operate a Physician Assistant register to help with our recruiting efforts. The Bureau also has a full-time recruiter for these positions who works in conjunction with the National Recruiting Office and Regional Recruiters located in the field. Even with these efforts, we still run an average turnover rate of almost thirty percent a year. When the previous extension was requested in 1988, there were a total of 45 promotions completed in 1987 due to the training agreement. That total has almost doubled to the sum of 83 for 1989.

This Chapter 338 training agreement provides an exception to time in grade and qualification requirements for promotion from GS-7 to GS-9 or GS-9 to GS-11 after successful completion of the 26 week training program within the first six months of employment, thus enabling us to promote PA's sooner who initially qualify at a grade level that is less than the maximum for the position. It will also help us attract and retain highly qualified people in this critical area of delivering health care to our inmate population. No additional funds will be requested to effect grade adjustments under this agreement and it is anticipated the training program can be operated at no additional cost to the government.

II. Position Coverage

It is anticipated that this program will cover approximately 100 GS-603-7 and GS-603-9 Physician Assistants nationwide in the Bureau of Prisons. The training agreement provides for the accelerated promotion of each participant covered by this program.

III. Method of Selection of Trainees

Trainees will be selected competitively for entry level positions through the Bureau of Prisons delegated register for Physician Assistant and other appropriate mechanisms.

All candidates selected will meet the qualifications standards in accordance with the General Policies and Instructions for the Qualification Standard Handbook X-118.

IV. Knowledge, Skills and Abilities Required

- A. Knowledge of techniques used to evaluate a medical problem.
- B. Ability to perform and interpret diagnostic and therapeutic procedures.
- C. Ability to relate and deal effectively with superiors, peers and others.
- D. Ability to deal effectively with patients.

V. Training

The training will be organized as shown below. The training plan covers 26 weeks of training conducted during the first six months as a Physician Assistant. The training is a combination of four weeks of classroom training and 22 weeks of on-the-job training. The training will be conducted under the supervision of the institution Health Systems Administrator (HSA). The HSA can tailor individual parts of the training to suit the needs of the trainees within the overall program. Trainees must complete a minimum of 26 weeks in the program before being eligible for promotion. The HSA can extend the training period for up to three months to cover contingencies and can alter the sequence of the training to allow for learning experience in the actual work situation. The HSA, in consultation with the physician, must certify that the trainee has achieved an acceptable level of competence in all of the areas of training before the trainee can be

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promoted. At least 50% of the training must be in the target occupation or directly related fields.

- A. Institution Familiarization Training. This is classroom training conducted at the institution. It is one week in length and covers staff training, personnel programs, introduction to the BOP and institution, employee conduct and responsibility, institution department orientation, inmate programs and classification, inmate discipline and administrative remedy, report writing, tool and key control, security inspections, count procedures, inmate accountability, contraband identification and control, area shakedown, pat and strip shakedown, staff-inmate relations, Freedom of Information and Privacy Acts, emergency plans, safety and fire protection, recognition and management of medical emergencies, local resources in handling special inmates and public relations.
  
- B. Introduction to Correctional Techniques. This is classroom training conducted at the Staff Training Center in Glynco, Georgia. It is three weeks in length and covers inmate discipline, physical activities, health screening, institutional disturbances, overview of the Federal Bureau of Prisons, Central Inmate Monitoring, self-defense, hostages, legal issues in emergencies, rights and responsibilities of staff, introduction to correctional law, sexual conflicts in a correctional environment, abnormal behavior in a correctional environment, abnormal behavior and suicide prevention, inmate program planning, contraband, interpersonal communications, custodial procedures (handcuffing, etc.), an escape exercise, role definition, stress management, survival skills and religious issues.
  
- C. On-the-Job Training. The trainee must satisfactorily demonstrate the following knowledge and abilities during the 22-week on-the-job training phase. Numbers indicate the minimum number of instances the ability must be demonstrated.
  1. Laboratory - Demonstrate the ability to perform venipuncture (15), fingerstick (5), complete blood count (15), hematocrit (5), gram stain (urethral discharge and sputum), dipstick urinalysis (15), microscopic examination of urine (15) and fasting blood sugar (10). Demonstrate knowledge of the collection, use and interpretation of blood culture, urine culture, sputum culture, stool culture, stool examination for occult blood, urethral discharge culture and throat swab for culture.

2. Radiology - Demonstrate knowledge of the ordering and interpretation of chest x-rays (20), IVP, flat plate abdomen, upper gastrointestinal series, barium enema, and extremities x-rays. Must have performed chest x-rays (lateral and PA or AP), flat plate abdomen, KUB, arm, wrist, leg, knee and ankle.
3. Dental - Demonstrate a knowledge of charting dental examination (20), assisting dentist, bite wing x-rays, temporary fillings, setting up amalgam and removing sutures.
4. Other Diagnostic Studies - Demonstrate ability to perform complete history (20), complete physical examination (20), audiogram (20), a twelve-lead electrocardiogram (20), tonometry, visual screening, sub-cutaneous injections, deep muscle injections, starting an IV (angiocath or intercath, butterfly and needle), advancing a stomach tube, urethral catheterization, rectal digital probe, and fundoscopic examination. Demonstrate knowledge of the use and interpretation of electrocardiogram (including rate, rhythm and configuration), angiogram cycles and configuration, defibrillator applicability and pulmonary function test.

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5. Therapeutics - Demonstrate the ability to perform irrigation for impacted cerumen, application and removal of extremity casts (short arm, long arm, short leg and long leg), local anesthesia, suture repair, removal of skin lesion (wart, mole, skin tag or other), debridement and repair of laceration of extremity and removal of foreign body from soft tissue. Demonstrate knowledge of the use of cardiopulmonary resuscitation, inhalation therapy, intubation and fireman's carry.
6. Patient Education - Demonstrate the ability to instruct patients in crutchwalking, range of motion exercises of extremities, lower back exercises, proper use of medications, specialized diets and job limitation.
7. Pharmacy - Demonstrate the filling of prescriptions, labeling of prescriptions, dispensing of medications at pill line, insulin injections, PPD applications, counting needles and syringes, and counting of narcotics. Demonstrate knowledge of ordering medications, stocking supplies and filing prescription forms.
8. Psychiatry - Demonstrate the ability to perform a psychiatric interview, psychiatric counseling, and a neurologic examination. Demonstrate the knowledge of psychotropic medications, psychosis diagnosis and treatment, neurosis diagnosis and treatment, personality disorder diagnosis and interaction of medications with a psychiatric patient.
9. Administrative Functions - Perform segregation rounds, intake screening, town trips, filling out form 71, CME training session, sick call sign-up, A&O lecture and inmate counts. Demonstrate knowledge of key control, security checks, safety department procedures, food service procedures, mass casualty procedures, suicide prevention procedures, inmate death procedures, inmate discipline procedures, incident reporting procedures and the Health Services Manual.

VI. Documentation

A training file will be maintained on each trainee for a minimum of two years after completion of the training program. A written record of satisfactory completion of the training program will be made a part of the trainee's Official Personnel Folder. Questions about the training agreement may be addressed to the Staffing Section. Questions about the on-the-job training phase of the program should be directed to the Health Services Division.

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Federal Bureau of Prisons  
Certification of Completion of Training  
Physician Assistant

Trainee: \_\_\_\_\_ Institution: \_\_\_\_\_

I hereby certify that this trainee has satisfactorily completed all aspects of the training program, is performing at or above a fully successful level and is eligible and recommended for one accelerated promotion as a Physician Assistant in the GS-603 series in accordance with the Chapter 338 training agreement.

\_\_\_\_\_  
Health Systems Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resource Manager

\_\_\_\_\_  
Date

Distribution: OPF (Left side)  
EDM



Attachment 4-2, Page 2

Instructions for Completing Performance Log

1. Observe and document the employee's performance throughout the rating period.
2. Record performance incidents as they occur, within fifteen working days of becoming aware of the performance.
3. Document instances of important, job-related performance, both positive and negative. Do not describe personality traits. Describe specific behavior related to the performance standards. Performance log entries must include:
  - The date of the performance incident,
  - What the employee did that was particularly effective or ineffective,
  - Circumstances surrounding or contributing to the performance, for example, the consequences of the performance, whether the employee had sufficient time and resources or whether circumstances outside the employee's control contributed to the performance,
  - The element of the performance standard to which the performance incident relates, and
  - The level described or inferred by the standard (unacceptable, minimally satisfactory, fully successful, excellent or outstanding) which matches the performance incident.
4. Document performance entries so that each element of the performance standards is addressed at least once each quarter. If there are no particularly significant incidents in an element during a quarter, describe typical performance in that element over the course of the quarter. By the end of the rating period, there should be at least four entries for each element.
5. Special provisions apply and action is required if you record an instance of performance at the unacceptable level. Contact your Human Resource Manager for assistance before noting unacceptable performance in the log.
6. Give the employee an opportunity to review the entry as soon as practicable, but no later than fifteen working days after you make the entry. Have the employee initial and date the entry after discussion. The employee's initials indicate only that the entry has been reviewed, not that they agree with it.

Attachment 5-1, Page 1

**Language for Primary Law Enforcement Positions  
(GS POSITIONS)**

**MAJOR DUTIES AND RESPONSIBILITIES**

Along with all other correctional institution employees, incumbent is charged with responsibility for maintaining security of the institution. The staff correctional responsibilities precede all others required by this position and are performed on a regular and recurring basis.

Specific correctional responsibilities include custody and supervision of inmates, responding to emergencies and institution disturbances, participating in fog and escape patrols, and assuming correctional officer posts when necessary. The incumbent is required to shakedown inmates, conduct visual searches of inmate work and living areas for contraband, and is responsible for immediately responding to any institution emergencies. The incumbent must be prepared and trained to use physical control in situations where necessary, such as in fights among inmates, assaults on staff, and riots or escape attempts.

Incumbent has the authority to enforce criminal statutes and/or judicial sanctions, including investigative, arrest and/or detention authority on institution property. When necessary, incumbent also has the authority to carry firearms and exercise appropriate force to establish and/or maintain control over individuals. When conditions warrant, the employee may enter into hostile or life threatening situations and may be required to make decisions affecting the life, well-being, civil liberties, and/or property of others. The actions of the incumbent could result in personal sanctions and legal liability.

Incumbent must successfully complete specialized training in firearms proficiency, self defense, management of medical emergencies, safety management and interpersonal communication skills.

**FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION**

Must be familiar with safety procedures for staff and inmate workers.

Skill in the identification of narcotics and narcotic paraphernalia.

Knowledge of search procedures of persons and property for contraband.

Attachment 5-1, Page 2

Thorough knowledge of BOP regulations to enforce security measures and protect life and property. Work within a prison environment requires a special ability for alertness requiring keen mental and physical effort. Incumbent must be aware of group or individual tensions, alert to unpredictable behavior, and generally sensitive to signs of trouble which could result in injury.

**FACTOR 4 - COMPLEXITY**

Security concerns that are inherent in a correctional environment further increase the extent and nature of complexity. Incumbent has direct and frequent daily contact with inmates. Motivation of inmates to want to learn must be encouraged and developed. In addition to regular duties, the staff are also responsible for maintaining security of the institution through observation of inmate behavior, maintenance of discipline, accountability of tools, and counseling of inmates on institutional and personal problems. Security concerns are a regular and recurring part of the job.

**FACTOR 6 - PERSONAL CONTACTS**

Incumbent has direct and frequent contacts with inmates and through these contacts, may impact their attitudes and behavior.

**FACTOR 7 - PURPOSE OF CONTACTS**

Contacts with inmates are primarily to attempt to change their undesirable attitudes and behavior patterns towards socially acceptable behavior and to establish positive correctional attitudes. Incumbent has frequent opportunities to influence the attitudes and behavior of inmates by informal guidance and counseling.

**FACTOR 9 - WORK ENVIRONMENT**

All staff in the correctional facility, regardless of their occupations, are expected to perform law enforcement functions. As a result, the incumbent is regularly subject to physical hazards and dangerous conditions such as assaults and hostage situations. Due to the potential for uncontrollable situations to occur in a correctional institution, the level of risk for hazardous and stressful working conditions is very high.

The duties of this position require frequent direct contact with individuals in detention suspected or convicted of offenses against the criminal laws of the United States. Daily stress and

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exposure to potentially dangerous situations such as physical attack are an inherent part of this position; consequently, it has been designated as a law enforcement position. Accordingly, the incumbent is covered under the special retirement provisions for law enforcement officers contained in Chapters 83 and 84 of Title 5, United States Code.

**Language for Primary Law Enforcement Positions  
(FWS POSITIONS)**

**MAJOR DUTIES AND RESPONSIBILITIES:**

Along with all other correctional institution employees, incumbent is charged with responsibility for maintaining security of the institution. The staff correctional activities are paramount and precede other duties and responsibilities required by this position. Incumbent regularly performs as a law enforcement officer during required training, emergency situations, staff shortages and under any other type of correctional operating crisis.

Specific correctional responsibilities include custody and supervision of inmates, responding to emergencies and institution disturbances, participating in fog and escape patrols, and assuming correctional officer posts when necessary. Incumbent may be required to shakedown inmates and conduct visual searches in their work or living area for contraband. Incumbent must be prepared and trained to use physical control in situations where necessary, such as in fights among inmates, assaults on staff, and riots or escape attempts.

Incumbent has the authority to enforce criminal statutes and/or judicial sanctions, including investigative, arrest and/or detention authority. When necessary, incumbent also has the authority to carry firearms and exercise appropriate force to establish and/or maintain control over individuals. When conditions warrant, the employee may enter into hostile or life threatening situations and may be required to make decisions affecting the life, well-being, civil liberties, and/or property of others. The actions of the incumbent could result in personal sanctions and legal liability.

Incumbent must successfully complete specialized and continuing training in firearms proficiency, self defense, management of medical emergencies, stress management and interpersonal communication skills.

The duties of this position require frequent direct contact with individuals in detention suspected or convicted of offenses against the criminal laws of the United States. Daily stress and exposure to potentially dangerous situations such as physical

attack are an inherent part of this position; consequently, it has been designated as a law enforcement position. Accordingly, the incumbent is covered under the special retirement provisions for law enforcement officers contained in Chapters 83 and 84 of Title 5, United States Code.

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**Language for Secondary Law Enforcement Positions  
(GS Positions)**

**MAJOR DUTIES AND RESPONSIBILITIES**

The incumbent of this position is a law enforcement officer and occupies a position with secondary law enforcement retirement coverage.

As an employee of the Bureau of Prisons, this position meets the definition of being in the law enforcement field and is administrative in nature. Administrative positions are defined as executive, managerial, technical, semiprofessional, or professional positions for which experience in a primary law enforcement position, or equivalent experience outside the federal government, is a mandatory prerequisite.

Incumbent is responsible for developing policy, providing expert advice in an area of correctional specialty, or to provide guidance, direction, supervision, advice and/or evaluation for a program or programs in correctional facilities.

This secondary position's prerequisite experience was gained in a primary position which has a maximum initial appointment age of 36 in accordance with 5 U.S.C. 3307.

The incumbent may be called on to perform as a law enforcement officer in a correctional environment during training, emergency situations, and in times of staff shortages. Such assignments will involve frequent and direct contact with inmates and subject the incumbent to arduous, adverse and stressful working conditions.

A prerequisite of this position is the completion of "Institution Familiarization", and completion of a mandatory course in "Introduction to Correctional Techniques". The training emphasizes self-defense, firearms, security, hostage situations, suicide prevention, and CPR.

**FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION**

Incumbent must have experience as a law enforcement officer in a correctional facility which included primary responsibility for the detention, direction, supervision, inspection, training, employment care and transportation of inmates incarcerated in these facilities.

Incumbent must have a thorough knowledge and understanding of the mission and goals of the Bureau of Prisons.

Incumbent must have the knowledge, skills and abilities to perform law enforcement functions in response to emergencies throughout the BOP.

Incumbent must have knowledge of the variety of institutions, inmate populations and the resulting problems presented by the various combinations in order to effectively carry out primary responsibilities of directing and evaluating operating programs in field institutions.

**FACTOR 3 - GUIDELINES**

Incumbent must exercise judgement in adapting current or developing new guidance to meet the mission and security concerns of the BOP.

**FACTOR 4 - COMPLEXITY**

Because of the nature and mission of this position, incumbent must have a thorough understanding of the operating problems involved in working within an institution.

**FACTOR 5 - SCOPE AND EFFECT**

The incumbent of this position is responsible for developing policy, providing advice, guidance, training, or evaluation for programs in field institutions. These types of duties and responsibilities have an impact on field operations Bureau-wide.

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The position serves in direct support of the primary mission of the BOP which is to protect society by confining inmates in a controlled environment.

**FACTOR 6 - PERSONAL CONTACTS**

The duties of this position may, at times, require frequent and direct contact with individuals in confinement who are suspected of or convicted of offenses against criminal laws of the United States, as described in Title 18 of the U.S. Criminal Code.

Incumbent may have frequent contacts with institution staff, correctional staff outside the BOP, and/or other public officials.

**FACTOR 7 - PURPOSE OF CONTACTS**

Contacts with inmates are for the purpose of providing training, care, rehabilitation, custody and/or control.

Other contacts may occur for the purpose of providing policy guidance, advice and/or training.

**FACTOR 8 - PHYSICAL DEMANDS**

The work is typically sedentary, however, on occasion the incumbent may be asked to perform as a law enforcement officer in a correctional environment. He/she must be physically able to respond to disturbances and emergencies, which may include the restraint of inmates.

**FACTOR 9 - WORK ENVIRONMENT**

The work is typically performed in an office environment. However, the incumbent may be called on to perform law enforcement functions in a correctional environment in response to institutional disturbances, for training purposes, or during staff shortages. In these instances, the incumbent may be subject to arduous, adverse, and stressful working conditions to include hostage situations and the possibility of inmate disturbances.

Attachment 5-3 Page 1

## 1. CREATING MRNs

The MRN contains six characters which identify the classifying office, type of position (Standardized, Exception to Standardized, or Unique), pay plan, law enforcement status, and a three digit sequential number.

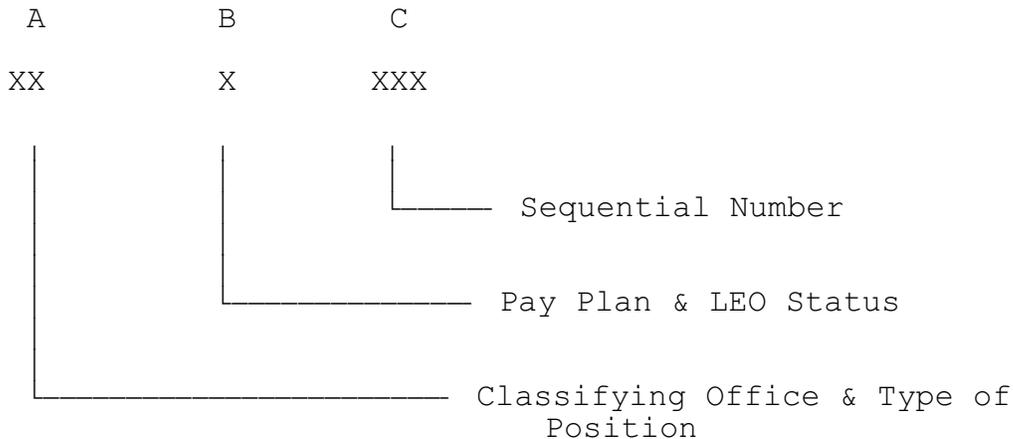
The office responsible for assigning MRNs will be determined by the type of position listed below. The assigning office will be responsible for maintaining a log of MRNs.

**Standardized position:** Assigned by PPM.

**Exception to Standardized position:** Assigned by the office one level higher than the normal delegation. This will only be PPM or regional offices.

**Unique position:** Assigned by the delegated level for classification.

### MRN STRUCTURE:



#### A. Classifying Office and Type of Position (1<sup>st</sup> & 2<sup>ND</sup> field).

The classifying office number is a two digit number containing either alpha or numeric characters. This will be the office with final classification authority for the position. The codes for each office and type of position are listed in Appendix 1. Alpha characters O and I are listed as unallocated to avoid confusion with similar numeric characters. Classifying office numbers for new institutions will be issued by PPM.

**B. Pay Plan and LEO Status (3<sup>rd</sup> field).** This one character alpha code will be determined by the servicing HR office based on the pay plan and law enforcement status of the employee. Alpha character I is not used to avoid confusion with similar numeric characters.

A = GS/LEO  
B = GS/Non-LEO  
C = GM/LEO  
D = GM/Non-LEO  
E = WS/LEO  
F = WS/Non-LEO  
G = WG/LEO  
H = WG/Non-LEO  
J = ES/LEO  
K = ES/Non-LEO

Note:

LEO = Primary and secondary covered positions

C. The sequential number is a three digit field containing only numeric characters. The first position classified in each category (Standardized, Exception to Standardized, and Unique) will be 001, the second 002, and so on. The sequential number will remain the same for positions with more than one incumbent, regardless of pay plan or law enforcement status. For example, PPM assigns the MRN SP\_001 to the Associate Warden position. You have a GS and GM Associate Warden at your institution, therefore the same PD will be used, but different MRNs - SPA001 for the GS employee and SPC001 for the GM employee.

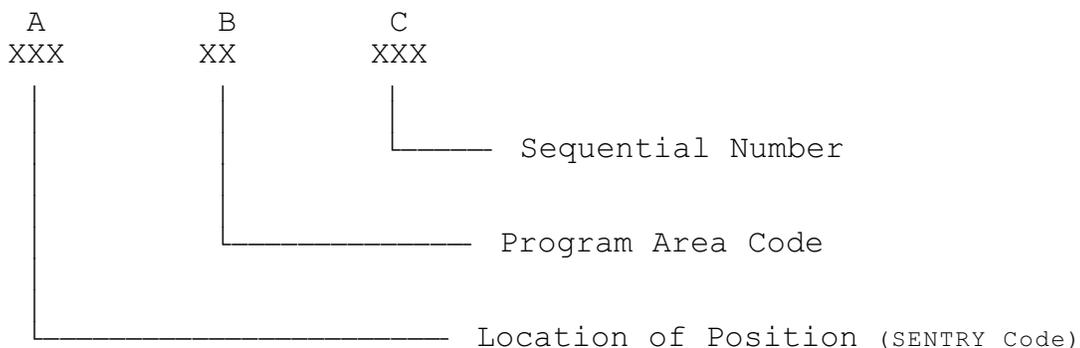
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## 2. CREATING IPNs

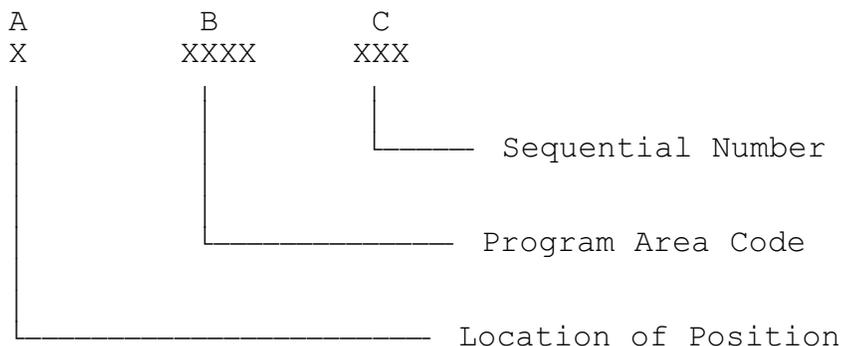
The IPN is an eight digit number which will be assigned by the HR office actually servicing the position/employee. The IPN identifies the location of the position (or servicing HR office), program area code (except UNICOR positions), and sequential number.

IPNs are tracked using Attachment 2 in the PMSO Guide or the appropriate NFC report. See the PMSO Guide for additional information.

### INSTITUTION IPN:



### CENTRAL OFFICE, REGIONAL OFFICE, AND TRAINING CENTER IPN:



**A. Location of Position.** This field represents the location of the HR office actually servicing the position/employee. The number of characters in this field will differ for institution and non-institution positions.

For institution positions, this is a three digit alpha field utilizing the SENTRY code for that location.

For Central Office, regional offices, and training centers, the following codes are used:

- C - Central Office
- R - Regional Office
- T - Training Center

**B. Program Area Code.** The number of characters will also differ for institution and non-institution positions. This is a two digit field for institution positions and a four digit field for Central Office, regional office, and training center positions. This field represents the location of the position within the institution, regional office, etc. See Appendix 2 for Program Area Codes.

The codes used for UNICOR positions are somewhat different than other positions. See Appendix 2 for a listing of these codes.

**C. Sequential Number.** This is a three digit field containing only numeric characters. Each MRN has an IPN with a sequential number starting at 001. Each identical additional position will be numbered in a sequential manner (002, 003, etc.).

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### **3. DEALING WITH STATEMENTS OF DIFFERENCE (SOD)**

When a position is filled at a grade lower than the full performance level, the same MRN is used for all employees assigned to the position, regardless of employees' grade levels. PMSO block A5 (grade) will reflect the grade of the incumbent(s) and block C10 (target grade) will reflect the full performance grade level of the position.

It is not required to prepare a SF-52 to establish a SOD. However, the local HRM may use their own discretion in making this determination.

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**APPENDIX 1: CLASSIFYING OFFICE AND TYPE OF POSITION**

SP - Standard Position

11 - Pay and Position Management (Exception to Standardized)  
21 - Pay and Position Management (Unique)

A1 - Central Office Personnel Office (Unique)  
B1 - MSTC Aurora (Including Glynco) (Unique)

12 - Northeast Regional Office (Exception to Standardized)  
22 - Northeast Regional Office (Unique)

A2 - Allenwood FPC  
B2 - Allenwood Low  
C2 - Allenwood FCI  
D2 - Allenwood USP  
E2 - Brooklyn  
F2 - Danbury  
G2 - Fairton  
H2 - Fort Dix  
I2 - Unallocated  
J2 - Lewisburg  
K2 - Loretto  
L2 - McKean  
M2 - New York  
N2 - Otisville  
O2 - Unallocated  
P2 - Ray Brook  
Q2 - Schuylkill  
R2 - Devens  
S2 - Philadelphia  
T2 - Elkton

13 - Mid-Atlantic Regional Office (Exception to Standardized)  
23 - Mid-Atlantic Regional Office (Unique)

A3 - Alderson  
B3 - Ashland  
C3 - Butner  
D3 - Cumberland  
E3 - *TO BE ASSIGNED*  
F3 - Lexington  
G3 - Manchester  
H3 - *TO BE ASSIGNED*  
I3 - Unallocated  
J3 - Morgantown  
K3 - Petersburg  
L3 - Seymour Johnson  
M3 - *TO BE ASSIGNED*  
N3 - Memphis

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O3 - Unallocated  
P3 - *TO BE ASSIGNED*  
Q3 - Beckley  
R3 - *TO BE ASSIGNED*  
S3 - *TO BE ASSIGNED*  
T3 - *TO BE ASSIGNED*  
U3 - Lee

14 - Southeast Regional Office (Exception to Standardized)  
24 - Southeast Regional Office (Unique)  
A4 - Atlanta USP  
B4 - Eglin  
C4 - Guaynabo  
D4 - *TO BE ASSIGNED*  
E4 - Jesup  
F4 - Marianna  
G4 - Maxwell  
H4 - Miami FCI  
I4 - Unallocated  
J4 - Miami FDC  
K4 - Pensacola  
L4 - Talladega  
M4 - Tallahassee  
N4 - *TO BE ASSIGNED*  
O4 - Unallocated  
P4 - Estill  
Q4 - Coleman (Admin)  
R4 - *TO BE ASSIGNED*  
S4 - *TO BE ASSIGNED*  
T4 - Edgefield  
U4 - Yazoo City

15 - North Central Regional Office (Exception to Standardized)  
25 - North Central Regional Office (Unique)  
A5 - Chicago  
B5 - Duluth  
C5 - Englewood  
D5 - Milan  
E5 - Terre Haute  
F5 - Florence ADX  
G5 - Greenville  
H5 - Leavenworth  
I5 - Unallocated  
J5 - Marion  
K5 - Oxford  
L5 - Pekin  
M5 - Rochester  
N5 - Sandstone  
O5 - Unallocated

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P5 - Springfield  
Q5 - Yankton  
R5 - Waseca

16 - South Central Regional Office (Exception to Standardized)  
26 - South Central Regional Office (Unique)  
A6 - Bastrop  
B6 - Big Spring  
C6 - Bryan  
D6 - *TO BE ASSIGNED*  
E6 - *TO BE ASSIGNED*  
F6 - El Reno  
G6 - Fort Worth  
H6 - La Tuna  
I6 - Unallocated  
J6 - *TO BE ASSIGNED*  
K6 - *TO BE ASSIGNED*  
L6 - Oakdale  
M6 - *TO BE ASSIGNED*  
N6 - Seagoville  
O6 - Unallocated  
P6 - Texarkana  
Q6 - Three Rivers  
R6 - Carswell  
S6 - Oklahoma City  
T6 - Beaumont (Admin)  
U6 - *TO BE ASSIGNED*  
V6 - *TO BE ASSIGNED*  
W6 - Forrest City  
X6 - Houston  
Y6 - Pollock

17 - Western Regional Office (Exception to Standardized)  
27 - Western Regional Office (Unique)  
A7 - *TO BE ASSIGNED*  
B7 - *TO BE ASSIGNED*  
C7 - Lompoc  
D7 - Los Angeles  
E7 - Nellis  
F7 - Phoenix  
G7 - Dublin  
H7 - Safford  
I7 - Unallocated  
J7 - San Diego  
K7 - Sheridan  
L7 - Terminal Island  
M7 - Tucson  
N7 - Taft  
O7 - Unallocated  
P7 - SeaTac  
Q7 - Victorville  
R7 - Atwater  
S7 - Honolulu

**APPENDIX 2: PROGRAM AREA CODES**

**CENTRAL OFFICE**

|                            |      |
|----------------------------|------|
| Executive Office Director  | 3101 |
| Executive Office Admin     | 3201 |
| Budget Development         | 3202 |
| Budget Execution           | 3203 |
| Building Management        | 3204 |
| Business Office            | 3205 |
| Capacity Planning          | 3206 |
| Design & Construction      | 3207 |
| Facilities Management      | 3208 |
| Finance Branch             | 3209 |
| FMIS/Relocation Salaries   | 3223 |
| Procurement/Property       | 3211 |
| Site Selection Env Rev     | 3212 |
| Trust Fund Branch          | 3214 |
| Deposit Fund               | 3225 |
| ITS Trust Fund             | 32C4 |
| B & F New Construction     | 32PX |
| B & F Repair & Improvement | 32PZ |
| Executive Office Comm Corr | 3301 |
| Comm Corr Branch           | 3302 |
| Detention Branch           | 3303 |
| Citizen Participation      | 3304 |
| Privatize Proj Mgmt Team   | 3311 |
| DC Transition              | 3313 |
| Cuban Haitian Entr Prog    | 09R3 |
| Executive Office Corr Prog | 3401 |
| Correctional Management    | 3402 |
| Correctional Services      | 3403 |
| Drug Abuse                 | 3404 |
| Drug Transitional Services | 3405 |
| Inmate Systems Management  | 3407 |
| Psychology                 | 3408 |
| Religious Services         | 3409 |
| DC Offenders               | 3412 |
| Legal                      | 3501 |
| Internal Affairs           | 3502 |
| EEO Investigations         | 3503 |
| Labor Law Branch           | 3504 |
| Food Service               | 3601 |
| Medical                    | 3602 |
| Safety                     | 3603 |
| Exec Office HRMD           | 3701 |
| Affirmative Action         | 3702 |
| Career Development         | 3704 |
| COHRO                      | 3705 |

Attachment 5-3 Page 9

|                            |      |
|----------------------------|------|
| Labor Management Relations | 3707 |
| Mgmt & Exec Training       | 3708 |
| Personnel                  | 3709 |
| Training                   | 3711 |
| Education                  | 3801 |
| Inmate Placement           | 3802 |
| Exec Office IPPA           | 3901 |
| Document Control           | 3903 |
| Information Systems        | 3904 |
| National Policy Review     | 3905 |
| Security Technology        | 3908 |
| Public Affairs             | 3910 |
| Research                   | 3911 |
| NIC Admin                  | 4001 |
| NIC Academy                | 4002 |
| NIC Prisons                | 4003 |
| NIC Community              | 4004 |
| NIC Jails                  | 4005 |
| Exec Office Prog Rev       | 4101 |
| ACA Coordination           | 4102 |
| Competition Advocacy       | 4103 |
| Program Analysis           | 4104 |
| Strategic Management       | 4105 |
| Program Review             | 4106 |

**UNICOR (Central Office)**

|  |      |
|--|------|
| Marketing                              | 0705 |
| Financial Management Branch            | 0711 |
| Commercial Services                    | 0720 |
| Management Information Systems Branch  | 0731 |
| Enterprise Resource Planning           | 0732 |
| Material Management Branch             | 0751 |
| Planning, Research & Activation Branch | 0761 |
| Furniture Program Management           | 0803 |
| Graphics & Services Program Management | 0811 |
| Electronics Program Management         | 0821 |
| Systems Furniture Program Management   | 0831 |
| Clothing & Textile Program Management  | 0841 |
| Metals Program Management              | 0851 |
| Quality & Engineering                  | 0862 |
| Corporate                              | 0911 |
| Quality Improvement                    | 0912 |
| Training                               | 0961 |
| Customer Service                       | 0981 |
| Centralized Accounts Receivable        | 0986 |

**TRAINING CENTERS**

|                          |      |
|--------------------------|------|
| MSTC Adm Mgmt            | 2113 |
| MSTC Operations          | 2101 |
| Legal Training           | 2103 |
| Employee Dev Asst Office | 2104 |
| MSTC Computer Services   | 2105 |
| Instructional Tech       | 2106 |
| Curriculum Design        | 2107 |
| Specific Disc Training   | 2108 |
| FLETC                    | 2109 |

**REGIONAL OFFICES**

|                            |      |
|----------------------------|------|
| Director's Office          | 2001 |
| Correctional Services      | 2009 |
| Unit/Case Management       | 2015 |
| Education                  | 2029 |
| Religious Services         | 2014 |
| Human Resources            | 2025 |
| Human Resources (Security) | 2040 |
| Affirmative Action         | 2024 |
| Financial Management       | 2002 |
| Food Services              | 2018 |
| Facilities                 | 2005 |
| Psychology Services        | 2013 |
| Health Services            | 2019 |
| Legal                      | 2016 |
| Inmate Systems             | 2003 |
| Drug Abuse Programs        | 2010 |
| Employee Development       | 2026 |
| Safety                     | 2022 |
| Computer Services          | 2030 |
| Building & Facilities      | 20PZ |
| Unit Management (Case)     | 2008 |
| Reg Transitional Care      | 2021 |
| Community Corrections      | 2007 |
| EEO Investigations         | 2017 |
| Labor Law Attorneys        | 2038 |
| Privatized Corr Oversight  | 09T1 |
| Sec and Bkgrnd Invest      | 22MS |
| Priv Owned and Op Prisons  | 09S6 |
| B & F New Construction     | 20PX |

**INSTITUTIONS**

|                              |    |    |
|------------------------------|----|----|
| Warden's Office              |    | M1 |
| Correctional Services        | E1 |    |
| Unit/Case Management         |    | F7 |
| Case Management              |    | F1 |
| Education                    |    | G1 |
| Recreation                   |    | H1 |
| Religious Services           |    | J1 |
| Human Resources              |    | M4 |
| Financial Management         |    | M2 |
| Food Services                |    | A1 |
| Beef and Dairy Operations    | A4 |    |
| Facilities                   |    | P1 |
| Psychology Services          |    | K1 |
| Health Services              |    | B1 |
| Inmate Systems               |    | F6 |
| Drug Abuse Programs          |    | F2 |
| Employee Development         |    | N1 |
| Power House                  |    | P3 |
| Motor Pool                   |    | P2 |
| Safety                       |    | P5 |
| Inmate Services              |    | C1 |
| Computer Services            |    | M7 |
| Bus Operations               |    | BP |
| Building & Facilities        | PZ |    |
| Trust Fund Operations (Comm) | C2 |    |
| Trust Fund ITS (S&E)         |    | C3 |
| Trust Fund ITS (Trust Fund)  | C4 |    |
| Legal                        |    | M6 |
| Special Medical Services     | B3 |    |
| Volunteer Coord Program      | M9 |    |
| B & F New Construction       | PX |    |

**UNICOR (Institutions)**

|                      |  |    |
|----------------------|--|----|
| All UNICOR Positions |  | UN |
|----------------------|--|----|

UNITED STATES GOVERNMENT  
MEMORANDUM  
Federal Bureau of Prisons

Date:

Reply to  
Attn of: Employee Name and Title

Subject: Request for Restoration of Forfeited Annual Leave

To: Human Resource Manager

Institution \_\_\_\_\_

SSN \_\_\_\_\_

Leave Year Leave Forfeited \_\_\_\_\_

Annual Leave Ceiling \_\_\_\_\_

Annual Leave Balance \_\_\_\_\_

Annual Leave Forfeited \_\_\_\_\_

Supporting Data:

List periods of annual leave approved, scheduled, and forfeited. Provide dates and hours which were approved.

I was unable to take this leave for the following reason(s):  
Note: Unforeseen work demands, sick leave, and administrative error are acceptable reasons. Please be specific, use additional sheets as necessary. State any attempts to reschedule leave.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Certification by the Supervisor: Annual Leave

Forfeited \_\_\_\_\_ Date exigency ended \_\_\_\_\_

Attachment 6-1, Page 2

The annual leave hours in excess of the maximum permissible were forfeited at the end of the leave year and were the result of the detailed reason(s) claimed by the employee. Any correction(s) or adjustment(s) are included in comments below and have been considered in excess annual leave hours certified. Describe any attempts to reschedule leave.

Comments: (Use additional sheets as necessary)

Signature \_\_\_\_\_

Date \_\_\_\_\_

Authorization for Restoration by Designated Official:

Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Attachment 6-2, Page 1

CHECKLIST FOR RESTORATION OF FORFEITED ANNUAL LEAVE

1. Use attachment 6-1, Request for Restoration of Forfeited Annual Leave.
2. Ensure all information is complete, such as SSN, name, name of institution, etc.
3. Ensure that the supporting data section only includes hours actually approved, scheduled and forfeited.
4. Ensure that documents supporting the approval and scheduling are clearly dated by the approving official. To be eligible for restoration, the forfeited leave must have been scheduled and approved in writing prior to the start of the third pay period before the end of the leave year.
5. Ensure that the reasons the employee was unable to take the leave are well-supported and clearly stated in the explanation.
6. The employee must state any attempts to reschedule the leave.
7. If sick leave precluded the use of scheduled annual leave, are the dates of the sickness supportive of the dates of the scheduled annual leave?
8. If leave was forfeited due to administrative error, are the facts surrounding that error clearly stated?
9. Employee and supervisor signatures must be original.
10. Under supervisory certification, does the figure in the Annual Forfeited Leave block agree with the employee's account on the memo? Are these figures supported by the final T&A of the leave year?
11. Is the block "Exigency Ended" completed where duty requirements necessitated the cancellation of scheduled leave?
12. Are supervisory comments supportive of the employee's comments? Do they address attempts at rescheduling?

Attachment 6-2, Page 2

- \_\_\_ 13. Check the payroll calendar to determine whether a 40-hour scheduled leave week included any holidays. A holiday during a period of scheduled leave reduces the amount of leave forfeited during that period.
- \_\_\_ 14. Check the T&A's to ensure that no portion of the leave shown as cancelled was actually taken.
- \_\_\_ 15. Attach copies of the T&A's for the entire period of time from the date on which annual leave was cancelled or was first interrupted by a period of sickness through the end of the leave year.

---

Human Resource Manager

Date

Attachment 6-3, Page 1

U.S. Department of Justice

**VOLUNTARY LEAVE TRANSFER AND  
VOLUNTARY LEAVE BANK RECIPIENT APPLICATION**

|   |                                    |
|---|------------------------------------|
| 1. Applicant's Name   | 2. Social Security Number          |
| 3. Position Title   | 4. Position Grade/Step             |
| 5. Home Address and Telephone Number  |                                    |
| 6. Employing Agency   | 7. Timekeeper:<br><br>Telephone #: |
| 8. Immediate Supervisor's Name/Title/Address  |                                    |
| 9. I understand that I may participate in both the Voluntary Leave Transfer and the Voluntary Leave Bank program at the same time for the same medical emergency. Please submit my request to the following program. (check appropriate box) <input type="checkbox"/> VLTP <input type="checkbox"/> VLBP <input type="checkbox"/> Both  |                                    |
| 10. If approved as a recipient under the VLTP, I do/do not (check appropriate box) authorize the release of information contained on this form or supporting documents by the VLTP committee to publicize my need for leave to potential donors.<br><br><input type="checkbox"/> I <b>do</b> authorize the release of information to publicize my need for leave.<br><input type="checkbox"/> I <b>do not</b> authorize the release of information.<br><input type="checkbox"/> I have my own donors. |                                    |
| 11. Have you or do you plan to submit a claim for benefits under the Worker's Compensation Program?<br><input type="checkbox"/> Yes <input type="checkbox"/> No   |                                    |
| 12. Have you, or do you plan to apply to the Office of Personnel Management for disability retirement?<br><input type="checkbox"/> Yes <input type="checkbox"/> No<br><br>If yes, is your disability application based on the same medical condition for which you are requesting leave from the Leave Sharing Program(s)?<br><input type="checkbox"/> Yes <input type="checkbox"/> No  |                                    |

13. Read the following carefully before signing:

Any person who knowingly makes any false statement or misrepresentation of fact or commits fraud to obtain emergency leave from the Leave Bank is subject to civil or administrative remedies as well as felony criminal prosecution, and may, under appropriate criminal provisions, be punished by fine or imprisonment or both.

I understand that my signature on this application constitutes a relinquishment of any right to request a waiver of erroneous payment of wages and serves as due process in this regard under the Federal Debt Collection Act of 1982. This applies only in the event I am erroneously overpaid as a result of my status as an approved leave recipient under the Voluntary Leave Transfer and Leave Bank Programs.

14. Signature of Applicant (or person acting on employee's behalf)

Date

**Privacy Act Statement: The information requested on this form is for the use of determining the employee's eligibility to participate in the Voluntary Leave Transfer and Leave Bank as authorized by Public Law 103-103. Provisions of this information is voluntary, but failure to provide all of the requested information will result in your request not being processed. The information provided could be disseminated to the Office of Personnel Management, the Office of Management and Budget, the General Accounting Office, or other government agencies to satisfy reporting requirements under this program, or to publicize, if authorized, your need to leave donors.**

**Medical Documentation (to be completed by Physician)**

16. Provide the beginning date of the medical emergency.

17. Total number of hours or days requested.

18. Briefly describe the nature, severity, and anticipated duration of the medical emergency, and if it is a recurring one, the appropriate duration of the medical emergency of the applicant or the medical emergency of the applicant's immediate family member who requires care and attendance. A "medical emergency" is a medical condition of an employee or family member that would most likely require a prolonged absence from work and would result in a substantial loss of income because of the unavailability of paid leave.

19. Physician's Signature and Telephone Number

20. Date

Any person who knowingly makes any false or misrepresentation of fact or commits fraud to obtain leave from the Leave Bank is subject to civil or administrative remedies as well as felony criminal prosecution and may, under appropriate criminal provisions, be punished by fine or imprisonment or both.



Attachment 6-4, Page 2

I understand that I cannot donate annual leave in excess of the lesser of: my accrued annual leave balance; one-half of the amount of leave I will accrue during this leave year; or, if I have projected annual leave that would be subject to forfeiture at the end of the leave year, no more than the number of hours remaining in the leave year (as of the date of transfer) for which I am scheduled to work and receive pay. Note: the latter condition will apply only near the end of the leave year and only to those who have "use or lose" leave.

20. Under the VLTP, I hereby authorize the donation or transfer of \_\_\_\_\_ (no less than 4 hours, and in further increments of full hours only) of my accrued annual leave [ ] or leave restored to a separate leave account under 5 USC 6304(d) [ ] (check one box) to \_\_\_\_\_ (full name of approved recipient). I certify that the designated recipient of this leave is not my immediate supervisor. I understand that once effected, this decision to transfer leave is irrevocable and subsequently transferred annual leave will not be restored to my leave account unless the designated leave recipient's medical emergency terminates without exhausting the total amount of leave transferred by all donors, and the conditions for restoration specified under 5 CFR 630.911 and the Department's policies are satisfied. Further, I do [ ] do not [ ] (check one box) authorize the VLTP Screening Committee to inform the recipient of my name as a donor.

\_\_\_\_\_  
Employee's Signature Date

21. To be completed for Federal Bureau of Investigation or non-Department of Justice donors only. I certify that the donating employee has an available balance of annual leave that permits the donation of leave stated above and that the donor's balance will be adjusted to debit his/her annual leave balance in accordance with this authorization to transfer leave.

\_\_\_\_\_  
Title & Signature of Payroll Officer Date

\_\_\_\_\_  
Agency Telephone Number Payroll Office #  
\*\*\*\*\*

Privacy Act Statement: Provision of the information on this form is voluntary, but required for participation as a leave donor under the VLTP authorized by P.L. 100-566. Failure to provide all of the requested information will result in this authorization to transfer leave not being processed. The information provided could be disseminated to the Office of Personnel Management, the Office of Management and Budget, the General Accounting Office or other government agencies to satisfy reporting requirements under this program.

Attachment 6-4a, Page 1

Optional Form 630-B  
June 1989  
U.S. Office of Personnel Management

Request to Donate Annual Leave to Leave Recipient (Outside  
Agency) Under the Leave Transfer Program

Attachment 6-5, Page 1

FEDERAL BUREAU OF PRISONS  
NEW WRITTEN AGREEMENT  
ADDITIONAL TOUR OF OVERSEAS DUTY  
FOR HOME LEAVE ENTITLEMENT

In order to acquire eligibility for travel and transportation expenses pursuant to Title 5, U.S. Code, Sections 5722 and 5728, and Federal Travel Regulations, I, \_\_\_\_\_ agree to remain in the service of the Government at \_\_\_\_\_ for an additional \_\_\_\_\_ months following my return to \_\_\_\_\_ after home leave travel unless transferred at the convenience of the Government. It is understood that should I violate this agreement, I become obligated to refund to the Government all costs incurred on my behalf for travel, transportation, and related expenses as prescribed in the Federal Travel Regulations unless separated for reasons beyond my control and acceptable to the FBOP.

\_\_\_\_\_  
Signature/Date

WITNESS:

\_\_\_\_\_  
Signature/Title/Date

Attachment 6-6, Page 1

**MINIMUM REPORT REQUIREMENTS**

**DAILY REPORTS:**

**RETENTION PERIOD**

\*U0006 - LISTING OF PERSONNEL ERROR MESSAGES(SINQ) - UNTIL CLEAR  
\*E0003 - PACT/PRES STATUS REPORT 26 PAY PERIODS  
\* RETAIN THE LAST REPORT FOR THE PAY PERIOD

**REPORTS TO BE RUN AFTER T&A TRANSMISSION:**

**RETENTION PERIOD**

**CULPRIT REPORTS:**

\*\*P0013 - LISTING OF T&A'S NOT RECEIVED AT NFC - 26 PAY PERIODS  
\*\*P0099 - T&A'S WITH MISSING PERSONNEL ACTIONS - 26 PAY PERIODS  
\*\* RUN UNTIL CLEAR - RETAIN THE LAST REPORT FOR THE PAY PERIOD

**REPORTS GENERATED BY NFC:**

\* DOJ and NFC GENERATED \*  
T&A CONFIRMATION & "RECEIVED" REPORTS 26 PAY PERIODS

**REPORTS TO BE RUN AFTER BEAR:**

**RETENTION PERIOD**

**CULPRIT REPORTS:**

P0049 - AUDIT TRAIL OF LEAVE UPDATED 26 PAY PERIODS  
P0053 - T&A ERROR LISTING 26 PAY PERIODS  
P0152 - LEAVE ERROR REPORT 26 PAY PERIODS  
P0159 - SPSS ANALYSIS-QSR PAYMENT BY REASON CODE 26 PAY PERIODS  
(If SPSS utilized)  
P0160 - SPSS - TRANSACTION REGISTER 26 PAY PERIODS  
(If SPSS utilized)

**FOCUS REPORTS (THROUGH BATCHFOC):**

"UNPAID REPORT" - (DJ1) - MENUHRMS - T&A REPORTS - EMPLOYEES  
NOT PAID FOR CURRENT PAY PERIOD - 26 PAY PERIODS

BOPACCTG - (BPS) SUMMARY OF ACCOUNTING CODES BY DEPARTMENT  
(May be submitted to Business Office FMIS ID for accounting code  
verification). - 26 PAY PERIODS

\* PCTAUD2 - (BPS) EMPLOYEES' T&A DATA AS TRANSMITTED TO NFC.  
Sorted by Organization Code. - 26 PAY PERIODS

**OR**

PCTAUD2A - (BPS) EMPLOYEES' T&A DATA AS TRANSMITTED TO NFC.  
Sorted by T&A Contact Point. - 26 PAY PERIODS\*

Attachment 6-6, Page 2

MINIMUM REPORT REQUIREMENTS (Continued)

REPORTS TO BE RUN AFTER BEAR (Continued):      RETENTION PERIOD

REPORTS GENERATED BY NFC:

U0003 - LISTING OF DOCUMENTS PROCESSED IN PPD 26 PAY PERIODS

FOCUS REPORTS (THROUGH BATCHFOC) TO BE RUN ANNUALLY:

- \* MILLVRPT - (BPS) MILITARY LEAVE USAGE REPORT  
Must be run AFTER PAYE for the last pay period IMMEDIATELY PRIOR to the pay period containing the beginning of the new fiscal year - Oct 1).\*\*\*
  
- COMPBAL - (BPS) COMPENSATORY TIME REPORT  
Must be run before May 1st, and also before September 1st. Must be distributed to supervisors to assist them in scheduling prior year compensatory time for their employees before the end of the leave year, if practical.\*\*\*  
  
Must be run AFTER PAYE has run for Pay Period 26 and before Pay Period 01 has been processed.\*\*\*

\*\*\* RETAIN FOR ONE YEAR

OTHER RECOMMENDED REPORTS:

FOCUS REPORTS (THROUGH BATCHFOC) TO BE RUN ANNUALLY:

Should be run AFTER PAYE has run for Pay Period 26 and before Pay Period 01 had been processed.

- FFLARPT - (BPS) FAMILY FRIENDLY LEAVE ACT REPORT  
(Does not fulfill all reporting requirements - timekeepers must still maintain manual logs)
  
- LVUSAGE - (BPS) ANNUAL AND SICK LEAVE USAGE REPORT
  
- USELOSE - (BPS) USE OR LOSE ANNUAL LEAVE REPORT (AS OF THE CURRENT PAY PERIOD) - (May also be run for any pay period to check current use-or-lose status) \*

FOCUS REPORTS (THROUGH BATCHFOC):

- MENUAAP - (BPS) INSTITUTION REPORTS -  
    INSTITUTION NEW HIRES REPORT  
    INSTITUTION SEPARATIONS REPORT
- FORCEREL - (BPS) INCORRECT ACCTG INFO THAT NFC FORCED THROUGH  
(May be used to detect accounting code errors)
- STARTUP8 - (BPS) PAY/HOURS SUMMARY
- STARTU17 - (BPS) DETAIL PAID REPORT

- \* Other FOCUS reports available on MENUBPS (BPS) under Leave Reports.  
(This form may be locally copied or locally reproduced via wordprocessing)

Attachment 6-7, Page 1

**TIMEKEEPER INFORMATION SHEET**

PLEASE (CIRCLE ONE) ADD / CHANGE / DELETE  
THE FOLLOWING EMPLOYEE'S PC-TARE INFORMATION:

TIMEKEEPER: \_\_\_\_\_  
EFFECTIVE PAY PERIOD: \_\_\_\_\_  
ACCOUNTING DATA: \_\_\_\_\_

**ITEMS 1 THRU 60 ARE CHANGES TO THE MASTER RECORD:**

1. SSN: \_\_\_\_\_ 2. NAME: \_\_\_\_\_
3. CHANGE C.P.?      Y      N
4. PAY PLAN: (GS) \_\_\_\_\_ (WG) \_\_\_\_\_ (OT) \_\_\_\_\_
5. TYPE OF EMPLOYMENT: (FT) \_\_\_\_\_ (PT) \_\_\_\_\_ (INT) \_\_\_\_\_
6. PT UNAPPLIED A/L CARRY: \_\_\_\_\_
7. PT UNAPPLIED S/L CARRY: \_\_\_\_\_
8. DUTY HOURS PER PAY PERIOD (PT ONLY): \_\_\_\_\_
9. APPT LIMIT DAYS OR INT: \_\_\_\_\_
10. ANNUAL LEAVE CEILING: \_\_\_\_\_
12. ALTERNATE WORK SCHEDULE: \_\_\_\_\_
13. USING SPECIAL PREFIX/SUFFIX: \_\_\_\_\_

**THE FOLLOWING ARE BEGINNING BALANCES FOR THIS PAY PERIOD:**

- |                             |                           |
|-----------------------------|---------------------------|
| 51. ANNUAL LEAVE FWD: _____ | 56. SUSP LEAVE FWD: _____ |
| 52. SICK LEAVE FWD: _____   | 57. MILR LEAVE FWD: _____ |
| 53. COMP LEAVE FWD: _____   | 58. MILE LEAVE FWD: _____ |
| 54. LWOP LEAVE FWD: _____   | 59. A/L CATEGORY: _____   |
| 55. AWOL LEAVE FWD: _____   | 60. S/L CATEGORY: _____   |

**THE FOLLOWING ITEMS ARE CHANGES TO NORMAL T & A KEYING:**

STATUS CHANGE/START: \_\_\_\_\_ END: \_\_\_\_\_  
OATH OF OFFICE: \_\_\_\_\_ FINAL: \_\_\_\_\_  
SUSPENSION: TC:73      HRS: \_\_\_\_\_      DATE: \_\_\_\_\_

\_\_\_\_\_  
HUMAN RESOURCE REPRESENTATIVE      DATE

Attachment 6-8



U.S. Department of Justice  
 Federal Bureau of Prisons

Washington, DC 20534

(Sample)

MEMORANDUM FOR HUMAN RESOURCE MANAGER

FROM:

SUBJECT: Compressed Work Schedule Request

Attached is a copy of the proposed compressed work schedule for the Human Resource Staff. The type of schedule being requested is 4/10-hour days per week.

|                              | Sun | Mon                | Tue                | Wed                | Thur               | Fri                | Sat |
|------------------------------|-----|--------------------|--------------------|--------------------|--------------------|--------------------|-----|
| Human Resource Manager       | Off | 8:00 am to 4:30 pm | Off |
| Asst. Human Resource Manager | Off | 7:30 am to 4:00 pm | Off |
| Human Resource Specialist    | Off | 6:00 am to 4:30 pm | Off                | Off |
| Human Resource Specialist    | Off | 7:30 am to 6:00 pm | Off                | Off |
| Human Resource Assistant     | Off | Off                | 6:30 am to 5:00 pm | Off |
| Human Resource Assistant     | Off | 7:30 am to 6:00 pm | Off                | Off |
| Human Resource Specialist    | Off | Off                | 6:00 am to 4:30 pm | Off |

(Director's preferred format for Central Office memorandums.)



Attachment 6-10

**COMPRESSED WORK SCHEDULE (CWS)**  
**SUPERVISORY PRE-IMPLEMENTATION QUESTIONNAIRE**

---

**INSTRUCTIONS:** In order to assess the effectiveness of the compressed work schedule, you are to examine the results of the CWS relative to proposed goals, objectives and expectations for undertaking the compressed schedule. As the supervisor, you are to complete this questionnaire with the request for a compressed work schedule. In completing this questionnaire, give careful consideration to existing sources of information on the operation of the department/unit, including program or operational reviews, climate surveys, institution character profiles, and employee performance evaluations. You will conduct an evaluation of the CWS 6 months after implementation, at which time you will assess the outcomes of the CWS relative to the goals, objectives and expectations detailed in this questionnaire.

**1. Department/Unit Productivity:** What do you anticipate will happen to the level of productivity in the department/unit? Include as many measurable outcomes as possible. For example, do you expect overtime costs to decrease, or an increase in coverage during shift changes?

**2. Level of Service Provided to the Public:** To what extent will the level of services furnished to the public increase or diminish?

**3. Cost of Agency Operations:** To what extent will the cost to the agency increase or decrease?

---

Institution

Department/Unit

---

Name (**Printed**)  
Date

Signature

**SIX MONTH SUPERVISORY ASSESSMENT OF COMPRESSED WORK SCHEDULE**

**INSTRUCTIONS:** The purpose of this questionnaire is to evaluate the effectiveness of the compressed work schedule on the department/unit which you directly manage. To properly assess the overall utility of the compressed work schedule, it is important we obtain objective data from supervisors. Management decisions regarding the continuation of the compressed work schedule will be based, in part, on the results of this questionnaire. Please answer the following as they relate to the impact of the CWS on agency operations, specifically, costs, productivity, and level of service.

As a result of your department's/unit's participation in a compressed work schedule, indicate with a percentage in the appropriate box, the extent to which the following increased or decreased as a result of the CWS in your department/unit.

The percent increase or decrease should be based on comparing data before implementation of the CWS to data from the period during the CWS. This data can consist of employee or departmental/unit records (e.g. sick leave hours, overtime hours, performance records, etc.). For example, to determine the extent sick leave has changed, you should compare employee records of sick leave use prior to implementation to records of sick leave use during the CWS. Data can also consist of your observations (e.g. observations of fatigue, etc.). For example, to assess changes in the level of fatigue, you could observe the level of fatigue of your staff under the CWS and compare it to your observations of staff fatigue prior to implementation. Because observations are open to subjective biases, you should attempt to collect as much objective data and information as possible.

Following the completion of the table, you will be required to provide data to document any changes in costs, productivity, or service to the public which exceeds 10%.

| <b><u>COSTS</u></b>  | PERCENT DECREASE | NO CHANGE | PERCENT INCREASE |
|--|------------------|-----------|------------------|
| Use of sick leave.   |                  |           |                  |
| Use of overtime/compensatory time.                           |                  |           |                  |
| Staffing requirements.                                       |                  |           |                  |
| Overall cost to operate department/unit.                     |                  |           |                  |
| <b><u>PRODUCTIVITY</u></b>                                   | PERCENT DECREASE | NO CHANGE | PERCENT INCREASE |
| Quality of work by your staff.                               |                  |           |                  |
| Volume of work produced by staff.                            |                  |           |                  |
| Staff completing work on time.                               |                  |           |                  |
| Attendance of staff at meetings.                             |                  |           |                  |
| Responsiveness of your staff to unanticipated work requests. |                  |           |                  |
| <b><u>SERVICE TO THE PUBLIC</u></b>                          | PERCENT DECREASE | NO CHANGE | PERCENT INCREASE |

|  |  |  |  |
|--|--|--|--|
| Service to clients (e.g., inmates, public, other departments and agencies, Unicor customers, etc). |  |  |  |
| Providing staff coverage to other departments as needed.   |  |  |  |
| Level of fatigue in department/unit.   |  |  |  |
| Staff's responsiveness to institution emergencies.   |  |  |  |
| Ability to fill vacancies or retain employees in department.                                       |  |  |  |



---

Name (**Printed**)

**Signature**

Date

Attachment 7-1, Page 1

CONFIDENTIAL EXIT SURVEY FOR SEPARATING EMPLOYEES

Instructions

This is a questionnaire to find out a few important facts about the perceptions and opinions of the people who leave the Bureau of Prisons. This information will be used to examine employee turnover and to point out areas where the agency needs improvement.

Although you have left the Bureau, your opinions are considered very valuable and will help us to improve the overall work environment for remaining and new employees. We hope this information will assist us to make improvements at the BOP so that we can prevent any future loss of valuable employees like yourself.

On the following pages, you will find questions about how you felt toward your job. If you held more than one position during your tenure, please respond based on your feelings toward your most recent position. Please answer each item as honestly and frankly as possible. If any question seems objectionable to you, feel free to skip over it.

You can be assured that your responses are completely confidential. In order to maintain this confidentiality, please do not put your name on any part of this questionnaire. The Human Resource Research and Development Section in the Central Office will automate the data by combining your answers with those of other departing employees to examine general statistical trends in employee turnover. To aid in this analysis, it is necessary to ask for the last six digits of your social security number. This will not be used to identify any individual but is needed for the computerization of the data. All responses constitute research information that is protected from disclosure under provisions of law (Privacy Act of 1974). Any violation of confidentiality of data in this survey should be reported to the Inspector General of the Department of Justice and to the Bureau's Personnel Director at (202) 307 7886.

This survey should take no more than 15 minutes to complete. To insure confidentiality, please complete it as soon as possible and return it directly to Central Office in the enclosed, self-addressed, business reply envelope.

Thank you for your time and consideration in filling out this questionnaire.

Attachment 7-1

Instructions: Listed below are a number of reasons employees have given for leaving the BOP. Indicate the degree of importance each reason had in your decision to leave the BOP by checking one of the five alternatives beside each reason.

|  | Not<br>Important<br>1 | Somewhat<br>Important<br>2 | Important<br>3 | Very<br>Important<br>4 | Extremely<br>Important<br>5 |
|--|-----------------------|----------------------------|----------------|------------------------|-----------------------------|
| Dissatisfied with type of work                     |                       |                            |                |                        |                             |
| Lack of variety of work assignments                |                       |                            |                |                        |                             |
| High workload                                      |                       |                            |                |                        |                             |
| Small workload                                     |                       |                            |                |                        |                             |
| Work assignments seemed insignificant              |                       |                            |                |                        |                             |
| Lack of resources or staff to properly perform job |                       |                            |                |                        |                             |
| Dissatisfied with duties of position               |                       |                            |                |                        |                             |
| Job did not meet expectations                      |                       |                            |                |                        |                             |
| Dislike working with inmates                       |                       |                            |                |                        |                             |
| Unsafe working with inmates                        |                       |                            |                |                        |                             |
| Dissatisfied with shift work                       |                       |                            |                |                        |                             |
| Lack of say in decision-making                     |                       |                            |                |                        |                             |
| Lack of responsibility and authority               |                       |                            |                |                        |                             |
| Skills and abilities not used adequately           |                       |                            |                |                        |                             |

|   | Not<br>Important<br>1 | Somewhat<br>Important<br>2 | Important<br>3 | Very<br>Important<br>4 | Extremely<br>Important<br>5 |
|---|-----------------------|----------------------------|----------------|------------------------|-----------------------------|
| Dissatisfied with working conditions                |                       |                            |                |                        |                             |
| Dissatisfied with status of occupation              |                       |                            |                |                        |                             |
| Fear or concern of AIDS-infected inmates            |                       |                            |                |                        |                             |
| Personality conflicts with supervisor/management    |                       |                            |                |                        |                             |
| Dissatisfied with treatment by supervisors          |                       |                            |                |                        |                             |
| Incompetence or unprofessionalism of supervisor     |                       |                            |                |                        |                             |
| Lack of support from management                     |                       |                            |                |                        |                             |
| Lack of communication and feedback from supervisors |                       |                            |                |                        |                             |
| Personality conflicts with co-workers               |                       |                            |                |                        |                             |
| Dissatisfied with treatment by co-workers           |                       |                            |                |                        |                             |
| Incompetence or unprofessionalism of peers          |                       |                            |                |                        |                             |
| Dissatisfied with pay                               |                       |                            |                |                        |                             |
| Rewards were unrelated with effort                  |                       |                            |                |                        |                             |
| Dissatisfied with sick leave procedures             |                       |                            |                |                        |                             |

|  | Not<br>Important<br>1 | Somewhat<br>Important<br>2 | Important<br>3 | Very<br>Important<br>4 | Extremely<br>Important<br>5 |
|--|-----------------------|----------------------------|----------------|------------------------|-----------------------------|
| Dissatisfied with annual leave procedures          |                       |                            |                |                        |                             |
| Dissatisfied with benefits                         |                       |                            |                |                        |                             |
| Dissatisfied with possibility of being transferred |                       |                            |                |                        |                             |
| Transfer requests unfulfilled                      |                       |                            |                |                        |                             |
| Lack of advancement or promotion opportunities     |                       |                            |                |                        |                             |
| Lack of educational opportunities                  |                       |                            |                |                        |                             |
| Lack of training opportunities                     |                       |                            |                |                        |                             |
| Career development is too slow                     |                       |                            |                |                        |                             |
| Dissatisfied with direction of career development  |                       |                            |                |                        |                             |
| Return to school                                   |                       |                            |                |                        |                             |
| Medical or physical reasons                        |                       |                            |                |                        |                             |
| Marriage or family reasons                         |                       |                            |                |                        |                             |
| Undesirable geographic location                    |                       |                            |                |                        |                             |
| Cost of living                                     |                       |                            |                |                        |                             |
| Race or ethnic discrimination                      |                       |                            |                |                        |                             |
| Sex discrimination                                 |                       |                            |                |                        |                             |
| Age discrimination                                 |                       |                            |                |                        |                             |

|  | Very Inaccurate<br>A | Somewhat Inaccurate<br>B | Unsure<br>C | Somewhat Accurate<br>D | Very Accurate<br>E |
|--|----------------------|--------------------------|-------------|------------------------|--------------------|
| 1. Prior to accepting a job with the BOP, how accurate and realistic was the information you were given regarding the position you first held?           |                      |                          |             |                        |                    |
| 2. Prior to accepting a job with the BOP, how accurate was the information you were given regarding the positive aspects of the position you first held? |                      |                          |             |                        |                    |
| 3. Prior to accepting a job with the BOP, how accurate was the information you were given regarding the negative aspects of the position you first held? |                      |                          |             |                        |                    |

Attachment 7-1, Page 7

4. Are you aware of the BOP's Employee Development Program?

- A. \_\_\_\_\_ Yes  
B. \_\_\_\_\_ No

If so, did you use this program to assist you in the jobs you held with the Bureau?

- A. \_\_\_\_\_ Yes  
B. \_\_\_\_\_ No  
C. \_\_\_\_\_ Not Really

If so, did you feel that it benefitted you while you were with the Bureau?

- A. \_\_\_\_\_ Yes  
B. \_\_\_\_\_ No  
C. \_\_\_\_\_ Not Really

5. Do you feel that someone took a personal interest in you and attempted to help you succeed while you were at the BOP?

- A. \_\_\_\_\_ Yes  
B. \_\_\_\_\_ No  
C. \_\_\_\_\_ Unsure

If so, please state this person's job title (for example, Correctional Officer, Lieutenant, Chief Psychologist, Personnel Officer).

---

6. How often did you think of quitting your position at the BOP?

- A. \_\_\_\_\_ Never  
B. \_\_\_\_\_ Rarely  
C. \_\_\_\_\_ Sometimes  
D. \_\_\_\_\_ Often  
E. \_\_\_\_\_ Always

7. How long did you intend on staying at the BOP?

- A. \_\_\_\_\_ 1 year or less  
B. \_\_\_\_\_ 1 to 5 years  
C. \_\_\_\_\_ 5 to 10 years  
D. \_\_\_\_\_ Entire career  
E. \_\_\_\_\_ Do not know

Attachment 7-1, Page 8

8. Overall, how much were your expectations about the BOP met?
- A. \_\_\_\_\_ My expectations were totally unfulfilled
  - B. \_\_\_\_\_ My expectations were partially met
  - C. \_\_\_\_\_ My expectations were mostly met
  - D. \_\_\_\_\_ My expectations were completely met
9. In your opinion, what is the availability of jobs in your area of expertise at your level of experience?
- A. \_\_\_\_\_ There are very few jobs available in my field
  - B. \_\_\_\_\_ There are some jobs available in my field
  - C. \_\_\_\_\_ There are quite a few jobs available in my field
  - D. \_\_\_\_\_ There are plenty of jobs available in my field
  - E. \_\_\_\_\_ Not certain
10. Are you presently employed? \_\_\_\_\_ Yes \_\_\_\_\_ No  
IF YOU ANSWERED "NO", PLEASE SKIP TO QUESTION 15
11. Do you feel that the overall reason why you left the BOP is because of the undesirable characteristics of the BOP (and your job) or the desirable characteristics of the company you joined, or both?
- A. \_\_\_\_\_ Undesirable characteristics of the BOP
  - B. \_\_\_\_\_ Desirable characteristics of the new company
  - C. \_\_\_\_\_ Both
12. Does your present position pay better than the job you held in the BOP?
- A. \_\_\_\_\_ Present position pays more
  - B. \_\_\_\_\_ Present position pays less
  - C. \_\_\_\_\_ Present position pays about the same
13. Does your present position offer more advancement or promotion opportunities than the job you held in the BOP?
- A. \_\_\_\_\_ Present position offers more promotion opportunities
  - B. \_\_\_\_\_ Present position offers less promotion opportunities
  - C. \_\_\_\_\_ Present position offers about the same promotion opportunities

Attachment 7-1, Page 9

14. Knowing what you know now, if you had to decide all over again whether to take the job(s) you held in the BOP, what would you decide?
- A. \_\_\_\_\_ Definitely would not take same job
  - B. \_\_\_\_\_ Probably would not take same job
  - C. \_\_\_\_\_ Undecided
  - D. \_\_\_\_\_ Probably would take same job
  - E. \_\_\_\_\_ Definitely would take same job
15. All things considered, how satisfied were you with the position(s) you held in the BOP?
- A. \_\_\_\_\_ Very dissatisfied
  - B. \_\_\_\_\_ Somewhat dissatisfied
  - C. \_\_\_\_\_ Neutral
  - D. \_\_\_\_\_ Somewhat satisfied
  - E. \_\_\_\_\_ Very satisfied
16. Overall, how satisfied were you with your present institution (or Regional/Central Office, Staff Training Center or Community Corrections Office)?
- A. \_\_\_\_\_ Very dissatisfied
  - B. \_\_\_\_\_ Somewhat dissatisfied
  - C. \_\_\_\_\_ Neutral
  - D. \_\_\_\_\_ Somewhat satisfied
  - E. \_\_\_\_\_ Very satisfied
17. Overall, how satisfied have you been with the Bureau of Prisons?
- A. \_\_\_\_\_ Very dissatisfied
  - B. \_\_\_\_\_ Somewhat dissatisfied
  - C. \_\_\_\_\_ Neutral
  - D. \_\_\_\_\_ Somewhat satisfied
  - E. \_\_\_\_\_ Very satisfied
18. Would you ever consider returning to work for the BOP?
- A. \_\_\_\_\_ Definitely
  - B. \_\_\_\_\_ Possibly
  - C. \_\_\_\_\_ Uncertain
  - D. \_\_\_\_\_ Probably not
  - E. \_\_\_\_\_ Never
19. Name of Institution you separated from:  
\_\_\_\_\_
20. Job Title:  
\_\_\_\_\_

Attachment 7-1, Page 10

21. Please give a brief description of the circumstances surrounding your decision to leave the BOP.

22. What is the primary change needed to improve the prison service?

23. When did you attend training in Introduction to Correctional Techniques at FLETC Glynco?

Please specify the year you attended training \_\_\_\_\_  
(year)

Please check which time period you began training:

\_\_\_\_\_ Quarter 1 (January - March)  
\_\_\_\_\_ Quarter 2 (April - June)  
\_\_\_\_\_ Quarter 3 (July - September)  
\_\_\_\_\_ Quarter 4 (October - December)

24. Before separating from the BOP, how long have you lived at your current address?

\_\_\_\_\_ years \_\_\_\_\_ months

25. How many times have you moved in the last 5 years? \_\_\_\_\_

26. At your current address, do you own \_\_\_\_\_ rent \_\_\_\_\_ other \_\_\_\_\_

27. Marital status \_\_\_\_\_ single \_\_\_\_\_ married

\_\_\_\_\_ separated/divorced \_\_\_\_\_ widowed

Attachment 7-1, Page 11

28. How many people are living at home and depend on you financially?

\_\_\_\_\_

Please list each of their ages: \_\_\_\_\_

29. How many other persons are financially dependent on you, but are not living at home? \_\_\_\_\_

Please list each of their ages:

\_\_\_\_\_

30. Last six digits of your Social Security Number:

         -       -

Attachment 7-2, Page 1

CONFIDENTIAL EXIT INTERVIEW REPORT  
FOR INTERVIEWING OFFICIAL

Instructions

Use of this form is optional at the discretion of the Chief Executive Officer. If exit interviews are conducted, the first part of this report should be completed by the interviewing official and then given to the local Human Resource Manager. The Human Resource Manager will complete the second part of the form. If the separating employee refuses the interview or cannot be interviewed, the interviewer should complete as many items as possible using known or available information and add a comment documenting the lack of a personal interview.

TO BE COMPLETED BY THE INTERVIEWING OFFICIAL

1. Employee's Name: \_\_\_\_\_
2. Primary reason employee is leaving the Bureau of Prisons
  1. \_\_\_\_\_ Optional retirement
  2. \_\_\_\_\_ Mandatory retirement
  3. \_\_\_\_\_ Disability retirement
  4. \_\_\_\_\_ Transfer to another government agency
  5. \_\_\_\_\_ Resignation
  6. \_\_\_\_\_ Resignation in lieu of termination
  7. \_\_\_\_\_ Expiration of appointment
  8. \_\_\_\_\_ Termination
  9. \_\_\_\_\_ Reduction in force
3. Describe in your own words why this employee says he/she is leaving.
  
4. Describe in your own words why you think this employee is leaving.

Attachment 7-2, Page 2

5. Demographic Data

The interviewer should explain to the employee that we need to collect some demographic information from him/her so we can examine any trends in the types of employees leaving the BOP. This information is essential to determine if any particular groups are leaving the BOP at a greater rate than other groups. This information may be valuable in helping to improve the BOP.

Age: \_\_\_\_\_ years

Sex: 1 = male 2 = female \_\_\_\_\_

Ethnic group: 1 = african american \_\_\_\_\_  
2 = white \_\_\_\_\_  
3 = hispanic \_\_\_\_\_  
4 = other (specify \_\_\_\_\_)

Marital status: 1 = single \_\_\_\_\_  
2 = married \_\_\_\_\_  
3 = separated or divorced \_\_\_\_\_  
4 = widowed \_\_\_\_\_

Children at home? 1 = yes 2 = no \_\_\_\_\_

Educational level: \_\_\_\_\_  
1 = some high school or technical training \_\_\_\_\_  
2 = high school degree or GED \_\_\_\_\_  
3 = some college \_\_\_\_\_  
4 = associate's degree \_\_\_\_\_  
5 = bachelor's degree \_\_\_\_\_  
6 = some graduate work \_\_\_\_\_  
7 = graduate degree \_\_\_\_\_

Number of prior non-BOP jobs held: \_\_\_\_\_  
(Permanent, full-time jobs only)

Union member: 1 = yes 2 = no \_\_\_\_\_

6. General comments:

Attachment 7-2, Page 3

7. Interviewer's name (printed) \_\_\_\_\_  
Title (printed) \_\_\_\_\_  
Institution (printed) \_\_\_\_\_  
Signature and Date: \_\_\_\_\_

TO BE COMPLETED BY LOCAL HUMAN RESOURCE MANAGER

8. Time with BOP: \_\_\_\_\_ years \_\_\_\_\_ months  
9. Time at this institution/location: \_\_\_\_\_ years \_\_\_\_\_ months  
10. Date of latest promotion: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
month day year  
11. Time in present position: \_\_\_\_\_ years \_\_\_\_\_ months  
12. Social Security Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
13. Job Title: \_\_\_\_\_  
14. Job Pay Plan/Series: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
15. Grade: \_\_\_\_  
16. Is position supervisory? 1 = yes 2 = no \_\_\_\_\_  
17. Job status: 1 = permanent 2 = temporary \_\_\_\_\_  
18. Work schedule: 1 = full-time 2 = part-time \_\_\_\_\_  
19. Date of separation: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
month day year  
20. Institution: \_\_\_\_\_ (\_\_\_\_ - \_\_\_\_)  
code  
21. Date of last performance rating: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
month day year  
22. Overall rating: 1 = unsatisfactory \_\_\_\_\_  
2 = minimally satisfactory  
3 = fully successful  
4 = exceeds  
5 = outstanding  
6 = no rating reported  
23. HRM Name (Printed): \_\_\_\_\_  
HRM Signature and Date: \_\_\_\_\_

Attachment 7-3, Page 1

SENSITIVITY DETERMINATION CHART

| <b>SPECIAL SENSITIVE<br/>HIGH RISK</b>   | <b>NON-CRITICAL SENSITIVE<br/>MODERATE RISK</b>        |
|--|--|
| <p>SINGLE SCOPE BACKGROUND<br/>           INVESTIGATION UPDATE (SBI)<br/>           Director<br/>           Asst. Directors<br/>           Regional Directors<br/>           Witness Security Program<br/>             -Asst. Admin. Inmate Mon.<br/>             Section<br/>             -Chief Inmate Monitoring<br/>             -Chief Locator Svcs.<br/>             -Regional CIM Coordinator<br/>           FEMA Rep. - all locations<br/>           Positions with access to Top<br/>           Secret National Security<br/>           Information</p> | <p>LIMITED BACKGROUND<br/>           INVESTIGATION</p> |
| <b>CRITICAL SENSITIVE<br/>HIGH RISK</b>  |  |
| <p>FULL FIELD BACKGROUND<br/>           INVESTIGATION UPDATE</p>   |  |
| <p>ALL LOCATIONS<br/>           All staff with access to<br/>           Secret or Confidential<br/>           National Security<br/>           Information<br/>           All ADP-computer positions<br/>           involved in the direction,<br/>           planning and design of a<br/>           system or who may access<br/>           a system with high risk of<br/>           damage</p>   |  |
| <p><u>INSTITUTION LEVEL</u></p>  |  |
| <p>Warden<br/>           Associate Wardens<br/>           * Executive Assistant *<br/>           Camp Superintendent<br/>           Assistant Camp Superintendent<br/>           Secretaries to Warden/Assoc.<br/>           Warden/*Camp Superintendent/<br/>           Asst. Camp Superintendent*<br/>           Human Resource Manager<br/>           Personnel Security Specialist<br/>           Controller<br/>           Captain<br/>           Special Investigative Agent</p>   | <p>All other positions</p>                             |

Attachment 7-3, Page 2

SENSITIVITY DETERMINATION CHART (Cont'd)

| <b>CRITICAL SENSITIVE<br/>HIGH RISK</b>  | <b>NON-CRITICAL SENSITIVE<br/>MODERATE RISK</b> |
|--|---|
| FULL FIELD BACKGROUND<br>INVESTIGATION UPDATE  | LIMITED BACKGROUND<br>INVESTIGATION             |
| <u>INSTITUTION LEVEL CONTINUED</u>   |   |
| Computer Specialist<br>*Paralegal Specialist*<br>*Case Management Specialist*<br>*Security Officer (Locksmith)*<br>*Electronics Technician*  | All other positions                             |
| <u>REGIONAL LEVEL</u>  |   |
| Deputy Regional Director<br>Executive Assistant<br>Regional Director/Deputy<br>Regional Director Secretary<br>All Regional Administrators  | All other positions                             |
| <u>CENTRAL OFFICE LEVEL</u>  |   |
| Director's Office Staff<br>Senior Deputy Asst Director<br>Deputy Assistant Director<br>Executive Assistant<br>Assistant/Senior Deputy Asst/<br>Deputy Assistant Director's<br>Secretary<br>All Branch Chiefs<br>All Section Chiefs<br>All Personnel Security Staff | All other positions                             |
| <u>TRAINING CENTERS</u>  |   |
| T.C. Directors<br>T.C. Administrators<br>T.C. Director's Secretary<br>Human Resource Managers<br>Personnel Security Specialist<br>Controller<br>Instructional Systems Design<br>Section Chiefs & Special<br>Projects Manager                                       |   |

Attachment 7-4

NOTICE TO APPLICANT

As part of the selection process, shortly you will be interviewed regarding information in your background in order to help determine your suitability for employment in the Federal Prison System.

Please read the following items and ensure that you understand them. A member of the Personnel Office staff will be available to answer any questions you might have in this regard.

1. The Position for which you are applying has been designated as "Sensitive" for national security purposes.
2. You will be asked a number of questions about yourself and your past and current behavior to help this agency determine your suitability and qualifications for the position. These questions are asked of all applicants of sensitive positions.
3. It is very important that you be truthful and honest in the interview.
4. You will be asked to sign a statement at the conclusion of the interview stating that the interview findings are accurate and true.
5. The veracity of many of your responses will be checked through a urinalysis and through a detailed background investigation. Failure to disclose facts or concealment of information sought is often more serious in the employment process than would be the disclosure of possibly derogatory information.
6. The information from this interview will be used primarily to determine your fitness for Federal employment. Other uses related to employment in the Federal government include obtaining a security clearance, and evaluating qualifications, suitability and loyalty to the U.S. Government. This information may be furnished to Federal, state, local or public agencies only in extreme circumstances and only for purposes authorized by statute or Executive Order. Other than this exception, this information will be held strictly confidential, used principally for employment purposes, and not revealed to parents, relative, past, current, or future employers or anyone other than those in the Bureau of prisons involved in the selection process.
7. You are not required to supply the information requested in the interview, but failure to furnish all or part of the information requested could delay or suspend the processing of your employment and could result in your not being considered for employment.

I have read the above statements and have received clarification on any of the items I did not understand.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

Attachment 7-5, Page 1

AUTHORITY FOR RELEASE OF INFORMATION

TO WHOM IT MAY CONCERN:

I hereby authorize any duly accredited representative of the Federal Bureau of Prisons bearing this release, or a copy thereof, within one year of its date, to obtain any information from my medical history. I hereby direct you to release such information upon request of the bearer. I understand that the information released is for official use by the Bureau of Prisons and may be disclosed to such third parties as necessary in the fulfillment of official responsibilities.

I hereby release any individual, including record custodians, from any and all liability for damages of whatever kind or nature which may at any time result to me on account of compliance, or any attempts to comply, with this authorization. Should there be any question as to the validity of this release, you may contact me as indicated below.

Signature (Full Name): \_\_\_\_\_

Full Name: \_\_\_\_\_

Other Names Used: \_\_\_\_\_

Parent or Guardian (if required): \_\_\_\_\_

Date: \_\_\_\_\_

Current Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Privacy Act Notice

Authority for Collecting Information. E.O. 10450, 5 USC 1303-1305, 42 USC 2165 and 2455, 22 USC 2585 and 2519, and 5 USC 3301.

Purposes and Uses. Information provided on this form will be furnished to individuals in order to obtain information regarding your activities in connection with the use of drugs to determine fitness for Federal employment in a federal correctional institution. The information obtained may be furnished to third parties as necessary in the fulfillment of official responsibilities.

Effects of Nondisclosures. Furnishing the requested information is voluntary, but failure to provide all or part of the information may result in a lack of further consideration for employment clearance or access, or in the termination of your employment.

Attachment 7-6, Page 1

Date

Name of Contact  
Address  
Town, State 12345

Dear Sir/Madam:

The person identified below has applied for federal employment, and has given your name as a personal reference or as a present or former supervisor or employer.

We must rely on persons such as yourself to help us determine whether applicants meet the requirements for good character and unquestionable loyalty to the United States Government. Therefore, we ask that you complete the form on the back side of this letter. Please be entirely frank, answering all questions as specifically as you can. All information given will be kept strictly confidential.

If possible, please return the letter and form within seven days. An envelope requiring no postage is enclosed for your convenience. If you should have any questions or concerns, please contact me at (555) 555-5555. Thank you for your assistance in this matter.

Sincerely,

(name)  
Human Resource Manager

NAME OF APPLICANT: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

DATES OF EMPLOYMENT CLAIMED: \_\_\_\_\_

TITLE OF JOB APPLYING FOR: \_\_\_\_\_

Attachment 7-6, Page 2

INQUIRY CONCERNING APPLICANT FOR EMPLOYMENT

|  |                                    |              |               |
|--|------------------------------------|--------------|---------------|
| PERSON CONTACTED: (NAME) _____   |                                    | TITLE: _____ |               |
| <b>PLEASE COMPLETE ITEMS 1, 2, &amp; 11-19. IF YOU HAVE BEEN THE APPLICANT'S EMPLOYER OR SUPERVISOR, ALSO COMPLETE ITEMS</b>   |                                    |              |               |
| 1. HOW HAS YOUR KNOWLEDGE OF THIS APPLICANT BEEN OBTAINED? (CIRCLE) EMPLOYER SUPERVISOR<br>CO WORKER   |                                    |              |               |
| 2. HOW LONG HAVE YOU KNOWN THE APPLICANT?  |                                    |              |               |
| 3. TITLE OF APPLICANT'S LAST POSITION WITH YOU:  |                                    |              |               |
| 4. HIGH SALARY   | 5. NUMBER OF EMPLOYEES SUPERVISED? |              |               |
| 6. BRIEF DESCRIPTION OF APPLICANT'S DUTIES IN POSITION IDENTIFIED IN ITEM #3:<br>_____   |                                    |              |               |
| 7. EVALUATION OF APPLICANT'S PERFORMANCE   |                                    |              |               |
| PLEASE CHECK THE APPROPRIATE COLUMN  | ABOVE AVERAGE                      | SATISFACTORY | BELOW AVERAGE |
| A. DEPENDABILITY   |                                    |              |               |
| B. ABILITY TO WORK HARMONIOUSLY WITH OTHERS  |                                    |              |               |
| C. ABILITY TO SUPERVISE OTHERS   |                                    |              |               |
| D. AMOUNT OF ACCEPTABLE WORK PRODUCED  |                                    |              |               |
| E. OVER-ALL SKILL IN HIS/HER WORK  |                                    |              |               |
| F. ATTENDANCE (SEE ITEM 8)   |                                    |              |               |
| 8. IF ITEM 7F IS RATED "BELOW AVERAGE", IS THE RATING ATTRIBUTABLE TO:<br><input type="checkbox"/> TARDINESS <input type="checkbox"/> UNEXCUSED ABSENCES <input type="checkbox"/> EXCESSIVE LEAVE REQUESTS   |                                    |              |               |
| 9. IF CIRCUMSTANCES PERMITTED WOULD YOU:<br><input type="checkbox"/> EMPLOY OR RE-EMPLOY HIM/HER WITHOUT HESITATION <input type="checkbox"/> PREFER HIM/HER OVER MOST <input type="checkbox"/> PREFER NOT TO HIRE  |                                    |              |               |
| 10. REASON APPLICANT GAVE FOR LEAVING:   |                                    |              |               |
| 11A. TO YOUR KNOWLEDGE HAS HE/SHE EVER BEEN TERMINATED/RESIGNED IN LIEU OF TERMINATION FROM A JOB BECAUSE OF MISCONDUCT OR UNSATISFACTORY PERFORMANCE? (IF YES, PLEASE COMPLETE 11B.-11D.)   |                                    |              |               |
| 11B. NAME AND ADDRESS OF EMPLOYER:   |                                    |              |               |
| 11C. REASON FOR TERMINATION OR RESIGNATION:  |                                    |              |               |
| 11D. TO YOUR KNOWLEDGE WS THE APPLICANT NOTIFIED AS TO THE REASON?   |                                    |              |               |
| PLEASE CHECK YES OR NO FOR THE FOLLOWING QUESTIONS<br>YES                      NO  |                                    |              |               |
| 12. DO YOU HAVE ANY REASON TO QUESTION THIS PERSON'S LOYALTY TO THE UNITED STATES?   |                                    |              |               |
| 13. DO YOU HAVE ANY REASON TO BELIEVE THIS PERSON BELONGS OR HAS BELONGED TO ANY COMMUNIST OR FASCIST ORGANIZATION, OR TO ANY ORGANIZATION WHICH ADVOCATES OVERTHROWING OR ALTERING OUR CONSTITUTIONAL FORM OF GOVERNMENT BY FORCE OR OTHER ILLEGAL MEANS? |                                    |              |               |

|  |  |  |
|--|--|--|
| 14. TO YOUR KNOWLEDGE DOES THIS PERSON ASSOCIATE, OR HAS ASSOCIATED WITH ANY PERSON, WHOSE LOYALTY TO THE UNITED STATES IS QUESTIONABLE OR BELONGS TO ANY TYPE OF ORGANIZATION DESCRIBED IN #13? |  |  |
| 15. DO YOU HAVE ANY KNOWLEDGE OF ANY BEHAVIOR, ACTIVITIES OR ASSOCIATION WHICH TEND TO SHOW THAT THIS PERSON IS NOT RELIABLE, HONEST, TRUSTWORTHY, AND OF GOOD CONDUCT AND CHARACTER?            |  |  |
| 16. DO YOU HAVE ANY INFORMATION INDICATING THIS PERSON'S EMPLOYMENT WOULD BE AGAINST THE INTEREST OF NATIONAL SECURITY?  |  |  |
| 17. DO YOU HAVE ANY KNOWLEDGE THAT APPLICANT'S PERFORMANCE ON THE JOB IS ADVERSELY AFFECTED BY THE USE OF ALCOHOLIC BEVERAGES, NARCOTICS, MARIJUANA, OR OTHER DRUGS?                             |  |  |
| 18. DO YOU RECOMMEND THIS INDIVIDUAL FOR EMPLOYMENT IN THE FEDERAL GOVERNMENT IN A SENSITIVE POSITION?   |  |  |
| 19. USE THIS SPACE AND ADDITIONAL SHEETS IF NECESSARY, TO SUPPLY ANY OTHER PERTINENT INFORMATION OR EXPLANATION HAVE IN CONNECTION WITH THE ABOVE ANSWERED QUESTIONS.                            |  |  |
| _____<br>FORM COMPLETED BY (SIGNATURE/DATE) :  |  |  |

Attachment 7-7, Page 1

Date

Records Department  
Address  
Town, State 12345

Dear Sir/Madam:

The individual listed below is being considered for employment as a  
(title of position) with the Federal Bureau of Prisons, (name of  
facility) in Town, State. Please advise us of any arrest record for:

NAME:  
SSN:  
DOB:

**ARREST RECORD**

| <u>DATE</u> | <u>PLACE</u> | <u>CHARGE</u> | <u>DISPOSITION</u> |
|-------------|--------------|---------------|--------------------|
|-------------|--------------|---------------|--------------------|

Please check here \_\_\_\_\_ if you have **no** record of any arrests.

\_\_\_\_\_  
Signature/Position Title

If possible, please return this form within seven days. An envelope  
requiring no postage is enclosed for your convenience. Thank you for  
your continued support of our agency.

Sincerely,

(name)  
Personnel Officer

Attachment: Release Authorization  
Return Envelope

Attachment 7-8

**U.S. Department of Justice**  
Federal Bureau of Prisons

---

Your Institution Name  
Address

(Date)

MEMORANDUM FOR CONNIE DARNE', CHIEF  
SECURITY & BACKGROUND INVESTIGATION SECTION

FROM: (Name), Warden  
(Institution)

SUBJECT: Certification of Pre-Employment Procedures

This is to certify that the below-referenced individual has been selected for employment based upon satisfactory pre-employment screening. The background investigation has been initiated as documented by the information shown.

Appointee's Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

OPM Case Number: \_\_\_\_\_

Receipt Date: \_\_\_\_\_

OPM-FIPC Liaison Officer: \_\_\_\_\_

Institution/Employing Office: \_\_\_\_\_

Submitting Office Number (SON): \_\_\_\_\_

Anticipated EOD Date: \_\_\_\_\_

Personnel Staff Contact Person: \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attachment 7-9

SAMPLE REQUEST FOR BACKGROUND INVESTIGATION UPDATE

**U.S. Department of Justice**  
Federal Bureau of Prisons

---

(Institution Letterhead)

(Date)

MEMORANDUM FOR Chief, Security & Background Investigation  
Section

FROM: Name/Title

SUBJECT: Background Investigation Update

Attached is the reinvestigation of Name and SSN. Please  
update this employee's security file.

Thank you for your assistance.

Attachment 7-10, Page 1

WAIVER OF SUBJECT INTERVIEW

I have been given an opportunity to verbally comment on information in my background investigation and have waived this opportunity. I understand that the Department of Justice will adjudicate my case on the information in the background investigation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

Attachment 7-11, Page 1

AGREEMENT TO SUBJECT INTERVIEW

I agree to discuss information in my background investigation with Department of Justice officials and certify that my answers will be true, complete and correct to the best of my knowledge and belief, and will be made in good faith.

---

Signature

---

Date

---

Witness

---

Date

Attachment 7-12, Page 1

SAMPLE NOTICE TO EMPLOYEE - BACKGROUND INVESTIGATION ISSUES

(Name and Address of)  
(Employee or Applicant)

Dear (Employee or Applicant):

A number of issues have arisen in connection with your background investigation which are of concern to the Bureau of Prisons. Accordingly, the Bureau of Prisons is extending to you the opportunity to comment on the information in your background investigation upon which the Bureau of Prisons intends to rely in determining whether to (extend you or continue your employment with the Bureau of Prisons and/or continued access to National Security Information. See note).

Enclosed are a statement of your legal rights and several written questions. Before answering any of the written questions, please read the statement of your rights, sign and date the statement, and return it to me immediately in the envelope provided.

If you choose to respond to any of the written questions, please note that certain answers must be explained in detail. In addition, you may furnish any other information which you believe should be considered by the Department of Justice in connection with your responses to these questions.

If you choose to answer any of the written questions, please complete the certification appended to the written questions. If you choose not to answer one or more of the written questions, please also complete the waiver.

Sincerely,

(Name and Title of BOP official sending the interrogatory)

Enclosures

(Note to Adjudicator: Written interrogatories may be used as follows:

in making an initial employment determination;

in the resolution of derogatory information that surfaces after the employment decision has been made;

in a determination for authorizing access to National Security Information.

The letter to the subject and "Notice of Rights" must be constructed to fit the appropriate circumstance.)

Attachment 7-13, Page 1

Notice of Rights to  
(Name of Applicant or Subject)

Before you provide responses to any written questions regarding information contained in your background investigation, you must understand your legal rights.

1. You have the right to remain silent and not answer any of the written questions.
2. If you choose to answer only some of the written questions, you do not waive your right to remain silent with respect to the other written questions.
3. Any answers to the written questions which you furnish can be used against you in any proceeding, including criminal proceedings.
4. You have the right to seek advice from a representative before you answer any written questions.
5. With respect to any unanswered written questions, your eligibility for employment and/or access to National Security Information (See Note) with the Bureau of Prisons will be initially determined solely on the investigative information available to the DOJ.
6. If you choose to answer the written questions, you must return your answers to (Name, title and address of BOP official) within 15 working days, unless you request, for good cause shown, and are granted in writing, an extension not to exceed 15 working days by (Name of BOP official).

I certify that I have read this statement of my legal rights and understand it. No promises or threats have been made to me, and no pressure or coercion of any kind has been applied against me, by any employee of the United States Government.

\_\_\_\_\_  
Signature of Subject

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

Attachment 7-14, Page 1

SAMPLE INTERROGATORIES

(Narrative)

A number of individuals, who were interviewed by the Office of Personnel Management in connection with your background investigation, indicate that you use cocaine on a regular basis. In addition, one source indicates that you use cocaine occasionally at parties.

(Request for Comments)

Please set forth your comments, if any, on the above information. You may use additional sheets of paper, if necessary.

(Introduction to Question)

In addition to any comments above, please answer the following.

(Primary Question)

A. Do you now or have you ever used cocaine?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please answer the following. You may use additional sheets of paper, if necessary.

(Follow-up Questions)

1. How often do you use cocaine?
2. When was the last time you used cocaine?
3. Have you ever sold or distributed cocaine?
4. Have you ever been treated by a doctor for using cocaine?

(Ending Statement)

If you have nothing further to add or wish to furnish additional information, please check below.

\_\_\_\_\_ I have nothing further to add.

\_\_\_\_\_ Please consider the following additional information:

Attachment 7-15, Page 1

SAMPLE CERTIFICATION OF RESPONSE TO INTERROGATORIES

ATTENTION - THIS STATEMENT MUST BE SIGNED

Read the following paragraph carefully before signing this statement:

A false answer to any of the written questions may be grounds for terminating your employment (See Note) in a Bureau of Prisons position, and may be punishable by fine or imprisonment. All the information you give will be considered in reviewing your responses and is subject to investigation. (18 U.S.C. Sec. 1001)

CERTIFICATION - I CERTIFY that all of the statements made on these pages are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

\_\_\_\_\_  
Signature (sign in ink)

\_\_\_\_\_  
Date

Alternative or Additional Response

I hereby waive the right to answer the above questions not answered by me. I understand that by my not answering the questions, the Bureau of Prisons will make an initial determination of my eligibility for employment in a Bureau of Prisons position based on the investigative information available.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

(Note to Adjudicator: Written interrogatories may be used as follows:

in making an initial employment determination;

in the resolution of derogatory information that surfaces after the employment decision has been made;

in a determination for authorizing access to National Security Information.

The letter to the Subject, the "Notice of Rights" and the Certification must be constructed to fit the appropriate circumstance.)

Attachment 7-16, Page 1

CONTRACTOR PRE-EMPLOYMENT FORM

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_

Do you know or are you related to anyone who is currently an inmate in this or any other correctional institution? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please provide names, locations, relationships and describe any current or anticipated contact with the inmate(s).

Are there any criminal charges currently pending against you?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If so, please provide charge, date arrested, court dates, docket numbers and any other pertinent details.

Are you now or have you ever been incarcerated or under correctional supervision (including home detention, probation, work release, etc.)? \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, please provide dates of incarceration, sentence, location, charges, current status and any other pertinent details.

CERTIFICATION -- I certify that all of the statements made on these pages are true, complete and correct to the best of my knowledge and belief and are made in good faith.

\_\_\_\_\_  
Signature (sign in ink)

\_\_\_\_\_  
Date

STATEMENT OF REGISTRATION STATUS

If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must be registered with the Selective Service System, unless you meet certain exemptions under Selective Service law. If you are required to register but knowingly and willfully fail to do so, you are ineligible for appointment by executive agencies of the Federal Government.

\_\_\_ I certify I am registered with Selective Service System.

\_\_\_ I certify I have been determined by the Selective Service System to be exempt from the registration provisions of Selective Service law.

\_\_\_ I certify I have not registered with the Selective Service System.

\_\_\_ I certify I have not reached my 18th birthday and understand I am required by law to register at that time.

Non-Registrants Under Age 26. If you are under age 26 and have not registered as required, you should register promptly at a United States Post Office, or consular office if you are outside the United States.

Non-Registrants Age 26 or Over. If you were born in 1960 or later, are 26 years of age or older, and were required to register but did not do so, you can no longer register under Selective Service law. Accordingly, you are not eligible for appointment to an executive agency unless you can prove to the Office of Personnel Management (OPM) that your failure to register was neither knowing nor willful. You may request an OPM decision through the agency that was considering you for employment by returning this statement with your written request for an OPM determination together with any explanation and documentation you wish to furnish to prove that your failure to register was neither knowing nor willful.

Privacy Act Statement. Because information on your registration status is essential for determining whether you are in compliance with 5 U.S.C. 3328, failure to provide the information requested by this statement will prevent any further consideration of your application for appointment. This information is subject to verification with the Selective Service System and may be furnished to other Federal agencies for law enforcement or other authorized use in implementing this law.

False Statement Notification. A false statement may be grounds for not hiring you, or for firing you if you have already begun work. Also, you may be punished by fine or imprisonment. (Section 1001 of title 18, United States Code.)

\_\_\_\_\_  
Legal signature of individual (please use ink)

\_\_\_\_\_  
Date signed (please use ink)

Attachment 8-1, Page 1

Federal Prison Retirees Association  
P.O. Box 161508  
Atlanta, Georgia 30321-1508  
July 1997

Dear Retiree or Prospective Retiree:

This communication is to advise you, as a retiree or a prospective retiree of the Federal Bureau of Prisons, of the existence of our Federal Prison Retirees Association (FPRA). We are organized nationally to enable us to maintain ties with former co-workers, to promote continued fellowship, and to provide service in certain ways. We publish an Annual Directory of Association Members, and we publish six newsletters each year - January, March, May, July, September, and November. We have an annual meeting at a central point for all of our members, with information about this meeting published in our newsletter.

Annual dues are \$10 for a retiree and \$6 for a surviving spouse of a retiree. The annual dues payment covers a calendar year period of January 1 through December 31, payable on or before January 1. Also, due to the Privacy Act of 1974, we cannot list your name in our Directory, only available to members of the FPRA, without your written approval.

If you would like to join the FPRA, complete the enrollment form below, enclose the required annual fee of \$10 as a retiree, or \$6 as a surviving spouse of a retiree, and return it to the address listed below.

FEDERAL PRISON RETIREES ASSOCIATION  
P.O. Box 161508  
Atlanta, GA 30321-1508

New/\_/Renewal/\_/Retiree membership for one year, \$10 enclosed  
New/\_/Renewal/\_/Survivor (of a retiree) membership for one year,  
\$6 enclosed

NAME: \_\_\_\_\_  
(Type or print clearly) (Spouse's name)

ADDRESS: \_\_\_\_\_ Retired from: \_\_\_\_\_  
(name of institution)

\_\_\_\_\_ Date of retirement: \_\_\_\_\_

\_\_\_\_\_ Date of birth: \_\_\_\_\_

Under the provisions of the Privacy Act of 1974, the Federal Prison Retirees Association (FPRA) has my permission to publish my name and address in organization publications. /\_/Yes /\_/No

\_\_\_\_\_  
(Signature) (Date)

Attachment 9-1, Page 1

STAFF UNIFORM ALLOWANCES

Effective February 14, 1991, the annual allowances for various uniforms prescribed by the Bureau of Prisons for use in performance of official duties are as follows:

|   |  |
|---|--|
| Work Uniform  | \$300 per year   |
| Food Service Uniform  | \$300 per year   |
| Nurse Uniform   | \$400 per year   |
| Dress Uniform   | \$400 per year   |
| Recreation Uniform/<br>Staff Training Academy<br>Instructor Uniform | \$400 first year/\$300 per year<br>in subsequent years |

NOTE: Correctional Security Officers and other Correctional Services employees who are authorized to wear both the work and dress uniforms are entitled to the full amount of the dress uniform allowance, but are not entitled to the work uniform allowance.

Employees exempt from wearing a uniform under provisions of Paragraph 10 are not authorized a uniform allowance.

Attachment 9-2

AUTHORIZED STAFF UNIFORMS

|                              | Dress |     | Work |     | Food Service |   | Recreation |   | Nurse |   |
|------------------------------|-------|-----|------|-----|--------------|---|------------|---|-------|---|
|                              | M     | F   | M    | F   | M            | F | M          | F | M     | F |
| BLAZER, NAVY BLUE            | X     | X   |      |     |              |   |            |   |       |   |
| TROUSERS, MEDIUM GRAY        | X     |     |      |     |              |   |            |   |       |   |
| SLACKS OR SKIRT, MEDIUM GRAY |       | X   |      |     |              |   |            |   |       |   |
| SHIRT, NICKEL GRAY           |       |     | X    | X   |              |   |            |   |       |   |
| TROUSERS, NICKEL GRAY        |       |     | X    | X   |              |   |            |   |       |   |
| SKIRT, NICKEL GRAY /1        |       |     |      | X   |              |   |            |   |       |   |
| JACKET, NICKEL GRAY          |       |     | X    | X   |              |   |            |   |       |   |
| TROUSERS, NAVY BLUE          |       |     |      |     | X            |   | X          |   |       |   |
| SLACKS, NAVY BLUE            |       |     | X/5  | X/5 |              | X |            | X |       |   |
| SHORTS, NAVY BLUE /1         |       |     | X/5  | X/5 |              |   | X          | X |       |   |
| SHIRT, WHITE                 | X     | X   |      |     |              |   |            |   |       |   |
| SHIRT, WHITE OR LIGHT BLUE   |       |     |      |     | X            | X |            |   |       |   |
| KNIT SHIRT, LIGHT BLUE       |       |     |      |     |              |   | X          | X |       |   |
| SWEATER/WINDBREAKER /2       | X     | X   | X    | X   | X            | X | X          | X | X     | X |
| DRESS OR PANTSUIT, WHITE     |       |     |      |     |              |   |            |   |       | X |
| TROUSERS AND SHIRT, WHITE    |       |     |      |     |              |   |            |   | X     |   |
| SHOES, BLACK (S)             | X     | X   | X    | X   | X            | X | X          | X |       |   |
| SHOES, WHITE                 |       |     |      |     |              |   |            |   | X     | X |
| SOCKS, BLACK                 | X     | X/3 | X    | X/3 | X            | X |            |   |       |   |

|  | Dress |   | Work |     | Food Service |     | Recreation |   | Nurse |     |
|--|-------|---|------|-----|--------------|-----|------------|---|-------|-----|
|  | M     | F | M    | F   | M            | F   | M          | F | M     | F   |
| SOCKS, WHITE                                       |       |   | X/5  | X/5 |              |     | X          | X | X     | X/4 |
| SOCKS, NAVY BLUE                                   |       |   |      |     |              |     | X          | X |       |     |
| NECKTIE, MAROON                                    | X     | X |      |     | X/1          | X/1 |            |   |       |     |
| CROSSTIE, MAROON                                   |       | X |      |     |              | X/1 |            |   |       |     |
| BELT, BLACK  | X     | X | X    | X   | X            | X   |            |   |       |     |
| BALLCAP, NAVY BLUE                                 |       |   | X    | X   | X            | X   | X          | X |       |     |
| SHIRT, WHITE [FLETC ONLY]<br>(NOT MONOGRAMMED)     | X     | X |      |     |              |     |            |   |       |     |
| POLO SHIRT, MAROON PULL-OVER<br>[FLETC ONLY]       |       |   | X    | X   |              |     |            |   |       |     |
| SWEATSHIRT W/BOP EMBLEM, NAVY<br>BLUE [FLETC ONLY] |       |   | X    | X   |              |     |            |   |       |     |

- (S) Safety toe shoes must be worn in areas identified as foot hazard areas
- /1 Optional, at the discretion of the Chief Executive Officer
- /2 At the employee's option
- /3 Neutral color hose or pantyhose optional
- /4 White or neutral color hose or pantyhose optional
- /5 Restricted to FLETC instructors only