

USAG FSH POLICY STATEMENT NUMBER 40

SUBJECT: Procedures For Granting Leave Without Pay (LWOP)
in Excess of 30 Calendar Days

PROPONENT: Civilian Personnel Advisory Center

1. Policy.

a. This policy applies to all supervisors and managers of the USAG and will be applied in all situations where employees have requested LWOP.

b. Leave without pay is a temporary non-pay status and absence from duty. All employee requests for LWOP will be in writing and accompanied by appropriate documentation. Prior to approving such requests, the approving authority should determine that the employee expects to return to duty and that a benefit will accrue to the activity (such as protection or improvement of an employee's health or the retention of a desirable employee).

(1) It is Department of Army policy to grant 90 calendar days of LWOP to career and career-conditional employees or excepted service employees with competitive status, who are relinquishing their positions because the family or head of household is moving from one area to another and who intend to seek Federal employment. If the LWOP requested to seek Federal employment in another area is due to transfer of a spouse on official government orders, one year LWOP may be approved, if a copy of the orders is furnished.

(2) Leave without pay will be granted as a matter of right in the following cases:

(a) For disabled vets needing medical attention;

(b) For reservists and National Guard personnel who enter on authorized military training duties not covered by military leave; and

(c) For employees injured in the performance of their duties.

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c. An electronic Request for Personnel Action (RPA) will be initiated for all LWOP requests in excess of 30 calendar days. Requests that meet the criteria stated in paragraph (2) above may be approved at the Director level. For any LWOP requests not meeting the criteria above, supervisors will prepare a memorandum through their Director for the Director, Civilian Personnel Advisory Center (CPAC). The memorandum should include the employee's written request and the supervisor's rationale for recommended approval. The CPAC will make a recommendation to the USAG Commander for approval or disapproval and notify the appropriate Director of the Commander's decision. If the Commander approves the request, the CPAC will advise the appropriate Director to initiate an electronic PAR for processing of the LWOP request.

2. A copy of this policy will be posted on bulletin boards and other conspicuous places for ready reference.

APPROVED BY: Garrison Commander

DISTRIBUTION: Directorates/Staff Offices, HQ USAG FSH

USAG FSH POLICY STATEMENT NUMBER 41

SUBJECT: Inter-service Support Agreements (ISAs), Memorandums of Agreement (MOAs), Memorandums of Understanding (MOUs), Service Level Agreements (SLAs), Service Support Agreements (SSA), Letters of Agreements (LOAs) and Definition of Technical Responsibilities Agreements (DOTRAS)

PROPONENT: U.S. Army Garrison (USAG) Business Development Office

1. The USAG Business Development Office (BDO) is responsible for all aspects of the installation support agreement program direction, management and control. All actions relevant to any agreements obligating Fort Sam Houston Garrison to include ISAs, MOAs, MOUs, SLAs, SSAs, LOAs and DOTRAS will be accomplished under the auspices of, and in coordination with, the BDO.

2. The Garrison Commander and/or the Deputy to the Commander are the only signatory authorities for any/all agreements on behalf of the USAG, Fort Sam Houston.

APPROVED BY: Garrison Commander

DISTRIBUTION: Business Center/Staff office, HQ, USAG FSH

USAG FSH POLICY STATEMENT NUMBER 42

SUBJECT: Requirement of Safety Performance Standard for All Civilian Supervisors

PROPONENT: Civilian Personnel Advisory Center

1. References.

a. AR 385-10, The Army Safety Program, Chapter 1-5.f

b. AR 690-400, Chapter 4302, Total Army Performance Evaluation System.

2. Purpose. To mandate the inclusion of an element in the performance standards of all civilian supervisors regarding safety responsibilities.

3. Policy.

a. This policy applies to all USAG civilian supervisors. The policy reiterates the requirement, as outlined in AR 385-10, Chapter 1-5.f., that all civilian supervisors have a performance standard that includes accident prevention and occupational health responsibilities. The successes or shortcomings of managers or supervisory personnel in performing safety and occupational health responsibilities will be considered in the civilian supervisor's performance appraisal. Each employee is a safety officer and must include safety considerations in the performance of the mission. Only through dedicated effort can we achieve a reduction in injuries, accidents, and lost productivity.

4. Procedures. All raters, both civilian and military, of civilian supervisors will ensure that the following procedures are accomplished:

a. Base System Supervisors (WS/GS 1-8): The established "Responsibility/Dependability" performance standard on DA Form 7223-1, Base System Civilian Performance Counseling Checklist Record, includes the requirement to comply with DA emphasis programs to include safety. Raters should make special reference to the safety issue under "Key Points Made" to

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SUBJECT: Requirement of Safety Performance Standard for All Civilian Supervisors

emphasize that the ratee's (supervisor's) responsibilities include ensuring a safety-conscious environment. The ratee should be informed that failure to comply will be reflected on his/her performance appraisal.

b. Senior System Supervisors (GM, WS/GS 9 and above): As there are no pre-established standards for the Senior System as there are for the Base System, raters must ensure that a specific safety standard is written for the Senior System level supervisor. Standard should reflect the requirement of the ratee (supervisor) to ensure a safety-conscious environment. The ratee should be informed that failure to comply will be reflected on his/her performance appraisal.

c. Below are some samples that can be modified as necessary:

(1) Ensures subordinates are adequately trained on all aspects of occupational safety and health programs related to mission.

(2) Assures all operations and facilities under his/her control are conducted and managed IAW applicable safety regulations and standards.

(3) Conducts occupational safety, fire prevention, and health on-the-job training for employees as required by DA Pam 385-10.

(4) Conducts occupational and environmental safety, fire prevention and health self-inspections of the workplace at least weekly to identify safety deficiencies. Takes corrective action as necessary.

APPROVED BY: Garrison Commander

DISTRIBUTION: Directorates/Staff Offices, HQ USAG FSH