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

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

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

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

4. **Definitions.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

a. **Recruitment Procedures.**

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

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

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

(c) Periodic articles in USACE publications.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Each RA must bring the following when deployed:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

h. **Maintaining a Deployable Status.**

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

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

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

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

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

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

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

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

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

- **Travel to Home of Record.** The traveler will receive transportation (actual cost of airfare, rental car, etc.) to their home of record and three-fourths of the daily per diem for the day in route home and the day they return to duty. They will not receive per diem for the days home.

- **Travel to an Alternate Location.** The traveler is not authorized compensation or reimbursement for transportation expenses. The traveler is authorized reimbursement for only per diem related expenses and reimbursable miscellaneous expenses that would have been allowable had the employee remained at the TDY location. These expenses will be equal to that of their TDY work site for the non workdays (2 travel days plus 2 days R&R). Expenses incurred during the employee's time off, with the exception of those discussed above, are not reimbursable.

- **Rules Applying to Employees Taking R&R at Home of Record or Alternate Location.**

    - **RAs are not authorized pay for travel days or days off while on R & R** (reference Appendix B, Pay while in Travel Status).
    - Employees are authorized to retain their lodging for three nights and rental car for four days while on R&R.
    - If R&R exceeds the standard time period (2 days for travel and two days off) the employee will have to either turn in the rental car and give up their lodging or pay for the additional days.
    - **The rental car may be used for transportation home during R & R, but may not be used for personal reasons while there. It cannot be used while on R & R to an alternate location.**
    - Attachment 15, RAO Information Sheet- Return to Home of Record (HOR)/Alternate Location (AL) During TDY - RAO Personnel, will be given to all RA's. It explains the R&R program and will provide a ready reference for deployed RA's.

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

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

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

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

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

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

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

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

c. The RA must:

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

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

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

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

14. **References.**

a. Public Law (PL) 93-259, Fair Labor Standards Act

b. PL 105-264 "The Travel and Transportation Reform Act of 1998" (TTRA)

c. PL 107-314 "Bob Stump National Defense Authorization Act"

d. PL 108-136, Section 9902 (j) of title 5, as enacted by Section 1101 of the National Defense Authorization Act for FY 2004

e. Title 5, United States Code (USC), Section 9902

f. Directive-Type Memorandum (DTM) 08-006 "DoD Implementation of Homeland Security Presidential Directive – 12 (HSPD-12) dated 26 November 2008

g. DTM 08-003, Subject: "Next Generation Common Access Card (CAC) Implementation Guidance" dated December 1, 2008

h. Department of Defense (DoD) Financial Management Regulation 7000.14R, Volume 9, Travel Policy and Procedures

i. Joint Travel Regulations (JTR) Volume 2 – DOD Civilian Personnel

j. DoD FMR Volume 8 – Civilian Pay Policy and Procedures, Chapter 2 – Time and Attendance

k. DoD 1400.25-M, Civilian Personnel Manual, Chapter 1900, National Personnel Security System

l. DoD Instructions Number (DoDI) 1400.25, Volume 300 Subject: DoD Civilian Personnel Management System: Employment of Federal Civilian Annuitants in the Department of Defense dated 10 December 2008

m. Army Regulation (AR) 25-2, Information Assurance, 24 October 2007

n. Engineer Regulation (ER) 11-1-320, Civil Works Emergency Management Programs

o. ER 55-1-2 Transportation and Travel Management, Chapter 4 – Funding

p. Engineer Circular (EC) 11-2-190, Reemployed Annuitant Office Program dated 1 June 2009

q. Engineer Manual (EM) 385-1-1, Corps of Engineers Safety and Health Requirements Manual

r. Engineer Pamphlet (EP) 37-1-6 Resource Management Functional Guide for Civil Emergency Management Programs

s. Corps of Engineers Financial Management System (CEFMS) User Manual, Access Request Management System (ARMS)

t. CEFMS User Manual, CEFMS Access Control and Application Rules, Section III.

u. CEFMS Timekeepers Users Guide

v. CEFMS User Manual Section 16 – Travel

w. CERM-F Memorandum dated 1 June 2004, Subject: Travel Cards for Members of the Reemployed Annuitant Office (RAO)

x. Memorandum from the USACE Director of Human Resources, Subject: Reemployed Annuitant Office (RAO) Program Members Retention of Common Access Card (CAC) dated 30 December 2008

y. Memorandum from the Chief, USACE Office of Homeland Security, Subject: Travel Cards for Members of the Reemployed Annuitant Cadre dated 31 May 2006

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