



DEPARTMENT OF DEFENSE HANDBOOK

For Incoming Officials



January 2025



The information in this Handbook is applicable to individuals selected to serve in Department of Defense political positions. Although the content is directly applicable to individuals serviced by Washington Headquarters Services (WHS), the content may still apply to organizations not serviced by WHS. Fourth Estate agencies, military departments, and organizations not serviced by WHS should contact their organizational administrative officer or servicing human resources offices. This guide should not be construed as providing legal advice. Handbook users are strongly encouraged to consult with the appropriate office on specific matters addressed generally herein.

Please see Appendix B "Points of Contact" at the back for mailbox and telephone numbers.

FOREWORD

The Secretary of Defense (SecDef) and the Department of Defense (DoD) (also referred to as “The Department”) are committed to an effective, thorough, and seamless transition of leadership. The Department established the 2025 DoD Transition Structure, described in the Introduction of this handbook, to plan and prepare for, and support and execute an orderly leadership transition. DoD leaders and personnel throughout the Department are committed to ensure critical operations sustainment and effective knowledge transfer during transitions.

The Washington Headquarters Services (WHS), DoD Transition Support Office, in coordination with senior staff throughout the Pentagon, developed this DoD Handbook for Incoming Officials to provide basic information to incoming Presidentially Appointed, Senate-confirmed (PAS) officials, non-career Senior Executive Service (SES) officials, and Schedule C appointees.

Where relevant, this handbook specifically cross-references a companion publication, Welcome to the Pentagon Handbook, which contains information about how to access and navigate the building and about services and amenities.

Welcome to the Pentagon and thank you for your service to the DoD and to our Nation. We look forward to collaborating with you.

Sincerely,



*DoD Agency Transition Director
Performance Improvement Officer and Director of
Administration and Management*



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INTRODUCTION

Transitions within DoD occur for various reasons, including, but not limited to, change in Presidential Administration, or the reassignment, retirement, or resignation of executive level leaders. The impact these events have on the uninterrupted continuation of work in support of the organizational mission and on the career workforce may be largely dependent on the quality of transition planning and execution.

Regardless of the nature of the change, any period surrounding senior leader transition can pose uncertainties and challenges. To mitigate disruption and ensure the continuity of undisrupted mission accomplishments, Department leadership is committed to the timely planning, preparation, and management of any leadership transition event.

DoD Directive (DoDD) 5105.76, “Planning for Presidential Transitions and the Transitions of Political Appointees and Other Officials,” August 30, 2022, as amended, establishes policy for the efficient and thorough transfer of authority from departing to incoming senior officials and administration appointees.

POLITICAL POSITIONS

There are more than 9,000 Federal civil service leadership and support positions in the legislative and executive branches of the Federal Government, including agency heads and their immediate subordinates, policy executives and advisors, and aides who report to these officials, that may be subject to noncompetitive appointment. Data concerning these positions is in the United States Government Policy and Supporting Positions, commonly known as the “Plum Book,” published every four years, alternatively, by the Senate Committee on Homeland Security and Governmental Affairs and the House Committee on Oversight and Reform. It is available at: <https://www.govinfo.gov/collection/plum-book>.

The following four categories of DoD civilian positions serve at the will of the President:

- ◆ **Presidentially Appointed, Senate-confirmed (PAS) Officials:** These officials are nominated and, following Senate confirmation, appointed by the President to hold high offices specified by law. Positions include the SecDef, Deputy Secretary of Defense (DepSecDef), Secretaries of the Military Departments, Under Secretaries of Defense, and Assistant Secretaries of Defense.
- ◆ **Presidential Appointees without Senate Confirmation (PA):** These appointees hold high-level offices often specified by law, but their Presidential appointments do not require Senate confirmation.
- ◆ **Non-career Senior Executive Service (SES) Appointees:** These appointees hold SES positions that are not reserved for career members of the SES (e.g., certain deputy assistant secretaries, directors, special assistants).
- ◆ **Non-career Excepted Service Appointees (Schedule C):** These appointees hold policy-determining or confidential assistant positions, generally at the GS-15 grade level and lower, established at the discretion of the President and the Agency Heads.

TERMS OF APPOINTMENT

PAS and the other categories of political appointees described above may be asked to resign or may be dismissed at any time.

VACANCIES

The Federal Vacancies Reform Act of 1998 (FVRA), as amended, 5 United States Code (U.S.C.) 3345-3349d, governs how an individual may be designated to serve in an Acting capacity in a PAS office and how long an individual may serve in an Acting capacity. It also addresses what happens when there cannot be an Acting official in a vacant PAS office. In general, when a PAS office in an agency becomes vacant, there are only three ways in which an individual may serve in an Acting capacity in the vacant office. An individual who is currently serving in a position designated as the “first assistant” to the PAS office concerned automatically will become the Acting when the position becomes vacant, unless the President, and only the President, orders otherwise. Within DoD, the Principal Deputy to a PAS office is designated as the first assistant to that office. Alternatively, the President, and only the President, may direct an individual who is currently serving in a PAS office anywhere in the executive branch to serve as the Acting in the vacant PAS office concerned. The President, and only the President, may also designate someone who served as a senior agency employee (defined as an employee with a rate of pay equal to GS-15, step 1 or higher) in the agency in which the vacancy occurred for at least 90 of the 365 days preceding the vacancy to serve as the Acting representative. The Agency, for DoD purposes, is the entire Department of Defense.

The FVRA also limits the time an individual may be Acting in a PAS office to a series of 210-day periods from the day the position first became vacant, or a Senate nomination for the position was withdrawn, rejected, or returned. A 210-day period does not run if a nomination for the relevant position is pending before the Senate. In general, there may be up to three 210-day periods in which there can be an Acting official in a vacant PAS position. When there cannot be an Acting official in a vacant PAS position, it is customary to designate someone to perform the non-statutory duties of the vacant PAS position; the FVRA does not apply to such designations. A duty that is delegable is not a statutory duty for this purpose, and most PAS positions have few, if any, statutory duties (also known as exclusive duties).

If a person who is serving in an Acting capacity in a PAS office is nominated to the same office, that person cannot continue to be the Acting, unless he or she was the first assistant to the vacant office for at least 90 days in the year preceding the vacancy, or he or she was appointed by the President after Senate confirmation to the first assistant position that is itself a PAS position (for example a Deputy Under Secretary of Defense position).

The FVRA is fact-specific and extremely complicated, so the Office of General Counsel should be consulted about specific cases.

PART I. OFFICIAL RESPONSIBILITIES

This section provides a basic overview of Department requirements and need-to-know information related to your responsibilities as an official at DoD.

BECOMING AN OFFICIAL AT THE PENTAGON

DRUG-FREE FEDERAL WORKPLACE PROGRAM

Most DoD positions are Testing Designated Positions (TDP). All applicants tentatively appointed to a TDP, and not currently employed in a TDP position, will be tested prior to employment or appointment. Typically, no final offer of employment will be made until a negative test result has been received by the Drug Testing Coordinator and communicated to the staffing specialist. It is permissible to waive the receipt of the testing results before an appointment. All DoD employees in TDPs are also subject to random drug tests.

For information on DoD Drug-Free Workplace Program requirements, see Part II. Personal Benefits and Services, Human Resources Matters in this Handbook.

SECURITY CLEARANCES

The duties and responsibilities of each position correlates with a specific “sensitivity level.” This sensitivity level determines the type of personnel security investigation and level of security clearance required for the employee who occupies the position:

- ◆ “No Clearance Required” designation correlates with a “non-sensitive position.”
- ◆ “Secret” level security clearance correlates with a “non-critical sensitive position.”
- ◆ “Top Secret” security clearance correlates with a “critical sensitive position.”
- ◆ “Top Secret/Sensitive Compartmented Information” (TS/SCI) clearance correlates with a “special sensitive position.”

The servicing Human Resources office is responsible for ensuring managers update the sensitivity level as position descriptions change and for coordinating with the Personnel Security Office. After an individual accepts a tentative job offer, the Personnel Security Office will coordinate with other Government entities and the component Security Manager (SM) to facilitate the security clearance and any special access credentialing.

For new employees, once employment begins, the component SM will coordinate execution of the Classified Information Nondisclosure Agreement, Standard Form (SF) 312, and all necessary special access/special program indoctrinations.

Questions related to security clearances may be addressed to the WHS Security Directorate or to your component SM.



BUILDING ACCESS

Obtaining a Common Access Card

The Common Access Card (CAC) is the principal card used for identification and physical access to the Pentagon and other DoD facilities in the National Capital Region (NCR); it also enables information technology (IT) systems and applications that access the Department's computer networks. DoD CAC is equivalent to other Federal agencies' issuance of a personal identity verification (PIV) credential under Homeland Security Presidential Directive 12. To obtain a CAC, you must have, at minimum, a favorable completion of a Federal Bureau of Investigation (FBI) fingerprint check, and an initiated Tier 1 (basic clearance), Tier 3 (Secret clearance), or Tier 5 (Top Secret/Sensitive Compartmentalized Information) background investigation.

The National Agency Check portion of the background investigation consists of searches of the OPM Security/Suitability Investigations Index; the Defense Clearance and Investigations Index; the FBI Identification Division's name and fingerprint files; and other files or indices when necessary. The Tier 1 investigation, the basic and minimum investigation required on all new Federal employees, consists of a National Agency Check with written inquiries and searches of records covering specific areas of a person's background during the past 5 years. Inquiries are sent to current and past employers, schools attended, references, and local law enforcement authorities. Once favorably completed, it typically takes only a few days for your appointment information to flow into the Defense Enrollment Eligibility Reporting System, and the Real-time Automated Personnel Identification System.

Authorizing Officials and Administrative Officers (AO) within your Component have the authority to issue CAC applications. Your AO will approve your application and provide further instructions on how to schedule an appointment to receive your CAC. Bring two types of Federal ID to your appointment.

The Pentagon CAC Office is located inside and to the right of the Pentagon Metro entrance. Hours of operation are 8:00 a.m. to 4:00 p.m. Monday, Tuesday, Thursday, and Friday; and 8:30 a.m. to 4:00 p.m. Wednesday. Several Military Departments in the Pentagon have their own CAC issuance offices. Please check with your AO.

Parking at the Pentagon

The WHS/Executive Services Directorate (ESD)/Pentagon Services Division/Parking Management Office (PMO) administers and manages the Pentagon Reservation parking program. All vehicles parked on the Pentagon Reservation must be registered in the parking database with an authorized, assigned parking permit, or vehicle parking clearance. Most parking permits and clearances are issued through the employee's parking representative/sponsoring Agency.

The PMO also manages disabled parking at the Pentagon, Mark Center, and Suffolk buildings. Temporary or permanent disabled parking permits are issued by the PMO, and it is important to note that a Department of Motor Vehicles-issued disabled parking sticker cannot be used to park in designated disabled spaces. For more information on obtaining a permanent or temporary disabled parking permit, please see the "Handicap Parking" section on the WHS SharePoint site: <https://dod365.sharepoint-mil.us/sites/WHSESD/SitePages/Pentagon-and-Mark-Center.aspx>.

Executive Parking

Executive parking spaces are allocated to senior officials based on their assigned positions as defined by DoD Order of Precedence. Upon approval, a parking permit will be issued to the senior official and privileges for entry through each Vehicle Access Control Point parking location. All OSD agencies have representatives who can assist incoming officials with parking-related matters.

The WHS/PMO is in Room 2D1039 on the Pentagon Concourse and can be reached via telephone at 703-697-6251, from 7:00 a.m. to 4:30 p.m., Monday through Friday.

If you need after-hours assistance, please call the Pentagon Operations Center (POC) after hours at 703-697-1001.

In addition, WHS manages the following transportation arrangements for OSD staff:

- ◆ Administrative support to designated senior officials authorized to use the Executive Motor Pool;
- ◆ “Domicile-to-Duty” program support for designated OSD officials.

For detailed driving and parking instructions, please see the Welcome to the Pentagon Handbook.

OFFICE OF THE PENTAGON FIRE MARSHAL

The Office of the Pentagon Fire Marshal (OPFM), located in the WHS/Facilities Services Directorate (FSD), has overall responsibility for establishing, assigning, and managing egress routes and assembly areas on the Pentagon Reservation. These routes and assembly areas are not only used in the event of a fire but for all emergencies requiring the evacuation of Pentagon occupants. In addition, the OPFM develops customized evacuation plans for employees with special needs. The Pentagon receives emergency fire support from Arlington County.

The OPFM emergency egress tutorial is located at: <https://www.whs.mil/Services/EvacTraining>. A CAC is required to access this site. For a copy of your evacuation plan, please contact OPFM at 703-695-3300 or whs.fireinfo@mail.mil.

SECURITY MATTERS: *Protecting DoD National Security Information*

The Under Secretary of Defense for Intelligence and Security (USD(I&S)) is the DoD Senior Agency Official (SAO) for Security. This position is responsible for the overall direction and supervision of policy, program planning, and execution; use of resources for personnel security, physical security, industrial security, and protection of classified information and controlled unclassified information; and related activities of DoD under the authority, direction, and control of the SecDef. In accordance with those responsibilities, the USD(I&S) develops, and issues integrated risk-managed security policies, and programs. DoD and OSD Components have designated Component SAOs and SMs who are responsible for implementing security policy and procedures, assuring security procedures are followed, and assisting senior officials in carrying out their security responsibilities. The SM also addresses requirements in the areas of personnel,

information, physical (facilities) security, and coordinates with other technical specialists regarding information systems security, operations security (OPSEC), industrial security, and the Privacy Act.

SECURITY EDUCATION AND AWARENESS

Pursuant to Public Law 100-235, Computer Security Act of 1987, all personnel, including contractors and consultants, are required to receive initial and periodic computer security awareness training to obtain and maintain access to Federal computer systems.

DoD Manual 5200.01, Volume 3, “DoD Information Security Program: Protection of Classified Information,” Enclosure 5, February 24, 2012, as amended, describes other security training requirements and how they may be fulfilled, provides an initial security orientation and annual refresher requirements, and offers recommendations for ongoing security education and training.

INSIDER THREAT PROGRAM

Multiple high profile insider threat incidents across the Federal Government, such as WikiLeaks, the events at Fort Cavazos, Texas, and the events at the Washington Navy Yard, highlighted a crucial need to protect and safeguard people, facilities, information, and resources more effectively. These events revealed that a lack of integrated insider threat detection and mitigation efforts can result in violence in the workplace and unauthorized disclosure, theft, or loss of sensitive information or classified national security information. These incidents prompted Presidential orders and several national and DoD policy changes to address identified gaps and to establish common standards.

DoD Counter-Insider Threat Program’s mission is to prevent, deter, detect, and mitigate the threat personnel (military, Government, and contractor) may pose to United States Government installations, facilities, personnel, missions, or resources. This threat can include damage to the United States through espionage, terrorism, unauthorized disclosure of national security information, or through the loss or degradation of departmental resources or capabilities. Pursuant to Public Law 114-328, Section 951 of the National Defense Authorization Act for Fiscal Year 2017, Executive Order (E.O.) 13587, and DoDD 5205.16, “DoD Insider Threat Program”, September 30, 2014, all personnel are required to receive initial and periodic training.

For OSD organizations, the PIO and DA&M is assigned by the SecDef as the Senior Official for OSD Insider Threat Program (OSD ITP). The PIO and DA&M designated the Director, Pentagon Force Protection Agency (PFPA), as the Official responsible for managing the program for participating Components. OSD ITP aligns with DoD primary mission of deterring and defeating threats by any potential adversary, and it leverages the unique PFPA protection mission as a sensor or force multiplier, to deter, detect, and report anomalous activity throughout the NCR and geographically where participating OSD Components maintain equity.

PROTECTION OF DOD CLASSIFIED INFORMATION

Authority to Classify Information

Classified information is official information that has been determined, in the interest of national security, to require protection against unauthorized disclosure and has been designated “classified” by E.O. 13526 or other pertinent security classification guides (SCG) informed by the classification reasons in E.O. 13526.

Certain positions require the authority to make “original classification” decisions up to a specified level of classification (e.g., Top Secret). Original classification decisions are decisions about information whose classification status has not yet been determined. DoD Manual 5200.01, Volume 1, “DoD Information Security Program: Overview, Classification, and Declassification,” February 24, 2012, as amended, contains information about original classification authorities (OCA), including the requirements and process to request OCA. Prior to exercising the authority, officials occupying these positions must certify in writing that they have completed OCA training. In order to assist OCAs and their staffs, instructions on writing SCGs are detailed in DoD Manual 5200.45, “Instructions for Developing Security Classification Guides,” April 2, 2013, as amended.

Employees using “derivative classification,” i.e., extracting classified information, paraphrased, or otherwise taken from a document already determined to be classified, do not need specific delegation of authority. The original classification level and markings are maintained with the extracted or paraphrased information and carried over to its new location. When information at different classification levels is combined in a section, that section is portion marked to the highest level, and the document’s header and footer reflect the highest classification level in all sections of the document. To assist you with this process, annual derivative classification training is required. Your organizational SM will assist you with these requirements.

Unauthorized Disclosure of Classified Information to the Public

Safeguarding against the unauthorized disclosure of Classified National Security Information (CNSI) and Controlled Unclassified Information (CUI) is a life-time responsibility. Unauthorized disclosure of classified information to the public may result in criminal, civil, and/or administrative penalties. Safeguarding protected information is a lifelong obligation pursuant to your individual non-disclosure agreements. Unauthorized disclosures place DoD personnel, priorities, and programs at risk; constrain senior decision-makers in times of crisis; damage intelligence collection and operational capabilities; and undermine DoD’s ability to protect critical information, technologies, and national security programs. Possible sanctions include, but are not limited to, warning, reprimand, loss or denial of access to classified information, discharge, and action under applicable criminal law.

Upon commencement of your service in DoD, the SM of your organization will brief you on the appropriate procedures to protect CNSI and CUI through the prepublication and security review process. Additionally, you will receive annual security awareness training. Only employees who occupy positions that require access to classified information (also known as a “need-to-know”), have been granted a clearance, and have signed the appropriate non-disclosure agreement may be provided access to classified information. The non-disclosure agreement also binds the employee to pre-publication security review of any article or book written relating the official’s duties, including after the official has left DoD. Verify that a person has the necessary clearance and need-to-know before you share or grant access to classified information. Classified information must always be properly marked and stored (in a General Services Administration (GSA) approved container or safe, a room in which “open-storage” is authorized, or an authorized IT system). Never accept possession of any classified material above your clearance level, and report inadvertent disclosures of CNSI to your SM. Specific questions about how to handle classified information should be directed to your organizational SM, but policies and procedures are detailed in DoD Manual 5200.01, Volume 3 cited above.

Sound OPSEC practices are critical to enhancing the Nation’s safety, prosperity, and competitiveness. You are responsible for ensuring the personnel under your authority and control have the resources and training necessary to understand their individual responsibilities, safeguard

classified information, and prevent unauthorized disclosures. You must also ensure that all known or suspected instances of unauthorized disclosure of classified information to the public are promptly reported and investigated, and that appropriate corrective action is taken.

SECURITY REVIEW OF DOD INFORMATION PRIOR TO RELEASE TO THE PUBLIC

Documents Involving News Media and DoD Press Releases

The Assistant to the Secretary of Defense for Public Affairs (ATSD(PA)) is the sole release authority for official DoD information to the media. In accordance with DoD policy, the ATSD(PA) ensures that relations with the news media and the general public are conducted in a manner that safeguards information protected by law and also maintains the integrity of the Government's decision-making processes. Writers, authors, and speakers are responsible for ensuring that information involving the news media or public engagement, such as an official DoD news release or public affairs related information (e.g., non-technical speeches), are submitted for content review and clearance authority prior to public release.

Background remarks may be reported only if they are attributed to an unnamed source—for example, “An OSD official who asked to remain anonymous revealed that...” A background discussion or briefing is generally held to give news media representatives a better understanding of a situation. Many service schools and other organizations have adopted a non-attribution policy to encourage speakers to be as open and frank as possible. However, records of background media briefings are not protected from disclosure under the Freedom of Information Act (FOIA). Any speaker whose presentation is rendered in an official capacity should be aware that copies of non-attribution remarks in office files may be subject to disclosure.

The form of attribution must be agreed upon in advance between the press officer on behalf of the OSD official and the media representative or host organization. Cameras cannot be used in background sessions. The host organization bears the primary responsibility for ensuring that background remarks will not be recorded, that the information is appropriate for public release, and that the audience is aware of these preconditions.

For more information, check with your AO, SM, or ATSD(PA) at 703-697-9312.

DoD Congressional Testimony, Technical Presentations, Articles, Papers, and Book Manuscripts

Any official DoD information intended to be presented or published in the public domain, regardless of medium or format, must undergo security and policy pre-publication review. The Defense Office of Prepublication and Security Review (DOPSR) is the point of contact for prepublication review in the Department. DOPSR coordinates DoD Component reviews of documents for classified information, CUI, and/or legacy-marked For Official Use Only information, including OPSEC information (together referred to as non-public information), the correct portrayal of any DoD policy, and for unclassified but export-controlled technical data. DoD Instruction (DoDI) 5230.29 “Security and Policy Review of DoD Information for Public Release,” August 13, 2014, as amended, contains examples of the type of information that meets submittal requirements. For more information on the security review process, see the International Traffic in Arms Regulations at 22 C.F.R. 125.4(b) (13); DoDI 5230.09, “Clearance of DoD Information for Public Release,” January 25, 2019, as amended; and DoDI 5230.29, “Security and Policy Review of DoD Information for Public Release,” August 13, 2014, as

amended, especially Enclosure 3, which states that all information submitted to DOPSR must be reviewed for operations security and that required evaluations outside the Department likely will extend review times.

Review outcomes include the following: cleared for public release with no objection; recommended changes, as amended (mandatory changes); or objection to publication.

To obtain a security review, complete DD Form 1910 and submit by email to, whs.pentagon.esd.mbx.secret@mil.mil. For more information, call 703-614-5001, or visit <https://www.esd.whs.mil/DOPSR/>.

RECORDS MANAGEMENT

Guidelines for the Protection of Federal Records and Personal Papers

Federal records, information, and non-record materials, including drafts, working papers, emails, calendars, and contact lists (regardless of format) are Government-owned, and proprietary to DoD Component to which you are assigned. Copies are subject to the same controls. Federal records cannot be copied, removed from DoD custody or networks, transferred (internally or interagency), or destroyed except as authorized in accordance with DoD policy. The transfer or removal of non-record copies of Federal records are privileges allowed only when in the best interest of the Department and that do not interfere with day-to-day operations. The DoD Component head, Federal Records Officers, and the Component's Records Officer have the authority to approve or deny the transfer or removal of DoD records and information. DoD records must be managed in accordance with the Agency's records disposition schedules.

The Federal Records Act (44 U.S.C. Chapters 29, 31, and 33) and DoDI 5015.02 "DoD Records Management Program," February 24, 2015, as amended, establish policies to safeguard Federal records, data, and information. Such safeguards ensure all DoD officials and employees are made aware of their responsibilities concerning the records created or received in the conduct of Government business. The unlawful removal or destruction of Federal records could result in penalties that include monetary fines or imprisonment for not more than 3 years, or both. In some cases, the penalty may also include disqualification from holding any Federal Government office. To prevent violations, it is important that DoD officials are able to distinguish between Federal records and personal files.

In addition to DoDI 5015.02, DoD Components, including the Military Departments may have additional safeguards in place. Your Component Federal Records Officer (<https://www.archives.gov/records-mgmt/agency/departments/defense>) can provide you with insight into managing and preserving your Component/Organizational records.

The security of classified information is fundamentally everyone's responsibility. Proactively seek and adhere to advice and guidance from your Component/Organizational SM, diligently use burn bags, and take advantage of regular refresher security training.

DoD personnel must conduct Government business on DoD-approved equipment, systems software, applications, and platforms. DoD personnel are generally not authorized to use unapproved third-party equipment, systems, software, applications, or platforms to conduct official Government business or store DoD information.

You can find more information on proper records management procedures in the National Archives and Records Administration (NARA) guide entitled, “Documenting Your Public Service”: <https://www.archives.gov/records-mgmt/publications/documenting-your-public-service.html>.

Records Management Guidance for PA is at <https://www.archives.gov/files/records-mgmt/publications/rm-for-political-appointees.pdf>.

Federal Records

Federal records include all recorded information, regardless of physical form or characteristics, made or received by a Federal agency under Federal law or in connection with the transaction of public business and preserved, or deemed appropriate for preservation, by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the United States Government. Federal records, including copies, cannot be removed from Government custody and are often referred to as official records.

Recorded information includes all traditional forms of records, regardless of physical form or characteristics, including information created, manipulated, communicated, or stored in digital or electronic form. This category includes email, text messages, instant messages, and social media.

Records may be either originals or copies, such as file copies of outgoing correspondence or copies forwarded for action. Multiple copies of the same document or documents containing duplicative information may have record status if each serves a separate administrative purpose, and if they are kept in separate filing or record-keeping systems. Preliminary drafts and working papers are Federal records if they explain how the agency formulated and executed significant program policies, decisions, actions, or responsibilities—or if they contain unique information, such as annotations or comments.

Electronic records including electronic mail and attachments, word processing documents, spreadsheets, and presentation slides, that meet the above definition, when possible, should be maintained in their original electronic formats. The Department utilizes the Capstone approach for the management of permanent email records. Under the Capstone approach, all official emails or other electronic communications of designated individuals are retained and eventually transferred to the United States National Archives. All PAS individuals are under the Capstone approach. Designation of Capstone Officials varies across DoD Components, incoming officials should request the status of their email account. The Records Officer or designee should brief the incoming officials on their records management responsibilities.

Documentary materials is a collective term for records and non-record material that refers to all media on which information is recorded, regardless of the nature of the medium or the methods or circumstances of recording. Documentary materials are “records” when they satisfy the definition above.

All Federal employees are required to take Records Management training annually in accordance with the Federal Records Act, Federal Regulations, Office of Management and Budget, and DoD policy.

Personal, Non-Government Email Accounts

Federal employees must not use personal, non-Government email accounts to conduct Government business. DoD policy prohibits the use of non-official electronic messaging accounts to engage in official DoD communications except in rare circumstances. Should you use a non-

official email account to conduct Government business, you must forward your message to your Government account within 20 days as required by 44 U.S.C. Chapter 29.

Personal Files, Personal Papers, and Personal Records

Personal files are materials that do not relate to, or have an effect upon, the conduct of agency business. Personal files are excluded from the definition of Federal records and are not owned by the Government. Examples of personal files include:

- ◆ Materials accumulated by an official before entering Government service that are not used subsequently in the transaction of Government business.
- ◆ Materials relating solely to an individual's private affairs, such as outside business pursuits, professional affiliations, or private political associations that do not relate to agency business.
- ◆ Diaries, journals, personal correspondence, or other personal notes that are not prepared or used for, or circulated or communicated in the course of, transacting Government business.

The last category is the most difficult to distinguish from Federal records due to its work-related content. Officials should be mindful of the requirement to maintain personal files separately from the records of the Agency. Classified notes and similar materials may not be removed. Personal files may be removed after review and approval of DoD Component.

More information concerning the maintenance, access, and disposition of Federal records, information and personal files may be obtained from your designated records management official or DoD Component Federal Records Officer via the link: <https://www.archives.gov/records-mgmt/agency/departments/defense.html>.

PRIVACY MATTERS

The Assistant to the Secretary of Defense for Privacy, Civil Liberties, and Transparency is the Principal Staff Assistant to the SecDef who serves as the DoD Privacy and Civil Liberties Officer and has primary responsibility for DoD's privacy and civil liberties programs and policies. Each DoD and OSD Component has a designated Senior Component Official for Privacy (SCOP) and a Component Privacy and Civil Liberties Officer (PCLO) responsible for implementing privacy policy and procedures within that Component, assuring privacy procedures are followed, and advising senior officials in carrying out their privacy responsibilities. They also coordinate with SMs.

Privacy Education and Awareness

All personnel, including contractor employees and consultants, are required to receive initial and yearly privacy awareness training. The training covers responsibilities and rules of conduct that apply to all DoD personnel.

Use and Disclosure of Personally Identifiable Information

Information that can be used to distinguish or trace an individual's identity, either alone or when combined with other information that is linked or linkable to a specific individual, is known as "Personally Identifiable Information" (PII). The collection, use, maintenance, and dissemination

of PII must be limited to that which is relevant and necessary to accomplish a legally authorized purpose. PII must be appropriately safeguarded and should only be accessed and used if you have a need to know to conduct official DoD business. Consult with your SCOP and PCLO for further guidance. In cases where you need to transmit or receive sensitive PII, you should take care to encrypt any e-mail or files. Unauthorized access or disclosure of PII (breaches) must be reported to your supervisor. Breaches must also be reported to the SCOP within 24 hours of discovery. There are penalties for non-compliance.

Your leadership and involvement to prevent unauthorized collection, use, maintenance, and dissemination disclosure of PII are essential. In coordination with your SCOP and Component PCLO, ensure personnel under your authority, direction, and control have the resources and training necessary to understand their responsibilities to safeguard PII and prevent unauthorized collection, use, maintenance, and dissemination. Ensure all known or suspected breaches are promptly reported and investigated, and appropriate corrective action is taken, in accordance with DoD breach response policy.

PENTAGON FORCE PROTECTION AGENCY

PFPA is mandated to protect and safeguard personnel, visitors, infrastructure, and other resources on the Pentagon Reservation. PFPA also provides security services for DoD-occupied facilities within the NCR. PFPA accomplishes its law enforcement mission with a combination of Federal police officers, criminal investigators, and security professionals.

In addition to the law enforcement elements of its mission, PFPA is responsible for mail screening operations on the Pentagon Reservation. PFPA uses multiple technologies to screen all incoming mail and packages for possible hazards. Each day, the Agency screens more than 3,000 pieces of United States Postal Service mail, packages, and parcels. All personnel are reminded that items sent to the Pentagon Reservation are for Official Government Business only. There should be no mailing of personal items to the Pentagon. Pentagon tenants should also familiarize themselves with additional restrictions on mailed items (e.g., perishable food, weapons).

PFPA's other security responsibilities include lock installation and services (including security alarms); disposal of classified waste; communications security; and access control, including issuance of access credentials for tenants and visitors.

For more information about the services PFPA is chartered to provide, visit its website at <https://www.pfpa.mil/>.

PENTAGON RESERVATION EMERGENCY RESPONSE PROGRAM

The Pentagon Reservation Emergency Response Program is coordinated by PFPA's Office of Emergency Management. The Program encompasses a number of protective capabilities ranging from sophisticated Chemical, Biological, Radiological, Nuclear, and Explosives detection systems to highly trained emergency response professionals. The efforts of all personnel to be educated, informed, and cooperative occupants are critical to the success of this program. Administrative Instruction (AI) 111, "Component Emergency Response on the Pentagon Reservation," December 2, 2010, provides guidance on Pentagon emergency response capabilities and defines individual responsibilities if an emergency situation occurs on the Pentagon Reservation.

All Pentagon Reservation personnel are responsible for:

- ◆ Understanding and executing component response plans, which incorporate the Pentagon's three emergency response actions (shelter in place, relocate, or evacuate).
- ◆ Advising their supervisors of any special needs requirements.
- ◆ Acquiring recommended items for a go-kit include water, non-perishable food, a first-aid kit, a change of clothes, comfortable shoes, medication needed on a daily basis, duplicate car/house keys, and basic identification documents.

For questions about the Pentagon Reservation Emergency Response Program, call 703-571-PREP (7737) or e-mail PFPAOEM@pfpa.mil.

The POC operates 24/7, 365 days a year. In a fire or medical emergency, contact the POC at 911 or 703-697-5555.

PHYSICAL SECURITY AT CEREMONIES AND SPECIAL EVENTS

The Component Protocol Office will coordinate ceremony and special event details with the PFPA/Special Events Unit (SEU). PFPA/SEU will then coordinate appropriate security coverage with the assigned Military Service Protective details.

Additional information and a list of PFPA Points of Contact information can be found in Appendices B and C.

LEGAL AND POLICY MATTERS

ETHICS

The DoD Standards of Conduct Office (SOCO)

The Department of Defense Standards of Conduct Office administers the Designated Agency Ethics Official (DAEO) responsibilities of the DoD General Counsel, which are aligned along three main lines of effort: establishing DoD-wide ethics policies and regulations, managing the ethics program in OSD and all DoD Components and organizations that are not designated as separate DAEO agencies (referred to as the “DoD remainder agency”), and providing ethics advice and counsel to OSD personnel. This includes working with the Office of Government Ethics (OGE) to conduct ethics vetting of all incoming DoD Presidentially Appointed, Senate-confirmed (PAS) officials.

SOCO prepares policy guidance for Department-wide application through the DoD supplemental regulations at 5 C.F.R. Part 3601, the “Standards of Conduct” Directive (DoDD 5500.07), the “Joint Ethics Regulation” (JER), SOCO Advisories, and written opinions. SOCO attorneys routinely interact with OGE, Congressional staff, the public, and industry to address a wide array of ethics matters. While SOCO does not investigate complaints regarding violations of ethics or other laws, the office provides data and interpretive guidance in support of the DoD Inspector General and other investigative services.

SOCO maintains oversight of post-Government employment and confidential financial disclosure reporting systems used by over 200,000 personnel throughout DoD and other Federal agencies and works closely with OGE and DoD components to improve accountability and efficiency for OGE’s public financial disclosure reporting system used by over 25,000 ethics officials and filers across the Executive Branch.

SOCO attorneys provide ethics advice to personnel assigned to OSD and affiliated organizations. SOCO directly manages financial disclosure reporting, ethics training, post-Government employment advice, and other ethics compliance matters within OSD. SOCO manages the DoD Remainder Agency ethics program, with the assistance of organizational Deputy DAEOs (DDAEOs) at Defense Agency, Joint Chiefs of Staff, and Combatant Command levels.

IMPORTANT ADVICE

If you are not certain that what you are about to do is legal or appropriate under Federal and DoD ethics rules, ask your ethics official. One mission of ethics officials is to advise personnel on how to accomplish their goals without violating the Standards of Conduct. In fact, administrative disciplinary action for violating the Standards of Conduct generally will not be taken against you if you act in good faith reliance upon the advice of your ethics official following a full disclosure of all relevant facts.

This section provides a general summary of the rules. It does not include every rule, exception, requirement, or all the factors that must be considered in making certain ethics-related decisions. If you are unsure, call your ethics official before you act.

Please note that the President may issue an Executive Order or other document adding further ethics restrictions for political appointees, which has been done in the past. PAS and PAs will typically be asked by the incumbent administration to sign an “Ethics Pledge.” Contact your respective ethics official to confirm whether you are subject to any new restrictions.

Remember: Violating ethics principles may result in disciplinary or corrective action, including criminal prosecution. Protect yourself from administrative disciplinary action by seeking the advice of your ethics official.

DO	DON'T
Place Loyalty to the Constitution, the laws, and ethical principles above private gain.	Use public office for private gain.
Act impartially to all groups, persons, and organizations.	Use nonpublic information to benefit yourself or anyone else.
Give an honest effort in the performance of your duties.	Solicit or accept gifts from persons or parties that do business with or seek official action from DoD (unless permitted by exception).
Protect and conserve Federal property.	Make unauthorized commitments or promises that bind the Government.
Disclose waste, fraud, abuse, and corruption to appropriate authorities.	Use Federal property for other than authorized activities.
Fulfill in good faith your obligations as a citizen, and pay your Federal, State, and local taxes.	Take jobs or hold financial interests that conflict with your Government responsibilities.
Comply with all laws providing equal opportunity to all persons, regardless of their race, color, religion, sex, national origin, age, or handicap.	Take actions that give the appearance that they are illegal or unethical.

CONFLICTS OF INTEREST

Conflicting Financial Interests

Criminal Rule: You may not participate in a DoD matter that will affect the financial interests of:

- ◆ You;
- ◆ Your spouse, children, or your general partner;
- ◆ Organizations with which you are negotiating or have an arrangement for future employment; and
- ◆ Any organization for which you serve as an employee, officer, director, trustee, or general partner.

If you think you may have a conflicting financial interest, consult your ethics official immediately to determine the appropriate remedy.

Financial Disclosure Reporting. PAS officials, most PAs, members of the SES, and General and Flag Officers must file a Public Financial Disclosure Report (OGE 278) upon entering Federal service or appointment to a covered position, and annually thereafter. Other non-senior employees may be required by their supervisor to file a Confidential Financial Disclosure Report (OGE 450). These reports will be assigned by the employee's ethics office. Timely and accurate filing is essential to upholding the Department's commitment to preventing conflicts of interest. Failure to do so can result in criminal or administrative penalties. Additionally, employees assigned as supervisors must review financial disclosure reports filed by their subordinates within 14 days of filing and inform ethics officials of any potential they see for a conflict between the employee's assigned duties and the reported financial interests.

Bribery and Graft

Rule: You may not seek or accept anything of value, other than your salary, in the performance of your official duties.

Representation of Others in Matters Affecting the Government

Rule: You generally may not represent anyone outside the United States Government before a Federal agency or court or share in any compensation for such representations made by anybody else, if the Government is a party or has a direct and substantial interest in the matter.

Supplementation of Federal Salary

Rule: You may not accept compensation from any source except the United States Government for your services as a Government employee.

IMPARTIALITY IN PERFORMING OFFICIAL DUTIES

Rule: Maintain your impartiality. Do not participate in any particular DoD matter if it is likely to affect the financial interests of a member of your household, or where a person with whom you have a "covered relationship" is or represents a party to the matter, and the circumstances would cause a reasonable person with knowledge of the relevant facts to question your impartiality.

MISUSE OF POSITION

Rule: You may not use, or permit the use of, your Government position, title, or any authority associated with your office to:

- ◆ Induce or coerce another person to provide any benefit to you or anyone with whom you are affiliated;
- ◆ Imply that DoD or the Government endorses personal activities; and
- ◆ Endorse any product, service, or enterprise, except as provided by statute or regulation.

GIFTS

Gifts from Outside Sources

Rule: You may not accept a gift given because of your official position or given from a prohibited source. A gift is anything of value and includes offers of free attendance at outside events. There are numerous exclusions and exceptions that permit acceptance of gifts from outside sources. Consequently, consultation with your ethics official on questions related to gifts is strongly encouraged.

NOTE: If an incoming Administration issues an “Ethics Pledge” for incoming appointees, there may be additional restrictions on accepting gifts. If you are in doubt as to whether you may accept a gift, contact your ethics official for assistance.

Foreign Gifts

Rule: Federal employees may accept gifts from foreign governments if the gift is below “minimal value,” which in 2024 is \$480. Check with your ethics official about appraising the gift if the value is not easily ascertainable.

See <https://www.gsa.gov/policy-regulations/policy/personal-property-management-policy/foreign-gifts> for further guidance.

Disposition of Improper Gifts from Outside Sources

Rule: If you are offered a gift that you cannot accept, you should promptly decline the gift, return the gift, or pay the donor the gift’s fair market value. In some circumstances the gift may be destroyed or accepted on behalf of the United States Government. Contact your ethics official for specific guidance.

Gifts Between Employees

Rule: Generally, you may not accept a gift from a subordinate or an employee who earns less pay than you.

Rule: You may not directly or indirectly give a gift, contribute toward a gift, or solicit a contribution from another for a gift for an official superior unless an exception to the general rule applies. Contact your ethics official for guidance regarding exceptions to this rule.

USE OF GOVERNMENT RESOURCES

Rule: Use Federal Government equipment and property, including communications systems, only for official purposes or authorized purposes as approved by your supervisor.

Rule: Use official time in an honest effort to perform official duties and do not ask subordinates to perform tasks outside their official duties.

FUNDRAISING

Rule: As a general rule, you may not engage in fundraising in the workplace. You may raise funds for organizations in your personal capacity outside the workplace; however, you may not use your official title, position, or authority when doing so, nor may you solicit subordinates or prohibited sources.

TEACHING, SPEAKING, AND WRITING

Rule: You may accept payment for teaching, speaking, or writing that is unrelated to your official duties and that is not prepared on official time.

If the work identifies your employment by DoD, you must make a disclaimer expressly stating that the views expressed are your own and do not necessarily represent the views of DoD or its components.

OUTSIDE ACTIVITIES

Rule: You may not engage in outside employment or activities that would interfere with your ability to perform your official duties.

If you file a financial disclosure report (Office of Government Ethics (OGE) Form 278 or 450), you need your supervisor's prior written approval before you engage in business activity or compensated employment with a DoD "prohibited source" (defined above in the section on "Gifts"). PA and certain non-career employees have additional restrictions. Your financial disclosure requirements will be determined in consultation with the appropriate Ethics Office.

EMPLOYMENT ISSUES

Seeking and Negotiating Employment

Rule: If you are seeking non-Federal employment (e.g., sending resumes to select employers), you may not do Government work on a particular matter that will affect the financial interests of any of your prospective employers. You must recuse yourself from the particular matter and give a written disqualification statement to your supervisor and ethics official. Employees should always consult an ethics official before they start seeking employment to ensure they understand the ethics rules that apply.

Post-Government Employment

Always consult your ethics official before separating from the Government. They will advise you on the restrictions that will apply to your activities in the private sector in light of your specific duties and level of responsibility as a Government employee. Violations of some of these restrictions can result in criminal liability.

SOURCES OF FURTHER INFORMATION ON GOVERNMENT ETHICS

If you have further questions, consult your OSD or Military Service specific ethics official.

Additional information:

The Standards of Conduct for Employees of the Executive Branch. The United States OGE has developed a comprehensive set of regulations to assist Federal employees with their ethics questions. This is a primary source of guidance on ethics and standards of conduct. It may be found on the OGE website: <https://www.oge.gov>.

DoD Supplemental Standards of Conduct. 5 Code of Federal Regulations (C.F.R.) Part 3601.

The Joint Ethics Regulation (JER) contains supplemental rules for DoD personnel and is located on the SOCO web site: <https://dodsoco.ogc.osd.mil>.

POLITICAL ACTIVITIES

All Federal civilian employees, except the President and Vice President, are covered by the Hatch Act which restricts their participation in certain types of political activities. For purposes of the Hatch Act, political activity is an activity directed toward the success or failure of a political party, candidate for partisan political office, or partisan political group.

Employees are prohibited from engaging in political activities while on duty, in a Federal building or vehicle, or while in uniform. Additionally, employees may not use their official titles, positions, or authority when engaging in political activities.

While most DoD employees are permitted to engage in political activity while off-duty and outside of Federal buildings, DoD policy prohibits senior political appointees, PAS and non-career SES, from taking an active part in partisan political management or political campaigns. Specifically, this means that these senior political appointees along with career SES employees are prohibited from engaging in any political activity which is “in concert” with a political party, partisan political group or candidate for partisan political office. Finally, Service members are also prohibited by DoD policy from engaging in political activity.

24/7 Prohibition on Political Fundraising

This prohibition applies to employees even when they are not on duty or in a Federal building. All employees are barred from knowingly accepting, soliciting, or receiving political contributions.

24/7 Prohibition on Use of Official Authority

Employees are prohibited from using their official authority or influence to affect the outcome of an election.

SOCIAL MEDIA

Federal Government employees are subject to several restrictions regarding the use of official and personal social media accounts.

DoD employees may only use official social media accounts for official communications or releases. Employees must coordinate with their servicing public affairs official to determine the appropriate forum for official communications.

DoD policy requires personnel to maintain a clear distinction between personal and official social media accounts, and to include a disclaimer where confusion or doubt is likely to arise regarding the personal nature of social media activity. For example, if an employee uses their official photograph and duty position in the profile portion of a personal social media site, then they should include a disclaimer to eliminate confusion about whether the site is official or personal. In addition to DoD policy, Federal ethics rules require employees to avoid any action that could create the appearance of DoD endorsement of one's personal views on a personal social media site.

More guidance on use of official and personal social media is available in DoD Instruction 5400.17, "Official Use of Social Media for Public Affairs Purposes," August 12, 2022, as amended, and SOCO Advisory 23-03 available on the Standards of Conduct Office (SOCO) website at <https://dodsoco.ogc.osd.mil/>.

CONGRESSIONAL OVERSIGHT

DoD Instruction 5400.04, "Provision of Information to Congress," March 17, 2009, governs the Department's responses to requests for information from Congress. It is DoD policy to reply to congressional inquiries as responsively and expeditiously as possible. The type of information requested and how the request is made will determine the appropriate processing of the requests. Written requests for information submitted by the Chair of a congressional committee or subcommittee, or on behalf of the House of Representatives or the Senate as a whole, should be reviewed and responded to according to DoDI 5400.04. Responses to such requests may include information beyond what would be released under the Freedom of Information Act (5 U.S.C. § 552). Written requests for information from Members who are not acting on behalf of a congressional committee or subcommittee, nor on behalf of the House or Senate as a whole, shall be complied with, consistent with long-standing DoD policy, by providing publicly releasable information.

The Office of the Deputy General Counsel for Legislation, Investigations, and Oversight, in coordination with the Office of the Assistant Secretary of Defense (Legislative Affairs), manages DoD responses to Congressional investigations and should be engaged early in the process to facilitate responses to investigative requests.

ROLE OF FEDERAL ADVISORY COMMITTEES

Officials may want to reach out to private citizens to garner advice and recommendations from experts in certain areas of interest to the Government. The Federal Advisory Committee Act (FACA) (5 U.S.C. § 1001 *et. seq.*) became law in 1972 to bring some formality to this process and also enhance public awareness. The FACA authorizes the establishment of Federal advisory committees that provide advice to the Government. In addition to enhancing public awareness of private involvement in Government, the FACA also assures accountability of, and reduces wasteful expenditures on, Federal advisory committees. In other words, the FACA assures the advice provided by these committees is objective and accessible to the public.

The FACA is a procedural law, governing the establishment, operation, administration, and termination of Federal advisory committees. A committee, board, panel, or similar group is subject to the FACA if it is established by statute; established or utilized by the President or by an Agency official (for DoD, the SecDef); has at least one member who is not a full-time or

permanent part-time Federal employee or Service Member on active duty; and provides collective advice and recommendations to the Executive Branch.

DoD Federal advisory committees provide independent advice and recommendations to the SecDef through their designated sponsors, who are defined as the Secretaries of the Military Departments, the Chairman of the Joint Chiefs of Staff, and the OSD Principal Staff Assistants.

Federal Advisory Committees do not perform inherently Governmental functions. While Federal Advisory Committees are not considered to be part of DoD, Sponsors task them through written terms of reference, to provide advice and recommendations to address DoD's strategic, long-term problems, or other issues.

Pursuant to FACA, membership must be fairly balanced in terms of points of view represented and functions to be performed. Advisory committee meetings must be noticed and open to the public, although DoD can close meetings to the public pursuant to the Government in the Sunshine Act (5 U.S.C. § 5526). Exemptions under the Sunshine Act include closures of meetings that discuss classified matters or that relate solely to the internal personnel rules and practices of an agency. The public has the legal right to submit written statements for consideration by committee members. A committee's records must be made contemporaneously available to the public when they are made available to the members, although DoD can assert FOIA exemptions for DoD-generated materials. Because advisory committees are not considered to be part of DoD, they cannot assert any FOIA exemptions to protect materials they generate, including pre-decisional, deliberative process exemption materials.

You should note that FACA is not triggered if individual advice or recommendations from only one private citizen are sought.

WORKFORCE MANAGEMENT

The Department strives to be a model employer, compliant with all Equal Employment Opportunity obligations. The Department makes civilian employment decisions based on merit and refrains from retaliating against employees who raise concerns about violations of laws, rules, or regulations, or about mismanagement or wasteful practices.

The Military Equal Opportunity programs in all DoD Military Services protect Service members from improper discrimination. Unlike their civilian counterparts, the Military Equal Opportunity programs are based in policies rather than laws.

REPORTING SENIOR OFFICIAL MISCONDUCT

Under DoDD 5505.06, "Investigations of Allegations Against Senior DoD Officials," June 6, 2013, as amended, allegations of misconduct by senior officials within DoD, both civilian and military, are to be made to DoD Inspector General within five workdays of receipt by a DoD Component. The DoD Inspector General will then decide whether the allegation should be investigated, and appropriate action taken. For this purpose, a senior DoD official is defined as a current or former PA, a current or former SES member or equivalent, or an active duty or retired General/Flag officer, or an officer who has been selected for a General/Flag officer promotion. An allegation of misconduct is defined in the Directive as a credible allegation that, if proven, would constitute: (1) a violation of a provision of criminal law, including the Uniform Code of Military Justice (UCMJ); (2) a violation of a recognized standard, such as the JER, or other Federal, DoD, or Service regulations; or, (3) any other conduct of concern to DoD leadership or that could reasonably be expected to be of significance to the SecDef, especially when there is an element of misuse of position or of unauthorized personal benefit to the senior official, a family member, or an associate.

UNIFORM CODE OF MILITARY JUSTICE

The current military justice system was established by the UCMJ, which Congress adopted in 1950 and has amended numerous times since. Implementing regulations are provided by the Manual for Courts-Martial, the current version of which was promulgated by President Reagan in 1984 and has been modified by E.O. many times since. The military justice system is generally limited to trying members of the Armed Forces – including members of the Reserve Component and Regular Component retirees entitled to pay. However, the UCMJ also establishes court-martial jurisdiction over certain limited categories of civilians, including civilians accompanying an armed force in the field during contingency operations.

Senior level officials must exercise great care in making statements about military justice matters. Such statements may be perceived as limiting the lawful discretion of individuals involved in the military justice system. For example, a statement from a high-level official suggesting that a particular kind of offense warrants a certain level of punishment may be deemed unlawful command influence. Such statements make it difficult for the military justice system to function as intended and may lead to judicial remedies including limitations on sentences or dismissal of charges. Consequently, before making any statement concerning the military justice system, senior level officials should seek legal advice.

Recent reforms to the military justice system have lessened the degree of command control over allegations of criminal misconduct by Service members. Now highly trained, independent military prosecutors exercise prosecutorial discretion over certain specified allegations of criminal misconduct, including such offenses as murder, sexual assault, domestic violence, and kidnapping.

OFFICIAL TRAVEL

Compliance with Federal and DoD rules on official travel, including use of Government aircraft and vehicles, is an area of high interest for Inspectors General, Congress, and others. Employees must understand the rules and avoid any perception of using their official position for personal convenience or gain.

The Joint Travel Regulations (JTR) governs official travel for DoD civilian and military personnel. OSD personnel must use the DoD online Defense Travel System (DTS) when scheduling official travel and requesting reimbursement. All official travel must be booked through a Government-approved commercial travel office. Official Government travel is defined as travel under official orders to meet mission requirements.

For travel abroad, all DoD military and civilian personnel and contractor employees must receive Level 1 Antiterrorism (AT) and Area of Responsibility briefings before departing on private travel, or before official travel orders can be issued. Individuals with an SCI clearance must receive an additional special briefing. Your SM can advise on how to meet these requirements.

Travel from the continental United States (CONUS) to locations outside the continental United States (OCONUS), and from OCONUS to CONUS, require travelers to have an Official Passport and should be undertaken only when the need is absolutely clear, and then only by the fewest number of travelers possible, consistent with mission requirements. To obtain an official passport or visa please refer to DoD Manual O-1000.21, “Passport and Passport Agent Services,” March 6, 2017, as amended. Back-to-back trips by different officials to the same location(s) are strongly discouraged and should be coordinated to prevent this situation from occurring. Force protection planning must be an integral part of all travel planning, particularly for overseas travel. The OSD traveler and the SM should initiate the force protection planning at least 30 days prior to OCONUS travel by checking to see if there is a special security brief(s) for the area(s) of

travel and by making sure that the traveler has current AT training and has met the combatant commander's certification requirement.

ETHICS ISSUES RELATED TO TRAVEL

Ethics Issues Related to Travel

The authority to accept gifts of travel and related expenses from non-Federal sources is found in the JER, Chapter 4, which outlines proper procedures for the acceptance of gifts of travel and related expenses from non-Federal sources. When this statute applies, it shall be used to the exclusion of other authorities.

Prior to authorizing acceptance of an outside payment of official travel and related expenses, travel-approving authorities must consult with their own or the traveler's ethics official and obtain a written determination from that ethics official that acceptance is appropriate. Any offer of non-Federally funded travel and incidental expenses should be considered a gift and generally may not be accepted without prior approval through your ethics officials and the appropriate travel-approving authority. **Employees must obtain approval before starting travel in order to avoid personal liability for all or some of the travel expenses.** At the DoD level, specific guidance is provided in the DoD Regulation, JER, available at <https://dodsoco.ogc.osd.mil/>.

Your AO will provide assistance in all matters dealing with your official travel requirements. You may also contact the WHS/Human Resources Directorate (HRD) Defense Travel Service Help Desk at 571-372-7575.

COMMERCIAL TRAVEL

Generally, all official travel on commercial carriers will be coach-class. However, in rare cases as authorized in the JTR, travel in Premium Class (i.e., business class or first class) may be authorized by a Premium Class Authority as specified in Table 2-5 of the JTR. Travelers may also use personal unreimbursed funds or personal travel benefits, such as frequent flyer miles, to upgrade to Premium Class; however, military uniforms should not be worn while traveling in Premium Class.

Gratuities and Promotional Items Received from Commercial Sources

Promotional material, including frequent traveler benefits (e.g., frequent flyer miles, hotel/rental car points) earned by travelers on official business at Agency expense or travel accepted from a non-Federal source under 31 U.S.C. § 1353 authority, may generally be kept for personal use. The promotional material must be obtained under the same terms as those offered to the general public and must be at no additional Government cost. The use of non-contract carriers solely to gain personal frequent traveler benefits is strictly prohibited. Frequent flyer miles earned during official travel may be used to upgrade official or personal flights to business or first-class, provided military uniforms are not worn and there is no public advertisement of rank or grade.

Spouse Travel

When authorized under the standards provided in the JTR, accompanying spouses traveling on commercial aircraft pursuant to invitational travel orders are funded at Government expense to fly coach/economy class. Premium Class travel must be authorized in advance and is only permitted when justified under the standards provided in the JTR. Spouses traveling in an accompanying

spouse status are generally not permitted per diem, unless authorized as specified in the JTR. A spouse's travel on Government aircraft is generally prohibited. However, as an exception to policy under DoDI 4500.56, "Use of Government Aircraft and Air Travel," spouses may accompany their sponsors on Government aircraft when at least one of the following conditions is met:

- ◆ The spouse's travel is justified on a basis that is independent from his or her status as a spouse.
- ◆ The spouse is attending an unquestionably official function and is participating in an official capacity.
- ◆ The spouse's travel is deemed to be in the national interest because of a diplomatic or public relations benefit to the United States.

In exceptional cases, spouses may travel unaccompanied to an official function, provided any or all of the above conditions are met, when unusual circumstances exist that may necessitate an exception to the general requirement that the spouse and sponsor travel together on Government aircraft. Such unusual circumstances may include unplanned or unanticipated schedule changes or compelling mission requirements on the part of the sponsor. Under those unusual circumstances, the spouse shall travel in the most cost-effective manner available and only subject to written approval by the designated approving authority.

Spouse travel is typically only authorized in limited circumstances, as authorized in the JTR.

THE EXECUTIVE MOTOR POOL

The Executive Motor Pool (EMP), a branch of the DoD Pentagon Motor Pool, provides official transportation services to authorized DoD officials. As authorized by the PIO and DA&M, WHS is responsible for monitoring the activities of the EMP, and assuring it operates within the policies established by OSD.

Requests for a "preferred" driver are not authorized. Individual drivers should not be contacted directly. Use of EMP services is guided by the DoD Order of Precedence.

For more information or assistance with EMP, please call 703-693-8663.

UNAUTHORIZED USE

Each individual who uses or authorizes the use of Government-owned or Government-leased vehicles must be aware that vehicles are to be used solely for the conduct of official business, and any other use is contrary to law. Transportation must occur from business point to business point (e.g., traveling from the Pentagon to a place of business, and then back to the Pentagon). Examples of unauthorized use of Government vehicles include, but are not limited to; transportation of Government officials to unofficial social functions, personal errands, and transportation of spouses or visitors without an authorized accompanying official. Individuals requesting transportation may be required to authenticate or certify that a particular trip is necessary to conduct of official business.

Spouses and dependents are only authorized transportation in Government vehicles when accompanied by their authorized accompanying official and when attending the same official function. The spouse and dependent's presence must not require a larger vehicle than authorized

for official passengers and must not displace any official passengers. The transportation of dependents, other than spouses, is appropriate under only the most unusual circumstances and is never appropriate unless they accompany the authorized official.

EMP authorized officials are permitted use of EMP vehicles for attendance at official functions after normal duty hours, provided they attend as part of their official duties. Transportation cannot be provided to and from quarters or any portion(s) of the route thereof. Dependents or other attendees may not accompany the official in EMP vehicles unless their attendance is also required for official purposes.

Transportation to after-hours functions should be thoroughly documented to prevent any misunderstanding when reviewed by higher officials. Generally, when multiple persons are attending the function, transportation will be provided only to the senior official representing the Department, unless the transportation requirements can be consolidated and serviced by high occupancy vehicles such as vans or buses. Transportation to these functions will be treated as an exception to policy for which prior approval is required.

DOMICILE-TO-DUTY PROGRAM

Domicile-to-Duty (home-to-work) transportation is defined in 41 C.F.R. Part 102-5, as transportation via a Government vehicle between the official's home and their place of duty in the NCR, either during duty or non-duty hours. This benefit is taxable if one of the points is the official's "domicile." The following officials are eligible for the domicile-to-duty program: SecDef; DepSecDef; the Under Secretaries of Defense; the Chairman; Vice Chairman; and members of Joint Chiefs of Staff; and the Secretaries of the Military Departments. Non-PAS officials may use Government vehicles only for official business and are not authorized domicile-to-duty travel.

Please contact your AO for more information.

SHARING OF VEHICLES – CONSOLIDATION OF TRIPS

As directed by OMB, when multiple officials, who are permitted to use a DoD driver are attending the same function, they will be asked to share vehicles and whenever possible, to arrange schedules accordingly.

TRANSPORTATION OF OFFICIAL VISITORS

Transportation of official visitors must be specifically authorized by the PIO and DA&M as an exception to policy. When the transportation of official visitors is authorized, it is a service of the Executive Motor Pool. Commercial transportation is reimbursable when used by official visitors in connection with departmental orders. It should be used in all but the most extreme circumstances.

USE OF COURIERS

PAS officials are authorized to use the EMP for courier duties. Office personnel will be required to accompany the EMP driver when classified documents are being delivered or when circumstances preclude leaving the vehicle unattended. Drivers will report to the immediate Office of the Principal Official for Courier Instructions and materials to be delivered. Since the time involved in courier duties results in diminished availability for passenger transportation, users are urged to restrict courier use to priority circumstances. If an EMP vehicle is not available,

the Pentagon Motor Pool (PMP) will provide service. In these instances, an individual from the requesting office must accompany the driver.

OFFICE MATTERS

FURNISHING AND DECORATING YOUR PENTAGON OFFICE

Annual legislation limits the funds that can be used to furnish, redecorate, or improve the offices of an official appointed by the President. Up to \$5,000 during a PA's tenure may be expended for such purposes before Congressional notification is required. The first expenditure that exceeds the \$5,000 reporting threshold and every expenditure afterwards must be reported in advance to the House and Senate Appropriations Committees. For purposes of this limitation, the term "office" means the entire suite of offices assigned to, or directly controlled by, the appointee.

The fund limitation is cumulative over the entire time period a PAS or PA holds office. It applies to all improvements, redecoration, alterations, furnishing, equipment installation, repairs, and maintenance, including expenses that are mission-related. Furnishings can be particularly problematic. WHS maintains a limited stock of furniture available for appointee offices if additional furnishings are necessary.

If you have any questions or concerns about expenditures, please seek advice from the WHS and PFPA Office of General Counsel or from your AO.

BUILDING OPERATIONS

The Building Operations Command Center (BOCC) is responsible for handling all facility problems or emergencies and responds to facility-related service requests from Pentagon tenants. You may contact the BOCC for temperature issues in your office space, office lighting issues, electrical power outages, and other similar facility requests. You may also contact the BOCC to report any issues in interior or exterior areas of the Pentagon outside your office space.

BOCC Phone: 703-614-1597, operates 24/7

For more information on the BOCC and other facilities and operations services, see the WHS/FSD SharePoint site at: <https://dod365.sharepoint-mil.us/sites/WHF-FSD-FOSD/SitePages/FOSD-Customer-Portal.aspx>.

MAIL

External Mail—Incoming, Outgoing, and Federal Express (FedEx)

PFPA uses multiple technologies to screen all mail for possible hazards, including FedEx and like packages coming into the Pentagon from outside, including all overnight deliveries. Security measures may delay delivery. Please be aware that the screening process entails visual inspection of internal mail contents.

Only official mail should be sent to the Pentagon Reservation, not perishable or personal items.

Morning and/or afternoon mail service may be requested. Outgoing mail on DoD letterhead is processed through the DoD Post Office. Since each directorate may have a different procedure for handling incoming and outgoing mail, questions should be directed to your organizational AO.

Internal Mail—Official Distribution Courier

The WHS Courier Service Program offers timely, accurate, and secure delivery of classified (up to Secret) and unclassified mail, correspondence, and parcels within the NCR. Collections and deliveries are performed twice daily - once in the morning and afternoon. Normal operating hours are 8:00 a.m. to 4:30 p.m., Monday to Friday, except holidays or when the Government is closed due to local or national emergencies, administrative closings, or similar Government-directed facility closings. Any WHS supported office may request to be added to the regular route schedule. Other offices will be supported on a reimbursable basis. The Courier Service Program Office is located in the Pentagon Services Division, Room 3B139A. To request Courier Service, call 703-695-4963, 703-697-1994, or send an email to the WHS Pentagon ESD Mailbox Courier Service Program: wbs.pentagon.esd.mbx.courier-service-program@mail.mil.

Marking/Addressing Unclassified Mail

Items moving via the courier service should be securely packaged and clearly marked with the name of the addressee, office or department name (or acronym), room number, and building name (or symbol), such as Crystal Mall 3.

To ensure all the contents arrive together, the use of Official Form (OF) 65, Government Messenger Envelopes, and other appropriate envelopes is encouraged. However, to ensure those without a need to know cannot see the information, documents containing PII should not be hand delivered using an OF 65, or other messenger-type envelope. Instead, use the CUI Cover Sheet. When mailing documents that contain PII, use Kraft or white envelopes and double wrap documents if appropriate. The envelope should be addressed to the attention of the authorized recipient; however, there should be no markings on the outside of the envelope to indicate that the contents contain PII.

Return addresses are a necessity, as they ensure the package will not get lost or disposed of. Bundling packages is acceptable, provided each package is individually addressed. If you send mail to the OSD Mailroom, 1J667, the recipient's address must be clearly marked so the courier can correctly determine its final destination.

Marking/Addressing Classified Mail

Classified items must be properly marked and packaged in accordance with AI 30, "Force Protection on the Pentagon Reservation," September 27, 2012. For further information on this instruction, see https://www.milsuite.mil/book/serolet/jiveSerolet/previewBody/1217645-102-1-2848959/AI30_FOUO.PDF.

Classified packages should be specifically identified to the courier, but markings on the outside of the double-wrapped package should be avoided.

It is suggested that personnel mailing SECRET material via a courier advise the recipient in advance of delivery so that they know when to expect it. If the sender fails to notify the recipient, then it should be brought to the attention of the courier and/or recipient immediately. OF 65, Government Messenger Envelopes, or "shotgun" envelopes, should never be used to transmit classified documents.

CORRESPONDENCE

DoD Manual 5110.04, “Manual for Written Material,” Volumes I and II, dated June 6, 2022, provide guidance for managing the correspondence of SecDef, DepSecDef, and Executive Secretary of DoD (ExecSec), and correspondence of OSD and DoD Components that is directed to the SecDef, DepSecDef, and ExecSec and should be consulted for matters of DoD style, such as forms of address, salutations, valedictions in correspondence, and date format. Incoming officials can review the manuals online or print the required. See: https://www.esd.whs.mil/Portals/54/Documents/CMD/5110-04-m/511004_vol01.PDF and <https://www.esd.whs.mil/Portals/54/Documents/CMD/5110-04-m/511004vol2.pdf>.

PENTAGON TELEPHONE

Telephone numbers and addresses are published online in the Outlook Global Address Listing (GAL). Updates are managed individually via ID Card Office Online (IDCO) at <https://idco.dmdc.osd.mil/idco/>.

Be sure to replace the preceding user message voice mail with your own. Your new telephone number logon will be the full 10-digit number (i.e., 703-xxx-xxxx).”

In addition, there are “secure telephones” that should already be in place if required for the position or mission of the office. Secure telephones and the crypto cards needed to use them are normally ordered by the organizational SM. Use approved secure telephones for all classified and sensitive calls. Do not bring cell phones into a Sensitive Compartmented Information Facility or collateral open-storage space at any time. Do not discuss any classified or sensitive information on any unapproved wireless device. Telephonic discussions of classified information may only be held on a secure telephone, not on a regular office telephone.

Dialing Instructions

Dial 99 for local, or 991 for long-distance telephone numbers.

To set up your Pentagon voice mailbox and to retrieve your voicemail messages, click on the voicemail prompt located on your landline phone and follow the directions.

Telephone numbers, office numbers, and e-mail addresses of personnel working at the Pentagon can be found by putting the person’s name (last name first) into the GAL. Using their CAC, personnel can access the GAL through the MS Outlook e-mail program on their computer.

If you dial 911 from a building landline, you will get the POC. If you dial 911 from a cell phone inside the building or from the parking lot, you will reach Arlington County Police or DC Metropolitan Police (location and cell tower dependent). To reach PFPA in an emergency, dial 703-697-5555, which can be dialed from a cell phone or a desk phone.

For more information or assistance, contact your organizational AO. For voicemail retrieval, call the 24-hour Defense Information Systems Agency (DISA)/J6 Service Desk at 844-347-2457, Option 3.

PENTAGON INFORMATION TECHNOLOGY EQUIPMENT

The Pentagon provides various kinds of equipment and devices for use by incoming officials. These include laptops, cell phones, and other wireless, handheld, electronic devices. Please note that, for

security reasons, cameras are disabled on these devices. Please request the equipment you need through your AO.

For more information or assistance, please contact the DISA/J6 24-hour Service Desk at 844-347-2457, Option 3.

ORDERING SUPPLIES

Administrative supplies for official DoD business are ordered with a Government issued credit card held by Government personnel, usually a career administrator. Every agency has its own operating procedures. However, there are certain guidelines common to all agencies. All purchases must be for official business only, and not for any personal or unauthorized use.

Virginia Industries for the Blind - Base Supply Centers (BSCs)

The Pentagon, Taylor Building, and Mark Center Base Supply Centers (BSC) are operated by the Virginia Industries for the Blind (Ability One BSC) and provide office supplies, janitorial, sanitation, maintenance repair, and operation supplies required to support the WHS Federal customer base. Eligible BSC customers are limited to Government employees with approved Government purchase cards and other accepted forms of payment. Hours of operation are Monday through Fridays (8:00 a.m. to 4:00 p.m.).

Please call (703) 697-1587, or shop online at www.vibbsc.com.

Please contact your AO to determine which supplies are available for purchase and those that cannot be ordered.

PERFORMANCE MANAGEMENT

GENERAL SCHEDULE AND FEDERAL WAGE SYSTEM EMPLOYEES

For general schedule (GS) and Federal wage system employees covered by DoD Performance Management and Appraisal Program (DPMAP) (under DoDI 1400.25, Vol. 431, "DoD Civilian Personnel Management System: Performance Management and Appraisal Program," February 4, 2016, as amended), which includes Schedule C employees, the rating cycle is April 1 – March 31.

Newly arriving rating or reviewing officials must ensure they can view their employees' performance plans in the MyPerformance system. They should review existing plans and gain an understanding of the thresholds necessary to rate the employees at the Fully Successful and Outstanding levels for each plan element. Any revisions to elements and/or standards must be approved and communicated to employees in MyPerformance prior to the last 90 days of the cycle so that they can be rated at the end of the DPMAP cycle.

DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM EMPLOYEES

The Defense Civilian Intelligence Personnel System (DCIPS) includes employees covered by DoDI 1400.25, Volume 2011, "Defense Civilian Intelligence Personnel System (DCIPS) Performance Management," May 7, 2016, as amended. The rating cycle for DCIPS personnel is

generally October 1 – September 30. Performance objectives need to be communicated to the employee in writing within 30 calendar days of the beginning of the evaluation period, within 30 days from the date of appointment to the position or from the date of a supervisory change, or whenever there is a need to modify an existing objective or add new objectives as a result of changes in mission priorities.

DoD CIVILIAN ACQUISITION WORKFORCE PERSONNEL DEMONSTRATION PROJECT EMPLOYEES (ACQDEMO)

The DoD Civilian Acquisition Workforce Personnel Demonstration Project includes employees covered by Federal Register, Volume 64, Page 1426 (November 2017), “DoD Civilian Acquisition Workforce Personnel Demonstration Project (AcqDemo),” as amended. The rating cycle for acquisition workforce personnel is October 1 – September 30. New supervisors discuss with their employees the expected contributions for the appraisal period. The Contribution-based Compensation and Appraisal System Software is used to rate and enter/edit performance factors. Supervisors are responsible for making sure all employees appear in the system and are up to date on performance plans. The supervisor is responsible for entering the employees Contributing Planning, Mid-Point Reviews, Annual Appraisal, and Close-out Assessment.

For additional information, please contact your administrative office or send an inquiry to the Performance Management Team Inbox: wbs.pentagon.hrd.mbx.performance-management@mail.mil.

SENIOR EXECUTIVE SERVICE AND SENIOR PROFESSIONALS

DoD SES and Senior Level and Scientific or Professional (SL/ST) performance appraisal cycle is October 1 – September 30. In consultation with their rating officials, SES members and SL/ST professionals must develop performance plans in the Executive Performance and Appraisal Tool within 30 days of appointment. The performance plan will include Government-wide, DoD, and individual specific performance requirements. Executives must be on approved performance plans for at least 90 days to receive a rating and be eligible for a performance-based payout. For additional information on SES and SL/ST performance management, please contact your administrative office.

PART II. PERSONAL BENEFITS AND SERVICES

HUMAN RESOURCES MATTERS

APPOINTING AUTHORITIES

The Department of Defense has a broad range of appointment authorities, many of which are unique to DoD. The vast majority of DoD employees are in the competitive service. The Department has a diverse group of position types.

The Competitive Service

The competitive service consists of all civil service positions in the Executive Branch, except for:

- ◆ Positions that are specifically excepted from the competitive service by or under statute.
- ◆ Positions to which appointments are made by Presidential nomination and confirmed by the Senate.
- ◆ Positions in the SES.

For most positions, applicants apply directly to the hiring agency or relevant component. Federal employers use various assessment tools to evaluate applicants and conduct hiring. The preliminary process includes notifying the public that the Government will accept applications for a job; rating applications against minimum qualification standards; giving applicants a written test (in some cases); and assessing applicants' relative competencies or knowledge, skills, and abilities against job-related criteria to identify the most qualified applicants. Once the preliminary process is completed, the most qualified applicants are referred to a selecting official for consideration, possible interview, and selection. These steps are intended to assure compliance with merit system principles.

The Excepted Service

The excepted service includes all positions in the Executive Branch that have been excepted from the competitive service by or pursuant to statute, by the President, or by OPM, and which are not in the SES. Within the basic requirements prescribed by law or regulation, each agency develops its own hiring system that establishes the evaluation criteria used in filling these excepted positions.

The following appointments are examples of the types of appointments that can be made in the excepted service:

- ◆ **Schedule A** positions are those for which it is not practicable to apply the qualification standards and requirements used in the competitive civil service system, and which are not of a confidential or policy-determining nature. Attorney positions are usually included in the Schedule A category.
- ◆ **Schedule B** positions are those for which it is not practicable to hold open competitive examinations, and the positions are not of a confidential or policy-determining nature. Persons appointed to Schedule B positions must meet OPM qualification standards for

the position. Candidates in student employment programs are usually included in the Schedule B category.

- ◆ **Schedule C** positions are those that are either key policy-making positions or positions that involve a close and confidential working relationship between the incumbent and the head of the agency or other appointed key officials. The immediate supervisor of a Schedule C position must be a PA, an SES appointee (career or non-career) occupying a General position, or a Schedule C appointee. Most Schedule C positions are at the GS-15 level and below. No examinations are required, and the agency appoints persons whom it determines to be qualified. Generally, the White House Office of Presidential Personnel and OPM must approve Schedule C appointments, to include reassignment and transfer to another department or agency, before the hiring agency can proceed.

Appointments made within DCIPS are also categorized as excepted service. Title 10 U.S.C. §1601 grants authority to the SecDef to develop, manage, evaluate, and modify a civilian intelligence personnel management system without regard to any other law relating to the number, classification, or compensation of personnel. These positions are graded by pay bands. A separate pay system is in place for Defense Intelligence Senior Level (DISL) and Defense Intelligence Senior Executive Service (DISES) appointees.

Highly Qualified Experts (HQEs)

The HQE appointing authority is unique to DoD. Within OSD, the PIO and DA&M is required to approve HQE appointments. HQEs are individuals who possess uncommon, special knowledge, skills, and experience in an occupational field, and whose judgment is accorded authority and status by peers or the public. They have substantive experience and/or education, are often highly credentialed, and have proven ability in a particular field or fields. HQE appointees generally gain such expertise through experience in private industry or academia. Their expert knowledge or skills are generally not available within DoD and are needed to satisfy an emerging and relatively short-term, non-permanent requirement.

Appointments are noncompetitive, but they are limited to critical occupations necessary to promote the Department's national security mission. Individuals must be appointed from outside the civil service and uniformed services. Positions may involve any work schedule (i.e., full-time, part-time, or intermittent) and appointments are limited to 5 years, with the possibility of a 1-year extension.

Basic pay for an HQE typically will be in the range of GS-15/01 to the statutory maximum of Executive Level IV, plus locality-based comparability pay. However, the total amount of pay, including locality pay, may not exceed Level III of the Executive Schedule.

The Senior Executive Service

The SES consists of non-career and career officials who hold senior management positions in the Government. SES officials are neither excepted nor competitive service appointments. SES appointees typically support PAS officials with the implementation of current Administration policies.

The SES was established by the Civil Service Reform Act of 1978 as an Executive Branch personnel system. SES members serve in key positions, just below the top PA and they constitute the major link between senior officials and the rest of the Federal workforce. The two types of SES positions are general, which can be filled by any type of appointment, and career reserved, which can be filled only by a career appointment.

The following types of appointments may be made in the SES:

- ◆ Career Appointments have no term limits and provide certain job protections and benefits not conferred by non-career and limited appointments. Initial career appointments must meet competitive SES merit staffing provisions at the time of selection. Before the appointment can be made, the applicant's executive core qualifications must be approved by an OPM-administered Qualifications Review Board.
- ◆ Limited Term Appointments are nonrenewable and last for no more than 3 years. The duties of Limited Term SES appointees expire at the end of such term. Appointees do not acquire career SES status and serve at the pleasure of the appointing authority.
- ◆ Limited Emergency Appointments are nonrenewable and last for no more than 18 months. Appointees fill general SES positions established to meet bona fide and unanticipated urgent needs. They do not acquire career SES status and serve at the pleasure of the appointing authority.
- ◆ Non-career Appointments require an OPM approved appointment authority. Appointees fill general SES positions and, generally, work alongside PA to promote current Administration policies. Appointments are made without regard to competitive requirements and the hiring agencies determine the appropriate pay levels.

The White House Office of Presidential Personnel and OPM must approve each non-career appointment before the hiring agency fills the position. This requirement applies to initial appointments, reassignments, and transfers to other departments or agencies. The appointee does not acquire career SES status and serves at the pleasure of the appointing authority. The White House Liaison Office facilitates the appointment process by supporting PA as they arrive at the Pentagon.

Agencies can terminate non-career appointments at any time with advance notice of one business day. Non-career appointees removed from the Federal service have no right of appeal to the Merit Systems Protection Board.

Updated pay provisions for each designation are available on the following website: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2024/executive-senior-level>.

Moratorium on Actions Affecting Career Senior Executive Service Appointees

A career SES member may not be involuntarily reassigned to another position in the SES or removed from the SES within 120 days of the appointment of:

- ◆ A new Agency Head, or
- ◆ An immediate supervisor who is a non-career appointee with the authority to make an initial appraisal of the performance of the SES. The purpose of the moratorium is to provide a “get acquainted” period to allow the new Agency Head and supervisors to get to know the career senior executives and evaluate their skills and expertise.

An appointee may voluntarily waive the moratorium for reassignment, but the waiver must be in writing and must be retained temporarily in the official personnel folder.

General Schedule

GS is the pay scale utilized by most white-collar personnel in the Federal civil service. GS became law when Congress passed the Classification Act of 1949, which replaced a similar act of

the same name enacted in 1923. GS is intended to keep Federal salaries equitable among various occupations including professional, technical, administrative, and clerical positions, while the Wage Grade Schedule encompasses most Federal blue-collar workers. Schedule C appointments fall under GS.

OPM administers the GS pay schedule on behalf of all Federal agencies, although changes to GS are normally authorized by the President (via E.O.) or by Congress (via legislation). The President usually directs annual across-the-board pay adjustments at the beginning of a calendar year after Congress has passed the annual appropriations legislation. Most positions in the competitive service are paid according to GS. In addition, many positions in the excepted service use GS as a basis for setting pay rates.

For information about GS pay tables, visit: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2024/general-schedule>.

BENEFITS COVERAGE AND ELIGIBILITY INFORMATION

Unless excluded by statute or regulation, Federal personnel may be able to enroll in health, dental, vision, life insurance, flexible spending account programs, and also participate in the Thrift Savings Plan (TSP). In addition, they may apply for long-term care insurance.

All PA and non-career SES officials are subject to Social Security deductions and retirement deductions.

A list of human resources points of contact and websites with additional information are located in Appendices B and C.

HEALTH BENEFITS PLANS AND PROGRAMS

Health Insurance

The Federal Employees Health Benefits (FEHB) Program can help you and your family meet your health care needs. FEHB allows Federal personnel, retirees, and their families to enjoy the widest selection of health plans in the country. You can choose from Consumer-Driven and High Deductible plans that offer catastrophic risk protection; health savings/reimbursable accounts with lower premiums; Fee-for-Service plans and their Preferred Provider Organizations; or Health Maintenance Organizations if you live (or work) within a specified service area.

All Federal appointees, except those excluded by law or regulations, are given the opportunity to enroll in the FEHB Program upon their appointment to the Federal Service. Most newly appointed Federal personnel have 60 days from the date of appointment to elect and complete a Health Benefits Registration Form (SF 2809). This form should be completed and submitted even if the employee decides not to enroll. If an employee does not enroll within the 60-day period, they must wait until the annual Federal Benefits Open Season in November and December or until the occurrence of an event that permits enrollment (e.g., change in marital or family status or employee relocation out of the geographical area).

Insurance coverage stops when the employee is separated from the Federal service (other than by retirement) or if there is any other change in employment that results in the ineligibility, excluding continuation-of-benefits situations or twelve months of continuous non-payment have elapsed.

Additional information, brochures, details of plan benefits, limits, exclusions, and definitions can be obtained from the WHS/HRD/Benefits and Work-Life Division, via email: whs.benefits@mail.mil. See also: <https://opm.gov/insure/health/index.asp>.

Flexible Spending Accounts

If you are eligible to enroll in the FEHB program, you are eligible to enroll in the Flexible Spending Accounts Program (FSAFEDS). New and newly eligible personnel have 60 days after their first day of work to enroll in this program. Eligible personnel may also open an FSA for the coming year each year during the FEHB Open Season. FSAFEDS offers three different FSAs:

- ◆ **A Health Care FSA** pays for qualified medical expenses for you and all eligible family members if you are not covered or reimbursed by an FEHB plan or any other type of insurance. Insurance premiums, including premiums for long-term care insurance are not qualified medical expenses.
- ◆ **A Dependent Care FSA** pays for childcare or adult dependent care expenses that are necessary to allow you, as the enrolled employee, and your spouse (if married) to work, look for work, or attend school full-time.
- ◆ **A Limited Expense Health Care FSA** pays eligible dental and vision expenses (only) for personnel enrolled in or covered by a High Deductible Health Plan with a Health Savings Account.

For further information, call 1-877-372-3337 or visit <http://www.FSAFEDS.com>.

Federal Employee Dental and Vision Insurance Program

Dental and vision benefits are available to eligible Federal personnel, retirees, and their eligible family members through the Federal Employee Dental and Vision Insurance Program (FEDVIP) on an enrollee-pay-all basis.

Dental Benefits

Eligible personnel and annuitants can choose among four nationwide and three regional dental plans. This program allows dental insurance to be purchased on a group basis, which means that premiums are competitive and there are no pre-existing-condition limitations. Premiums for enrolled Federal and postal personnel are withheld from salary on a pre-tax basis. Nationwide plans also offer international coverage.

New and newly eligible personnel may enroll within 60 days after they become eligible. Others may enroll during the annual Federal Benefits Open Season in November and December. Personnel must be eligible for the FEHB Program to be qualified to enroll in the FEDVIP. It does not matter if they are enrolled in the FEHB Program; eligibility is the key.

Vision Benefits

Eligible personnel and annuitants can choose among three nationwide vision plans. Nationwide plans also offer international coverage. Vision benefits are available to eligible Federal and postal personnel, retirees, and their eligible family members on an enrollee-pay-all basis. This program allows vision insurance to be purchased on a group basis, which means premiums are competitive and there are no limits on pre-existing conditions. Premiums for enrolled Federal and postal personnel are withheld from salary on a pre-tax basis.

New and newly eligible personnel may enroll within 60 days after they become eligible. Others may enroll during the annual Federal Benefits Open Season in November and December.

For information about vision insurance, enrollment, and premiums please contact BENEFEDS at 877-888-3337. To enroll in FEDVIP, please visit <https://www.BENEFEDS.gov>. Additional information is available at <https://www.opm.gov/insure/vision/index.asp>.

Life Insurance

Nearly all permanent Federal personnel are eligible to participate in the Federal Employee Group Life Insurance (FEGLI) Program, the largest group life insurance program in the world. It covers personnel, retirees, and family members and is a voluntary term life insurance program, which an employee may cancel at any time. Because it is group term life insurance, FEGLI does not build up any cash value or paid-up value.

In most cases, if you are a new Federal employee, you are automatically covered by basic life insurance and your payroll office deducts premiums from your paycheck unless you waive the coverage. In addition to the basic coverage, there are three forms of optional insurance you can elect. You must have basic coverage in order to elect any of the options. Unlike basic insurance, enrollment in optional insurance is not automatic—you must take action to elect the options.

The cost of basic insurance is shared between you and the Government. You pay 2/3 of the total cost, and the Government pays the remaining 1/3. Your age does not affect the cost of basic coverage. In the case of optional coverage, you pay the full cost, and the cost does depend on your age.

A new Federal employee has 60 days from the date of appointment to complete a Life Insurance Election Form, SF 2817, and select optional insurance. Until the employee completes the SF 2817, they will automatically be enrolled for basic life insurance and withholdings will be made from the employee's pay. If the employee does not return the SF 2817, the same automatic enrollment and withholding for basic coverage will continue.

Additional information and assistance with FEGLI can be obtained from WHS/HRD/Benefits and Work-Life Division via email at wbs.benefits@mail.mil and online at <https://www.opm.gov/healthcare-insurance/life-insurance/>.

Long-Term Care Insurance

The Federal Long Term Care Insurance Program (FLTCIP) provides long-term care insurance to help pay the costs of care when enrollees need help with activities they perform every day or have a severe cognitive impairment such as Alzheimer's disease. Most Federal and United States Postal Service personnel and annuitants, active and retired members of the uniformed services, and their qualified relatives are eligible to apply for insurance coverage under the FLTCIP.

Most personnel must be eligible for the FEHB Program in order to apply for coverage under the FLTCIP. It does not matter if they are enrolled in the FEHB Program; eligibility is the key. Annuitants do not have to be eligible or enrolled in the FEHB Program to qualify for coverage in FLTCIP. Certain medical conditions, or combinations of conditions, will prevent some people from being approved for coverage. You must apply to find out if you are eligible to enroll.

For more information about FLTCIP, please contact Long Term Care Partners at 800-582-3337 or visit the website: <https://www.ltcfeds.gov>. Additional information can be found at: <https://www.opm.gov/healthcare-insurance/long-term-care/>.

COMPENSATION AND PAY

Annual Leave

PAS appointees do not participate in a leave system. However, PAS appointees are permitted to take leave from their duties, without limitation, subject to the approval of their supervisors.

Individuals within SES, SL/ST, and equivalent positions (e.g., DISES, DISL, and HQE positions) are eligible to receive annual leave at the rate of one day (eight hours) for each full biweekly pay period. The maximum accumulation of leave for SES, SL, and ST personnel is 720 hours. However, the maximum amount of leave that may be accumulated and carried forward from one leave year to the next for HQE personnel is 240 hours.

Individuals serving in Schedule C positions earn annual leave in the same manner and at the same rates as GS personnel. The amount of leave earned generally depends on the length of service, as shown in the following schedule:

- ◆ Less than 3 years' creditable service: 4 hours per pay period, or 13 days per year.
- ◆ Between 3 and 15 years' creditable service: 6 hours per pay period, or 20 days per year.
- ◆ 15 or more years of creditable service: 8 hours per pay period, or 26 days per year.

For individuals serving in Schedule C positions, the maximum amount of leave that may be accumulated and carried forward from one leave year to the next is 240 hours. Current accrued annual leave in excess of the allowed maximum is forfeited if not used before the end of the leave year.

Sick Leave

PAS appointees do not participate in a leave system. However, PAS appointees are permitted to take sick leave without limitation, subject to the approval of their supervisors. Individuals serving in SES, SL/ST, Schedule C, and equivalent positions (e.g., DISES, DISL and HQE positions) earn 13 days of sick leave per year (accrued leave is 4 hours per pay period), which may accumulate without limitation.

For more information about leave and other related topics, see the references listed in Appendix D.

Leave and Earnings Statement

The Defense Finance and Accounting Service (DFAS) manages a web-based system, MyPay, which delivers pay information and lets you process pay-related transactions in a timely, safe, and secure fashion. The Internet-based system reduces the risks of identity theft associated with postal delivery by allowing members to access electronic Wage and Tax Statement (W-2), Leave and Earning Statements, and other financial information. Please contact your AO for more information.

DFAS will automatically mail to personnel a MyPay temporary PIN within approximately 2 to 3 weeks after their date of hire. In the event that an employee does not receive a temporary PIN within this time period, they may request a PIN by accessing MyPay at <https://mypay.dfas.mil>.

Thrift Savings Plan

All Federal personnel covered under a retirement system identified below under “Retirement Systems Information” are eligible to participate in the TSP, which is a tax-deferred savings plan similar to a 401K or Individual Retirement Account. The 2024 annual maximum dollar amount allowed by the Internal Revenue Service (IRS) was \$23,000. This amount may change yearly because the IRS sets new maximum allowable dollar amounts.

To be eligible for the “catch-up” contribution, you must set aside the maximum amount (\$23,000). Participants who will be age 50 or older by the end of 2020, may make a “catch-up” contribution of up to \$7,500 to their TSP accounts.

Nothing in this Handbook should be deemed tax advice. You should consult your personal tax adviser for specific tax matters.

For more information about TSP, please see <http://www.tsp.gov>.

Combined Federal Campaign Program

The Combined Federal Campaign (CFC) is the world’s largest and most successful annual workplace charity program, conducted domestically and overseas and raising millions of dollars each year. CFC is the only authorized solicitation for charitable giving among all Federal employees. CFC promotes and supports philanthropy through an employee focused, cost-efficient, and effective program.

Pledges made by Federal civilian, postal, and military donors during CFC Open Season (September 1 to December 15) support more than 20,000 eligible non-profit organizations that provide health and human service benefits throughout the world. Charities supported through CFC range from nascent community groups to large, well-known charities.

For more information about CFC or a copy of the current authorized charity list, call 571-438-3996 or online at <https://www.opm.gov/about-us/combined-federal-campaign/>.

RETIREMENT SYSTEMS INFORMATION

The Federal Government has three distinct retirement systems:

The Civil Service Retirement System

The Civil Service Retirement Act, which became effective on August 1, 1920, established a retirement system for certain Federal personnel. It was replaced by the Federal Employees Retirement System (FERS) on January 1, 1987.

The Civil Service Retirement System (CSRS) is a defined benefit, contributory retirement system. Personnel share in the expense of the annuities to which they become entitled. CSRS-covered personnel contribute 7, 7.5, or 8% of their pay to CSRS, they generally pay no Social Security

retirement, survivor, or disability tax, and they must pay the Medicare tax (currently 1.45% of pay). The employing agency matches the employee's CSRS contributions. CSRS personnel may increase their earned annuity by contributing up to 10% of the basic pay for their creditable service to a voluntary contribution account.

Personnel may also contribute a portion of pay to TSP, discussed below. In this case, there is no Government contribution, but the employee contributions are tax-deferred.

For more information about CSRS retirement benefits, see: <https://www.opm.gov/retirement-center/csrs-information/>.

For more information about TSP, see <http://www.tsp.gov>.

The Civil Service Retirement System with Social Security Offset

The Federal Insurance Contributions Act applies to the newest hires, and to personnel rehired into Federal service after a break in CSRS coverage of more than one year (after December 31, 1983). The Social Security Amendment of 1983 also extended mandatory Social Security coverage to certain senior officials including PAS and non-career or political SES officials. Some personnel were placed in an interim retirement plan that provided for full Social Security deductions from pay and reduced CSRS deductions. This plan was the precursor of the CSRS with Social Security Offset, known as CSRS Offset Plan.

The 1986 legislation that created FERS also created CSRS Office Plan. Typically, CSRS Offset retirement applies to personnel who had a break in service that exceeded 1 year and ended after 1983 and had 5 years of creditable civilian service as of January 1, 1987. Other categories of personnel covered by CSRS Offset coverage included PAS and non-career or political SES officials. Because each employee's circumstances and Federal employment history are different, a retirement coverage determination must be made on an individual basis.

Individuals covered under CSRS Offset are also covered by CSRS and Social Security. Personnel earn retirement credits under the CSRS formula and have the portability of Social Security coverage, adding to any Social Security benefits they may have already earned. Personnel pay Social Security taxes at the rate of 6.2% of pay and a reduced CSRS contribution at the rate of .80% of pay. Social Security tax stops when personnel covered by CSRS Offset earn more than the maximum Social Security wage base and their CSRS deductions increase to the full CSRS rate of 7% of pay for the remainder of the tax year.

Personnel may also contribute a portion of pay to the TSP. In this case, there is no Government contribution, but the employee contributions are tax-deferred.

For more information about CSRS Offset retirement benefits, please see <https://www.opm.gov/retirement-center/csrs-information/>.

For more information about TSP, see the Compensation and Pay section of this Handbook or visit <http://www.tsp.gov>.

The Federal Employees Retirement System

Civilian personnel new to Federal service are covered by FERS and based on certain criteria fall into either the Federal Employees Retirement System-Revised Annuity Employees (RAE) or the Federal Employees Retirement System-Further Revised Annuity Employees (FRAE). Specifics regarding each can be found in Appendix C (Websites for Additional Information). FERS retirement plan provides benefits from three difference sources: A Basic Benefit Plan, Social Security, and TSP. Social Security and TSP can go with the employee to their next job if they leave the Federal Government before retirement. Employee and agency contributions to the Basic Benefit Plan and Social Security are made through payroll deduction each pay period. Upon retirement from Federal service, employees who meet eligibility requirements will receive annuity payments each month for the rest of their lives.

TSP is an account that the employing agency automatically sets up for qualifying employees. During each pay period, the employing agency deposits into the employee's account an amount equal to 1% of the basic amount earned for that period. Employees may also make their own contributions to their TSP accounts. The agency will match an employee's TSP contribution up to 5%. TSP is administered by the Federal Retirement Thrift Investment Board.

For more information about FERS retirement benefits, see <https://www.opm.gov/retirement-center/fers-information/>.

Note for Career Members of the SES Who Move to a PAS Position: The Social Security Amendments of 1983 specifically require mandatory Social Security coverage for both PAS and non-career or political SES officials. Therefore, all personnel in these categories will be placed in either CSRS Offset or FERS as appropriate.

Since each employee's circumstances and Federal employment history is different, a retirement coverage determination must be made on an individual basis. If an employee has more than 5 years of creditable civilian service, or comes from a position covered under the CSRS, the retirement coverage will be CSRS Offset. If an employee has fewer than 5 years of creditable civilian service, the retirement coverage will be FERS.

Social Security Coverage: All PAS and non-career SES officials are subject to Social Security deductions, in addition to retirement deductions.

Survivor Benefits

Under CSRS or CSRS Offset, if the employee dies in Federal service and has completed at least 18 months of creditable civilian service, the surviving spouse and dependent children will be eligible for an annuity.

Under FERS, the deceased employee must have completed at least 18 months of creditable civilian service for the survivor to be eligible for the Basic Employee Death Benefit (the amount of which is calculated annually) plus 50% of the employee's final salary (or the employee's highest average salary of any 3 consecutive years during credited civilian service if that is higher). If the deceased employee had 10 years or more of creditable service, an annuity accompanies the basic employee death benefit.

DRUG-FREE FEDERAL WORKPLACE PROGRAM

Most DoD positions, the exception being some intermittent expert and consultant positions, are designated as Special-Sensitive, Critical-Sensitive, or Noncritical-Sensitive, and as such, are “testing-designated positions” subject to random drug testing. An employee selected for random testing, and the individual’s first level supervisor, will be notified the same day the test is scheduled, preferably within 2 hours of the scheduled testing.

Random testing cannot be canceled. In rare cases, an employee may be deferred from random testing if the first and second-line supervisors concur that a compelling need necessitates deferral. In cases where random drug testing is deferred, the employee will be subject to an unannounced test within 60 days of the deferral.

Other kinds of drug testing that are performed in OSD and the Office of the Chairman of the Joint Chiefs of Staff (OCJCS) Drug Testing Program include voluntary or required reasonable suspicion testing, accident or unsafe practice testing, and follow-up testing. OSD/OCJCS civilian personnel will be tested for five types of drugs: Cocaine, Cannabis (Marijuana), Amphetamines, Opiates, and Phencyclidine (PCP). Note that DoD and Office of the Director of National Intelligence policy on cannabis/marijuana governs even if an employee has a prescription for marijuana under applicable state law.

Additional information (online resources) about the WHS Drug Testing Program may be found in Appendix D.

Alcohol

Personnel are prohibited from using alcohol other than in accordance with appropriate laws, regulations, and instructions. Alcohol abuse is incompatible with the Pentagon’s maintenance of high standards of performance, emphasis on mission accomplishment, and focus on readiness. Alcohol abusers shall be provided counseling and referred for treatment or rehabilitation. Individuals who refuse counseling treatment and successful completion of the rehabilitation program shall be subject to the full range of disciplinary or adverse actions, which includes appropriate removal in accordance with applicable policies and regulations.

AI 17, “Civilian Employee Alcohol and Drug Abuse Prevention, Testing and Control Program,” can be found online at: https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/ai/ai0017.PDF?ver=z_EJ4oZEqQEUaXJb75vYRA%3d%3d.

The Employee Assistance Program and Pentagon Referral Service offer free confidential counseling services to civilian personnel and their dependents. For more information, please see the Welcome to the Pentagon Hand-book, or call 866-580-9046.

EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS

In accordance with DoDD 1440.1, “DoD Civilian Equal Employment Opportunity Program,” May 21, 1987, as amended, the mission of the Office of Equal Employment Opportunity Programs (EEOP) is to foster an inclusive and respectful workplace environment that allows all employees to succeed and support DoD’s mission. EEOP services include sensing sessions, climate surveys, and impact analysis. EEOP also conducts diversity and EEO training for all

personnel about DoD's legal responsibilities regarding discrimination and harassment; it advises managers, employees, and applicants of their rights and responsibilities; and it may assist in the resolution of complaints. While many OSD Components are serviced by WHS EEOP, some Components have their own EEOPs. Questions concerning which EEOP services a particular Component—and questions related to which EEOP office would be the appropriate forum for specific claims—should be directed to the Component's EEOP or WHS EEOP.

For additional information, contact WHS EEOP at: whs.pentagon.eeop.list.eeo@mail.mil or 571-372-0832, or visit <https://www.whs.mil/About-WHS/Offices/Equal-Employment-Opportunity-Programs-EEOP/>.

Civilian Equal Employment Opportunity Complaint Processing

Employees, former employees, and applicants for employment who believe they have been discriminated against based on race, color, religion, sex (including sexual harassment, pregnancy, sexual orientation and gender identity), national origin, age (40 or older), disability (mental or physical), genetic information, or reprisal (for participating in protected Equal Employment Opportunity (EEO) activity), must contact EEOP within 45 calendar days of the date when the alleged discriminatory act occurred or within 45 days of the effective date of an alleged discriminatory personnel action (29 C.F.R. Part 1614).

Alternative Dispute Resolution Program: The Alternative Dispute Resolution Program provides mediation services to resolve EEO and non-EEO workplace disputes, sensing sessions, group facilitations, climate surveys, and impact analyses.

Military Equal Opportunity

In accordance with DoDI 1350.02, "DoD Military Equal Opportunity Program," September 4, 2020, as amended, each Service maintains its own EEOP for Service members. For Service members who are assigned to OSD, WHS EEOP can assist members with identifying the correct EEOP forum for their complaints.

PENTAGON MEDICAL FACILITIES AND SUPPORT SERVICES

Medical care and emergency dental care at the DiLorenzo Pentagon Health Clinic, the Pentagon Flight Clinic, or any other military medical treatment facility is available on a space-available and fully reimbursable basis (unless otherwise specified) to a small number of PA granted Secretarial Designee (SECDES)-status pursuant to the DoDI 6025.23, "Health Care Eligibility Under the SECDES Program and Related Special Authorities," Enclosure 2, September 16, 2011, as amended.

Designees must present a signed letter bearing the letterhead of the designated component as proof of eligibility and authorization for treatment. SES and Schedule C appointees are not eligible unless they are retired military or dependents of military personnel.

AOs may contact the clinics for a complete list of eligible officials.

In an emergency, dial 911. If calls are made from within the Pentagon, the POC will route emergency calls to the nearest emergency hospital.

National Capital Area Military Treatment Facility Emergency Rooms

National Capital Area Military Medical Treatment Facility Emergency Rooms

Eligible PAS officials, retired military, or dependents of military personnel can obtain emergency services from the following National Capital Area Medical Treatment Facilities:

- ◆ Alexander T. Augusta Military Medical Center,
Fort Belvoir (Virginia).....571-231-2334
- ◆ Malcolm Grow Medical Clinics and Surgery Center,
Joint Base Andrews (Maryland)888-999-1212
- ◆ Walter Reed National Military Medical Center,
Naval Support Activity Bethesda (Maryland)301-295-4810

CIVILIAN CARE AT DILORENZO

The Civilian Employee Health Service (CEHS) provides occupational health support and limited health services to the Government civilian workforce at the Pentagon, WHS occupied buildings, and other contracted organizations. Services include on-the-job injury initial care, emergency/urgent care, annual immunizations, and blood pressure monitoring. In addition, CEHS proactively educates the civilian workforce to minimize costs to the Government of job-related injuries, illnesses, and personal medical conditions. CEHS understands Federal occupational health laws and regulations.

DiLorenzo Pentagon Health Clinic is located in Corridor 8, Room MG 914/918 (just outside the North Parking lot entrance to the building). Hours of operation are from 7:00 a.m. to 4:00 p.m., Monday through Friday; closed Federal holidays and every 4th Thursday.

For more information about Pentagon medical services and programs, including services for people with disabilities, nursing mothers, and wellness, please see Appendices B and C and the Welcome to the Pentagon Handbook.

PENTAGON DINING AND CLUB MEMBERSHIP

The Pentagon houses a number of food service facilities overseen by DoD Concessions Committee (DoDCC). In addition, the Executive Dining Facility (EDF) and Military District of Washington (MDW) Officers' Open Mess System offer honorary membership based on position. Due to capacity, membership is limited to executive personnel assigned to the Pentagon.

EXECUTIVE DINING FACILITY

The mission of the EDF is to provide a place where senior civilians and DoD and Military Officials can dine and host special functions for foreign dignitaries, official visitors, and other guests.

The PIO and DA&M appoints candidates based on their official job titles and positions, for full membership to EDF. Once approved, officials and their guests will be authorized dine-in privileges. Other than those very senior officials specifically authorized in DoD regulations to receive meal delivery to their offices, employees may not have EDF or other DoD personnel, including aides and confidential assistants, deliver food from the EDF or any other dining establishment to their office.

MDW club members are also entitled to the use of all other Army Officer clubs worldwide and several local non-Army Officer Clubs located in the Washington, D.C. area: Arlington Hall Station, Fort Belvoir, Joint Base Anacostia-Bolling, and Joint Base Andrews.

Military District of Washington Officers' Open Mess System

Dues-paying membership is open to all active duty and retired officers, foreign military personnel, reservists, National Guard members, and current and retired DoD personnel at the GS-07 level and above or equivalent.

Membership confers dining and lounge privileges. Private dining rooms and ballrooms may be reserved by members for private parties or special events. Athletic facilities for MDW club members include a swimming pool and tennis courts, located at Fort Myer only. Members may be billed monthly for food and beverages. Fees for the use of athletic facilities are assessed annually.

Contact Information: OSD Executive Dining Facility: 703-692-7171

For more information about casual dining options, please see the "Welcome to the Pentagon Handbook" or contact the DoDCC Office at 703-695-2295. DoDCC hours of operation are 7:30 a.m. to 4:30 p.m., Monday through Friday.

PENTAGON ATHLETIC CENTER AND ANNEXES (MARK CENTER AND TAYLOR BUILDING)

The PAC and Annexes are state of the art fitness facilities that provide for the physical and mental readiness of the Active Duty as well as DoD Civilians.

The PAC can be accessed at Corridor 7, Mezzanine Level, G-Ring or through the North Parking Entrance Door. More information is available at: <https://pac.wbs.mil>. Current operating hours are:

Pentagon Athletic Center, 1155 Defense Pentagon, Washington, D.C.

Phone: 703-614-9998

Open: Monday, Wednesday, and Friday: 5:00 a.m. to 7:00 p.m.

Open: Tuesday and Thursday: 5:00 a.m. to 9:00 p.m.

Open: Saturday and Sunday: 8:00 a.m. to 1:00 p.m.

Closed: Federal Holidays

Mark Center Annex, 4800 Mark Center Drive, Suite 01H26, Alexandria, Virginia.

Phone: 571-372-5685

Open: Monday – Friday: 5:00 a.m. to 7:00 p.m.

Closed: Saturday, Sunday, and Federal Holidays

Taylor Annex, 2530 Crystal Drive, Lobby Level, Arlington, Virginia

Phone: 703-545-1875

Open: Monday – Friday: 5:00 a.m. to 7:00 p.m.

Closed: Saturday, Sunday, and Federal Holidays

HIGHLIGHTS:

Membership for Active-Duty Military, DoD Civilian Employees, and Active-Duty Retirees is free. Fees are required for Contractors, Family Members, and visitors.

MASS TRANSPORTATION BENEFIT PROGRAM

The Mass Transportation Benefit Program (MTBP) is available to Federal employees and military service members who choose to use public transportation for their daily commute. Commuting costs are subsidized, to the extent authorized by law and regulation, to reduce pollution and traffic congestion, preserve the environment, and expand transportation alternatives. More information is available at: <https://www.whs.mil/Mass-Transportation-Benefit-Program/>.

APPENDIX A

FREQUENTLY ASKED QUESTIONS

ACCESS TO THE PENTAGON

What types of badges are worn and who wears them? The standard badges for Pentagon employees who meet the requirements for routine physical access, are Common Access Cards (CAC), Federal PIV cards, and Pentagon Facilities Alternative Cards (PFAC). Military, civilian, and cleared contractor personnel carry CACs or PIVs. Personnel who may be issued PFACs include Presidential transition team members, members of the press, and other unique populations who require routine physical access, but do not meet the requirements to receive a CAC.

All badges must be worn above the waist at all times.

What should I do if I forget my CAC/PFAC? Your CAC/PFAC is your physical access card to the building and your office space. If you forget your badge you will need to enter through the Pentagon Visitor Entrance, adjacent to the Pentagon Metro Entrance. At the Pentagon Visitor Entrance, you must present a valid photo ID to receive a green “No Escort Required” visitor badge. If you are not in the access system, you will need a sponsor to escort you for the day.

Additionally, your CAC is your access to the virtual world, which is your personal work computer, Internet, and e-mail. If you forget your CAC, depending on which computer network you use, your Network Administrator may provide a temporary password for computer access. However, your access to network resources may be limited (e.g., e-mail). The green visitor badge is NOT designed or able to allow access to your personal work computer or email.

If you lose your CAC/PFAC, immediately check in with your SM to report the loss and follow the procedures to be reissued a CAC/PFAC.

The Pentagon building (badge/pass) office is located just inside the Pentagon’s Metro entrance. The phone numbers are 703-697-9327 and 703-695-2266. Hours of operation are 8:00 a.m. to 4:00 p.m., Monday, Tuesday, Thursday and Friday; and 8:30 a.m. to 4:00 p.m. on Wednesday.

If I work afterhours, will I be able to use the Metro exit to leave the building? The Metro exit closes at 8:00 p.m., Monday through Friday, and it is closed on weekends and holidays. If Metro is your mode of transportation, the Corridor 2 Terrace Entrance on the second floor is the closest to the Metro station. Once you exit the security checkpoint at Corridor 2, walk left around the building to reach the Metro station. The Mall Entrance, between Corridors 6 and 7 on the second floor, also has 24-hour access/egress.

Will my badge open doors anywhere in the Pentagon? Pentagon corridors and main portals are generally open to DoD personnel with Pentagon access and provide controlled movement and accountability. Once your SM has authorized access, your CAC will get you into your assigned workspace. If you have a specific, recurring mission in any other workspace, the appropriate authorizing official may grant access.

COMMUTING

What forms of transportation can I use to get to the Pentagon? Many Pentagon employees use public transportation for their commutes. Options include the Virginia Railway Express, the Maryland Area Regional Commuter, the Washington Metrorail Area Transit Authority Metrorail (WMATA) and Metro bus, and several regional public bus lines. In addition to public transportation, employees commute via privately-owned vehicles, ridesharing (carpools and vanpools), and through the use of slug lines, an informal ridesharing program that allows participants to take advantage of the regional high occupancy vehicle lanes to travel more quickly and cost-effectively.

DoD Shuttles are available for DoD official business only with the use of a DoD-issued CAC, and they make regular runs to other Federal facilities, including Crystal City, the Mark Center, the Suffolk Building, and the Washington Navy Yard. Additionally, the Pentagon Circulator, part of DoD Shuttle Program, is available to bring employees from Pentagon North Parking areas to the main facility at no cost.

For more information about transportation options see: <https://dod365.sharepoint-mil.us/sites/WHS-ESD/SitePages/Transportation-Management.aspx>. A CAC is required to access this site.

Can I get a transportation subsidy if I commute on public transportation? Federal DoD employees are eligible for a tax-free commuting subsidy of up to \$315 (in 2024) through the MTBP. Applicants must relinquish any workplace parking privileges in order to participate. The subsidy is paid monthly and delivered to your personally owned WMATA SmarTrip card. For more information about the NCR MTBP and details about enrollment and benefit delivery deadlines, see: <https://www.whs.mil/mass-transportation-benefit-program>. Personnel may not participate in the MTBP and possess a Pentagon parking permit at the same time. However, personnel enrolled in the MTBP Program may request and obtain up to 8 days of temporary parking per month, referred to as a temporary parking clearance.

GENERAL INFORMATION ABOUT THE PENTAGON

How do I find out what acronyms stand for? A list of DoD Terms and acronyms you may encounter in your work at the Pentagon can be located in Appendix E. To access additional terms, please consult the DoD Dictionary of Military and Associated Terms, Joint Publication 1-02.

Who do I contact if my computer breaks or malfunctions? If you experience IT related issues, call the DISA/J6 24-hour Service Desk at 844-347-2457 (844-DISA-HELP), and select Option 3. Please listen to the menu options or stay on the line, and a DISA operator will make sure your call is promptly handled and routed accordingly.

Am I allowed to escort people to my office and show them around the Pentagon? Pentagon badge holders with escort privileges may escort up to three guests at once. Please contact the PFPA Visitor Access Control Facility for questions.

To minimize processing times, Pentagon badge holders are strongly encouraged to register visitors at least 1 business day before the date of their scheduled visit. International visitor requests should be submitted 3 days in advance. To register visitors or request an exception to policy, badge holders must submit a request to the Pentagon Pass Office, 703-695-2266, at least 3 business days prior to the date of the visit.

EMERGENCY

What do I do if there is an emergency in the Pentagon? In the event of a life safety emergency, dial 911 to contact the POC. Alternatively, you may contact PFPA directly in an emergency at 703-697-5555.

For more information, see AI 111, “Component Emergency Response on the Pentagon Reservation.”

How will I obtain emergency information if there is an incident? You will receive emergency information from several sources inside and outside the Pentagon. A loudspeaker system that broadcasts throughout the Pentagon and in most parking areas will notify you of an emergency and provide instructions. A message from DoD’s Alert! Mass Warning and Notification System on all classified and unclassified computer stations in the Pentagon will also provide instructions and messages will appear on the Digital Signage – Visual X (formerly InfoNet) screens located throughout the building. If you are registered in the PFPA Alert System, you may also receive notifications on your computer, telephone and mobile device. Additionally, your leadership, organizational SM, and Pentagon Police and Emergency Responders will provide necessary guidance and direction to all personnel.

MEDICAL

Can I get my prescriptions filled at the Pentagon? The DiLorenzo TRICARE Health Clinic Pharmacy is located at the Pentagon Concourse; however, access is restricted to eligible DoD beneficiaries and other individuals made eligible for care on a space-available basis as Secretarial designees, such as PAS officials. There is a commercial pharmacy located in the Pentagon at the CVS on the Concourse Level.



APPENDIX B

DOD POINTS OF CONTACT

ONBOARDING OF NEW PERSONNEL

- ◆ OSD Senior Executive Management Office703-693-8373
- ◆ Transition Hotline703-697-1331
- ◆ Transition Mailbox
..... whs.pentagon.em.mbx.dod-presidential-transition-support-office@mail.mil

EMERGENCY

- ◆ PFPA (Non-Emergency)..... 703-697-4151
- ◆ Pentagon Reservation Emergency Response (PREP) 703-571-PREP (7737)
- ◆ POC (Emergency) 703-697-5555 or 911
- ◆ POC (Non-Emergency)..... 911 or 703-697-1001
- ◆ REP Mailbox: PFPAOEM@pfpa.mil

EMPLOYEE BENEFITS

- ◆ BENEFEDS877-888-3337
- ◆ Employee Benefits703-695-6493
- ◆ Employee Benefits Mailbox: whs.benefits@mail.mil
- ◆ FLTCIP 800-582-3337, TTY 800-843-3557
- ◆ FSA866-353-8058
- ◆ Long-Term Care Partners800-582-3337

EMPLOYEE RESOURCES

- ◆ Employee Assistance Program and Pentagon Referral Service.....571-372-3964
- ◆ EEO571-372-0832
- ◆ EEO Mailbox: whs.pentagon.eoop.list.eeo@mail.mil
- ◆ Performance Management Team Mailbox:.....
..... whs.pentagon.brd.mbx.performance-management@mail.mil
- ◆ Virginia Industries for the Blind BSC.....703-697-1587

IT AND EQUIPMENT

- ◆ DISA/J6 Helpdesk844-347-2457, option 3
- ◆ DISA/J6 VIP Helpdesk (PAS, non-career SES, career SES) disa.vipsupport@mail.mil

MEDICAL SERVICES

- ◆ Alexander T. Augusta Military Medical Center,
Fort Belvoir (Virginia) ER571-231-2334
- ◆ DiLorenzo Clinic, Pentagon (Non-Emergency)703-692-8810
- ◆ Malcolm Grow Medical Clinics and Surgery Center,
Andrews Air Force Base (Maryland) ER888-999-1212
- ◆ Walter Reed National Military Medical Center,
Naval Support Activity Bethesda (Maryland) ER.....301-295-4810

PENTAGON EXECUTIVE DINING

- ◆ Air Force EDF703-697-1361
- ◆ Army EDF703-693-6361
- ◆ DoDCC703-695-2295
- ◆ Navy EDF703-692-7138
- ◆ OSD EDF.....703-692-7171

OTHER PENTAGON CONTACTS

- ◆ Pentagon Fitness Center.....703-614-9998 (PNT)/571-372-5685 (Mark Center (MC))
- ◆ Pass Office.....703-695-5923 (PNT)/571-372-5663 (MC)

SECURITY REVIEW

- ◆ ATSD(PA)703-697-9312
- ◆ DOPSR.....703-614-5001
- ◆ DOPSR Mailbox..... whs.pentagon.esd.mbx.secret@mail.mil

TRAVEL AND TRANSPORTATION

- ◆ DTS/TMC Helpdesk571-372-7575
- ◆ Executive Motor Pool.....703-693-8675

WASHINGTON HEADQUARTERS SERVICE

- ◆ BOCC703-614-1597
- ◆ OPFM703-695-3300
- ◆ WHS MTBP571-256-0962
- ◆ WHS HRD.....571-256-4504
- ◆ WHS Parking Management Office.....703-697-6251 (PNT)/571-372-7100 (MC)
- ◆ WHS FSD703-697-7241

APPENDIX C

WEBSITES FOR ADDITIONAL INFORMATION

Becoming an Official at the Pentagon

- ◆ DoD Order of Precedence accorded to Senior Officials, see OSD006188-22 memorandum

Compensation and Pay

- ◆ GS Pay Tables: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2024/general-schedule/>
- ◆ Pay Tables for PAS, HQE, and SES: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2024/executive-senior-level>
- ◆ TSP: <https://www.tsp.gov>

Health Benefits and Programs

- ◆ FEDVIP Enrollment: <https://www.BENEFEDS.gov>
- ◆ FEGLI: <https://www.opm.gov/healthcare-insurance/life-insurance/>
- ◆ FLTCIP: <https://www.ltcfeds.gov>
- ◆ Flexible Spending Accounts: <https://www.FSAFEDS.gov>
- ◆ Health Insurance: <https://www.opm.gov/healthcare-insurance/healthcare/>
- ◆ Information on FEDVIP: <https://www.BENEFEDS.gov>
- ◆ Information on FLTCIP: <https://www.opm.gov/healthcare-insurance/long-term-care/>

Legal Matters

- ◆ DoD SOCO: <https://dodsoco.ogc.osd.mil/>
- ◆ United States OGE: <https://www.oge.gov>

Office Matters

- ◆ DoD Manual 5110.04, Manual for Written Material Volume I: https://www.esd.whs.mil/Portals/54/Documents/CMD/5110-04-m/511004_vol01.pdf
- ◆ DoD Manual 5110.04, Manual for Written Material Volume II: <https://www.esd.whs.mil/Portals/54/Documents/CMD/5110-04-m/511004vol2.pdf>
- ◆ IDCO: <https://idco.dmdc.osd.mil/idco/>
- ◆ Marking and Packaging Classified Mail: https://www.milsuite.mil/book/servlet/JiveServlet/previewBody/1217645-102-1-2848959/AI30_FOUO.PDF

Office of the Pentagon Fire Marshal

- ◆ Office of the Pentagon Fire Marshal: <https://dod365.sharepoint-mil.us/sites/WHFSD/SitePages/Fire.aspx>

Pentagon Athletic Center

- ◆ Pentagon Athletic Center: <https://pac.whs.mil/>

Pentagon Force Protection and Emergency Procedures

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APPENDIX D

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APPENDIX E

ACRONYMS

This handbook uses acronyms that you are likely to encounter most often in your work. A comprehensive list of DoD acronyms can be found in Joint Publication 1-02, DOD Dictionary of Military and Associated Terms, as amended through February 2016.

- AI** Administrative Instruction
- AO** Administrative Officer
- AT** Antiterrorism
- ATSD(PA)** Assistant to the Secretary of Defense for Public Affairs
- BOCC** Building Operations Command Center
- BSC** Base Supply Center
- CAC** Common Access Card
- CEHS** Civilian Employee Health Service
- CFC** Combined Federal Campaign
- C.F.R.** Code of Federal Regulations
- CNSI** Classified National Security Information
- CONUS** Continental United States
- CSRS** Civil Service Retirement System
- CUI** Controlled Unclassified Information
- DCIPS** Defense Civilian Intelligence Personnel System
- DFAS** Defense Finance and Accounting Service
- DepSecDef** Deputy Secretary of Defense
- DISA** Defense Information Systems Agency
- DISES** Defense Intelligence Senior Executive Service
- DISL** Defense Intelligence Senior Level
- DoD** Department of Defense
- DoDD** Department of Defense Directive
- DoDI** Department of Defense Instruction
- DOPSR** Defense Office of Prepublication and Security Review

- DPMAP** DoD Performance Management and Appraisal Program
- DTHC** DiLorenzo TRICARE Health Clinic
- DTS** Defense Travel System
- EDF** Executive Dining Facilities
- EEOP** Equal Employment Opportunity Programs
- EMP** Executive Motor Pool
- E.O.** Executive Order
- ESD** Executive Services Directorate
- ExecSec** Executive Secretary
- FACA** Federal Advisory Committee Act
- FEDVIP** Federal Employees Dental and Vision Insurance Program
- FEGLI** Federal Employee Group Life Insurance
- FEHB** Federal Employees Health Benefits
- FERS** Federal Employees Retirement System
- FFS** Fee for Service
- FICA** Federal Insurance Contributions Act
- FLTCIP** Federal Long-term Care Insurance Program
- FOIA** Freedom of Information Act
- FSA** Flexible Spending Accounts
- FSD** Facilities Services Directorate
- FVRA** Federal Vacancies Reform Act of 1998
- GAL** Global Address List
- GS** General Schedule
- GSA** General Services Administration
- HOV** High Occupancy Vehicle
- HQE** Highly Qualified Expert
- HRD** Human Resources Directorate
- ITD** Investigative Threat Directorate
- ITP** Insider Threat Program

- JER** Joint Ethics Regulation
- JTR** Joint Travel Regulations
- MC** Mark Center
- MDW** Military District of Washington
- MSPB** Merit Systems Protection Board
- MTBP** Mass Transportation Benefit Program
- NARA** National Archives and Records Administration
- NCR** National Capital Region
- OCJCS** Office of the Chairman of the Joint Chiefs of Staff
- OCONUS** Outside of the Continental United States
- OF** Official Form
- OGE** Office of Government Ethics
- OMB** Office of Management and Budget
- OPFM** Office of the Pentagon Fire Marshal
- OPM** Office of Personnel Management
- OPSEC** Operations Security
- OSD** Office of the Secretary of Defense
- OSD ITP** Office of the Secretary of Defense Insider Threat Program
- PA** Presidential Appointee
- PAC** Pentagon Athletic Center
- PAS** Presidentially Appointed, Senate-confirmed
- PCLO** Privacy and Civil Liberties Officer
- PFAC** Pentagon Facilities Alternative Cards
- PFPA** Pentagon Force Protection Agency
- PII** Personally Identifiable Information
- PIO and DA&M** Performance Improvement Officer and Director of Administration and Management
- PIV** Personal Identity Verification
- PMB** Parking Management Branch
- PMO** Parking Management Office

- PMP** Pentagon Motor Pool
- POC** Pentagon Operations Center
- SAO** Senior Agency Official
- SCG** Security Classification Guides
- SCI** Sensitive Compartmented Information
- SCOP** Senior Component Official for Privacy
- SecDef** Secretary of Defense
- SECDES** Secretarial Designee
- SEMO** Senior Executive Management Office
- SES** Senior Executive Service
- SEU** Special Events Unit
- SF** Standard Form
- SL** Senior Level
- SM** Security Manager
- SOCO** Standards of Conduct Office
- ST** Scientific and Technical
- TDP** (Drug) Testing Designated Position
- TMPO** Transportation Management Program Office
- TSO** Transition Support Office
- TSP** Thrift Savings Plan
- TTF** Transition Task Force
- UCMJ** Uniform Code of Military Justice
- U.S.C.** United States Code
- USD(I&S)** Under Secretary of Defense for Intelligence and Security
- VTC** Video-teleconferencing
- WHS** Washington Headquarters Services
- WMATA** Washington Metropolitan Area Transit Authority





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