

CPAC – CIVILIAN PERSONNEL (CIVPERS) ADMINISTRATION

Proponent For Inspection: CPAC

Point of Contact: _____

Unit Inspected: _____

Date of Inspection: _____

Unit Representative: _____

Unit Phone No.: _____

Inspector's Name: _____

Inspector's Phone No.: _____

Unit Overall Rating: T P U

REFERENCES:

- a. AR 672-20, Incentive Awards, 29 Jan 99
- b. Ft. Leonard Wood Incentive Awards Program Supervisors Guide, 23 Sep 96
- c. AR 690-400, Ch 4302, Total Army Performance Evaluation System (TAPES), 16 Oct 98
- d. CA-10, What a Federal Employee Should Do When Injured At Work; 20 Code of Federal Regulations, Part 10, 25 Nov 98
- e. Negotiated Labor Management Agreements, AFGE, Local 908, 26 Jul 93; NAGE, Local R14-32, 20 May 96; IAFF, Local F-108, 22 Dec 88
- f. FLW CPR 690-9, Labor Management Relations, 1 Nov 83
- g. FLW CPR 690-12, Leave Administration, 2 Oct 02
- h. FLW CPR 690-16, Grievances, 10 Jan 97
- i. FLW CPR 690-24, Discipline, 2 Oct 85
- j. AR 25-400-2, 1AA, (MARKS), 1 Oct 01
- k. <http://cpol.army.mil/permiss/310.html>
- l. <http://cpol.army.mil/library/armyregs/ld/930629.html>. HQDA Letter, 29 Jun 93
- m. <http://cpol.army.mil/permiss/index.html>

STANDARD: "T"= 90% success rate of evaluated tasks with no failed critical tasks. "P"= 70% success rate of evaluated tasks with no failed critical tasks. "U"= less than 70% success rate of evaluated tasks or one failed critical task.

INSPECTION CRITERIA:	LEVEL	GO	NO GO	REMARKS
<p>1. GRIEVANCES AND COMPLAINTS</p> <p>Are grievances handled properly IAW current collective bargaining unit agreements (e.g. American Federation of Government Employees (AFGE), National Association of Government Employees (NAGE) and International Association of Fire Fighters (IAFF))? Are grievances filed and responded to in a timely manner, and resolved at the lowest level possible?</p> <p>AFGE, Local 908, Article 11; NAGE, Local R14-32, Article 26; IAFF, Local F-108, Article 7; and FLW CPR 690-16</p>	ALL			
<p>2. LABOR RELATIONS</p> <p>Is the labor relations environment positive? Are all union agreements available for managers? Do managers understand the meaning of Pre-Unfair Labor Practices and Unfair Labor Practices?</p> <p>AFGE, Local 908; NAGE, Local R14-32; IAFF, Local F-108; FLW, CPR 690-9</p>	ALL			
<p>3. LEAVE ADMINISTRATION</p> <p>Is leave being administered IAW current FLW CPR 690-12 and current collective bargaining unit agreements? (What procedures are in place to track sick leave usage and monitor sick leave abuse? Are all leave categories managed properly to include that use or lose annual leave is taken?)</p> <p>AFGE, Local 908, Article 23; NAGE, Local R14-32, Article 12; IAFF, Article 14; FLW, CPR 690-12, all chapters.</p>	ALL			
<p>4. EMPLOYEE INJURIES AND ACCOMMODATION</p> <p>Are CA-1 and CA-2s being filed in a timely manner IAW current Dept of Labor instructions?</p> <p>20 CFR, Part 10</p>	ALL			

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<p>5. DISCIPLINE</p> <p>Is discipline being administered IAW current FLW CPR 690-24 and current collective bargaining unit agreements? (Is discipline fair, equitable and consistent with the Table of Penalties?)</p> <p>AFGE, Local 908, Article 10; NAGE, Local R14-32, Article 24; and FLW CPR 690-24 (all chapters)</p>	ALL			
<p>6. PERFORMANCE MANAGEMENT</p> <p>Are standards in place in a timely manner with appropriate signatures and are evaluation reports completed within time constraints IAW the appropriate AR?</p> <p>AR 690-400, Ch 4302</p>	ALL			
<p>7. POSITION MANAGEMENT AND CLASSIFICATION</p> <p>Is sound position management applied IAW current DA philosophy identified in PERMISS? (For example: Is the organizational structure reasonable for cost efficiency? Are positions designed to promote career progression? Are job descriptions accurate and employees properly assigned?)</p> <p>http://cpol.army.mil/permis/310.html.</p>	ALL			
<p>8. AWARDS AND RECOGNITION</p> <p>Is the incentive awards program administered IAW the current AR and Ft. Leonard Wood Incentive Awards Program Supervisor's Guide? (Is there an equitable distribution of honorary and monetary awards?)</p> <p>AR 672-20, 29 Jan 99; and Ft. Leonard Wood Incentive Awards Program Supervisor's Guide</p>	ALL			
<p>9. SUPERVISORY TRAINING</p> <p>Are military and civilian supervisors of civilian employees completing the supervisory development correspondence course and attending the LEAD course IAW current DA policy?</p> <p>http://cpol.army.mil/library/armyregs/tld/930629.html. HQDA Letter</p>	ALL			
<p>10. SUPERVISORY RATIO:</p> <p>Is the supervisor to employee ratio consistent with the current DoD objective (1:14)?</p> <p>http://cpol.army/permis/index.html.</p>	ALL			
<p>11. EMPLOYEE RECORDS</p> <p>Is the supervisor's employee work folder maintained properly IAW the AR and current Bargaining unit agreements?</p> <p>NAGE, Local R14-32, Article 8 and AR 25-400-2, 1AA (MARKS).</p>	ALL			
REMARKS:				