MANAGING

A Civilian Workforce
Topics of Discussion

- Civilian Personnel Functions
- Tools for Supervisors
- Types of Leave
- Appraisals and Awards
- Disciplinary Process
- Web Sites
• Civilian Personnel and SES Policy (N1M)
• Secretariat Headquarters Human Resources Office (S/HHRO)
• Human Resources Service Center (HRSC)
Supervisor Tools

- N1M (for Policy) and SH/HRO (for execution)
- Description of duties (pd)
- Hours of duty/Leave record/balance
- Individual Development Plan
- Performance Appraisal
Types of Leave

• Annual - requested in advance w/ SF-71
• Sick- requested in advance when possible. If requested same day, follow up w/SF-71
• Family Friendly
• Leave Without Pay- Approved by mgmt
• Absence Without Leave – unauthorized and may lead to disciplinary action
• Military
• Administrative
## Accrual Of Leave

<table>
<thead>
<tr>
<th>Total Days 1 yr</th>
<th>Accrual</th>
<th>Length of service</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Annual Leave</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>4 hrs</td>
<td>Less than 3 yrs</td>
</tr>
<tr>
<td>20</td>
<td>6 hrs</td>
<td>3 but less than 15</td>
</tr>
<tr>
<td>26</td>
<td>8 hrs</td>
<td>15 or more years</td>
</tr>
</tbody>
</table>

**Sick Leave** - 4 hrs. Is not affected by length of service.

240 hrs of annual leave can be carried over year to year.
Performance Appraisal

**NSPS**

- GS-1 through GS-12
  - cycle ends 30 September
- GS-13 through GS-15
  - cycle ends 30 June
- Senior Executive Service
  - cycle ends 30 June

**NSPS will change performance/pay.**

- Automated Appraisal
  - http://neds.nebt.daps.mil/
On-the-Spot - outside normal duties ($50.00 - $750.00)

Special Act - Outside of normal job duties

Performance - Outstanding job performance

Time-Off - based on contribution

Quality Salary Increase (QSIs) - based on rating of record

**HONORARY AWARDS**

Letters of Appreciation

Civilian Service Awards (Meritorious, Superior, Distinguished)
Disciplinary Action

- Letter of Caution
- Letter of Reprimand
- Suspension
- Removal
Web Sites

- www.opm.gov
- www.donhr.navy.mil
- www.hq.navy.mil/shhro/
- http://neds.nebt.daps.mil/
- http://www.dfas.mil
- http://www.defenselink.mil