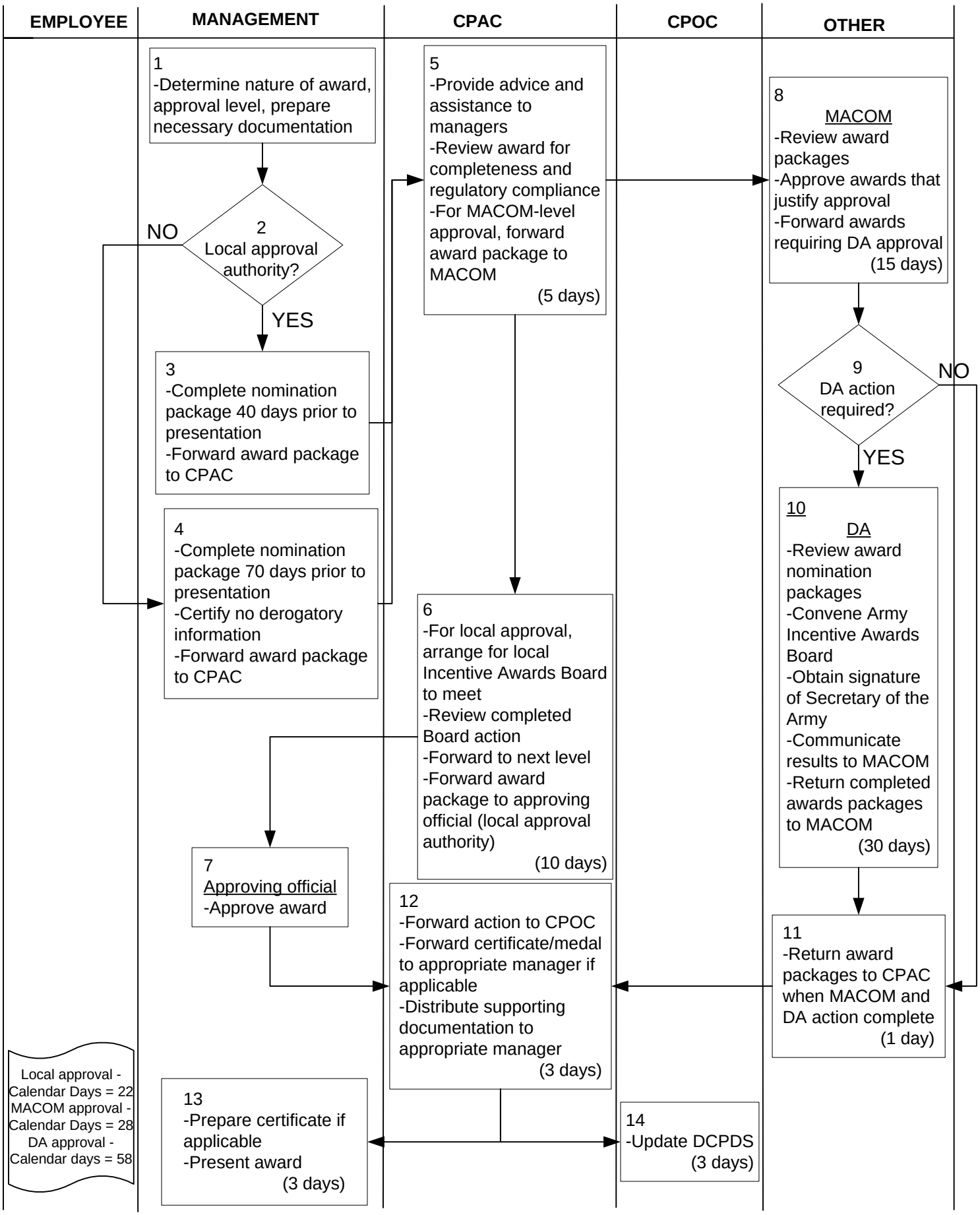
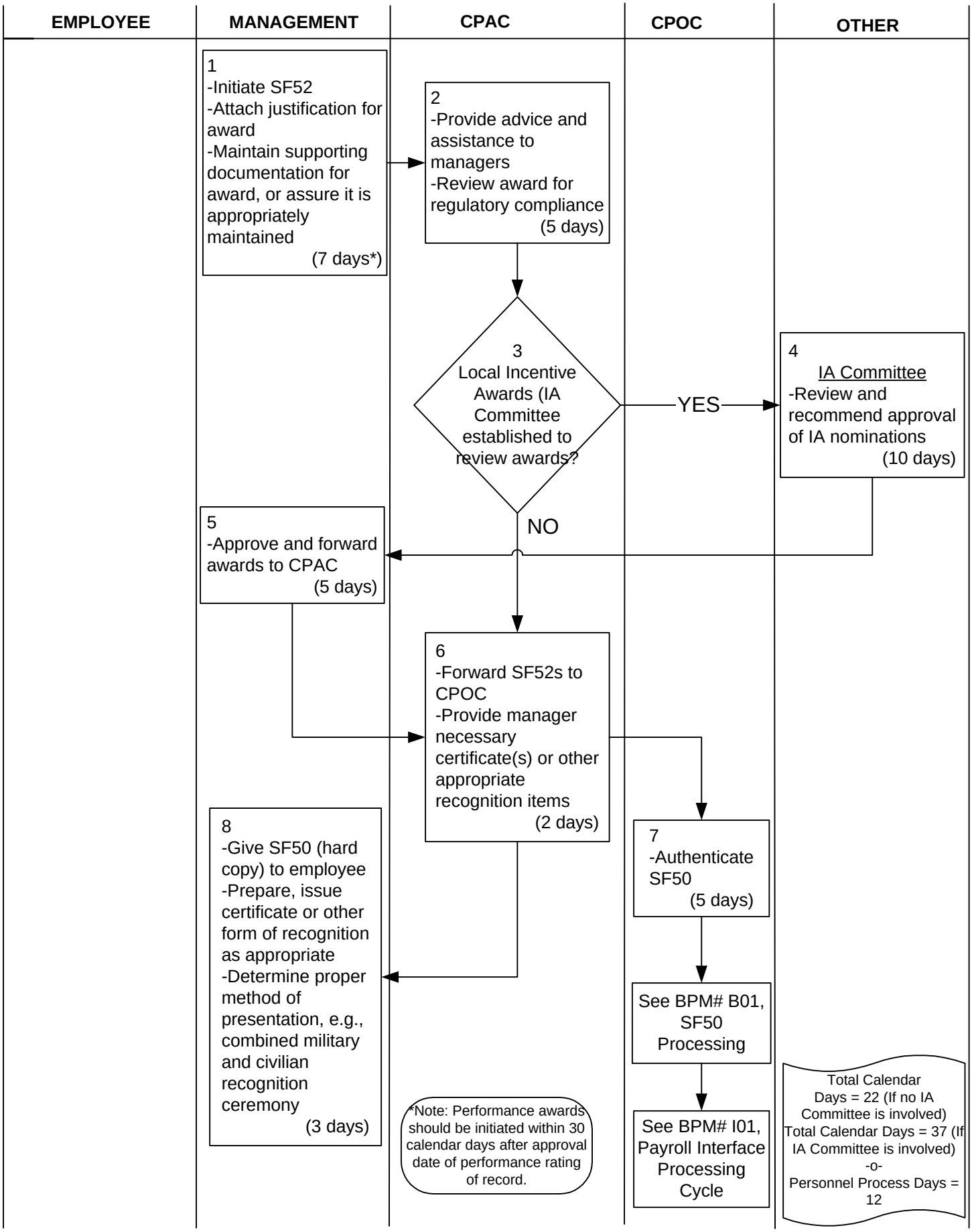

EMPLOYEE
MANAGEMENT
CPAC
CPOC
OTHER
1
-Determine nature of award, approval level, prepare necessary documentation
2
Local approval authority?
NO
YES
3
-Complete nomination package 40 days prior to presentation
-Forward award package to CPAC
4
-Complete nomination package 70 days prior to presentation
-Certify no derogatory information
-Forward award package to CPAC
5
-Provide advice and assistance to managers
-Review award for completeness and regulatory compliance
-For MACOM-level approval, forward award package to MACOM
(5 days)
6
-For local approval, arrange for local Incentive Awards Board to meet
-Review completed Board action
-Forward to next level
-Forward award package to approving official (local approval authority)
(10 days)
7
Approving official
-Approve award
8
MACOM
-Review award packages
-Approve awards that justify approval
-Forward awards requiring DA approval
(15 days)
9
DA action required?
NO
YES
10
DA
-Review award nomination packages
-Convene Army Incentive Awards Board
-Obtain signature of Secretary of the Army
-Communicate results to MACOM
-Return completed awards packages to MACOM
(30 days)
11
-Return award packages to CPAC when MACOM and DA action complete
(1 day)
12
-Forward action to CPOC
-Forward certificate/medal to appropriate manager if applicable
-Distribute supporting documentation to appropriate manager
(3 days)
13
-Prepare certificate if applicable
-Present award
(3 days)
14
-Update DCPDS
(3 days)
Local approval - Calendar Days = 22
MACOM approval - Calendar Days = 28
DA approval - Calendar days = 58

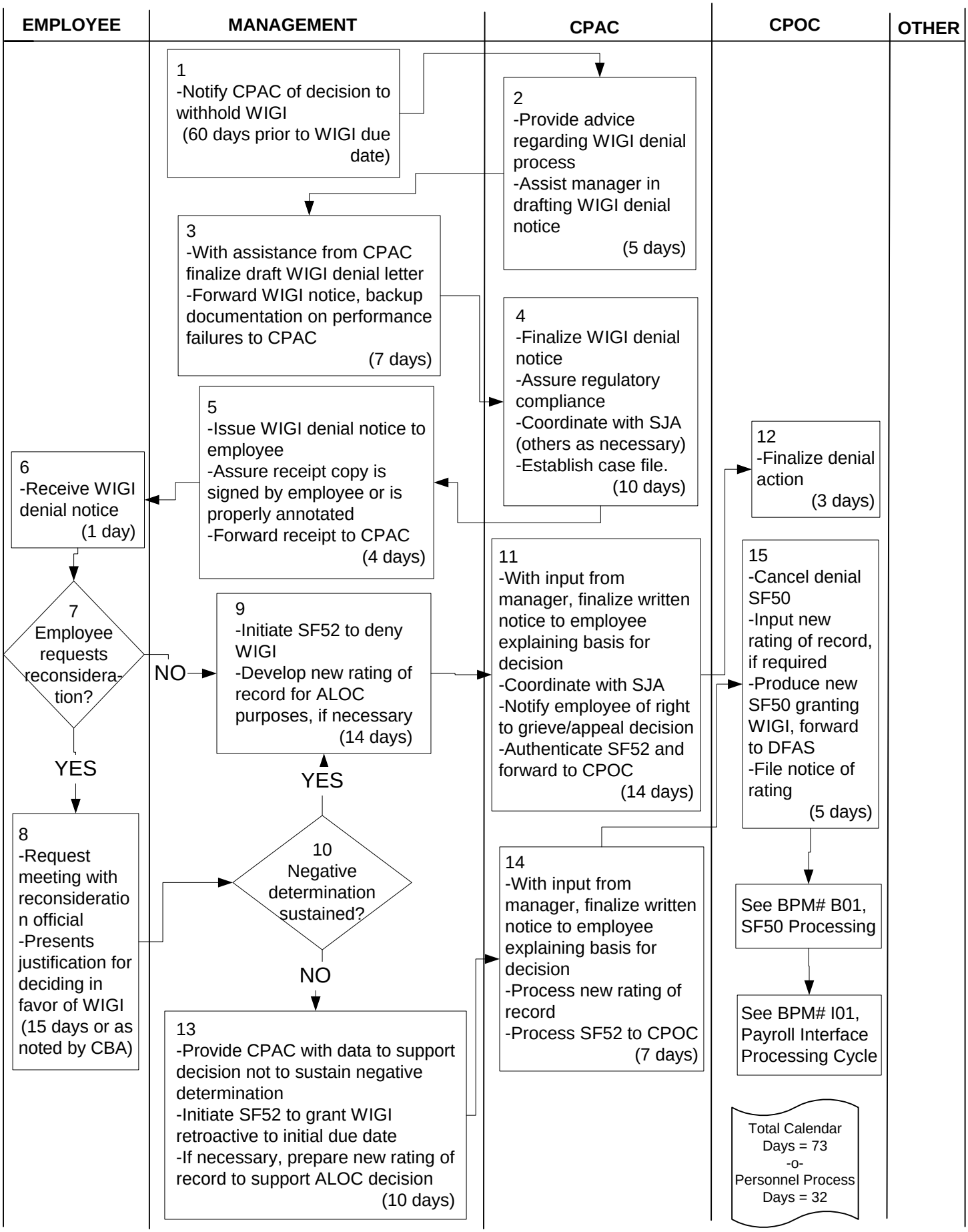
Length of Service (LOS) Awards

EMPLOYEE	MANAGEMENT	CPAC	CPOC	OTHER
			1 -Verify entries/ length of service data when requested	
		2 -Run DESIRE to identify civilian employees with Federal service increments of 5-year multiples -Review DESIRE for problem entries and request CPOC verify -Forward DESIRE to manager, along with emblems and certificates -Advise managers on awards ceremony, policies (5 days) (60 days prior to due date) (Local policies at serviced installations will determine frequency of DESIRE)		
	3 -Complete certificate, as appropriate -Plan & conduct suitable award ceremony -Present LOS award (certificate and emblem) to employees (20 days)			
				Total Calendar Days = 25 -o- Personnel Process Days = 5

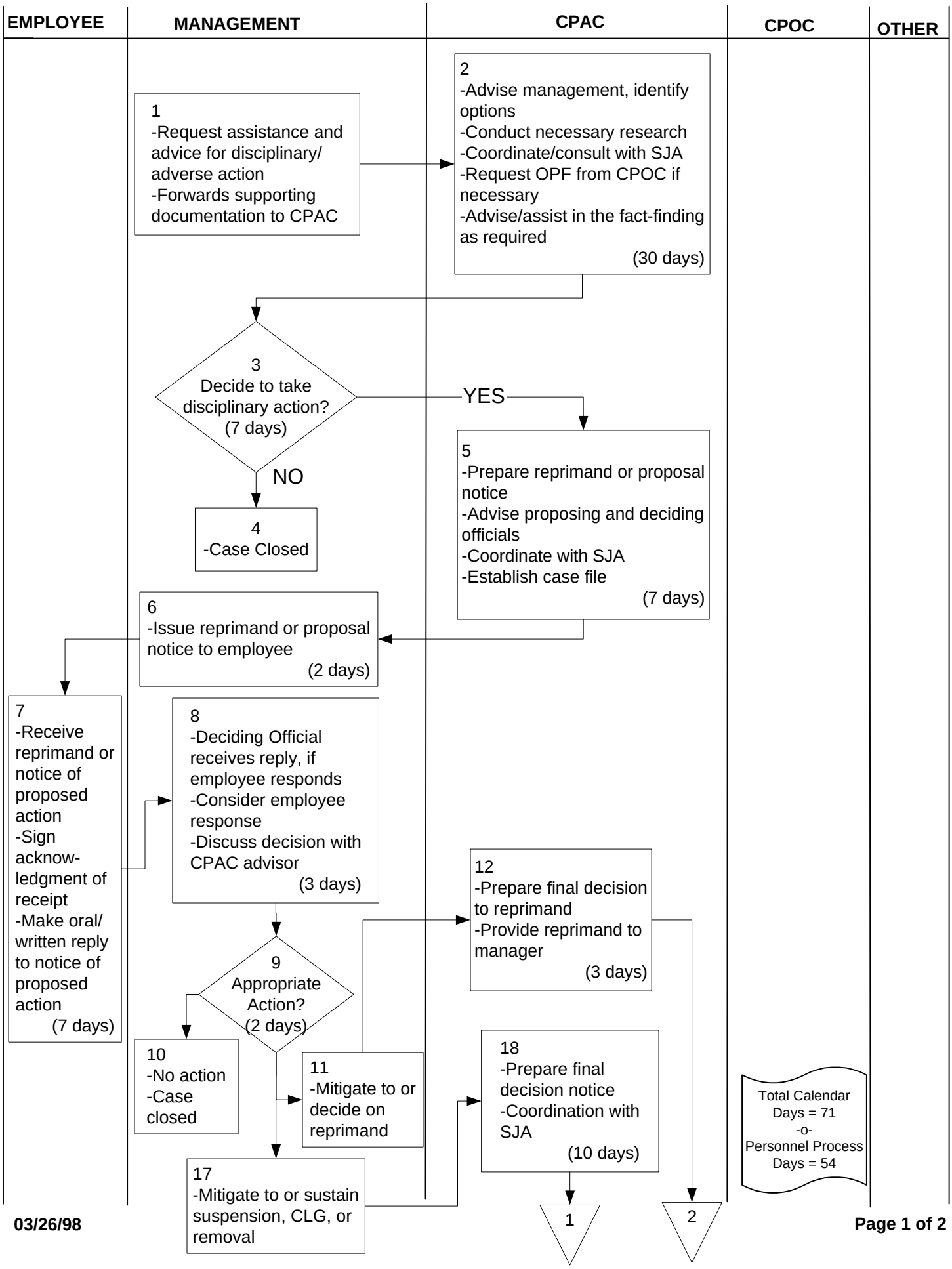
Monetary and Time Off Awards (not more than $10,000)

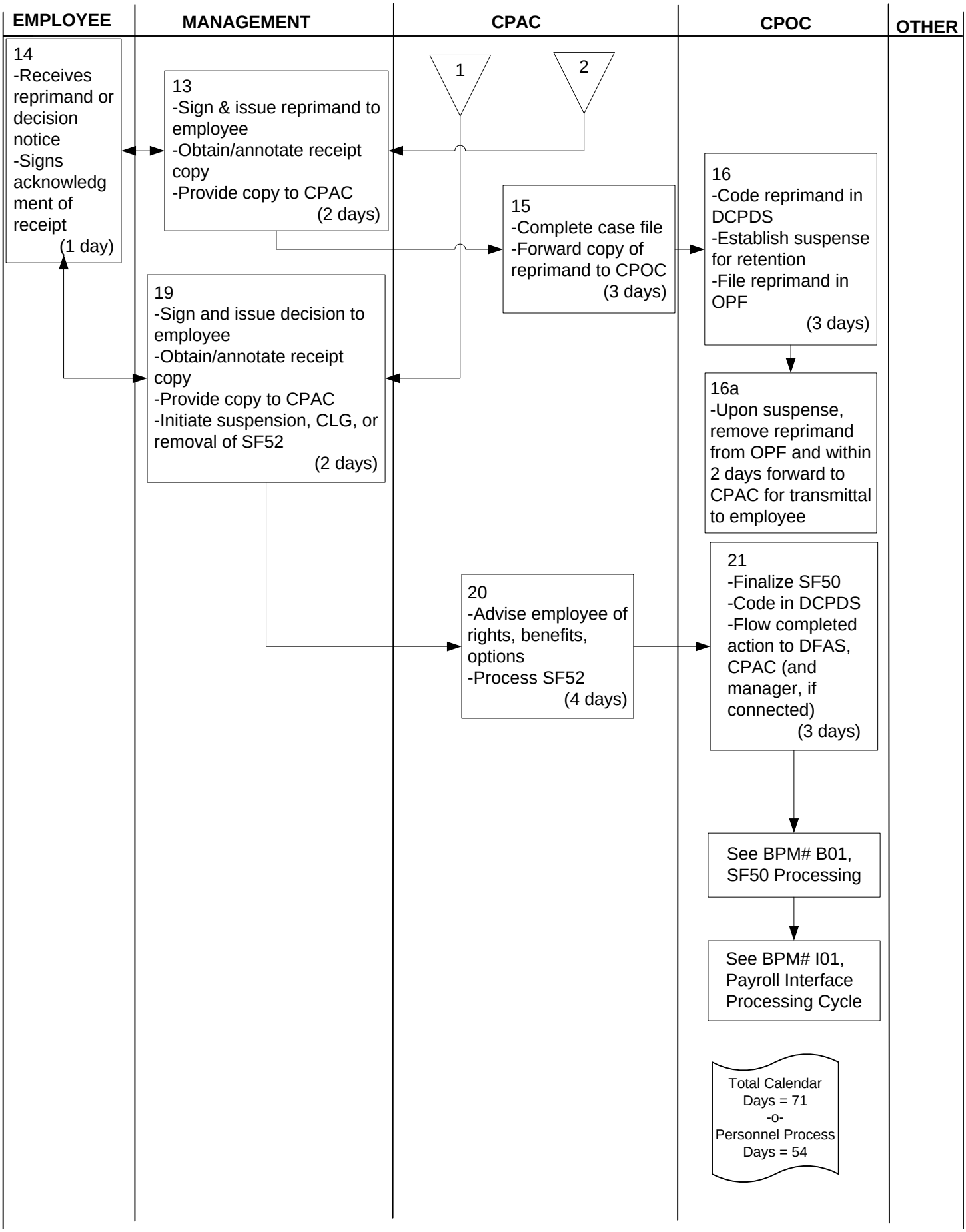


Within-Grade Increase-Denied

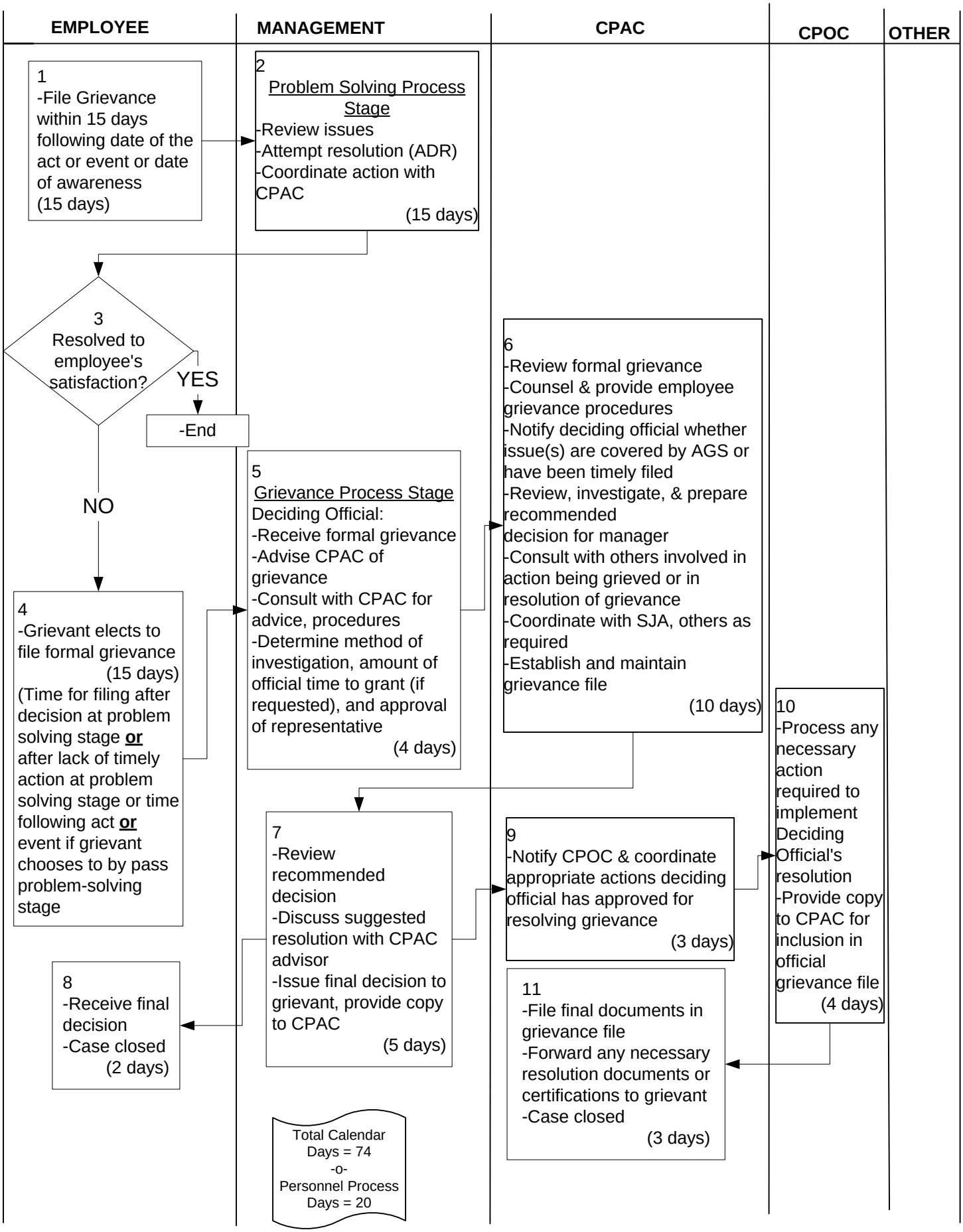


Disciplinary/Adverse Action Adminstration

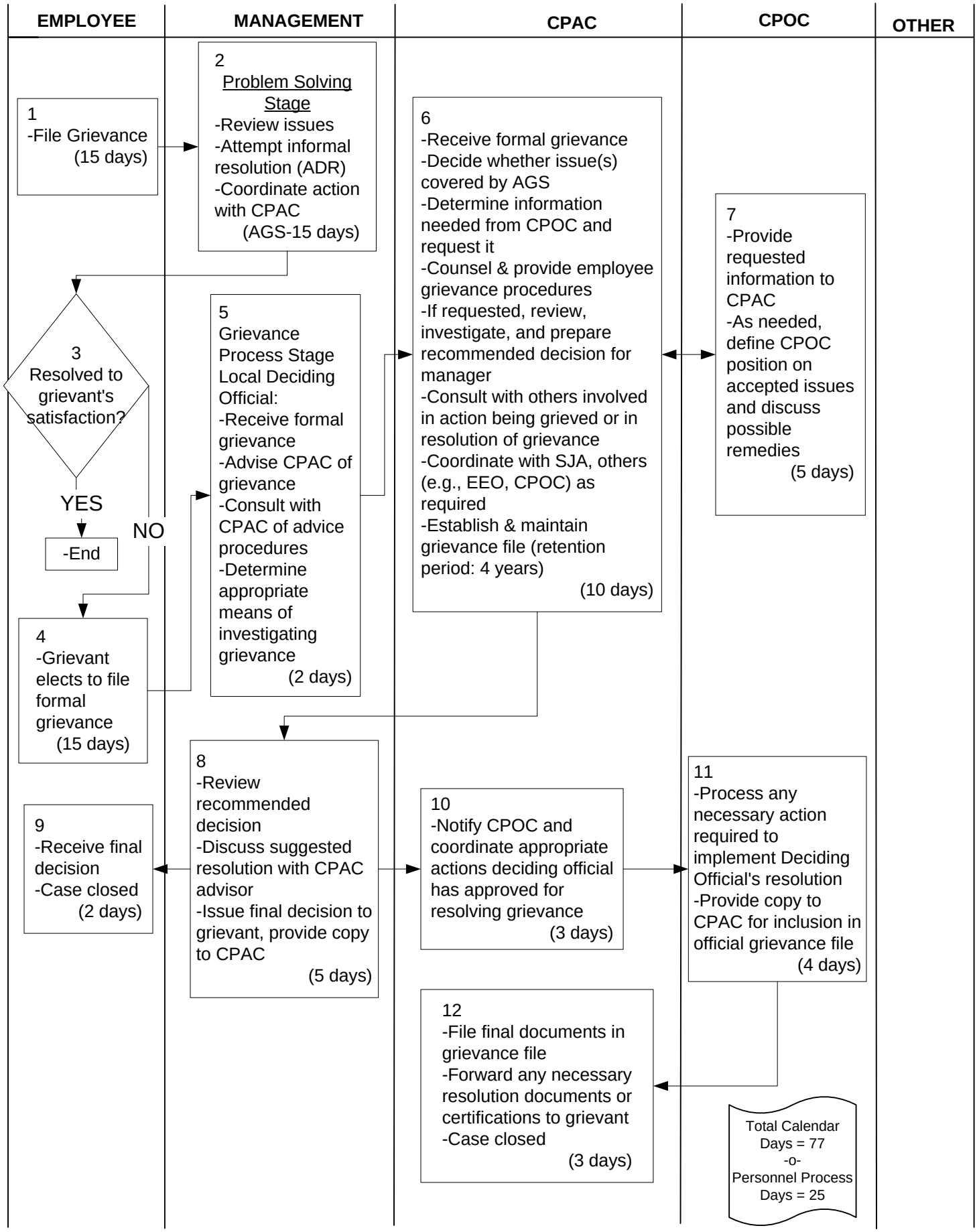



EMPLOYEE
MANAGEMENT
CPAC
CPOC
OTHER
14
-Receives reprimand or decision notice
-Signs acknowledgment of receipt
(1 day)
13
-Sign & issue reprimand to employee
-Obtain/annotate receipt copy
-Provide copy to CPAC
(2 days)
1
2
15
-Complete case file
-Forward copy of reprimand to CPOC
(3 days)
16
-Code reprimand in DCPDS
-Establish suspense for retention
-File reprimand in OPF
(3 days)
16a
-Upon suspense, remove reprimand from OPF and within 2 days forward to CPAC for transmittal to employee
19
-Sign and issue decision to employee
-Obtain/annotate receipt copy
-Provide copy to CPAC
-Initiate suspension, CLG, or removal of SF52
(2 days)
20
-Advise employee of rights, benefits, options
-Process SF52
(4 days)
21
-Finalize SF50
-Code in DCPDS
-Flow completed action to DFAS, CPAC (and manager, if connected)
(3 days)
See BPM# B01, SF50 Processing
See BPM# I01, Payroll Interface Processing Cycle
Total Calendar Days = 71
-o-
Personnel Process Days = 54

Grievances (Non-CPOC Related)



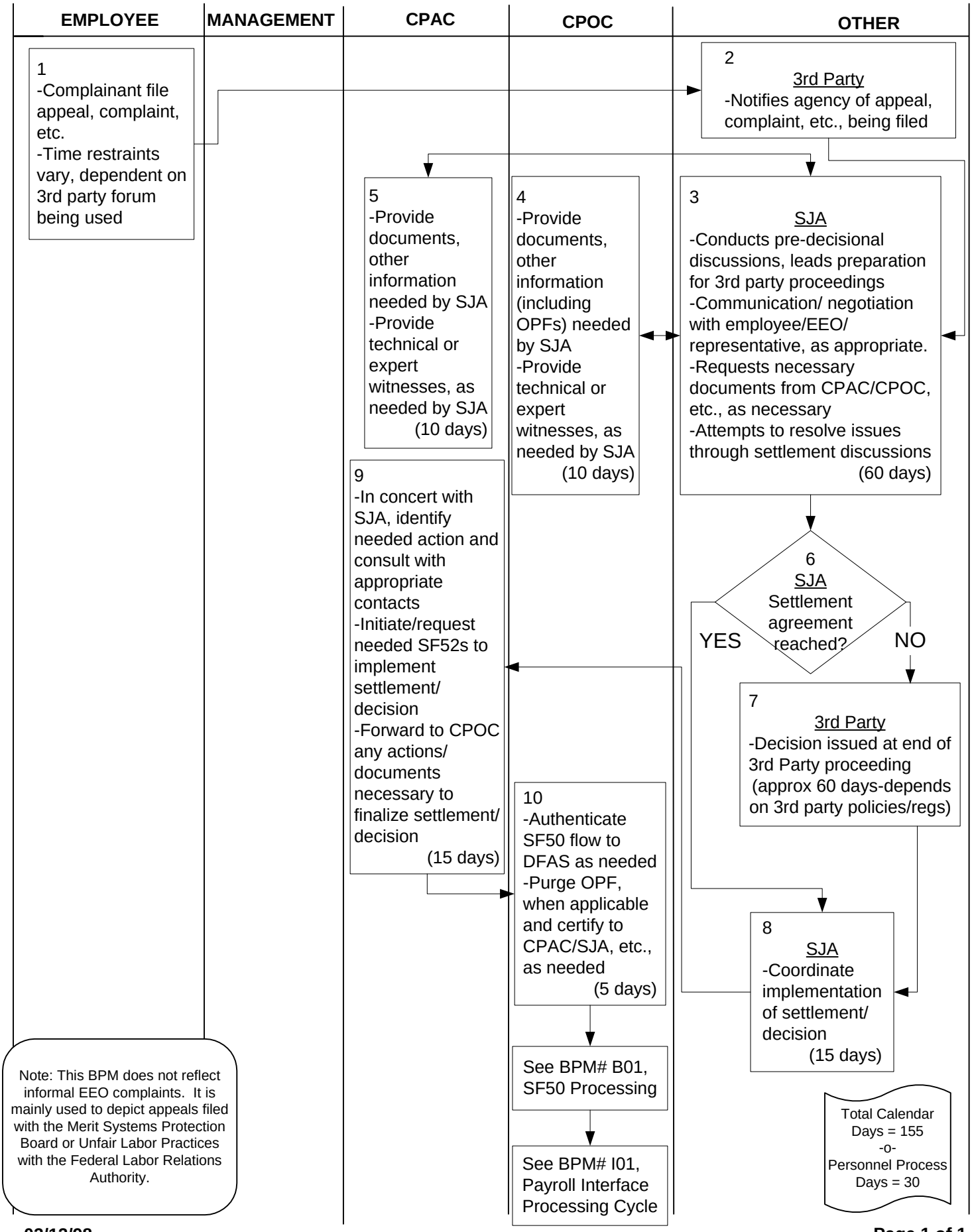
Grievances Against CPOC Actions By Non-CPOC Employee

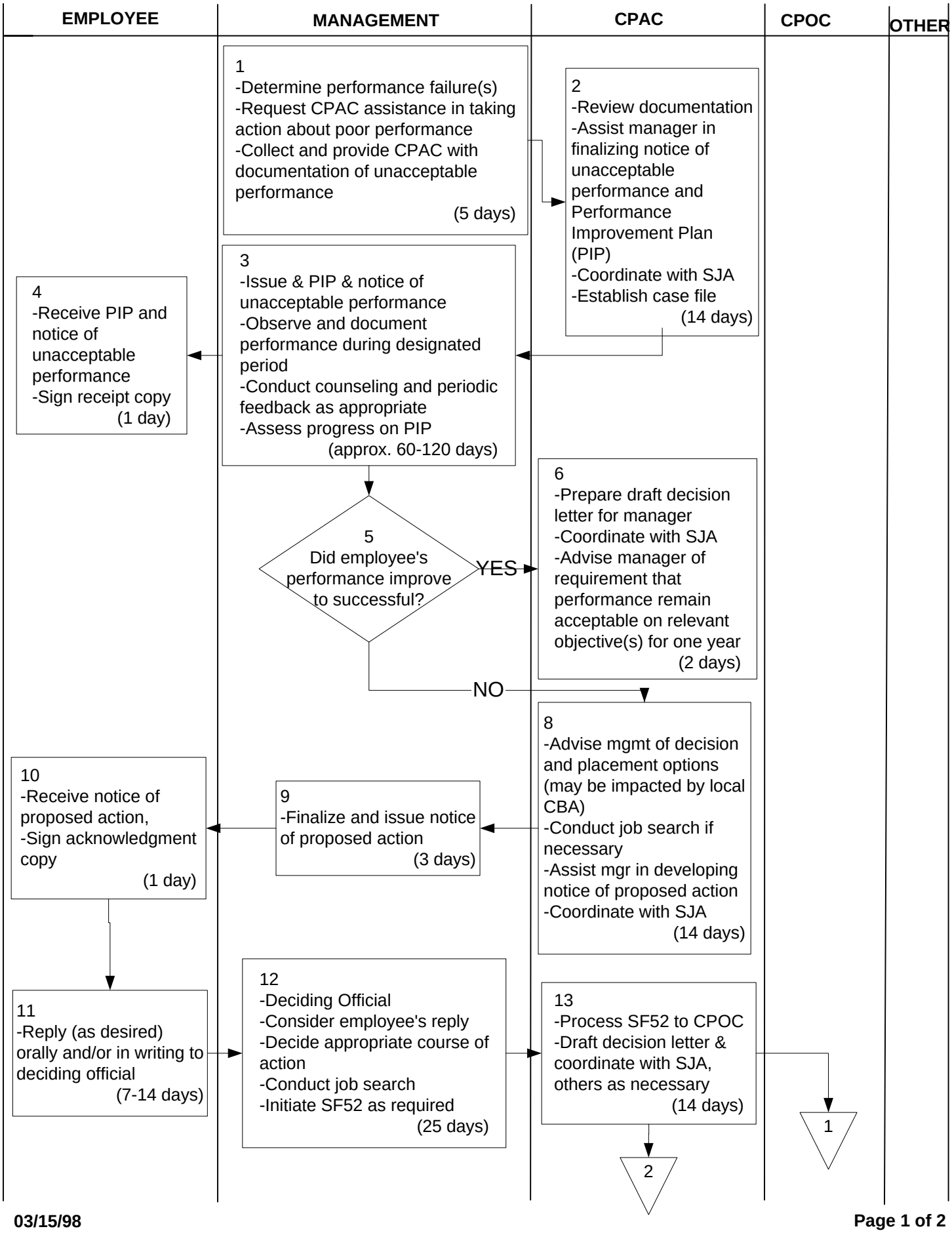


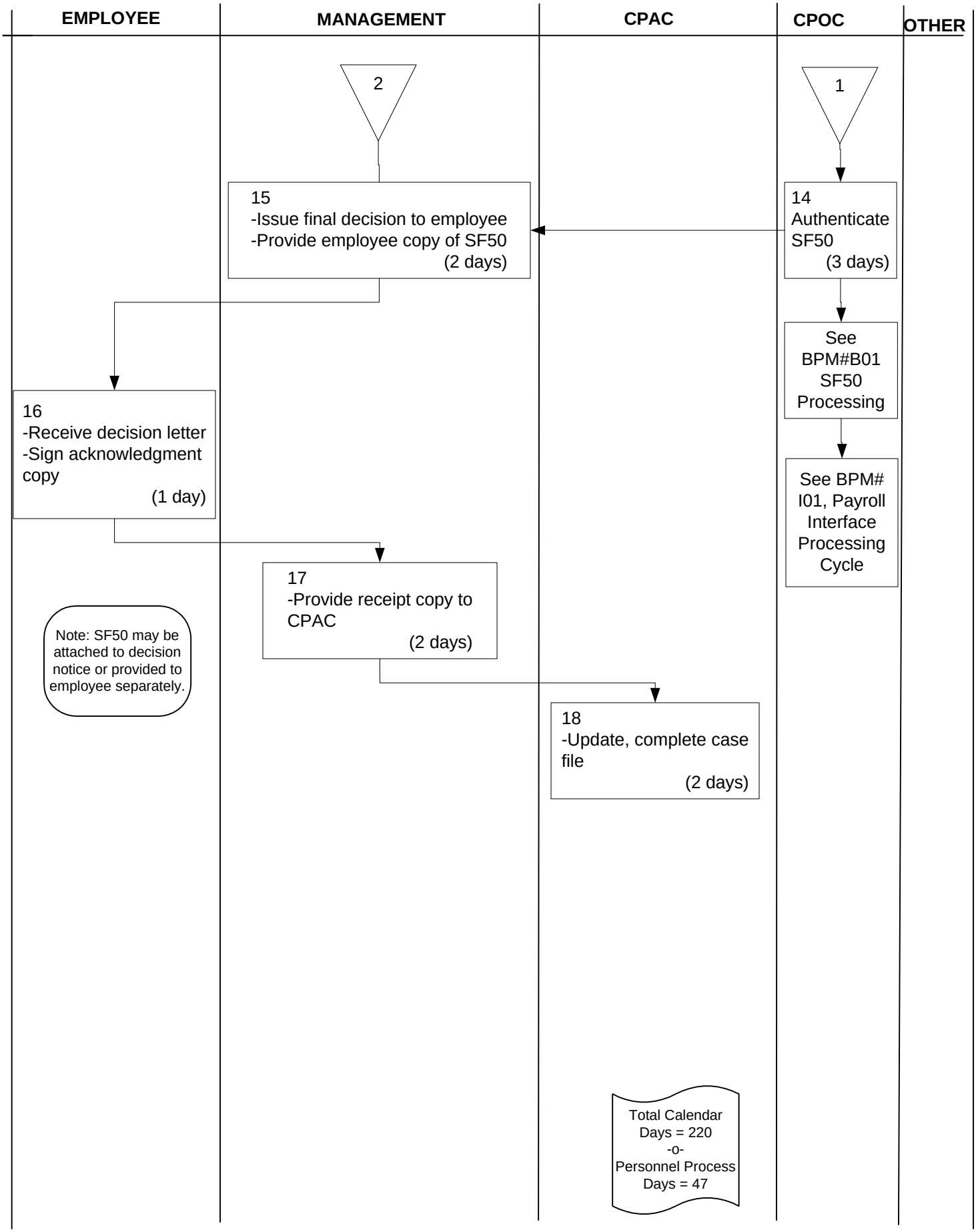
Performance Appraisal

EMPLOYEE	MANAGEMENT	CPAC	CPOC	OTHER
	1 -In cooperation with CPAC, determine dates employees' ratings of record are due (or use regional applications FPI, if available) -Request input from employee on accomplishments during rating period, if desired or if required (including local policies, NGP provisions, etc.) -Complete report form for rating period -Obtain necessary approval. (Within 45 days after the end of the rating period)	2 -Review for regulatory compliance -Coordinate changes to incomplete or incorrect appraisals with managers as appropriate -Forward completed, correct appraisals (10 days)	3 -Update DCPDS -File appraisal (10 days)	
	This BPM applies only to ratings of record. Special ratings are not forwarded to CPAC or CPOC.		Total Calendar Days = 20 -o- Personnel Process Days = 20	

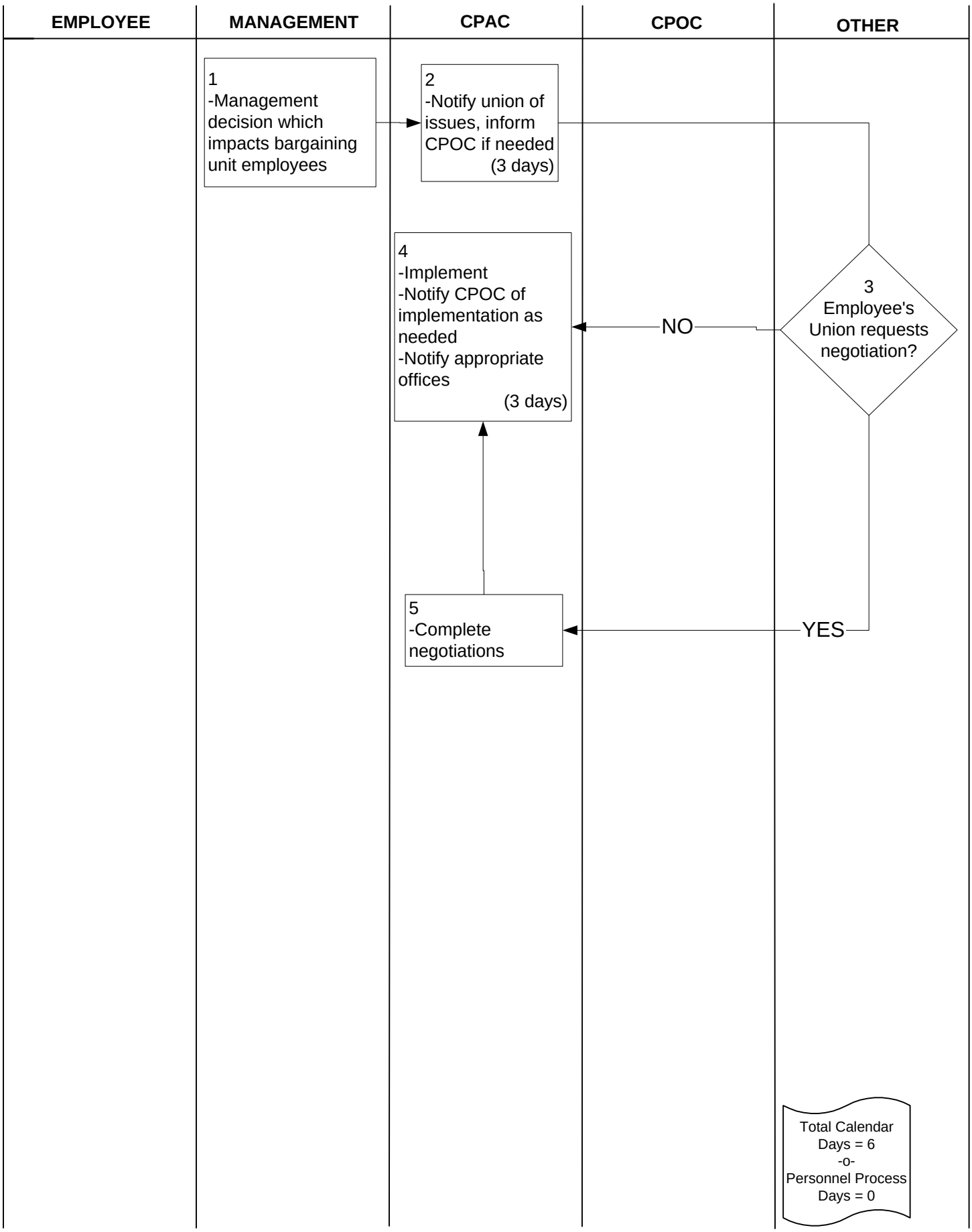
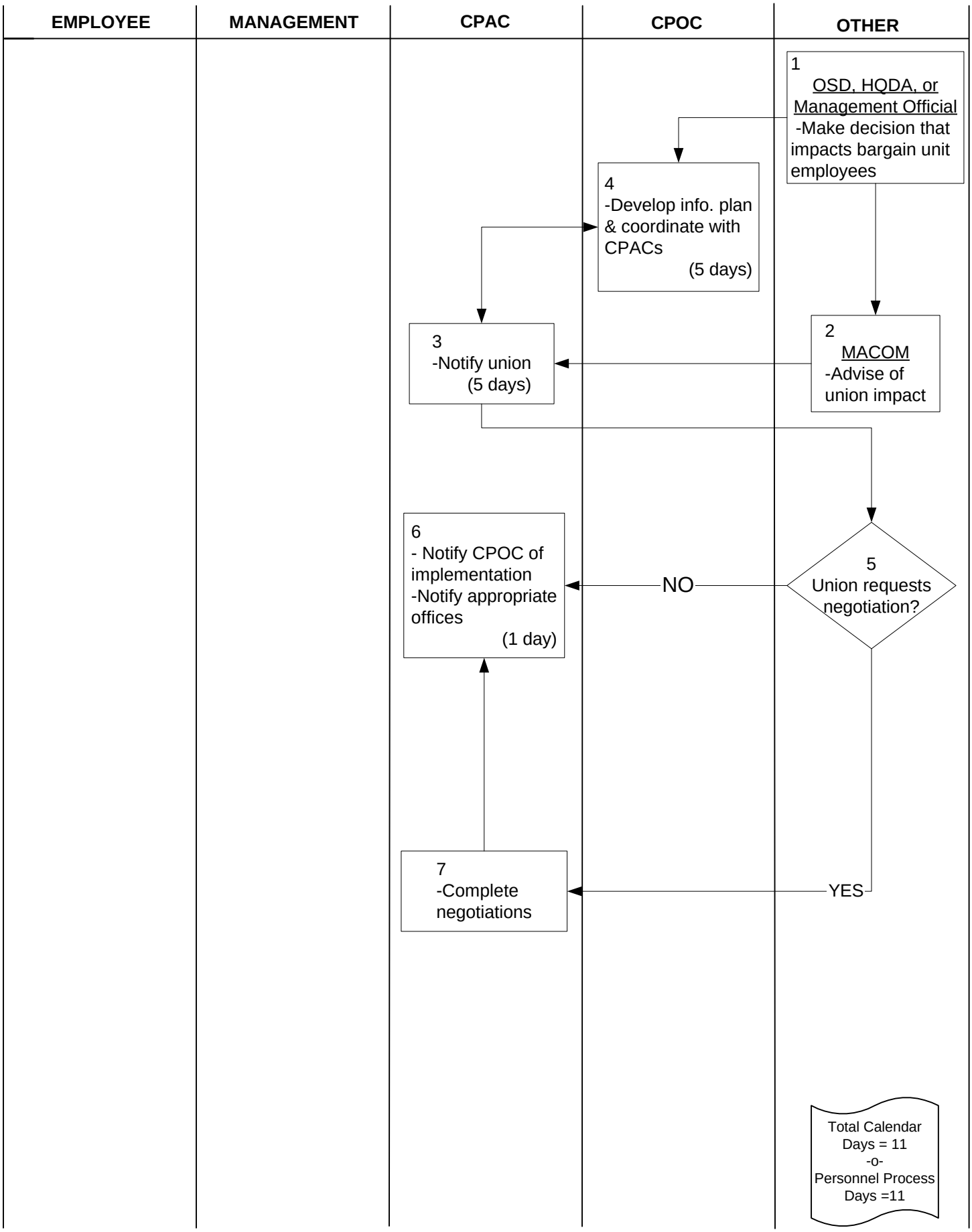
Third-Party Proceedings




EMPLOYEE
MANAGEMENT
CPAC
CPOC
OTHER
1
-Determine performance failure(s)
-Request CPAC assistance in taking action about poor performance
-Collect and provide CPAC with documentation of unacceptable performance
(5 days)
2
-Review documentation
-Assist manager in finalizing notice of unacceptable performance and Performance Improvement Plan (PIP)
-Coordinate with SJA
-Establish case file
(14 days)
3
-Issue & PIP & notice of unacceptable performance
-Observe and document performance during designated period
-Conduct counseling and periodic feedback as appropriate
-Assess progress on PIP
(approx. 60-120 days)
4
-Receive PIP and notice of unacceptable performance
-Sign receipt copy
(1 day)
5
Did employee's performance improve to successful?
YES
NO
6
-Prepare draft decision letter for manager
-Coordinate with SJA
-Advise manager of requirement that performance remain acceptable on relevant objective(s) for one year
(2 days)
8
-Advise mgmt of decision and placement options (may be impacted by local CBA)
-Conduct job search if necessary
-Assist mgr in developing notice of proposed action
-Coordinate with SJA
(14 days)
9
-Finalize and issue notice of proposed action
(3 days)
10
-Receive notice of proposed action,
-Sign acknowledgment copy
(1 day)
11
-Reply (as desired) orally and/or in writing to deciding official
(7-14 days)
12
-Deciding Official
-Consider employee's reply
-Decide appropriate course of action
-Conduct job search
-Initiate SF52 as required
(25 days)
13
-Process SF52 to CPOC
-Draft decision letter & coordinate with SJA, others as necessary
(14 days)
2
1


EMPLOYEE
MANAGEMENT
CPAC
CPOC
OTHER
2
1
15
-Issue final decision to employee
-Provide employee copy of SF50
(2 days)
14
Authenticate SF50
(3 days)
See BPM#B01 SF50 Processing
See BPM# I01, Payroll Interface Processing Cycle
16
-Receive decision letter
-Sign acknowledgment copy
(1 day)
17
-Provide receipt copy to CPAC
(2 days)
Note: SF50 may be attached to decision notice or provided to employee separately.
18
-Update, complete case file
(2 days)
Total Calendar Days = 220
-o-
Personnel Process Days = 47

Impact Implementation Bargaining (Local Application)



Impact Implementation Bargaining (Regional Application)