

## TACOM WLMP Concept of Operations

The following guidance has been established in an effort to aid continuity for all TACOM associates impacted by long term TDY to Moorestown, NJ in support of WLMP. Every effort has been made to research all possible situations and conditions of travel in order to assist all associates affected; however, should other issues (not mentioned here) arise, once TDY has commenced, they will be handled on a case-by-case basis, and, an “update” to this Concept of Operations will be forwarded accordingly. Local policies and agreements at PDS remain in force in those cases where local policies/agreements conflict with the WLMP Concept of Operations.

### **Personnel Issues:**

**Each WLMP associate will be assigned to a new job number under job series “346” and will maintain their current grades.**

**Travel Reporting:** A JON or special tracking number is required to keep track of travel funds. A PR Code shall also be established for timekeeping purposes.

**Supervisor:** All associates assigned to WLMP on a full-time basis will report directly to the Senior TACOM WLMP rep, Patricia A. Smith, regarding all supervisory issues. Mr. Richard Uldrich, WLMP Project Office, will serve as the on-site coordinator to address any immediate needs. OT/Comp Time will also be coordinated by Mr. Uldrich.

**Backfills:** There are a variety of ways the backfills can be handled. Supervisors have the flexibility of selecting a backfill method they deem appropriate to meet their needs. Backfill actions should be coordinated with your respective administrative offices.

**Ratings:** The first line rater will be Patricia Smith, Associate Director, Logistics Integration Office, TACOM-Rock Island. The senior rater will be the appropriate level associate from each WLMP participant’s home business area (ARDEC, Depot, CBO, CIO). Mr. Richard Uldrich, CECOM WLMP Project Office, will serve as the on-site coordinator at CSC and

provide a letter of input to the appraisal process for all government associates that participate in the WLMP effort on-site in Moorestown, NJ. This applies to both Core and Long Lead Time participants.

**Promotions:** All associates will continue to apply for promotions as vacancies are announced, or input/update ACCESS as required. The assignment to the WLMP team in no way affects the promotion process. While on TDY to the Moorestown, NJ, Team CSC facility, associates will be able to access the CPOL web site to view announcements and submit RESUMIX packages.

Employee's may withdraw from their WLMP assignment in the event an opportunity for a promotion arises.

**Work Schedule:** While onsite at CSC, the work schedule will be 5/4/9 with a Regular Day Off on the second Friday. Work hours will be 0800-1730 or 0800-1800, depending on duration of lunch hour. (Lunch facilities are not available at the CSC building). This schedule applies to all associates.

**Leave Policy:** All leave must be approved by the Government on-site coordinator, Mr. Richard Uldrich. Mr. Uldrich will provide notification of all leave taken back to the applicable TACOM WLMP Focal Point. Annual leave may be disapproved if the requested dates/times conflict with critical actions/milestones. The phone number of the onsite government coordinator will be provided once you arrive at CSC. You must report into the on site government coordinator for sick leave, annual leave, etc....  
The phone number to report a delayed arrival at Moorestown is 856-234-1100. Ask for Mr. Uldrich.

**Holidays:** All government holidays will be observed by TACOM associates working in Moorestown. The following holiday dates are observed by CSC:

New Year's Day	Monday	January 1, 2001
President's Day	Monday	February 19, 2001
Memorial Day	Monday	May 28, 2001
Independence Day	Wednesday	July 4, 2001
Labor Day	Monday	September 3, 2001
Thanksgiving Day	Thursday	November 22, 2001
Day After Thanksgiving	Friday	November 23, 2001
Day Before Christmas	Monday	December 24, 2001
Christmas Day	Tuesday	December 25, 2001

**Time and Attendance:** Time and attendance information will be provided back thru Frank Rogers (TACOM WLMP Focal Point), who will ensure the time and attendance is reported in the appropriate payroll system. This will be accomplished thru email notification to appropriate POC at the permanent duty stations. No OT or Comp Time is authorized for travel days.

**Standards of Conduct:** As representatives of TACOM, associates must conduct themselves in a professional manner and are expected to adhere to the Government and CSC Standards of Conduct.

**TDY:** In conjunction with the JTR the conditions of TDY are as follows for long term TDY to Moorestown. Long term TDY is generally a duration of 179 days or less:

- a) Each traveler will be paid \$74/day per diem (Lodging); \$42/day meals and incidentals (M&EI), and \$50/day (average) for rental vehicle authorization while in “100% per diem status”.
- b) Per Diem (M&EI) will be adjusted from 100% to 75% on those days associate is in travel status (i.e., flying home every other weekend; traveling from Moorestown to another TDY site)
- c) Per Diem (M&IE) will be adjusted from 100% to zero percent on those days associates elect to take annual leave.
- d) Per Diem (M&IE) is not impacted when employee takes 4 or less hours of annual leave in one day.
- e) Per Diem (M&IE) is not impacted when employee is on sick leave and is deemed incapacitated to work. Associates’ travel vouchers should reflect the following statement when sick leave has been taken in each 30-day cycle (the amt of time an interim voucher is required):

“Sick Leave was taken 10/11/00. 100 % per diem is authorized in accordance with Chapter 6 of JTR”.
- f) Per Diem (M&IE) remains at 100% on the week-end days traveler does not return home. If associate elects not to fly home every two

weeks, per diem expenses will continue to be paid at 100% for those week-end days as well.

- g) Rental Vehicles are authorized for each associate.
- h) Each associate's orders should reflect they will be authorized to drive any/all rental vehicles being retained for this long-term TDY.
- i) Those associates that elect to share a rental car should have "Taxi/Shuttle authorized" on their orders. This will cover any situation where the traveler needs immediate transportation.

Travel orders shall reflect the following statements: a) Trips home are authorized every two weeks, corresponding with the RDO Friday; and b) Retained Lodging is Authorized.

Travelers may elect to drive their POV to Moorestown and be paid 32.5 cents per mile. However, a cost analysis is required (reflecting airfare/taxi/rental vehicle costs versus POV miles). This analysis will be the responsibility of each traveler prior to TDY commencing in order that travelers are aware of what they're entitled to for reimbursement. The analysis is simply total driving miles multiplied by \$.325 to calculate POV costs, and that figure will be compared to the cost of airfare, rental car or taxi. If POV is less, orders should include the following statement: Use of POV is more advantageous to the government. If commercial air is the lesser amount, travel orders should reflect: POV is authorized. Traveler will then be reimbursed the lesser cost (or that of airfare). Regarding the vicinity mileage within Moorestown (once there) a reasonable amount of mileage to drive to and from work, eating establishments, grocery stores, etc. should be placed on the orders. Orders should reflect the following statement: Vicinity mileage, in and around Moorestown, NJ, are authorized—not to exceed 100 miles per week. This quantity of miles has been established as reasonable and should be noted on the orders of those using POV.

Laundry/Dry Cleaning Expenses are authorized.

Interim Travel Vouchers must be completed every 30 days while on long term TDY.

Each order should reflect: Dual Lodging Authorized – in the event an associate is required to go on TDY “FROM” Moorestown.

**Medical:**

Workers Comp rules cover injuries that occur while on TDY. If the employee requires medical treatment because of a work-related traumatic injury (an employee in travel status is covered 24 hours a day for all activities that are reasonably incident to the employment being performed in such status), the supervisor should complete the front of Form CA-16, "Authorization for Examination and/or Treatment," within four hours of the request. In an emergency, where there is no time to complete a Form CA-16, the agency may authorize medical treatment by telephone and then forward the completed form to the medical facility within 48 hours. This is the "cleanest" way to take care of it. The employee can file for reimbursement of medical expenses after the fact, but that takes longer and results in an initial out of pocket expense for the employee.

Contact Pat Smith, W: 309-782-4882 H: 319-332-4786

Alternate POC is Frank Rogers W: 309-782-6535 H: 309-797-8048

Routine visits to medical facilities that are not the result of job related injury should be covered by your FEHB provider.

**Status Reports:** Each TACOM associate will provide a weekly summary of events back to the TACOM WLMP focal point. The summary should include any key events, issues, or actions for that week. This information will be compiled and forwarded to the TACOM Senior leadership. Weekly Status reports will be prepared utilizing the web based reporting form at <http://ri-acala3.ria.army.mil/wlmp/statusinpt.htm>.

**Individual submissions can be viewed at:**

<http://ri-acala3.ria.army.mil/wlmp/lookupname.cfm> by entering the last name of the team member. Eventually, a master repository will be made available online for all to view.

**Duty at Home Station:** All core and long lead time WLMP associates are expected to work WLMP on a full-time basis. For the long lead time activities this will include coordinating actions between all TACOM sites for your assigned area of responsibility. The WLMP team will be located within the LIO, and report thru their respective site manager to the WLMP

focal point. Depot and ARDEC personnel will remain at their PDS and coordinate any required actions.

Agnes E. Holley/for  
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Operations