
Safety or Public Health

Who should I contact if I want to discuss a safety or public health issue related to the Department of the Navy?

Report safety/public safety issues to the chain of command or local emergency response organizations.

Report systemic safety and public health issues to a [Marine Command Inspector General](#), [Naval Inspector General](#) or [Department of Defense Inspector General](#).

Security Clearance Issues

What regulations/statutes apply to the Department of the Navy Security Program ?

[SECNAVINST 5510.30](#) series, Department of the Navy (DON) Personnel Security Program (PSP) Regulation

[SECNAVINST 5510.36](#) series, Department of the Navy Information Security Program (ISP) Regulation

What is a security clearance? _

A security clearance is a determination, made from all available information, that an individual is eligible for access to classified information to a specified level of security, i.e., top secret, secret, etc., or, in some cases, is eligible for assignment to other positions of trust. The clearance indicates someone is eligible for **access**; it does not give that person **authorization**. It is important to separate these two processes; granting clearance and granting access.

An individual may remain eligible for access even though the persons present position does not require access to classified information.

Which organization is responsible for granting, denying or revoking a Navy employee's security clearance? _

[Department of the Navy Central Adjudication Facility \(DON CAF\)](#)

What should an employee do if he/she believes another employee is performing a job that requires a clearance and the employee does not currently have a clearance?

Discuss the matter with the command security personnel.

Who should I contact about other security related issues?

Report matters concerning revocation or loss of security clearances to the Commanding Officer or to your security officer.

Report possible improper use of security clearances to the security officer at your command, the employee's supervisor, base security, or the Commanding Officer.

Selection Boards (military members)

How do I submit additional information or make a correction to the information being considered by the Selection Board?

View the [FAQ Website](#) for Personnel Management Section (MM)

Where do I submit a request to correct Selection Board determinations?

If you are not satisfied with the results of a Board, you must contact the [Board for Correction of Naval Records](#).

Who do I contact if I need assistance regarding an upcoming Selection Board?

[Personnel Management Section \(MM\) Website](#)

Senior Official Misconduct

Who are Senior Officials?

Department of the Navy and Marine Corps senior officials include active duty, retired, or reserve military officers, in, or selected for, Grades 0-7 and above; and,

Current or former civilian members of the Senior Executive Service (SES); and current or former Department of the Navy Presidential Appointees.

What areas of misconduct by Senior Officials should I report?

Allegations against senior officials of the Department of the Navy that should be reported include:

- Violations of the standards of ethical conduct;
- Abuses of authority;
- Violations of law, including the Uniform Code of Military Justice;
- Violations of statutory post-Government service restrictions; or,

- A matter not included above that can reasonably be expected to be of significance to the Secretary of Defense, Secretary of the Navy, the Chief of Naval Operations (CNO), the Commandant of the Marine Corps, Department of Defense Inspector General, or the office of the Inspector General of the Marine Corps.
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Which office conducts Senior Official Investigations?

The Assistance and Investigations section is responsible for conducting investigations into allegations against senior officials of the Department of the Navy and reports the results of its investigations to the Department of the Defense Inspector General.

What should I do if I become aware of misconduct by a Senior Official?

If you become aware of allegations of misconduct by any individual who falls within the categories of employees named above, contact the [Assistance and Investigations](#) section of the office of the Inspector General of the Marine Corps.

Service-Connected Disabilities

Contact the [Board for Correction of Naval Records](#).

Service Record, Request For

See [Request for Records](#).

Sexual Assault

What are the applicable regulations/statutes?

[SECNAVINST 1752.4](#), Sexual Assault Prevention and Response

[OPNAV INSTRUCTION 1752.1](#), Sexual Assault Victim Intervention (SAVI) Program

What is the Sexual Assault Victim Intervention Program (SAVI)?

The SAVI program offers persons assaulted by Navy personnel prevention education, victim intervention services, and comprehensive victim advocacy. The intervention portion of the program is designed to support victims and their families as they deal with the many issues following sexual assault trauma within the Department of the Navy.

There are 28 dedicated full-time SAVI Program Coordinators assigned to Family Service Centers worldwide. The SAVI Program Coordinators network with all available civilian and military first responders and key personnel (e.g. law enforcement, medical treatment facilities, rape crisis centers, mental health center, etc.). In addition, every Navy command is required to have a SAVI point of contact who is trained to be sensitive to the issues of victims, coordinates prevention education for his/her command, and refers victims to available resources.

Where can I get more information about the Sexual Assault Victim Intervention Program (SAVI) program?

[Bureau of Naval Personnel Website](#)

Family Counseling Service - Crime Victims, 1-800-607-HAND

[National Center for Victims of Crime](#), 1-800-394-2255

[National Coalition Against Domestic Violence](#)

[National Organization for Victim Assistance](#)

[National Organization on Male Sexual Victimization](#)

[National Sexual Violence Resource Center](#), 1-877-739-3895

[Rape, Abuse & Incest National Network \(RAINN\)](#), 1-800-656-HOPE

[Rape Crisis Center, Inc., - Sexual Assault Facts](#)

[Sexual Assault Victim Intervention](#)

To whom do I report sexual assault?

Report incidents of sexual assault to the local police if the incident occurs off-base and to the Base security office if the incident occurs on a military facility.

If you know the person who committed the assault is a military member and to which command the member is assigned, report the abuse to the member's Commanding Officer.

Sexual Harassment

Try to resolve the issue using the [Informal Resolution System \(IRS\)](#) or report the incident to your command, or the EEO/EO office.

Show Cause

What are the applicable regulations/laws/statutes?

[SECNAV INSTRUCTION 1920.6](#), Administration Separation of Officers

For Marine Corps Officers:

[MCO P5800.16](#), Marine Corps Manual for Legal Administration

For Naval Officers:

[MILPERSMAN 1920-210](#), Types of Discharges for Officers

[MILPERSMAN 1920-120](#), Revocation of Commissions, Termination of Appointments, and Discharge of Officers by other than selection board action,

What is Show Cause?

The purpose of the Show Cause Authority is to review and evaluate the record of any commissioned officer (other than a commissioned warrant officer, retired officer, or temporary LDO) to determine whether the officer should be required because of substandard performance of duty, misconduct, professional or moral dereliction, or because retention is not clearly consistent with the interests of national security, to show cause for retention on active duty.

The Show Cause Authority will review and evaluate the records of officers referred by the Secretary. In cases where processing is directed by the Secretary, the Show Cause Authority shall convene a Board of Inquiry (BOI).

Can I appeal the results of the Board of Inquiry?

Under some circumstances. Follow the instructions in the notification letter which outlines the process.

Suicide Prevention

The Navy and Marine Corps does not man a 24-hour suicide hotline. During duty hours, contact the closest Family Support Center on your base or use your chain of command.

During off-duty hours, contact the local crisis center or [National Suicide & Crisis Hotline](#), 1-800-SUICIDE (1-800-784-2433) for assistance with locating the hotline nearest you.

Support, Spouse/Dependent

If you are requesting assistance with dependant/ former dependant financial support then contact the [DEERS/Dependency Section of Manpower \(MRP-1\)](#).

What are the applicable statutes/regulations?

[MCO P5800.16A](#), Marine Corps Manual for Legal Administration

MILPERSMAN, [Article 1754-030](#), Support of Family Members

What is the Department of the Navy policy regarding a Navy member's failure to pay spouse/child support?

The Department of the Navy (DoN) policy is that all members of the Navy and Marine Corps are expected to provide adequate and continuous support for their lawful family members; however, DoN has no authority to enforce collection of dependent support in the absence of a court order.

Who can I ask for assistance if I need spouse/child support?

If you are requesting assistance with dependant/former dependant financial support then please follow this [link](#) to contact the DEERS/Dependency Section of Manpower (MRP-1).

The Defense Finance and Accounting Service is the agency that enforces payment of debts. If you obtain a support order, you can take steps to have it properly served to the Defense Finance and Accounting Service (DFAS), Cleveland Center. To do so, you must send a copy of the court order by registered or certified mail to them at the following address:

Defense Finance and Accounting Service (DFAS)
Cleveland Center Garnishment Operations Directorate (DFAS-CL/L)
P. O. Box 998002
Cleveland, OH 44199-8002

The process requires an in-depth legal review, so you should allow at least 60 days from the date of receipt by DFAS for that office to respond to you. If you need further assistance, you may reach DFAS at (216) 522-5301.

What role does the Marine's command play to address issues related to spouse/child support?

Members of the USMC may be counseled concerning complaints of non-support. Repeated refusal to provide support may constitute grounds for disciplinary or administrative actions against the member. The commanding officer of the member has the responsibility of referring correspondence to the member and ensuring that the member is informed of the DoN policy and the possible consequences of failing to discharge his or her just obligations

What role does the office of the Inspector General of the Marine Corps play in assisting dependents with issues related to spouse/child support?

The IGMC typically will refer all allegations of nonsupport to [DEERS/ Dependency Section of Manpower \(MRP-1\)](#)

What should I do to ensure I receive spouse/child support?

Obtain a valid court order stating you or your children are entitled to receive support and provide the court order to your spouse or his Commanding Officer if he/she does not comply with the court order. As stated above, submit the court order to DFAS.

Who should I contact if I need assistance regarding a non-support issue?

Contact the Marine's chain of command directly first. If you receive no response then contact the local [Command Inspector General](#) directly.

Survivor Benefit Plan

Fact sheets explaining the process and the application forms are available online on the Garnishment link under "Uniformed Services Former Spouses' Protection Act" page of the [DFAS Website](#).

Systemic Problems

Report concerns Navy programs, policies, organizations to your chain of command and, if not resolved, the [Command Inspector General](#).

What are systemic problems?

Any rule, regulation, policy, procedure, system, equipment, part, machinery, supplies or other government apparatus affecting readiness, efficiency, safety and operation of the entire system such as: defective aircraft, ship or weapons parts; inadequate maintenance procedures; deficient safety instructions, etc.

Who do I contact if I want to report systemic problems at a Navy command?

Your local [Command Inspector General](#).

Telework (Navy Civilian Employee)

What is telework?

Telework or telecommuting is working at home or another approved location away from the regular office. Telework is a management option rather than an employee entitlement. Work suitable for telecommuting depends on a job's content, rather than title.

What are the applicable regulations that pertain to complaints alleging waste?

[Public Law 106-346 § 359](#) of October 23, 2000

To whom do I report violations of the implementation of the government's telework policy?

Report alleged violations of the DoD telework policy to your chain of command.

Where can I get more information about the telework policy, guidelines for designing and implementing telework programs, and answers to frequently asked questions?

[OPM and GSA joint Website](#)

Terrorism

Report potential acts of terrorism to your chain of command, the [Marine Command Inspector General](#), [Naval Inspector General](#) or [Department of Defense Inspector General](#).

Theft of Government Property

What categories of theft fall under the cognizance of the Naval Criminal Investigative Service (regardless of value)?

- Ordnance/Explosives
- Weapons
- Ammunition
- Prescription/Controlled Medications
- Controlled/Sensitive items (i.e., Cryptographic Items, Night Vision Devices, etc.)
- Classified Material/Information
- Hazardous/Radiological Material
- Force Protection Concerns (i.e., ID Cards, Uniforms, Govt. License Plates, etc.)
- Theft that prevents/delays a unit or ship from conducting its' wartime mission and/or deployment

What dollar amount does the Naval Criminal Investigative Service consider major theft?

\$2,500 or greater

Who should I contact if the I suspect someone theft of an item worth less than \$2,500?

Contact Base Security or [Naval Criminal Investigative Service](#).

Time and Attendance

Report any abuse of time and attendance to the chain of command first. Provide evidence of the abuse to the employee's supervisor, i.e., a record of offenses and any related e-mails or memos notifying management of the problem.

If the command fails to take action and the violations continue, report the time and attendance violations and management's failure to take action to the local [Command Inspector General](#).

What constitutes a time and attendance violation?

The basic work requirement for a full-time employee is 80 hours in a biweekly pay period. Command instructions provide guidance and policy related to time and attendance rules for employees, in addition to the regulations sited below.

A violation occurs when an employee does not adhere to the instructions/regulations. Examples include reporting to work late and departing early, taking extended lunch hours, improper payment of overtime or grant of compensatory time, and misuse of Alternative Work Schedules.

What are the applicable regulations?

DoD Financial Management Regulation (FMR), DoD 7000.14-R, Volume 8, Civilian Pay Policy and Procedures, Chapter 2, Time and Attendance

Standards of Ethical Conduct for Employees of the Executive Branch, [5 CFR. Part 2635.705](#), Use of Official Time

What is compensatory time?

Compensatory time is time off with managements approval in lieu of overtime pay only for irregular or occasional overtime work by an "employee" as defined in 5 U.S.C. 5541(2) or by a prevailing rate employee as defined in 5 U.S.C. (a)(2), but may not be approved for an SES member. Mandatory compensatory time off is limited to Federal Labor Standards Act (FLSA) exempt employees (other than prevailing rate employees) whose rate of basic pay is greater than the rate for GS-10, step 10. [Definition from 2003 Federal Employees Almanac]

What is overtime work?

Overtime work consists of hours of work that are officially ordered in advance and in excess of 8 hours in a day or 40 hours in a week, but does not include hours that are worked voluntarily, including credit hours, or hours that an employee is "suffered or permitted" to work which are not official order in advance. 5 C.F.R. 551.401(a)(2). [Definition from 2003 Federal Employees Almanac]

What is an Alternative Work Schedule?

There are two types allowed by law 5 U.S.C. Chapter 61:

- 1. Flexible work schedules** - breaks the workday into components of flexible time bands and core time. The employee selects arrival and departure times for the workday. The core time is the period of time in the schedule during which the employee must be present at work or account for those hours with leave, credit hours, or compensatory time off.
- 2. Compressed work schedules** - full-time employees fulfill the 80-hour biweekly work requirement in less than ten days by increasing the number of hours in a workday.

The establishment of either of these schedules is at the discretion of the agency.

What violations should be reported and to whom?

Report **minor abuse** of time and attendance to the chain of command. Provide evidence of the abuse to the employee's supervisor, i.e., a record of offenses and any related e-mails or memos notifying management of the problem.

If the command fails to take action and the violations continue, report the time and attendance violations and management's failure to take action to the local [Command Inspector General](#).

Where can I get more information about time and attendance related issues?

[Federal Employees Almanac](#)

[Office of Personnel Management Website](#)

Travel Abuse (TAD or TDY)

What is travel?

The term "travel" relates to movement of persons from place to place and includes entitlement to the use of quarters facilities, allowances, and certain transportation and reimbursable expenses incident to travel, subject to conditions and limitations in the Joint Federal Travel Regulations (Military Members) and the Joint Travel Regulations (DoD Civilians).

What is official travel? Definition from JFTR, Volume 1, Appendix A

Authorized travel and assignment solely in connection with business of the DoD and Government.

Official travel may be performed within or in the vicinity of a Permanent Duty Station; to or from the actual residence; to, from, or between PDSs; and to, from, at, and between TDY assignment locations.

Travel and delays for personal reasons or convenience, by circuitous route, by transportation modes other than authorized/approved, for additional distances, or to places in connection with personal business is not official travel. Nonofficial travel status affects allowances, reimbursements, and pay status.

What is travel abuse?

Violations concerning permanent change of station (PCS) or temporary additional duty (TAD/TDY) orders.

[Joint Federal Travel Regulations \(Military Members\) Volume 1](#)

[Joint Travel Regulations \(DoD Civilians\) Volume 2](#)

What regulations/instructions apply to travel abuse generally?

[31 U.S.C. 1353](#), Acceptance of travel and related expenses from non-Federal sources

– [DOD 5500.7-R](#), Joint Ethics Regulation, Chapter 4, Travel Benefits

– MILPERSMAN, Ch. 68 (travel and transportation compensation)

– [OPNAVINST 4630.25C](#), Air Transportation Eligibility

– [DoD 4515.13-R](#), Chapter 6 Space-Available Travel

What regulations apply to use of premium class (first class and business) transportation for all official travel?

[Memo for Secretaries of the Military Departments dtd 19 March 2004](#)

To whom do I report travel abuse?

Minor infractions should be reported to the local command. Report significant travel fraud to the local [Command Inspector General](#).

Tricare Issues

Contact the TRICARE regional office that services your area. Toll-Free: 1-866-363-3932

What is TRICARE?

TRICARE is a regionally managed health care program for active duty and retired members of the uniformed services, their families, and survivors. TRICARE brings together the health care resources of the Army, Navy and Air Force and supplements them with networks of civilian health care professionals to provide better access and high quality service while maintaining the capability to support military operations.

TRICARE offers eligible beneficiaries three choices for their health care:

- [TRICARE Prime](#) — where Military Treatment Facilities (MTFs) are the principal source of health care.
 - [TRICARE Extra](#) — a preferred provider option that saves money; and
 - [TRICARE Standard](#) — a fee-for-service option (the old CHAMPUS program)
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Who do I contact with issues related to TRICARE?

- TRICARE related issues, contact the regional office that services your area.
- TRICARE Prime or TRICARE Plus patients can make all of your routine appointments at [TRICARE On-Line](#) or by calling Customer Service Toll-Free, 1-866-363-3932
- or, you may call the TRICARE Service Center Toll-Free, 1-888-999-5195
- To enroll in DEERS call 1-800-538-9552, or review the TRICARE webpage with information pertaining to [DEERS enrollment](#).

TRICARE Dental Program (TDP)

The TDP is a voluntary, comprehensive dental program offered worldwide by the Department of Defense to all family members of active duty Uniformed Service personnel and to Selected Reserve and Individual Ready Reserve (IRR) members and/or their family members. United Concordia is the administrator of the program.

Find out more about the program at this website: [TRICARE Dental Program \(TDP\)](#)

TRICARE Retiree Dental Program

[TRICARE Retiree Dental Program](#), 1-888-838-8737

Uniformed Services Former Spouse's Protection Act

Fact sheets and application forms available on the [DFAS website](#) under Uniform Services Former Spouse's Protection Act and "Garnishment".

What statutes/regulations are applicable to the Uniformed Services Former Spouse's Protection Act (USFSPA)?

[10 U.S.C. § 1408, Uniformed Services Former Spouse's Protection Act](#)

What is the Uniformed Services Former Spouses' Protection Act (USFSPA)?

The USFSPA allows state courts to treat military retainer/retired pay as marital property. It also allows some former spouses to retain commissary and exchange privileges, military health care, and designation as a Survivor Benefit Plan (SBP) beneficiary. Finally, the USFSPA provides a method of enforcing current child support and alimony awarded in a court order.

How is the military retainer/retired pay distributed to the former spouse? _

The USFSPA recognizes the right of state courts to distribute military retainer/retired pay to a former spouse as part of a property settlement. It also provides a method of enforcing these orders through the Defense Finance and Accounting Service (DFAS). A spouse need NOT have been married to the service member for 10 years to be entitled to a portion of retainer/retired pay. The amount awarded, if any, is determined by state law.

DFAS can garnish a former spouse's share of retainer/retired pay directly from the service member's retainer/retired paycheck IF the former spouse was married to the service member for 10 years, during which the service member performed 10 years of creditable service.

The maximum share that can be garnished as spousal property is 50% of disposable retainer/retired pay. In cases where there are payments due *both* as spousal property *and* alimony/child support, the maximum amount that can be garnished is 65%. Additionally, amounts not garnished by DFAS can be collected by other means if there is a court order to do so.

Does a former spouse retain medical benefits? _

Benefit for a former spouse may include CHAMPUS coverage (up to age 62) and inpatient or outpatient care at a military treatment facility.

An unremarried 20/20/20 former spouse (and a 20/20/15 former spouse whose divorce was final before 1 April 1985). These benefits are extinguished upon subsequent remarriage and the privileges will not "revive" if the subsequent marriage is terminated by any cause other than annulment. See 10 U.S.C. §§ 1072(2)(F), 1076(b) and 1086(c).

If the marriage coincides with active duty for less than 20 years but at least 15 years (20-20-15), the former spouse is entitled only to full health insurance for one year, after which a conversion policy may be purchased. Former spouses who do not meet either criteria can purchase a group policy from Mutual of Omaha. All these privileges are lost upon remarriage of the former spouse.

Does a former spouse retain Commissary/Exchange Privileges?

Former spouses are eligible for commissary, and exchange privileges if married to a service member for at least 20 years AND the service member completed 20 years active duty AND the marriage coincides with active duty for at least 20 years (20-20-20). A 20/20/20 former spouse's full commissary and exchange privileges are suspended upon remarriage but are "revived" when the subsequent marriage is terminated in any manner. A 20/20/15 former spouse is not entitled to full commissary and exchange benefits. See 10 U.S.C. §§ 1062 and 1072(2)(F)(i).

Does the USFSPA provide for child support and alimony? _

The USFSPA also provides an enforcement mechanism for court-ordered alimony and child support. If support is ordered by a state court, DFAS can garnish wages directly from military pay. To avoid garnishment, the member is encouraged to institute a voluntary allotment with DFAS.

How does a former spouse enroll in the Survivor Benefit Plan (SBP)? _

When a married service member retires, he or she is automatically enrolled in the Survivor Benefit Plan (SBP) with the spouse as beneficiary, unless affirmative action is taken to modify SBP. Under SBP, a portion of retainer/retired pay is deducted from each retirement check; when the retiree dies the beneficiary will receive continued payments in proportion to the amount deducted. As part of a divorce decree, **state courts can now require a service member to name an ex-spouse as SBP beneficiary.** However, DFAS does not enforce these elections unless the ex-spouse was a SBP beneficiary during the marriage. A former spouse beneficiary will lose SBP coverage if remarried before age 55.

Former spouse SBP coverage is generally irrevocable. However, if a retired member remarries, they may change the coverage from a former spouse to a current spouse with the former spouses written consent. Such a request for change must be submitted to DFAS-CL within one year of the date of remarriage. If the former spouse SBP coverage was ratified or approved by a court order, the court order must be amended within one year.

Where can I go for more information pertaining to USFSPA? _

The information above is general in nature, and may or may not apply to your particular case. If you have any questions, a NLSO Legal Assistance Attorney can help you to understand how the USFSPA impacts your individual case. Call the Naval Legal Service Office to make an appointment to speak with a NLSO Legal Assistance Attorney.

Does a former spouse automatically receive a portion of the member's retire pay? _

The Uniformed Services Former Spouses' Protection Act (the Act), 10 U.S.C. 1408, recognizes the right of state courts to distribute military retired pay to a spouse or former spouse (hereafter, the former spouse) and provides a method of enforcing these orders through the Department of Defense. The Act itself does not provide for an automatic entitlement to a portion of the member's retired pay to a former spouse. A former spouse must have been awarded a portion of a member's military retired pay as property in their final decree of divorce, dissolution, annulment, or legal separation (the court order). The Act also provides a method of enforcing current child support and/or arrears and current alimony awarded in the court order. See the [Defense Finance and Accounting Service \(DFAS\) website](#) for more details.

Court orders enforceable under the Act include final decrees of divorce, dissolution, annulment, and legal separation, and court-ordered property settlements incident to such decrees. Orders dividing retired pay as property to be enforced under the Act, a member and former spouse must have been married to each other for at least 10 years during which the member performed at least 10 years of creditable military service (the 10/10 rule). Also, to enforce orders dividing retired pay as property, the state court must have had jurisdiction over the member by reason of, (1) the member's residence in the territorial jurisdiction of the court (other than because of his military assignment), (2) the member's domicile in the territorial jurisdiction of the court, or (3) the member's consent to the jurisdiction of the court, as indicated by the member's taking some affirmative action in the legal proceeding. The 10/10 rule and the jurisdictional requirement do not apply to enforcement of child support or alimony awards under the Act.

The maximum that can be paid to a former spouse under the Act is fifty percent (50%) of a member's disposable retired pay. In cases where there are payments both under the Act and pursuant to a garnishment for child support or alimony under 42 U.S.C. § 659, the total amount payable cannot exceed sixty-five percent (65%) of the member's disposable retired pay.

How do I apply for payments under the Act?

In order to apply for payments under the Act, a completed application form (DD Form 2293) signed by a former spouse together with a certified copy of the applicable court order certified by the clerk of court

within 90 days immediately preceding its service on this Center should be served either personally or by facsimile or by mail, upon the:

Defense Finance and Accounting Service.
Cleveland DFAS-GAG/CL.
PO Box 998002.
Cleveland, Ohio 44199-8002.
(216) 522-5301 (Customer Service)

How do I get an application for former spouse payments from retired pay?

Fact sheets explaining the process and the application forms are available online on the Garnishment under "Uniformed Services Former Spouses' Protection Act" page of the [DFAS website](#).

[Office of the Judge Advocate General, Department of the Navy, Questions & Answers](#)

Unfair Labor Practices (ULP)

What are the applicable regulations?

[5 U.S.C. Chapter 71, Federal Service Labor-Management Relations Statute \(FSLMRS\)](#)

[DoD Civilian Personnel Manual, Chapter 711](#)

Who may file a charge of Unfair Labor Practices?

[Federal Labor Relations Authority \(FLRA\)](#) certifies a union as the exclusive bargaining unit then the union and management negotiate a collective bargaining agreement (CBA) covering conditions of employment for bargaining unit employees.

When either party feels that their rights under the Federal Service Labor-Management Relations Statute (FSLMRS) have been violated, they may file a Unfair Labor Practices charge with the [Federal Labor Relations Authority \(FLRA\)](#).

Which office should I contact if I have questions regarding Unfair Labor Practices?

Seek assistance from a Labor Relations Specialist at your Human Resource Office, Human Resource Service Center.

Use of Federal Government Property

The local [Command Inspector General](#) may accept or refer certain reports of misuse of Government property depending on the circumstances and the nature of the offense.

- Report theft of government property to law enforcement authorities at the particular installation in question.
 - Report misappropriation of government property to the command or unit, military police, Defense police, and military criminal investigative organizations.
 - Report minor abuses of time and attendance or misuse of government telephones, government credit cards, facsimile machines, equipment and vehicles to the chain of command.
 - Report significant abuse of time and attendance or misuse of government telephones, government credit cards, facsimile machines, equipment and vehicles to the local [Command Inspector General](#).
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Use of Non-Public Information

Report all misuse to the chain of command or to the local [Command Inspector General](#).

Use of Official Time

Report all time and attendance violations and improper use of a subordinate's time to the supervisor or to the local [Command Inspector General](#). If the supervisor has been made aware of the abuse and has not taken any action towards resolution.

Use of Position

Report all incidents to the chain of command or to the local [Command Inspector General](#).

Use of Public Office for Private Gain

Report all incidents to the chain of command or to the local [Command Inspector General](#).

Veteran's Re-Employment Rights

Qualified veterans are given special consideration when seeking Federal employment.

What are the applicable statutes/regulations?

[38 U.S.C § 4301, Employment and Reemployment Rights of Members of the Uniformed Forces](#)

[5 USC § 2108, Veteran, Disabled Veteran, Preference Eligible](#)

What hiring preferences are given to Veterans?

Veterans who are disabled or who serve on active duty in the Armed Forces during certain specified time periods or in military campaigns are entitled to preference over non-veterans both in Federal hiring practices and in retention during reductions in force (RIF).

The law does not place a veteran in every vacant Federal job; this would be incompatible with the merit principle of public employment. **Nor does it apply to promotions or other in-service actions.** However, preference does provide a uniform method by which special consideration is given to qualified veterans seeking Federal employment.

To whom should I submit a complaint pertaining to misapplication of Veteran's preference?

If you believe the rules for Veteran's re-employment rights are being misapplied to someone in your command, seek advice from your Human Resource Office or Human Resource Service Center before pursuing a complaint. Report the violation to your chain of command to allow the command an opportunity to address the issue before filing a complaint.

If you do not believe the rules pertaining to Veteran's have been properly applied to you, you may consider filing a formal complaint. See an explanation of the [Administrative Grievance Procedure](#).

Where can I find more information about Veteran's re-employment rights?

[Department of Labor Website](#)

Waste of Funds, Gross

What is waste?

The extravagant, careless or needless expenditure of government funds or the consumption of government property that results from deficient practices, systems, controls, or decisions. The term also includes improper practices not involving prosecutable fraud.

What are the applicable regulations that pertain to complaints alleging waste?

[SECNAVINST 5430.92A](#)

To whom do I report violations?

Report all waste of funds to the local [Command Inspector General](#), [Inspector General of the Marine Corps](#), or the [Department of Defense Inspector General](#).

Worker's Compensation

Contact your Human Resource Office for guidance concerning a work-related injury/claim.

If you want to submit a complaint concerning a Navy civilian employee fraudulently claiming worker's compensation, contact the Department of Labor for guidance or your Human Resource Service Center

What are the applicable statutes?

[5 U.S.C. §§ 8101-8193, Federal Employees' Compensation Act \(FECA\)](#)

[46 U.S.C. § 688, Merchant Marine Act \(the Jones Act\)](#)

[33 U.S.C. §§ 901-950, Longshore and Harbor Workers' Compensation Act \(LHWCA\)](#)

What does the Department of Labor provide for workers who have been disabled?

The Department of Labor's (DOL) [Office of Workers' Compensation Programs \(OWCP\)](#) administers four major disability compensation programs that provide wage replacement benefits, medical treatment, vocational rehabilitation, and other benefits to federal workers or their dependents who are injured at work or acquire an occupational disease.

What benefits do Federal employees have under Workers' Compensation laws?

Workers' Compensation laws provide employees and who are injured or disabled on the job with fixed monetary awards, eliminating the need for litigation. The laws also provide dependents of Federal employees compensation in the event the Federal employee dies as a result of a work-related death or illness.

What benefits are active duty and retired military members entitled to under worker's compensation?

Active duty military and retired members are not entitled to worker's compensation since they receive free medical care from the military for any injuries. If they are disabled due to a service connected injury, they may be entitled to disability pay and other entitlements.

Who do I contact if I believe I have a claim for a work-related injury?

[United States Department of Labor \(DOL\)](#)

Frances Perkins Building
200 Constitution Avenue, NW
Washington DC 20210

Phone: 1-866-4-USA-DOL
TTY: 1-877-889-5627
