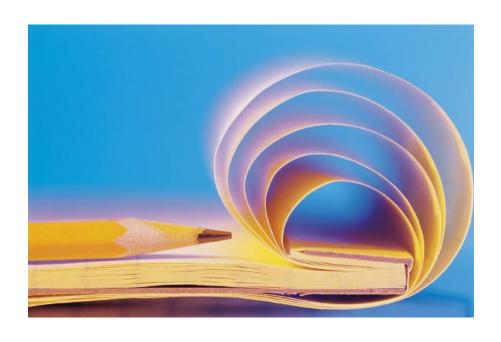
THE ABC'S:

What Every New Employee Needs to Know



Ask Admin, Ask RNet, & Ask HR

Ask Admin (Administrative database), Ask RNet (Retirement database), and Ask HR (Human Resource database) are knowledge-bases where you can search for answers to your questions on a variety of administrative ,retirement, or HR topics respectively or post new queries and receive answers from the experts. To access visit:

http://askadmin.a.state.gov/display/2/index.aspx ?c=&cpc=&cid=&cat=&catURL=&r=0.781244754 79126

Badges

All employees are required to get a building pass identification card as soon as possible upon beginning employment. To obtain, renew, or replace a State Department building pass, complete Form DS-1838, and take it to HST (Main State), Room B266. You may wish to enter the building via the "Joggers Entrance" on 21st St near C Street, which brings you directly to B266.

Contractors should hand carry the DS-1838 to DS/IS, located at 520 Columbia Plaza. Tel: 202-663-3093.

Your DS-1838 must be signed by a bureau sponsor. This is usually someone in HR for new hires or supervisors for all other employees and contractors.

Before new State Department employees (including PSC, WAE and new hire contract employees) can be issued a building pass indicating they hold a security clearance, they are required to attend a security briefing that reviews Department of State procedures for handling classified information. After the briefing, attendees will be issued a memorandum confirming their attendance, which they must provide to the badge office in order to receive a building pass.

Briefings start promptly; individuals arriving after the briefing has started will not be admitted and must return for the next scheduled briefing.

New employees/contractors who do not have a building pass **must** be escorted to and from the briefings. Offices responsible for the new employees/contractors must provide appropriate

escorts. During the briefing, the trainer will be responsible for the attendees.

Security briefings are held at various dates, times and locations. A schedule is published periodically in Department Notices. Please address questions by email to: DS_ISP_APB, Training (TrainingDSE@state.gov).

For more information see: https://intranet.ds.state.sbu/DS/default.aspx

Badges are to be displayed above the waist at all times while on DOS property.

Building Access

To enter any State Department building, you will be required to show your building pass identification card, swipe it through a scanner or insert it into a reader and enter your code. You will also need to show your pass to use any of the State Department's shuttle buses. It is recommended that you remove or conceal your pass when not in State Department facilities-for safety and security reasons.

After Hours Access

Check with your building security for procedures on after-hours access.

Access Control for Main State (HST)
On August 23, 1999, the Department
implemented a "New Escort Policy for Main

State Visitors". The policy requires that all non-USG visitors in Main State be escorted AT ALL TIMES. After business hours, USG visitors must also be escorted.

Please take note of the following general procedural security reminders:

Never leave your reception area unattended. Challenge all non-office personnel who enter your office before allowing access into your office space. This includes all visitors, delivery, repair, maintenance, movers and vendors servicing your equipment.

Cleaning (Char force) personnel must be escorted at all times while in your work area. Employees are reminded that with few exceptions, these personnel do not have security clearances. Cleaning personnel and

visitors should NEVER be granted unescorted access to areas containing classified materials. Establish lock up procedures for the end of the day. Make sure everyone has logged off his/her computer. Remove and secure all STU III keys and classified hard drives. Ensure all classified materials (to include burn bags and lap top computers) have been placed into authorized security containers and secured. Ensure all office doors and windows are locked and, if applicable, that security alarms have been activated. Problems with containers or door locks should be reported to A/OPR/GS at (202) 736-7772 during business hours or after hours to DS/DO/SCC at (202) 647-0822.

Never loan or allow anyone use of your building pass - this is strictly prohibited. Building passes must be worn at all times while inside DoS facilities. Never allow anyone to follow you through (piggyback/tailgate) a controlled access door or turnstile.

Immediately report any lost or stolen building passes to DS/DO Systems Operations at (202) 647-4418.

Building Pass Recognition. Persons with a blue border building pass or a gray border building pass with a diagonal red stripe have both a security clearance and escort authority. Red and green border badges identify persons who do not have security clearances. Persons with red border, blue photo background and a diagonal red stripe have been granted No Objection escort authority to take visitors into non-classified (public) areas.

All questions relating to access and visitor controls should be directed to the Bureau of Diplomatic Security's Office of Domestic Operations at (202) 663-1347.

Building Maintenance

Facilities Management Services (FMS) provides operations and maintenance services for a number of buildings used by the State Department. Follow the link below for a list of building managers:

http://a.m.state.sbu/sites/opr/fms/Lists/Buildings/ Preview.aspx

Business Cards

Business cards can be ordered online through the Office of Multi-Media Services. Their application for ordering business cards will allow you to design, proof, and track your order from your desk.

Once you complete your online request, all DOS-funded requests must be submitted on Form DS-5, with funding data, to MMS. The DS-5 must have authorization signed by your bureau budget officer. Submit the completed form to the Office of Multi-Media Services in Room B-934 or fax it to 202-736-7472. If you are not seeking government reimbursement, you may pay by credit card or personal check by presenting the card or check (payable to U.S. Department of State) to MMS in Room B-934.

Policies on funding business cards are made by each bureau. Individual employees should request further information from their supervisors or executive office.

Visit

http://gpsweb.a.state.gov/GPSweb/Home.aspx to place an order.

Career Development Resource Center

The Career Development Division is in the Office of Civil Service Human Resource Management, which is part of the Bureau of Human Resources (HR/CSHRM/CD). Their staff members are the Department's expert advisors and program managers for career development for Civil Service employees. They manage the Career Development Resource Center (CDRC), which provides career counseling to the Department's Civil Service employees and Foreign Service spouses. They are located at: Room L321, SA-1, Columbia Plaza, Phone: 202-663-3042.

Cashier

The Main State cashier is located in Room 1258 and is available Monday thru Friday from 8:30 am to 12:15 pm and 1:00 pm to 4:00 pm.

Cell Phones

Government and personally owned cellular telephones are permitted for use inside DOS facilities only where classified information is not discussed or processed.

Introduction of government and personally owned cellular telephones in locations where classified information is discussed or processed is allowed providing the cellular telephone: (1)

remains off and (2) is never placed within 10 feet from classified information processing equipment (CIPE).

For more information regarding cellular phones in other secure work areas, please see Department Notice 2002-06-017 dated 6/12/02.

Government issued cell phones are for official business only.

Chemical/Biological Escape Masks

Diplomatic Security periodically conducts the training necessary to issue the emergency escape masks. Department notices are issued announcing the training dates and locations. Although the training is optional, the escape mask and trainer mask will not be issued unless the training is received. As personnel (employees and contractors) are trained, they will receive an escape mask that is the same type as those provided to employees overseas. It has an assigned barcode, and a separate signature card with barcode will be used for record-keeping purposes.

Employees ending their service in the Washington, DC, area either through retirement, resignation, or reassignment and who have been issued a chemical/biological emergency escape mask, must return their mask to Room L309, SA-1. If the individual is retiring or resigning, both the "live" mask and the "blue" training mask must be returned. It should be noted that each employee is accountable for his/her emergency escape mask.

Personnel being reassigned outside of the Washington, DC, area should return only the "live" mask. In this case, the employee should take the "blue" training mask to his/her new post. The RSO, PSO, or other responsible person at the new post of assignment will provide the employee with a new "live" mask.

Child Care

Diplotots

Columbia Plaza (SA-1), Room L-108, 2401 E Street, N.W. Washington, DC 20520 Hours: 7:00 am to 6:00 pm, Mon - Fri Open All Year: Closed federal holidays and one week in late August. For more information, call (202) 663-3555.

FSI's Child Care Center

The Center was established primarily to accommodate Foreign Service employees in training at the FSI Campus. For that reason and because of the limited enrollment, priority placement for enrollment will be given to:

- 1. Children of DOS employees in transit in the area while at FSI in training;
- 2. Children of employees at FSI;
- 3. Children of Civil or Foreign Service employees working at, or assigned to, the Department;
- 4. Children of Other Agency employees in training at FSI.

The Center, for ages 6 weeks to 5 years, is open from 7:30 am until 4:30 pm, Monday through Friday. They are closed government holidays, the Friday after Thanksgiving, and Christmas week.

Credit Union

The Credit Union at Main State is located in Room B-641 (Foggy Bottom) Hours: 9:00 am - 3:30 pm, Monday – Friday.

One ATM is located outside of the branch and another is located nearby the cafeteria.

There is also a Bank of America, B833, Tel: 202-624-4750.

For more information on Credit Union locations, use the link, http://www.sdfcu.org/.

Defibrillators (AEDs)

What are AEDs

Automated external defibrillators (AED) are devices that can give a lifesaving pulse of electricity for treating a victim of sudden cardiac arrest. The lifesaving pulse of electricity – known as defibrillation – is needed to restore the heart's normal rhythm.

When are they used?

For the AED to be most effective, the defibrillator should be used within three to five minutes of a person collapsing from sudden cardiac arrest. Studies show that cardiac arrest survival rates decrease 7% to 10% every minute the victim is without defibrillation.

Where are they located?

Contact your HR Office for locations of AED's in your building.

Using an AED

The AED deployed in the Department were selected to be easy to use. DS guards and the building's trained first responders have learned to quickly use the AEDs in an emergency. The AEDs however, can be used by anyone attempting to save a life. The classes offered by DESD and MED on CPR and AED allow a user to become more proficient in administering the device, thus reducing the "time to shock" and increasing survivability for the patient.

The AED was designed so that if a shockable heart rhythm is not detected, it will not administer the electrical pulse. It will also not shock anyone treating the patient.

Calling for help

When the AED is being retrieved, call the EMT. This is done by calling the building's emergency number which is 7-9111 or 9-647-9111. When the building's emergency number is called. uniformed guards would be notified of the emergency in the building. This allows them to direct some guards and MED personnel to the office directly to help with CPR. It also allows the guards to meet the EMT when they arrive and escort them directly to the victim. The guards can commandeer the elevators ahead of time to maximize the speed the EMT gets to the victim. If you call 911 directly, the EMS that arrives at the building will not have access to the building. It will take time to find the location of the victim and escort the EMS to the victim. By calling the building emergency number at 7-9111, you avoid this.

Disability Services

The Office of Employee Relations is responsible for the Disability Services program, which includes providing reasonable accommodation to qualified employees and applicants with disabilities (modifications or adjustments that allow qualified employees or applicants with disabilities to participate in the application process or to perform the essential duties of the position for which they were hired) and reviewing Civil Service disability retirement packages before submission to OPM.

Sign language interpreting services are provided and coordinated through this office. A staff interpreter is available for individual and official events. They also provide consultation services on accessibility for persons with disabilities.

Disability Transportation

At this time there are several methods of transportation available to disabled DOS employees to assist them in the conduct of official business. The Fleet Management & Operations Division (A/OPR/GSM/FMO) has two handicap accessible buses assigned to each of the two busiest shuttle services routes: FSI and SA-44. FMO recommends that individuals contact the Dispatch Office at 202-647-1672 on the day service is desired to ensure the bus is available.

Any State employee who uses a wheelchair, walker, or other mobility aid, but who is not completely dependent on the device may obtain transportation directly from the Dispatch Office if the employee is able to enter and exit from motor vehicles with little or no assistance. While Department drivers will gladly stow and retrieve wheel chairs and other manually manageable devices in vehicle luggage compartments, they are not qualified to lend other than minimal personal assistance entering and exiting vehicles.

Department employees who need significant personal assistance for transport, or who must be transported while in an aid device to locations not served by the lift-equipped shuttle buses or at times when the lift-equipped shuttle buses are not in service, should call the A/OPR/GSM/FMO Dispatch Office (7-1672/1013) for information and assistance. In these cases, service is secured from private transportation companies with specialized vehicles and trained personnel. With sufficient prior notice, FMO can make arrangements directly with the commercial provider (including roundtrip service and payment) on behalf of the individual, with all associated costs charged back to the individual's bureau. FMO normally needs notice one business day before the needed service.

Alternately, the individual may make arrangements directly with the commercial provider; in these instances, the individual may obtain a cash advance from his/her administrative travel office to pay for services, or

pay for services out of pocket (by cash or credit card) and seek subsequent personal reimbursement via submission of a local travel claim (SF-1164, "Claim for Reimbursement for Expenditures on Official Business," http://arpsdir.a.state.gov/).

Utilization of the scheduled shuttle buses is provided to DOS employees at no cost to the employee's bureau; non-DOS employee contractors may also ride the buses free of charge, on a space available basis, upon presentation to the driver of proper DOS credentials. All other services described above are only available to DOS employees; it is the responsibility of contractor companies to provide specialized transport for its employees in the performance of contract requirements.

Dismissal or Closure Procedures

The following guidelines apply to situations that prevent significant numbers of Federal employees in the Washington, DC, area from reporting for work on time or which require agencies to close all or part of their activities, including major disasters and other emergency situations (e.g., terrorist attacks, exposure to biohazards, and other severe hazardous conditions), adverse weather conditions (snow emergencies, severe icing conditions, floods, and hurricanes), natural disasters, and other incidents causing disruptions of Government operations (disruption of power and/or water, interruption of public transportation, closing of major transportation routes, etc.). When there are disruptions of Government operations, the Office of Personnel Management (OPM) will make announcements to the media as to whether Federal agencies in the Washington, DC, area are open or closed, or operating under an unscheduled leave, delayed arrival, or early dismissal policy.

The announcements are defined below:

Federal agencies in the Washington, DC, area are **OPEN**; employees are expected to report for work on time.

Federal agencies in the Washington, DC, area are **OPEN** under an **UNSCHEDULED LEAVE** policy. This means that employees who cannot report for work may request unscheduled leave for their entire scheduled workday. *Employees must notify their supervisors of their intent to*

take unscheduled leave. Emergency employees are expected to report for work on time. Federal agencies in the Washington, DC, area are **OPEN** under a **DELAYED ARRIVAL** policy. Employees should plan to arrive for work no more than xx hours later than they would normally arrive. This means that employees should plan their commutes so that they arrive for work no more than xx hours later than they would normally arrive. Employees who arrive for work more than xx hours later than their normal arrival time will be charged annual leave or leave without pay for the additional period of absence from work. Telework employees are expected to report for work on time. Emergency employees are expected to report for work on time.

Federal agencies in the Washington, DC, area are OPEN under a DELAYED ARRIVAL/UNSCHEDULED LEAVE policy. Employees should plan to arrive for work no more than xx hours later than they would normally arrive, and employees who cannot report for work may take unscheduled leave. Employees should plan their commutes so that they arrive for work no more than xx hours later than they would normally arrive. Employees who arrive for work more than xx hours later than their normal arrival time will be charged annual leave or leave without pay for the additional period of absence from work. Telework employees are expected to report for work on time. Employees who cannot report for work may request unscheduled leave for their entire scheduled workday. Emergency employees are expected to report for work on time.

Federal agencies are **CLOSED**. This means that Federal agencies are closed. Emergency employees are expected to report for work on time. Non-emergency employees (including employees on pre-approved leave) will be granted excused absence for the **number of hours they were scheduled to work**. This does not apply to employees on leave without pay, workers' compensation, suspension, or in another non-pay status. Telework employees may be expected to work from their telework sites, as specified in their telework agreements. Employees on alternative work schedules are not entitled to another AWS day off in lieu of the workday on which the agency is closed.

For more information, visit OPM's website: www.opm.gov/oca/compmemo/dismissal.asp

Closures and other policies are posted by OPM on its home page: www.opm.gov.

Dress Code

As the leading U.S. foreign affairs agency, the Department of State is in the front line of customer service to the public at home and abroad. This mission requires that our employees project competence and professionalism. Therefore, the appearance of employees should also be professional, in a way that conveys respect for colleagues, customers, and the work environment, and not pose a safety or health hazard or distraction from work.

Management of individual offices or posts may require more specific business attire to support mission requirements. Some employees, depending on the nature of their jobs, may be required to meet special dress standards, such as wearing uniforms, protective clothing or gear.

Employees who do not have special dress requirements should use common sense in determining what is appropriate for their particular situation at work. Employees should follow basic requirements for safety and comfort and be neat and businesslike in appearance. Dress should be suitable to the work setting (for example, casual wear, such as flip-flops and halter tops/bare midriffs, are not acceptable). Supervisors and managers also have the responsibility to counsel employees whose hygiene, grooming, or dress is inappropriate or results in disruption in the workplace.

Earnings & Leave Statements

Earnings & Leave Statements can be accessed via Employee Express: https://www.employeeexpress.gov/

Email - Remote Access

Outlook Web Access (OWA) offers employees the convenience of accessing e-mail, calendars and contacts wherever they have access to an OpenNet Plus computer, such as: while taking training at FSI, on travel to a post, or attending meetings at State Department Annexes or elsewhere within the Department. OWA will not function from the Internet or elsewhere outside the Department. Use of OWA does not require any extra devices, such as a fob. Almost all

Outlook information is available, but you will not have access to Personal Folders (.pst files). For most users, the following steps will work but please check this website to verify: http://owa.irm.state.gov/owaupdate-July2005.htm

After you log in to the network, open Internet Explorer, and follow these steps:

- Go to the Intranet home page, http://intranet.state.gov.
- Scroll down and look on the left side of the page (midway down) for the yellow box labeled "Outlook Web Access."
 Click on the box.
- You will see six OWA boxes displayed.
 Click on the box labeled "DCMETROC."
- Enter your OpenNetPlus login id into the box labeled Log On, then hit Enter or select the <u>click here</u> link
- You will see another box requesting your user id and password. For your user id, enter washdc/login id, e.g. washdc/smithjd. Type in your regular OpenNet password and hit Enter.
- After a few seconds, the OWA window will open.

When you are done with your OWA session, click on the Log Out icon at the bottom left of the OWA screen.

Emergencies

The Office of Emergency Management is providing the following information for use by State Department employees in the event of an emergency.

All Emergencies

Non-Life Threatening Situations

- Security 202-647-1814
- Facilities Management 202-647-6001
- HR Status Line 202-663-2345
- Office of Emergency Management 202-776-8614

What to Report

Your name, location and telephone number

- Building/Room/area of emergency
- Nature of emergency
- HAZMAT involved, if known
- Equipment involved
- Any actions already taken

Actions to Report

- Report the following to Security immediately:
- Security or safety violations
- Suspicious vehicles, persons, packages or letters
- Abandoned brief cases, backpacks, spray devices, etc.
- Unusual odors or an unusual number of dead animals, birds or insects
- Individuals or groups of people displaying unusual or strange behavior or signs/symptoms of chemical/biological/radiological exposure

Evacuation and Shelter-in-Place Evacuation:

- Proceed to nearest exit or stairwell.
- Help those in need of assistance.
- Direct visitors to safe location and/or Bureau assembly point.
- Do not stand on sidewalk adjacent to or near building.

Shelter-in-Place:

Proceed as directed by emergency personnel or as per instructions over public address system.

Once in designated area, move away from windows. To avoid impeding others from entering, keep the entryway area clear.

If possible, contact supervisor to ensure accountability of all employees.

Medical Emergencies

Remain calm.

- Call 202-647-9111* immediately and report the following:
- Your name
- Type of incident
- Location of incident
- Description of the incident
- Victim information (gender, approximate age, etc.)

For injury/illness:

- · Keep the victim still
- Check breathing
- Control bleeding
- Follow instructions from emergency personnel.

*If 911 dialed directly, follow this by contacting DS at 202 647-9111

Fire and Smoke Emergencies In Case of Fire:

- Remain calm.
- Activate fire alarm by pulling a nearby manual station.
- Evacuate the area.
- Once in a safe location, and if possible, call the DS Security Control Center at 202-647-9111.

In Case of Smoke:

- Remain calm.
- Immediately call the DS Security Control Center at 202-647-9111.

Do NOT attempt to be a hero. Your safety comes first. If you cannot safely put out the fire, evacuate quickly!

Chemical and Biological Emergencies

- Remain calm.
- Cover your mouth and nose with an approved mask/filter or with layers of fabric that can filter air but still allow you to breathe
- Stay away: Get away from the attack site to avoid contamination.
- Clean up: Wash with soap and water to decontaminate yourself and avoid spreading the agent.
- Evacuate or Shelter-in-Place per instructions by authorities.
- Listen to emergency personnel for further guidance and instructions!

Nuclear and Radiological Emergencies

- Remain calm.
- Do not look directly at the blast.
- Cover your mouth and nose with an approved mask/filter or layers of fabric that can filter air but still allow you to breathe.

Time, Distance and Shielding:

 Get as far away from the site as soon as possible, putting as much space and

barriers between you and the contaminated area as possible.

- Clean up: Wash with soap and water to decontaminate yourself and avoid spreading the agent.
- Listen to emergency personnel for further guidance and instructions!

Emergency Notifications to Employees

The Department of State depends on various means to communicate information to employees about a full range of domestic emergency situations that may affect normal agency operations in the Washington Metropolitan area. Such situations include the status of and changes to the national threat level, weather related events, building systems problems, civil unrest, or the range of terrorist activities that could impact local or regional conditions. Employees may receive guidance and pertinent instructions by the following means:

- 1) The emergency status telephone line (202-663-2345) that employees may call to receive information regarding the operating status of buildings, including possible closure or delayed opening in the event of an emergency. Deaf and hearing impaired employees may use relay services to access this telephone line.
- 2) The Department's Internet website: www.state.gov (Other Services/Employee Services/Emergency Announcements).
- 3) Local radio and television stations such as WTOP Radio: WMAL Radio: WRC-TV Channel 4, WTTG-TV Channel 5; WJLA-TV Channel 7; and WUSA-TV Channel 9. The U.S. Office of Personnel Management will be contacted to provide authorized information to the media.
- 4) Telephone contact tree and notification procedures maintained by the individual Bureaus.

Employees are encouraged to access any of these sources for information and guidance in the event of a building or area wide emergency. Messages will be regularly updated to provide a status of the situation and guidance to employees. Questions related to information contained in this notice can be directed to the Office of Emergency Management

(A/OPR/OEM), SA-4 East, 2nd Floor (Navy Hill) or by calling 202-776-8699.

Employee Consultation Service (ECS)

ECS deals with problems encountered by an employee or an employee's family members who might have an adverse impact on the employee's work performance, conduct, etc. These problems include, but are not limited to, alcohol, drug, emotional, financial, legal, and marital problems.

The goal of ECS is to restore troubled employees to optimal job performance by offering assistance in problem assessment, crisis intervention, and referral to appropriate community resources.

Employees with drug and alcohol problems are referred to another resource office within the Department, the <u>Alcohol and Drug Awareness Program</u> (M/DGP/MED/ADAP).

The decision to participate in ECS and accept suggested counseling, treatment, rehabilitation, etc., is the employee's. Regardless of the choice, it is the employee's responsibility to maintain performance and conduct at the level required by the Department of State. Employees or supervisors wishing to speak to a counselor may arrange to do so by telephoning (202) 663-1815 for an appointment. They are located in Room L127, SA-1 (Columbia Plaza). The Alcohol and Drug Awareness Program (ADAP) is located in Room L113E, Columbia Plaza, and may be reached on (202) 663-1904.

An employee's participation in the program is strictly confidential. An employee's consent is required to release information to the supervisor.

ECS services are also available to family members of employees.

Employee Express

Employee Express is an innovative automated system that empowers Federal employees to initiate the processing of their discretionary personnel-payroll transactions electronically. In addition to viewing your Earnings & Leave statements, you may update such items as: home address, TSP contributions, allotments and other tax information, CFC, direct deposit and more.

For more information on the service and on obtaining a PIN visit:

https://www.employeeexpress.gov/

Employee Profile Plus (EP+)

Employee Profile Plus (EP+) is a selfassessment tool developed for employees to enter their own evaluation of their expertise. The areas of expertise are countries, languages, occupations, organizations, and competencies.

The information will be used to build a database of expertise. Employees can use it to send additional information to prospective Supervisors. Management can use it to locate someone, whether active duty or retired, with a certain expertise or competency.

It is accessible through HROnline: https://hrweb.hr.state.gov/hronline/index.cfm

Employee Purchase/Home Use Programs Home Use Anti-Virus Software:

In accordance with the terms and conditions of the State Department license, ID#12457802 LNC#390046, employees of the State Department are issued the HomeUse AntiVirus Software CD for their personal household use. Virus definitions are available as well from Symantec's website at no charge to Department of State Employees.

Authorized Users: All State Department employees, U.S.-based Federal Government employees and contractors to the extent they are engaged in the performance of work for the Department of State or utilizing Department of State computer systems. This software is not free. Giving copies to friends and relatives not living with the employee is illegal and may subject the employee to legal consequences.

The software is provided "AS IS" and without technical support from Symantec or the Department of State. Employees will use the software on their personal household computer at their own risk.

IRM periodically announces the Anti-Virus Home Use CD giveaways or you may contact your systems administrator to obtain a copy.

Microsoft Home Use Program:

The Home Use Program allows DoS employees (personnel in the Civil Service, Foreign Service,

and American contract personnel located throughout the world with access to the Department's networks) to acquire Microsoft Office desktop applications that the employees are licensed to use at work (MS Office, Project and Visio Professional) as part of the DoS Enterprise Agreement and install them on their home computer.

Employees will be charged \$19.95 plus tax for each software purchase of MS Office, Project and/or Visio Professional.

Employees are limited to a single Home Use Program license for any given software. The Home Use Program may be used while employed at the Department of State. If the software is purchased under this agreement and the employee departs from employment with DoS, they must cease use of the software, uninstall it from their computer, and destroy the software media.

The Home Use Program permits one order per customer. You may purchase only one copy of any product available. You are allowed only one opportunity to log into the site and make all of your purchases.

For more information on how to purchase, visit: http://irm.m.state.sbu/sites/BMP/grp/sm/ela/ms/Microsoft%20HUP%20%20EPP/Forms/AllItems.aspx

Microsoft Employee Purchase Program:

The Employee Purchase Program allows DoS employees (personnel in the Civil Service, Foreign Service, and American contract personnel located throughout the world with access to the Department's networks) to purchase some of Microsoft's most popular consumer software and hardware at discounted prices. Microsoft Office XP Professional, Microsoft Windows XP Professional, Microsoft Money 2003, and Xbox games are some of the products available under this program.

The Employee Purchase Program may be used while employed at the Department of State. If the software is purchased under this agreement and the employee departs from employment with DoS, they will not be required to return the software. You may purchase up to three copies of any product available.

For more information on the program and how to order. visit:

http://irm.m.state.sbu/sites/BMP/grp/sm/ela/ms/ Microsoft%20HUP%20%20EPP/Forms/AllItems.

Government Employee Purchase Programs:

Many major IT vendors offer purchasing programs for Federal employees.

Apple:

All Federal Government employees can receive discounts and special offers on Apple products such as desktops, iPods, and accessories. Go to the following URL to see what products are available at special prices for Federal emplovees:

http://www.apple.com/federal/howtobuy/epp.html

Phone: 800-462-7753

Dell:

Dell offers an Employee Purchase Program for desktops, notebooks, printers and accessories. In addition, they have a special program for overseas employee purchases. Under "Federal Government," click on either "Employee Purchases" or "Overseas Employee Purchases." Use the following URL for more information: http://www1.us.dell.com/content/segmenter.aspx /pub?c=us&cs=2684&1=en&s=pub

Phone: 800-695-8133 DoS Member ID: 25076729

Use the URL below, then click on the link under "PCs for Home" for IBM's Federal Employee Purchase Program site to see what products are available at special prices for Federal employees. URL: http://www-

1.ibm.com/gold/portal/download/en US9/54653/ federal portal.html

Phone: 877-222-6426, ext. 8105

Micron PC:

The MPC Employee Purchase Program for Federal employees offers discounts on any system in MPC's Millennia desktop or TransPort family lines. Phone: 888-323-1691

Microsoft:

As part of the Department of State's Microsoft Enterprise License Agreement, Microsoft offers Department of State employees (including contractors), a Home Use Program (HUP) and

Employee Purchase Program (EPP). These programs are further described at the website located at the following URL:

http://irm.m.state.sbu/sites/BMP/grp/sm/ela/ms/ Microsoft%20HUP%20%20EPP/Forms/AllItems.

Disclaimers:

Offers under the above-mentioned programs are offered at the sole discretion of the vendors. Employees understand that purchases are between the employee and the vendor and that the Department of State is not liable for any disputes between the employee and the vendor. Discounts are not guaranteed to reflect the lowest possible price available for items. With exception of the programs offered by Microsoft, employees must contact the vendor directly for questions or ordering assistance. For questions or assistance with the Microsoft HUP or EPP only, employees should contact ENMlicense at enmlicense@state.gov. ENMlicense will not respond to inquiries regarding the other programs.

Employee Services Center (ESC)

The Employee Services Center (ESC) A/OPR/GSM/ESC is the primary check-in and check-out point for all transferring and in transit Foreign Service personnel and Civil Service employees on excursion tours. The office also provides a wide range of services to employees, including: Locator and Emergency Next of Kin Information: Mail holding and forwarding, Briefings and counseling of transiting Foreign Service personnel; Preparation and verification of leave and departure data forms; facilities providing access to telephones, fax, Internet, Intranet, copier, etc. It is located in Room 1252, Main State; Tel: (202) 647-3432; Fax: (202) 647-1429

Email: EmployeeServicesCenter@state.gov http://aoprgsm.a.state.gov/esclounge.htm

Ergonomics

The Domestic Environmental and Safety Division (A/OPR/FMS/DESD) serves as a technical resource to domestic organizations in establishing and implementing comprehensive occupational safety and health, fire protection, and environmental management programs throughout the U.S.

DESD develops environmental health and safety programs, performs workplace evaluations, provides employee training and information, and

serves as liaison to other Federal agencies with environmental health and safety over-site responsibility.

DESD staff members are available to address a wide range of concerns, including fire safety, indoor air quality, and office ergonomics. You can reach them at 202-647-6001.

Ethics

- (1) Public service is a public trust, requiring employees to place loyalty to the Constitution, the laws and ethical principles above private gain.
- (2) Employees shall not hold financial interests that conflict with the conscientious performance of duty.
- (3) Employees shall not engage in financial transactions using nonpublic Government information or allow the improper use of such information to further any private interest.
- (4) An employee shall not, solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the employee's agency, or whose interests may be substantially affected by the performance or nonperformance of the employee's duties.
- (5) Employees shall put forth honest effort in the performance of their duties.
- (6) Employees shall not knowingly make unauthorized commitments or promises of any kind purporting to bind the Government.
- (7) Employees shall not use public office for private gain.
- (8) Employees shall act impartially and not give preferential
- treatment to any private organization or individual.
- (9) Employees shall protect and conserve Federal property and shall not use it for other than authorized activities.
- (10) Employees shall not engage in outside employment or activities, including seeking or negotiating for employment that conflict with official Government duties and responsibilities.
- (11) Employees shall disclose waste, fraud, abuse, and corruption to appropriate authorities.
- (12) Employees shall satisfy in good faith their obligations as citizens, including all just financial obligations, especially those--

such as Federal, State, or local taxes--that are imposed by law.

- (13) Employees shall adhere to all laws and regulations that provide equal opportunity for all Americans regardless of race, color, religion, sex, national origin, age, or handicap.
- (14) Employees shall endeavor to avoid any actions creating the appearance that they are violating the law or the ethical standards set forth in this part. Whether particular circumstances create an appearance that the law or these standards have been violated shall be determined from the perspective of a reasonable person with knowledge of the relevant facts.

http://ethics.state.gov

Ethics Training

NOTE: Mandatory Ethics training is required each year for all employees who file a SF-278 or OGE-450 financial disclosure form.

<u>All new employees</u> must complete an online Ethics training course within 90 days. Follow this link to the online training:

http://fsi.state.gov/fsi/spas/amt/default.asp?CAT
=Ethics

Fare Cards

Fare Cards are available for official business. Contact your HR Service Provider for guidance on obtaining fare cards.

Foreign Affairs Manual (FAM)

The Foreign Affairs Manual and Handbooks are the Department's regulations and guidelines that govern all Department activities. It can be found online at:

http://arpsdir.a.state.gov/fam/fam.html

Foreign Affairs Recreation Association (FARA)

The Foreign Affairs Recreation Association (FARA) is a private nonprofit organization governed by a Board of Directors elected by active members. Any State Dept employee can join and enjoy the benefits of membership, which include their fitness center, florist, business cards, concessionaires, etc. While non-members can shop in the FARA gift shop, they will not receive the FARA discount.

FARA Main Office (Main State Rm B-612) Hours: Monday-Friday, 8:00 am - 4:30 pm Gift Shop: 202-530-5748

FARA Service Center (Main State Rm B-640A-across from Credit Union) Tel: 202-530-5735 Hours: Monday-Friday, 9:00 am - 3:30 pm http://www.recgov.org/state/webstate.html

Active Membership Fees:

1 year - \$13.50; 2 years - \$22.00; 3 years - \$30.00

Associate Membership Fees:

1 year - \$15.00; 2 years - \$25.00; 3 years - \$35.00

Gym

FARA Fitness Center

The FARA Fitness Center is located in "The Foggy Bottom" at Main State and is open 24/7. Contact FARA for more information: http://www.recgov.org/state/webstate.html

Gold's Gym

The Dept has a corporate membership with Gold's Gym. The 12-month membership gives you full access to any Gold's Gym facility, unlimited classes and an orientation with a certified trainer. There is an application processing fee and a monthly charge subject to change.

For information on Fitness Club Memberships, please go to:

http://mmsweb.a.state.gov/asp/notices/dn_temp.asp?Notice Id=9082

Health Promotion

The State Department's Office of Medical Services (MED) offers programs and information to safeguard and promote the health and wellbeing of America's global diplomatic community. http://med.state.gov/medservices_healthpromotion.htm

Health Promotion Newsletters:

<u>http://med.state.gov/medservices_healthpromotionnewsletter.htm</u>

Health Unit

Occupational Health Units are staffed by a nurse and intended for on-the-job illness and injury. They are available to Foreign Service and Civil Service employees. The HU provides immunizations for official travel *only*; provides blood pressure checks when needed; and dispenses a *limited* amount of over-the-counter medication as required. The Health Unit cannot

give allergy shots nor dispense prescription medication.

The following locations have Health Units. The Columbia Plaza facility is the largest, containing the Office of Medical Services central staff.

Harry S Truman Building (Main State) Health

Unit

2201 C St NW, Room B 846

Washington, DC M-T-W-F 8:30-12:30 1:00-4:00

Thursday 9:30-12:30 1:00-4:00 Phone: 202-647-2546

Columbia Plaza, SA-1

Room L206F in suite 201 (Exam Clinic) 2401 E St. NW, SA-1 Washington, DC 20522

Hours: M-T-W-F 8:30-12:30 1:30-4:00 Thursday 9:30-12:30 1:30-4:00

Phone: 202-663-1705

FSI George Shultz Center

SA-42 Building E, Room E1110 Arlington, VA.

Hours: M-T-W-F 8:15-12:30 1:30-4:00 Thursday 10:00-12:30 1:30-4:00

Phone: 703-302-7450 Fax: 703-302-7430

SA-44

301 4th St, SW, Room M-18

Washington, DC

Hours: M-T-W-F 8:15-12:30 1:30-4:00 Thursday 10:00-12:30 1:30-4:00

Phone: 202-203-7823 Fax: 202-203-7822

Help Desks

Computers IT Service Center 202-647-2000

CFMS (Central Financial Management System) 703-875-4364

Ariba ILMS (Contracts/Acquisitions) 703-875-4600

Web-TATEL (Timekeepers) 301-985-8700

Payroll Customer Support Center 1-800-521-2553

HR Online

HR Online is your online resource for accessing your Official Personnel File (eOPF). Through this program you can view Administrative documents (i.e., designations of Beneficiaries, Health Benefits selection, etc.); SF-50s (Personnel Actions); Performance Appraisals and Awards, as well as retirement information. In addition, the site has other tools such as eTelework, eTransit, ePerformance, FS Bid, Employee Profile, Resume Building, Student Loan Repayment Program (SLRP), and a link to Employee Express. To access, visit: https://hrweb.hr.state.gov/hronline/index.cfm

HR Self-Service

HR Self-Service empowers employees to update their own personal information; make requests that require approval; participate in and track their performance evaluation report.

HR Self-Service provides supervisors the ability to approve employee-initiated requests; participate in, and track their employee's performance evaluation report.

HR Self-Service can be accessed through <u>HR</u> <u>Online</u> or the <u>HR Portal</u>. This web site provides a *one-stop shop* for information, including communications and training materials, on the latest HR Self-Service tools, including ePerformance and My Itinerary.

HR Service Center (HRSC)

HR Shared Services (HR/SS) oversees and manages the HR Service Center (HRSC), located in Charleston, South Carolina. The HR Service Center is staffed with Customer Service Representatives who are standing by to assist you with your HR inquiries. The HRSC receives and logs all HR service requests. The HRSC processes transactions in service areas as defined by functional processes or appropriately routes requests to other Service Partners (HR Service Providers or Corporate HR).

Monthly newsletters featuring performance metrics from the HR Service Center, customer comments, Charleston highlights, and the latest news from the Office of Shared Services. To view these newsletters, click here.

For a list of processes that the HRSC are currently performing, <u>click here</u>. HR Service Center

Monday - Friday, 8:00AM-5:00PM EST x3-5539 (Internal)
1-866-300-7419 (Toll Free)
1-843-308-5539 (Outside the U.S.)
1-843-202-3807 (Fax)
HRSC@state.gov

Information on the HR Shared Services initiative can be found at http://intranet.hr.state.sbu/offices/hrss/Pages/def ault.aspx.

All permanent Department employees, Family Member Associate employees overseas, and their family members can use the service, provided by the Department, to get counseling, education and referrals to help better manage work and life activities. Log on to the IQ: INFORMATION QUEST website, http://www.worklife4you.com/, to read articles on a wide variety of topics.

You will have to log in first. If you have not yet registered on the WorkLife4You site, please click "New User? Click Here to Register" and follow the on-screen instructions. When prompted for a registration code, please enter: statedepartment. Member ID is First Name + Middle Initial + Last Name + MMDD (month and date of employee's birth date, i.e., JANECSTRIDER0524).

Leave

All leave must be approved in advance by your supervisor except as allowed for in OPM closure/dismissal procedures. For further information regarding leave, Federal employees should access the official policies of the Bureau of Human Resources. Absence because of illness or injury must be reported immediately to the official authorized to grant sick leave. Failure to give such notice may result in a charge to annual leave, leave without pay (LWOP), or absence without official leave, as appropriate.

The Bunche Electronic Library is a global initiative to bring the 21st Century resources of the First Federal Library to the desktops of all Department of State employees worldwide at: http://BuncheElectronicLibrary.state.gov.

These resources include expert information professionals who can provide you with a wide

range of information and research services. To contact an expert or send a message, click on <u>Ask a Librarian</u> on any page of the Bunche Electronic Library Website or send a message to <u>library@state.gov</u>.

Ralph J. Bunche Library (A/RPS/IPS/LIBR) Room 3239 Harry S Truman Building Phone 202-647-1099: Fax 202-647-2971 Hours: 8:15 am to 5 pm (M thru F)

Lunch

Lunch is 45 minutes. It may not be taken at the end of the workday.

Metro & VRE

The closest Metro station to Main State is **Foggy Bottom-** Orange and Blue Lines NW corner 23rd & I Sts. NW. Turn right from the Metro exit and walk down 23rd Street.

Ombudsman

The mission of the organizational ombudsman is to provide a confidential, neutral and informal process, which facilitates fair and equitable resolutions to concerns that arise in the organization. In performing this mission, the ombudsman serves as an information and communication resource, upward feedback channel, advisor, dispute resolution expert and change agent. Please see http://mmsweb.a.state.gov/asp/notices/dn_temp.asp?Notice ID=13849 for more information.

Organizations

American Legion, Dept of State, Post 68

Asian Pacific American Federal Foreign Affairs Council (APAFFAC)

The Asian Pacific American Federal Foreign Affairs Council is an interagency association of employees of Federal departments and agencies with the mission of active involvement in United States foreign affairs. APAFFAC was founded in 1981 to support the EEO mission of the foreign affairs agencies, particularly in improving recruitment, outreach, and professional development of Asian Pacific American officers.

Blacks in Government (BIG)

BIG is committed to promoting equity, excellence, opportunity, and a workplace free of discriminatory practices. BIG serves as the

national organization that exists primarily to advocate on behalf of Federal employees in the workplace. BIG functions as an employee support group, professional development organization, community resource, and networking mechanism.

<u>Carl T. Rowan Chapter</u> Members consist of employees from all over the Department as well as IBB employees. Meetings are held the third Thursday of each month in SA-44 Room 800A from 12:00-1:00.

Foreign Affairs Blacks in Government (FACBIG) Members consist of DOS employees mainly in Main State and SA- 1 & 2. Meetings are held in the Harry S Truman Building the third Wednesday of each month from 12:00-1:00 in Room 1207.

Disabled in Foreign Affairs Agencies (DIFAA)

DIFAA's responsibility is to promote the employment of people with disabilities. They also serve in an advisory or counseling capacity to all prospective candidates seeking government employment.

Gays and Lesbians in Foreign Affairs Agencies (GLIFAA)

GLIFAA represents the concerns of gay and lesbian personnel and their families in the Department of State and other foreign affairs.

GLIFAA works to secure full parity for gay and lesbian personnel and their families, and serves as a support network and resource of information for gay and lesbian employees. They seek to break down the continued barriers that gay and lesbian Foreign Service, Civil Service, and contract employees -- and their partners and children -- encounter as a result of prejudice, misunderstanding, and apathy within our institutions

Hispanic Employees Council of Foreign Affairs

The mission of the Hispanic Employee Council of Foreign Affairs Agencies (HECFAA) is to enhance awareness of the contributions of Hispanic employees to U.S. foreign affairs agencies; to assist in the recruitment, retention and promotion of Hispanics; and to develop the leadership abilities of Hispanics at U.S. foreign affairs agencies. HECFAA welcomes the

participation and support of all U.S. foreign affairs agency employees.

Presidential Management Fellowship (PMF) Advisory Council

The Presidential Management Fellowship Advisory Council (PMF Advisory Council) is a professional association that supports the PMF program within the Department of State and USAID, promotes opportunities for current and former Fellows, and enhances the professional network of its members. The Council has two distinct but related purposes; first, to research and implement administrative and program management best practices in the context of the Department of State; second, to provide an opportunity for continual development and networking for current and past Presidential Management Fellows. For additional information on the PMF Program, please visit: http://diplopedia.state.gov/index.php?title=Presid ential Management Fellow

The Thursday Luncheon Group (TLG)

The purpose of the Thursday Luncheon Group is the effective formulation and implementation of foreign policy through the development and participation of all interested and qualified individuals consonant with the Department's Diplomatic Readiness Initiative. TLG is celebrating its 30th anniversary and is emphasizing the mentoring of young officers and policy makers through public programs offering the opportunity to benefit from Foreign Affairs agency leaders and to prepare them for service in a rapidly changing world.

Toastmasters Talking Heads of State

Develop your public speaking skills. Toastmasters meets the 1st & 3rd Wednesday of each month from 12:30 pm - 1:30 pm in SA-44, Room 800A

Young Professionals Society (YPro) is an innovative professional and social organization for entry and mid-level employees new to the Department of State. Established in 2003, YPro aims to form a sense of continuity in a dynamic workforce by establishing a long-term network of tomorrow's foreign affairs leaders. The group's objectives are to facilitate the sharing of information about the work and activities of the Department of State, provide a cohesive and representative voice to the Department's

administration on issues that concern its members, and link its members with other organizations both inside and outside the Department. For more information, visit: http://www.intelink.gov/communities/state/YPro/

Payroll Customer Support Center

The Payroll Customer Support Center (PCSC) is the point-of-contact for domestic and overseas American employees that have questions regarding salary payments, withholdings, or time and attendance. You can contact the PCSC via email at PayHelp@state.gov. You can also find it in the Global Address listing as Payroll Customer Support.

Please include the following information in your e-mail transmission:

Your Full Name Social Security Number Current Day Telephone Number Organization Briefly Stated Problem or Question

The PCSC phone lines are open business days between 8:30 am and 4:30 pm (EST) Call toll free 1-800-521-2553 or 1-877-865-0760

Personal Digital Assistants (PDAs)

Government-owned and personally owned PDAs are permitted for use inside DOS facilities only where classified information is not discussed or processed. Personally owned PDAs may not be connected in any way to any DOS computer network or equipment.

The introduction and use of PDAs, USG and/or personal, in locations where classified information is discussed or processed is allowed under the following provisions:

- PDAs may not be connected in any way to any DOS computer.
- PDAs with built-in audio or video recording or transmitting capabilities are prohibited.
- PDAs with embedded wireless communications devices are prohibited except those with infrared data association (IrDA) ports.
- PDAs with inserted removable peripheral/expansion devices are prohibited.

For more information regarding PDAs in other secure work areas please see <u>Department</u> Notice 2002-06-017 dated 6/12/02.

Policies

Alternative Work Schedules and Work Options

Discriminatory Harassment Policy

Email Usage Policy

Personal Use of DOS Telephones

Random Drug Testing

Reminder on Computer Prohibitions and Activities

Sexual Harassment Policy

Workplace Violence Policy

Post Office

The post office at Main State is located in "The Foggy Bottom" B528 Tel: 202-523-2574

Procurement

Warranted Contracting Officers possessing a designation of authority from the Office of the Procurement Executive (A/OPE) are the only persons authorized to conduct procurement actions.

Publications

Published bimonthly by the Office of Emergency Management

State Magazine

Published by the Bureau of Human Resources Employee Relations Division

Synergy

Published by the Bureau of Information Resource Management

Waste & Wealth

Published by the Office of Facilities Management Services

Reimbursements

The cashier located at Main State, Rm 1258 is available Monday thru Friday from 8:30am to 12:15 pm and 1:00 pm to 4:00 pm.

Reproduction & Printing

The Office of Multi-Media Publishing Services (MMS) is the Department's central printing and publications management organization. MMS provides centralized editorial, graphic, reproduction, offset printing (domestically and overseas); CD-ROM replication, distribution services, and prescribes standards for editorial, printing, and photocopier activities throughout the Department. Room B934 Main State, Tel: 202-736-7470.

For more information visit: http://mmsweb.a.state.gov/d_print.html

Security Clearance

A security clearance is a determination that a person is able and willing to safeguard classified national security information. In order to make this determination, a personnel security background investigation is conducted. This investigation is non-criminal in nature and covers a defined period of normally no more than the past 10 years. The information collected must be sufficient to allow an affirmative or negative determination of a person's eligibility for access to classified information and suitability for employment.

The Bureau of Human Resources decides if a Department of State position requires a security clearance based on the duties and responsibilities of the position. If the position requires access to classified information, the position will be given an appropriate security classification and candidates applying to the position must submit to a personnel security background investigation.

For more information on security clearances, visit:

https://intranet.ds.state.sbu/DS/SI/PSS/ClearanceProcess/ClearanceProcessMainPage.aspx

Shuttles

The State Department provides shuttle bus service between many of its <u>annexes</u>.

For a complete shuttle schedule visit: http://aoprgsm.a.state.gov/Content/shuttleschedules.asp?menu_id=38

For information on DOS transportation for the disabled:

http://mmsweb.a.state.gov/asp/notices/dn_temp. asp?Notice_ID=5792 .

Smoking

Smoking is not permitted in any U.S. Government facility. There are designated smoking areas outside the building.

Telegrams

ALDAC (All Diplomatic and Consular Posts) telegrams and certain other collectives can be viewed at:

http://telegrams.state.gov/aldac/tgramframe.cfm

Telework

Telework (also known as Telecommuting or Flexiplace) - is an arrangement in which the employee works at a place other than the traditional work site. Please check with your Bureau for its Telework policies.

For further information on the Telework Program please visit:

http://intranet.hr.state.sbu/Workforce/WorkSchedulesFlexibilities/Pages/Telework.aspx

Training

The majority of training classes are conducted by the Foreign Service Institute (FSI) held at the National Foreign Affairs Training Center (NAFTC), located at the junction of Arlington Boulevard (Route 50) and South George Mason Drive in Arlington, Virginia. For more information on parking and shuttle service, visit: http://fsi.state.gov/default.asp?Cat=Transportatio n%20and%20Parking

While FSI can provide training to contractors on a space available and **reimbursable** basis, it is FSI's schools that determine which courses may be open to contractors. Contact the Registrar to determine course eligibility.

FSI also maintains classrooms in SA-44 in Suite 650.

All requests for training must be approved by your supervisor on a DS-755 (for internal training) or a SF-182 (for external training) and submitted to your Bureau Training Officer for approval.

Transit Subsidy Program

The <u>Transit Subsidy Program</u> is a Federal employee assistance program available to all eligible U.S. Department of State (DoS) employees. It was created to help reduce traffic

congestion and pollution, as well as to encourage federal employees to use public transportation on a regular basis. This non-taxable subsidy provides encouragement by reducing the cost of your daily work commute. Depending on where you live, the transit subsidy may or may not cover the entire monthly amount of your commuting costs. Eligible employees will receive funding only for actual commute costs. The transit subsidy does not include the costs of parking at metro stations or commuter lots. In addition, you are not eligible for the Program if you have been issued a DoS parking pass.

Those employees eligible to apply to the Program using eTransit include:

- DoS direct-hire employees assigned to positions domestically for 16 weeks or more.
- Full-time, part-time, or While Actually Employed (WAE) employees.
- Employees not claiming any other form of payment (such as per diem), that is authorized to be used towards transit subsidy costs.
- Paid interns, new or returning (unpaid interns use non-eTransit process)
- Presidential Management Fellows (PMF) and Stay-in-School (SiS) Program participants.

Unpaid Interns. Unpaid Interns cannot use eTransit to apply to the Program. Unpaid Interns must use the special DS-3028 (8-2009) for unpaid interns to apply for the Program.

To participate in the <u>Transit Benefits Program</u>, employees must complete the online electronic application <u>eTransit</u> and certify that they will comply with the rules and procedures of the program. You may apply for the benefits at any time. You will be placed into a database to receive monthly or quarterly transit passes.

You are responsible for ensuring that actual expenditures for qualifying transportation expenses match the amount claimed on the application. If you stop using mass transit on a regular basis or if commuting expenses change to less than the amount previously claimed or your commuting expenses increase, you must use eTransit to make changes to your subsidy

allotment or withdraw from the Program. For example, from \$40 to \$60, you may submit a change not to exceed the actual or maximum expense, whichever is less.

Anyone making a false, fictitious, or fraudulent certification may be subject to criminal prosecution under Title 18, United States Code, Section 1001, or agency disciplinary actions up to and including dismissal from the Federal service.

For an overview of the Transit Subsidy Program, please visit:

http://hrprdws51.hr.state.gov/hrweb/ER/employment/TB/Transit Subsidy Program Overview.cfm

Additional information about eTransit and the Transit Subsidy Program:

http://intranet.hr.state.sbu/Benefits_Compensation/Benefits/Pages/eTransitEssentials.aspx

Questions may be directed to HR Shared Service Center at: hrsc@state.gov

Unions

Employees of the Department of State, unless excluded by statute (i.e. a supervisor, manager, or HR specialist) are covered by a union. If an employee is covered by a union, his/her personnel action (Standard Form 50) will have the appropriate union code in item 37.

AFGE

The American Federation of Government Employees (AFGE) is the largest and one of the most influential federal and D.C. employee unions. http://www.afge.org/

AFSA

The American Foreign Service Association (AFSA), is the professional association of the United States Foreign Service. AFSA's principal missions are to enhance the effectiveness of the Foreign Service, to protect the professional interests of its members, to ensure the maintenance of high professional standards for both career diplomats and political appointees, and to promote understanding of the critical role of the Foreign Service in promoting America's national security and economic prosperity. For more information, visit: http://www.afsa.org/

NFFE

The National Federation of Federal Employees (NFFE) Local 1998. For additional information, visit: http://www.nffe.org/

Labor Management FAQs:

http://intranet.hr.state.sbu/EmployeeRelations/LaborManagement/Pages/LaborManagementFAQ's.aspx

Vacancy Announcements

The U.S. Department of State's on-line application system, Gateway to State, was integrated with the Office of Personnel Management's (OPM) application system, **USAJOBS**. Applicants applying for any Federal Government position, including those at the U.S. Department of State, must apply through **USAJOBS**: http://www.usajobs.gov/

Visitor Escort

Main State (HST)
Who Can Escort Visitors:

- Employees with a blue border building pass;
- Employees with a gray border building pass with the red diagonal stripe;
- Employees with the combination of a red border building pass with a blue photo background and a red diagonal stripe;
- Employees with an E on their Smart ID.

Visitor Procedures:

Visitors will identify themselves to the receptionist or Uniformed Protection Officer (UPO), provide photo identification, and identify the person or office they wish to visit. The receptionist or UPO will notify the person/office to inform them of the visitor's identity. Once authorized access by a <u>cleared</u> DOS or contract employee, the visitor shall be signed in and issued a visitor building pass.

Visitors displaying current USG identification and retired DOS employees will be issued a visitor pass and allowed unescorted access. Retirees from other USC agencies may use their official retirement credential for identification, but will require escort.

Visitor pre-admittance authorization forms (DS-1867) may be completed in advance and are available from the C Street entrance receptionist.

Escort Responsibilities:

Escort personnel are responsible for meeting visitors and ensuring visitors have been issued the "Escort Required" building pass. Cleared escorts are also responsible to ensure that visitor(s) are under escort at all times and are granted access to authorized areas only while in the building.

Escorts will identify themselves to the receptionist or UPO who shall identify the visitor(s). If a visitor is escorted to a second office, the succeeding office is then responsible for visitor escort. The office of the visitor's final appointment is responsible for escorting the visitor to the exit and returning the visitor's pass to the UPO.

Escorts may accompany no more than 10 visitors at a time. Additional escorts are required for groups exceeding 10. Large group access should be coordinated with DS' Office of Domestic Operations (DS/CIS/DO) at 647-5925 or 647-5305.

Vendors, delivery, construction, and repair personnel require escort. Custodial personnel require escort while inside office space. Employees are reminded that with few exceptions, these personnel <u>ARE NOT CLEARED</u>.

If you have any questions on access control, contact DS/CIS/DO at (202) 647-5925 or 647-5305.

Please see the following Dept Notices regarding Visitor Escort:

Access Control for Main State 8/6/99 http://mmsweb.a.state.gov/asp/notices/dn_temp.asp?Notice_ID=244

Visitor Escort Policy 11/22/99 http://mmsweb.a.state.gov/asp/notices/dn_temp.asp?Notice_ID=58

Access Control for Main State 5/10/2000 http://mmsweb.a.state.gov/asp/notices/dn_temp. asp?Notice ID=901

Security Reminder of Employees Escort Responsibilities http://mmsweb.a.state.gov/asp/notices/dn temp. asp?Notice ID=941

Voice Mail

Your telephone desk set will have your new telephone number on the faceplate of the phone.

If you have a new voice mailbox, your default password will be "#". Upon your first login, the system will step you through changing your password. If you have an existing mailbox, and your password has been reset, your new password will be your five-digit extension followed by a "0". For example, if your telephone number is 202-203-7985, your five-digit extension would be 3-7985 and your password would be 3-79850.

After logging in with this password, you should immediately change it. To login, press the "Audix" button on your set, or dial "37985" (202-203-7985). When prompted, enter your extension (for example, 37985. If you are at your own phone, you can simply press # as a shortcut) and press the "#" key. Then enter your password, and the "#" key. You can usually do a quick logout by pressing the "*" (star) key twice, and then "9."

Work Hours

The regular basic workweek in the metropolitan area of Washington, DC, is eight hours a day, Monday through Friday, beginning at 8:15 a.m. and ending at 5:00 p.m., with 45 minutes for lunch.

Alternate Work Schedules

Alternate work schedules (AWS) allow work hours outside of the normal 8:15 a.m. to 5:00 p.m. pattern. Executive Directors determine which schedules are available to employees assigned to their bureau.

Compressed work schedules are always fixed work schedules. CWS is arranged to enable a full-time employee to complete the basic 80-hour biweekly work requirement in less than 10 workdays.

Flexible work schedules consist of workdays with designated core hours and flexible hours. Core hours are the designated period of the day when all employees must be present at work. The Department of State core hours are 9:00 a.m. to 3:00 p.m. Flexible hours are the part of the workday when employees may (within the limits or "bands") choose their time of arrival and departure. Within limits, FWS

can enable employees to select and alter their work schedules to help balance work, personal and family needs and responsibilities. The Department of State offers the following FWS programs:

Flexitour

With a flexitour arrangement, an employee is allowed to select starting and stopping times within the flexible hours. Once selected, the hours are fixed until the agency provides an opportunity to select different starting and stopping times.

Gliding Schedule

With a gliding schedule, a full-time employee has a basic work requirement of 8 hours in each day and 40 hours in each week, may select a starting and stopping time each day, and may change starting and stopping times daily with the established flexible hours.

Variable Day Schedule

A variable day schedule contains core hours on each workday in the week and in which a full-time employee has a basic work requirement of 40 hours in each week of the biweekly pay period, but in which an employee may vary the number of hours worked in a given workday within the week within the limits established for the organization.

Variable Week Schedule

A variable week schedule contains core hours on each workday in the biweekly pay period and in which a full-time employee has a basic work requirement of 80 hours for the biweekly pay period, but in which an employee may vary the number of hours worked on a given workday or the number of hours each week within the limits established for the organization.