

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

STANDARD: A Trained "T" rating will be noted for compliance (GO) when no critical deficiencies are observed, and minor deficiencies are corrected on the spot. A Needs Practice "P" rating will be noted when the number of non-critical deficiencies noted is less than 5 and the severity of each is such that security and accountability is maintained, and unit actions are initiated or being implemented during the inspection to correct the cited minor deficiencies. An Untrained "U" rating will be noted for all critical (NO GO) re-occurring deficiencies, one critical deficiency or 5 or more non-critical deficiencies. A "U" required immediate command emphasis to initiate corrective actions. This checklist is a general guide used by inspectors to cover appropriate areas. When other deficiencies or weak areas are recorded, a further in-depth inspection may occur to ensure security standards are maintained. This checklist is not an exclusive means to determine compliance with regulatory requirements. Checklists are used in conjunction with above listed references, effective interviews and probing open-ended questions to effectively determine if standards are met. Note: This checklist applies to all levels are at BDE, BN, CO and any activities/directorates on FLW.

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 the International Association of Fire Fighters (IAFF)? grievances filed and responded to in a timely manner; resolved at 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>	BDE			
<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>	BDE			
<p>3. LEAVE ADMINISTRATION</p> <p>Is leave being administered IAW current FLW CPR 690-12 and current collective</p>	BDE			

INSPECTION CRITERIA	LEVEL	GO	NO GO	REMARKS
<p>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>	BDE			
<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>	BDE			
<p>5. DISCIPLINE</p> <p>Is discipline being administered IAW current FLW CPR 690-24 and current collective bargaining unit agreements? (Is discipline fair and 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>	BDE			
<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 appropriate AR?</p> <p>AR 690-400, Ch 4302</p>	BDE			
<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 properly assigned?)</p> <p>http://cpol.army.mil/permiss/310.html.</p>	BDE			
<p>8. AWARDS AND RECOGNITION</p> <p>Is the incentive awards program administered IAW 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>	BDE			
<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>	BDE			

http://cpol.army.mil/library/armyregs/tld/930629.html . HQDA Letter				
INSPECTION CRITERIA	LEVEL	GO	NO GO	REMARKS
10. SUPERVISORY RATIO: Is the supervisor to employee ratio consistent with the current DoD objective (1:14) ? http://cpol.army/permis/index.html .	BDE			
11. EMPLOYEE RECORDS Is the supervisor's employee work folder maintained properly IAW AR and current Bargaining unit agreements? NAGE, Local R14-32, Article 8 and AR 25-400-2, 1AA (MARKS).	BDE			
REMARKS AND FINAL COMMENTS:				