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US ARMY
CORPS OF ENGINEERS

VICKSBURG DISTRICT



WELCOME



Dear New Team Mate,
On behalf of the Mississippi Valley Division Commander (MVD), Maj. Gen. Diana Holland, welcome to the Vicksburg District (MVK) of the U.S. Army Corps of Engineers USACE).

MVK is one of the USACE's largest civil works districts in both size and scope. Our jurisdiction encompasses 68,000 square miles and seven major river basins across Arkansas, Louisiana and Mississippi. We also manage approximately 1,250 miles of commercially navigable streams and rivers, including the Mississippi, Ouachita-Black, Pearl, Red and Yazoo rivers. Our missions include flood risk management, navigation, hydropower, recreation, water supply, emergency operations, environmental stewardship, and regulatory. From our district office in Vicksburg, Mississippi, and our field offices scattered across the region, we engineer to improve the lives of people across the country and around the world. To prepare you for your role at MVK, we provided you with this informative welcome packet. Please take the time to read through it and learn about the responsibilities and opportunities that await you. Your supervisor will be able to help you with your questions. Though the onboarding process may feel overwhelming at times, you should remember that the information you learn and tasks you complete will prepare you to best understand and execute the mission.

I also encourage you to take time to learn not only about MVK, but also the community where it is situated. Explore the rich history on display at the district office, the Jesse Brent Lower Mississippi River Museum and the Vicksburg National Military Park. Enjoy the shopping and dining locations in the downtown district. Experience nature while hunting, birding, boating, fishing, walking or cycling through the area's scenic landscapes. Exciting opportunities await you here in Vicksburg.

As a member of the MVK team, you are our most important asset. We could not execute the mission and provide high-quality service to the nation and the region without employees like you. Again, I am pleased to welcome you to MVK and excited about all that you will accomplish.

Warm Regards,

Robert A. Hilliard
Colonel, Corps of Engineers
District Commander

For a complete list of names and contact information for MVK leadership, [click here](#) (while on the USACE network).

Welcome Packet Protocol

This packet will be updated at a minimum every quarter to ensure POCs are up to date, web links are valid and current and that any recent major changes to organizations, missions, sections, Standard Operating Procedures, or other items contained in this packet are accurate.

For recommendations or updates to the packet, please contact the MVK Public Affairs Office via email at vicksburgdistrict@usace.army.mil.

Vicksburg District on Social Media

Stay updated on the district's [Facebook](#), [Twitter](#) and [YouTube](#) accounts.

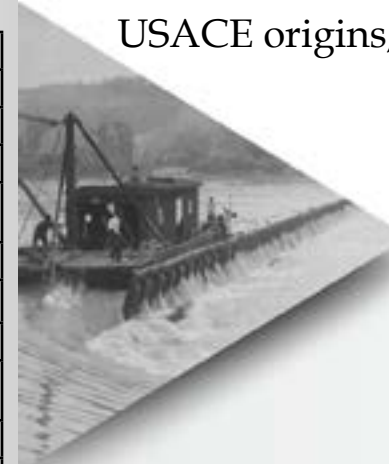
COL Robert A. Hilliard	District Commander	601-631-5010
LTC Frank R. DuVerger III	Deputy District Commander	601-631-5016
Patricia Hemphill	Programs and Project Management	601-631-5673
Tonya Gregory-Lyons	Executive Assistant	601-631-5014
Kathryn Seal	Executive Administrative Support Specialist	601-631-5636
Cynthia Lee	Chief, Resource Management	601-631-5194
Julie Vignes	Chief, Operations	601-631-7225
Henry Dulaney	Chief, Engineering and Construction	601-631-7724
Olympia Williams	Military Administrative Office (S1), MVD	601-634-5434
Donald Walker	Chief, Emergency Operations Center	601-631-5759
Carol Bridges	Chief, Security and Law Enforcement	601-631-7281
David Dyer	District Counsel	601-631-5074
Jessica Dulaney	Chief, Public Affairs (Acting)	601-631-5053
Frederick Austen	Chief, Equal Employment Opportunity	601-631-5062
William Richards	Chief, Occupational Safety and Health	601-631-5392
Jewel Sibley	Chief, ACE-IT	601-631-7292
Chrystal Spokane	Chief, Real Estate	601-631-7384
Sarah Cosey-Mayfield	Chief, Contracting	601-631-5837

POINTS OF CONTACT



USACE ORIGINS

The history of American military engineering began during America's War for Independence when Congress established the Continental Army with a provision for a chief engineer on June 16, 1775. The U.S. Army Corps of Engineers (USACE) developed from the expertise and experience of professional French military engineers, and their influence resonates through many of our traditions, such as the motto 'Essayons,' which is French for "let us try." The Army established USACE as a separate, permanent branch on March 16, 1802. For more information on USACE origins, [click here](#).



HISTORY

MVK traces its history back to 1873 when Capt. William Henry Harrison Benyaurd opened a U.S. Army Corps of Engineers (USACE) office in Monroe, Louisiana, to survey land and remove navigational hazards from the Yazoo River in Mississippi and the Ouachita River in Louisiana after the Civil War.

On June 28, 1879, an Act of Congress created the Mississippi River Commission (MRC) to direct all work on the Mississippi River and provided for USACE districts to execute the mission. Five years later, on August 1, 1884, Capt. Eric Bergland established the first permanent USACE office in Vicksburg.

After USACE was divided into five engineer divisions in the 1890s, the Vicksburg office transferred through several of them, including the Southwest Division, the Gulf Division and the Western Division. In 1929, the Western Division was reorganized in the Upper and Lower Mississippi Valley Divisions, and Vicksburg became the headquarters for the latter and supervised the work of the Memphis, New Orleans and Vicksburg districts.

In the early 1900s, the federal government committed itself to flood prevention and control with the Ransdell-Humphreys Flood Control Act of 1917, which appropriated \$45 million to the MRC and required local interests to pay at least half the cost of flood protection works and provide all levee rights-of-way. In 1924, MVK completed its first major navigation project, a system of six locks and dams on the Ouachita River that provided year-round 6-1/2 foot navigation to Camden, Arkansas.

The Great Mississippi Flood of 1927, the most destructive river flood in the history of the U.S., challenged MVK and changed the future of flood control efforts. At the time, MVK monitored 420 miles of the Mississippi River and tributaries, most of which were solely protected by levees. The Arkansas and Mississippi Rivers broke loose and flooded large areas of Arkansas, Mississippi, and Louisiana, and losses at MVK were estimated at \$104 million. After this devastation, the Flood Control Act of 1928 developed a comprehensive flood control program that included the world's longest system of levees.

HISTORY

In 1936, the Yazoo Headwater Project created the Arkabutla, Sardis, Enid and Grenada lakes in Mississippi. Around the same time, three similar lakes designed for flood control and hydropower production were built on the headwaters of the Ouachita River in Arkansas, the Ouachita, DeGray and Greeson lakes.

In 1960s, USACE created the Flood Plain Management Services Program to provide technical services and planning guidance to local, state and other federal agencies, and in the 1980s, MVK's work reached an international scale with a water resources development study in the Niger Basin of West Africa.

Since its first office opened in 1884, MVK has expanded and diversified from its humble origins along two small rivers in Mississippi and Louisiana to encompass a 68,000-square-mile area across portions of Mississippi, Arkansas and Louisiana and to impact communities across the country and around the world.

For more information about MVK's history, [click here](#).

The Vicksburg District (MVK) is one of six districts that compose the Mississippi Valley Division (MVD) of USACE. The other districts in the Division are located in St. Paul, Minnesota; Rock Island, Illinois; St. Louis, Missouri; Memphis, Tennessee; and New Orleans, Louisiana. MVD is one of nine USACE Divisions worldwide, which encompass the U.S., Europe, the Middle East and Transatlantic regions, Japan and Korea.

USACE Vision: Engineering solutions for our Nation's toughest challenges.

USACE Mission: Deliver vital public and military engineering services; partnering in peace and war to strengthen our nation's security; energize the economy and reduce risks from disasters.

Since its establishment in 1802, USACE played an integral part in the development of the country and its defense. While the mission has evolved with the needs and priorities of the nation, the commitment of the workforce has remained constant.

USACE:

- Is the nation's number one federal provider of outdoor recreation.
- Owns and operates more than 700 dams nationwide.
- Operates and maintains 12,000 miles of commercial inland navigation channels.
- Dredges more than 200 million cubic yards of construction and maintenance dredge material annually.
- Maintains 926 coastal, Great Lakes and inland harbors.
- Restores, creates, enhances or preserves tens of thousands of acres of wetlands annually under its Regulatory Program.
- Owns and operates 24 percent of the U.S. hydropower capacity or three percent of the total U.S. electric capacity.
- Provides technical and construction support to more than 100 countries.

MISSION

For more information about USACE's mission, [click here](#).

VICKSBURG DISTRICT MISSION OVERVIEW

The Vicksburg District (MVK) is one of USACE's largest civil works districts in both size and scope. The 68,000-square-mile MVK encompasses seven major river basins, including 278 miles of the Mississippi River's main stem, in Arkansas, Louisiana and Mississippi. The District is also responsible for approximately 800 miles of commercially navigable streams and rivers, including the Mississippi, Ouachita-Black, Pearl, Red, and Yazoo rivers.

To handle its expansive workload and geographic jurisdiction, the District maintains its headquarters in Vicksburg, Mississippi; two area offices in Vidalia, Louisiana, and Greenwood, Mississippi; and two field offices at Shreveport and Monroe, Louisiana. Each of these offices supervises construction and other activities in its area. Additionally, the district has field offices at its lakes in Arkansas and Mississippi.

In recent years, MVK's workload has averaged over \$220 million annually for projects including navigation, flood risk reduction, environmental restoration and work for others agencies.

MVK's current missions include:

- Flood risk management
- Navigation
- Hydropower
- Recreation
- Water supply
- Emergency operations
- Environmental stewardship

VICKSBURG DISTRICT MISSION OVERVIEW

MVK executes several projects that are critical to the economic and military security of our nation and keep the district at the forefront of international engineering.

These projects include:

- Development and maintenance of a nine-foot navigation channel on 278 miles of the Mississippi River, which carries over 500 million tons annually to the world's busiest shipping corridor in between Baton Rouge and New Orleans.
- Construction and operation of an expansive flood control system that has prevented more than \$50 billion in flood damages.
- Restoration of natural resources, such as the water quality in Arkansas' largest natural lake, Lake Chicot, and thousands of acres of bottomland hardwoods in the Mississippi Delta.
- Recreation programs that attract nearly 30 million visitors annually to nine lakes and provide \$1 billion in benefits to local economies.

For more information about the size and scope of MVK's work, [click here](#).

GETTING STARTED



Arriving at the District Office

The Vicksburg District (MVK) office is located at [4155 Clay Street, Vicksburg, Mississippi 39183](#). Upon arrival, enter through the main gate identified by a large red brick Vicksburg District Sign in the center of the driveway, and a Security Guard House at the entry. You must present a valid driver license to gain entry. Upon entering the district office, check in at the security desk in the lobby on the first floor. Your sponsor or supervisor will welcome and escort you through the district office. Take the time to note the office layout and important locations, such as your work station, entrances and exits, lunch and break areas, and restrooms.

Prior to arrival on your first day, check with your sponsor or supervisor for appropriate work attire, which will vary based on your location and duty assignment.

New Employee Checklist

During your first few weeks at MVK, you will need to complete a list of tasks to onboard properly. Please refer to the New Employee Checklist for information on joining the U.S. Army Corps of Engineers network, setting up your computer, getting your Common Access Card (CAC), taking mandatory training and other tasks. There are separate checklists for Civilian and Active Duty Military employees. Employees of field sites may also have site-specific checklists and should verify with their sponsor or supervisor for more information.

Facilities Access

A valid, registered CAC is required to access the MVK office and its online systems. Your sponsor or supervisor will help you obtain a CAC from the Security office, which is located on the first floor in room 104.

Communications, Network Access and IT Support

Most of the technical difficulties you may experience with your computer, work telephone and other electronic equipment is handled by the Army Corps of Engineers – Information Technology (ACE-IT) staff. Their offices are located on the first floor, and they are available to troubleshoot problems in-person and remotely.

To submit a fix-it ticket and request help from ACE-IT, [click here](#) (while on the USACE network) or call 1-866-562-2348.

GETTING STARTED



SAFETY AND EMERGENCIES

Construction Safety

If your work takes you to the field, you will need protective footwear, such as steel-toed boots or shoes. Your supervisor will determine what kind of protective footwear is appropriate for a particular job based on anticipated hazards. The administrative assistant in your section will order your protective footwear and notify you when it arrives. For more information on MVK’s protective footwear policy, read the latest guidelines [here](#) (while on the USACE network).

Other safety equipment, such as hard hats, reflective vests, hearing protection and safety glasses, will be provided by your supervisor as needed. Always use the appropriate safety equipment when in the field and follow the guidance of construction site leads and personnel.

Fire Evacuation



In the event of a fire at MVK headquarters building, proceed to the nearest fire exit immediately. The fire exit stairwells are located on the east and west ends of the building. Do not use the elevator during a fire evacuation. After you exit the building, proceed to the evacuation assembly area in the parking lot and locate your section’s designated meet-up area. Notify your supervisor that you exited the building safely as soon as possible. Your immediate supervisor or section members can direct you to the quickest route from the building to the evacuation assembly area.

Health

The Safety and Occupational Health clinic is located on the 1st floor in room 124. The clinic is staffed by a nurse and a physician trained to provide workplace-related healthcare for MVK employees. For more information on the resources and programs offered by the Safety and Occupational Health office, visit their webpage [here](#).

EMERGENCY MANAGEMENT BRANCH

The Emergency Management Branch (EMB) is responsible for emergency management (EM), response and recovery operations, deployment coordination and some aspects of employee protection, such as notification, accountability and continuity of operations. For more information, [click here](#).

All employees must read and understand this information and be prepared to comply with EMB guidance on employee notification, employee accountability, important plans, ENGLink, emergency response teams, and deployment. After arriving at MVK, all employees should log in to ENGLink and update their information on the Personal Data Sheet, including their new supervisor and time keeper’s information. This information should be reviewed at least every six months. For a list of Emergency Response Teams, [click here](#).

Accountability and Notification Guidance

MVK uses AtHoc, a mass warning and notification system. This system allows EMB to notify employees of critical or time-sensitive information and aids our accountability process. Notification methods include desktop popups, calls and/or text messages to work telephones, messages to work email accounts, calls and/or text messages to personal telephones and messages to personal email accounts.

The AtHoc mobile app can be installed on personal smart phones, as well as government smart phones provided you sign the Acceptable Use Policy in UPASS. The mobile app does not require any personal contact information and can be registered using your work email address. The Organization Code for the mobile app is “USACEMVK”.

AtHoc user accounts are automatically created based on a weekly data pull from the active directory. Name, office, work telephone number and work cellphone number values are copied into the AtHoc system, and users can update additional information via the Self Service desktop app. Emergency Management cannot require employees to provide personal contact information for AtHoc. If you choose not to enter your personal contact information, you will need to either monitor your work email, install the AtHoc mobile app or check MVK’s social media pages for notification information.

All employees physically located in the district office or one of MVK’s field sites should have an account in our system. Employees assigned to a national or regional organization located within MVK will have AtHoc accounts in the MVK database where they are physically located.

Emergency Operations Center (EOC)

An Emergency Operations Center (EOC) activates during disasters such as floods, tornadoes and hurricanes. The primary for MVK is located in the district headquarters on the first floor, room 126. The EOC plans and manages the execution of emergency operations for MVK and provides support to other districts and divisions as required. The mission of the EOC is to provide timely, effective and efficient disaster preparedness, response, recovery and mitigation projects and services on a nationwide basis to reduce loss of life and property. The EOC depends on MVK and its employees to help execute the emergency operations activities and offers volunteer opportunities to assist relief efforts during emergency events. Volunteers have recently supported recovery operations for hurricanes in the Carolinas, Florida, Texas, Puerto Rico and the U.S. Virgin Islands.

EOC



Support for Military Operations

U.S. Army Corps of Engineers employees have the opportunity to deploy as a civilian to assist in DOD mission(s). Areas where civilians have been deployed include Kuwait, Afghanistan and Iraq. During deployment, they are usually assisting other military units with Field Force Engineering (FFE) or with emergency relief efforts.

The mission of FFE is to: “provide installation-level master planning and facilities design expertise for intermediate staging bases, base camps, forward operations bases and displaced personnel camps.”

To be deployed, you must fill out a Request for Deployment form and submit a resume, recent SF-50 and DD-214, if available. The Emergency Management Office will then forward your package to the Mississippi Valley Division for further processing. If you do not apply for a specific opportunity, the Trans-Atlantic Division will keep your application on file for a year for any positions that might fit your expertise.

SUPPORT
FOR MILITARY
OPS



DOD CIVILIAN
EMPLOYEES

Introduction to the Army Civilian Corps

Because the majority of information regarding benefits, pay, holidays and other topics apply to all Department of the Army civilians, the Army has created an orientation program for new employees and their supervisors known as the Civilian Acculturation program. The Civilization Acculturation website contains a new employee orientation checklist, general information about the U.S. Army, information from human resources (the office referred to as the Civilian Personnel Advisory Center in the U.S. Army Corps of Engineers), career management and training topics and the federal holiday calendar. To access the Civilian Acculturation program resources, [click here](#).

Another valuable resource is Army Knowledge Online (AKO), which offers deals on entertainment and travel, access to numerous online libraries and education sites, links to benefits websites and access to a wealth of shared content. To access AKO, use your CAC card to [register and login here](#).

EMPLOYEE
RESOURCES &
BENEFITS

Benefits

Through your position at the U.S. Army Corps of Engineers, you have access to a wide range of benefits, and you should take the time to read and learn about investment opportunities, dental and medical insurance, federal employee benefits, family care and credit for prior military service. To learn more about your benefits and view the New Employee Benefits Toolkit, [click here](#).

The Office of Personnel Management (OPM)

The OPM oversees policies that support federal human resources departments and facilitates numerous programs, such as healthcare and insurance, retirement services, workforce restructuring, succession planning, recruiting, staffing solutions assessments, evaluations and leadership development. For more information about OPM, visit their website [here](#).

Federal Employee Health Benefits (FEHB)

The FEHB Program can help you and your family meet your healthcare needs. Through the FEHB website, you can compare the costs, benefits and features of different healthcare plans. The website categorizes benefit plans based on enrollee requests, differences among plans and simplicity. However, you should consider the total benefit package, including service, cost and provider availability, when choosing a healthcare plan. To view FEHB options, visit their website [here](#).

Federal Employee Dental & Vision Insurance Program (FEDVIP)

Federal employees who are eligible to enroll in a FEHB plan may also be eligible to enroll in FEDVIP during the federal benefits open season. Most FEHB plans offer little to no dental and vision coverage. FEDVIP dental plans cover services such as teeth cleanings, x-rays, crowns and bridges and adult orthodontia. FEDVIP vision plans cover services and products like comprehensive eye exams, glasses (lenses and frames) and contact lenses. For more information about FEDVIP, [click here](#).



Federal Long Term Care Insurance Program (FLTCIP)

The FLTCIP provides long-term care insurance to help pay for costs of care when enrollees need assistance with daily tasks or have a severe cognitive impairment, such as Alzheimer's disease. For more information about FLTCIP, [click here](#).

Thrift Savings Plan (TSP)

Through the TSP, you can invest in your retirement using multiple investment funds. The TSP website has a wealth of information and resources for investments, matching contributions, retirement calculators, withdrawals and more. For more information on TSP and retirement, visit the TSP website [here](#).

Health and Dependent Care Flexible Spending Account (FSA)

The Federal Flexible Spending Account Program (FSAFEDS) offers flexible spending accounts (FSA) to federal government employees. FSA will allow you to pay for eligible out-of-pocket health care and dependent care expenses with pre-tax dollars. For more information, visit the FSAFEDS website [here](#).

Child Care Subsidies for Federal Employees

These programs provide financial assistance to eligible employees to assist with child care costs in licensed family care homes or child care centers. For more information, [click here](#).

Credit for Military Service

If you have prior active duty military service, you may be eligible to receive credit for that service toward your civilian retirement under the Civil Service Retirement System (CSRS) or Federal Employees Retirement System (FERS). For more information on CSRS, [click here](#). For more information on FERS, [click here](#).

Veterans Health Resources

- **Jackson VA Domiciliary**
5354 I-55 South Frontage Road East, Harbor House
Chemical Dependency Services, Jackson, MS 39272-9119
Main Number: 800-949-1009 x55717

- **G.V. (Sonny) Montgomery Department of Veterans Affairs Medical Center**
1500 East Woodrow Wilson Avenue, Jackson, MS 39216-5116
Main Number: 800-949-1009

- **Dogwood View Parkway VA Clinic**
6522 Dogwood View Parkway
Suite F, Jackson, MS 39213-7858
Main Number: 601-362-4471 x51294

Veterans Benefits

- **Jackson Regional Benefit Office**
1600 E. Woodrow Wilson Ave. Jackson, MS 39216
Main Number: 601-364-7010

Additional Employee Programs and Services

[Civilian Personnel Advisory Center \(CPAC\)](#)
(Available once on the USACE network)

[Workers Compensation \(OWCP\)](#)

[Employee Assistance Program \(EAP\)](#)
(Available once on the USACE network)

[Government Retirement and Benefits Platform](#)
(Available once on the USACE network)

[Army Benefits Center \(ABC\)](#)

[Life Insurance \(FEGLI\)](#)



PAY SCHEDULE, LEAVE, & TIMEKEEPING

As a government employee, you will be paid according to Office of Personnel Management guidelines. For more information on pay and leave, [click here](#). You will log work hours through the Corps of Engineers Financial Management System (CEFMS). Your supervisor or section administrative support specialist will help you get started on CEFMS. You can view CEFMS Time and Attendance resources and training [here](#) (while on the USACE network).

To manage your pay account through the Defense Finance and Accounting Service, [click here](#). Teleworking, flex time and other schedules are managed by specific guidelines in the work schedules policy. For more information, talk to your immediate supervisor or review the latest version of the Vicksburg District's policies [here](#).



TRAVEL

As a Vicksburg District employee, you may need to take official travel to support projects or take courses that are not offered locally. Travel for official purposes is covered or reimbursed by the government. However, you will need to obtain travel orders to authorize the following types of expenses:

- transit to and from your destination
- airfare
- lodging
- rental or government-furnished vehicles,
- daily per diem allowance
- miscellaneous travel expenses (parking, tolls, etc.)

As a government employee, you are authorized a Government Travel Credit Card (GTCC or GTC) to cover expenses. When you submit your completed travel voucher, you will need to submit all receipts for authorized purchases made on your GTC in order for payment to be issued to that card. To apply for a GTC, [click here](#) (while on the USACE network).

The use of a GTC is governed by Department of Defense Regulations, [click here](#).

Travel orders and vouchers are processed through the Corps of Engineers Financial Management System (CEFMS). CEFMS is a comprehensive and integrated financial management system that processes all financial transactions for U.S. Army Corps of Engineers. Your section's administrative support specialist will use CEFMS to cut travel orders and file travel vouchers using district funds. Ask your supervisor for information about your department's processes for obtaining travel orders and submitting travel vouchers. You should learn how to use CEFMS to keep track of your district-funded travel status, travel vouchers and reimbursements. Your major responsibility is to submit the travel orders and vouchers in a timely manner. To access the CEFMS user manuals, [click here](#) (while on the USACE network).

TRAVEL



Per Diem

While on Temporary Duty (TDY), you will receive two types of per diem, in accordance with the Joint Federal Travel Regulations (JFTR). The first is your lodging per diem, all of which must be spent on lodging or otherwise will be forfeited. You must submit a receipt for all lodging expenses. The second is for meals and incidentals (M&IE); you will receive the same meal rate no matter how much or how little you spend. The JFTR stipulates that expenses below \$75 do not require a receipt.

You are paid 75% of the daily per diem rate for your first and last day of travel, while you receive the full rate for all other travel days. Each city will have a different per diem rate. For current rates, [click here](#).

SATO Travel provides personal services to allow government employees to access and review travel options, makes travel arrangements that accommodate mission requirements and electronically provide SATO representatives with their selections. Travelers access the Global Distribution Systems (GDSs) to review available airline, rail, hotel and rental car options, and select the reservations that best meet their needs. To access SATO Travel, [click here](#).

The Defense Travel Management Office (DTMO)

The DTMO serves as the hub for commercial travel within the Department of Defense. The DTMO establishes strategic direction, sets policy and centrally manages commercial travel programs and station/housing allowances. The DTMO website provides information for travel regulations and allowances, Defense travel programs, training resources, travel tools and other DOD employee benefits. For more information on current rates and regulations for official travel, [click here](#). For up-to-date information on per diem rates, [click here](#). For state tax exemption information, [click here](#).

Local Travel

Generally, local travel is defined as travel within a 50-mile radius of an employee's Permanent Duty Station (PDS), not longer than one duty day and necessary for the accomplishment of official duties. This definition of local travel applies whether you use a privately owned vehicle (POV), government owned vehicle) or public transportation. Note that local travel does not include overnight stops or per diem claims.

You will submit a Request for Travel Order form to your supervisor prior to your trip. After the trip, you will be eligible for travel reimbursement for local travel expenses (POV mileage, public transportation fare, tolls, etc.). To receive reimbursement for local travel expenses, you must submit a Claim for Reimbursement for Expenditures on Official Business (SF-1164) form to your office's administrative support specialist. Ask your administrative support specialist to provide you with the travel forms. You, your supervisor and your administrative support specialist will use CEFMS to process travel orders and vouchers.

TYPES OF TRAVEL

TYPES OF TRAVEL

Temporary Duty (TDY)

According to [Joint Travel Regulations \(JTR\)](#), TDY travel is defined as "travel to one or more places away from a Permanent Duty Station (PDS) to perform duties for a period of time and, upon completion of assignment, return or proceed to a PDS." There are four types of TDY travel with different allowances:

- 1. Business Travel:** Travel for business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training, deployment and unit training or special circumstances travel. It also includes certain local travel, but not leave or evacuation.
- 2. Schoolhouse Training Travel:** Travel in connection with TDY attendance at formal course(s) of instruction.
- 3. Deployment, Personnel Traveling Together under an Authorization/Order Directing No/Limited Reimbursement, Unit Travel:** Travel as a unit in support of a combat mission, peacekeeping and disaster relief which also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The government provides all transportation, lodging and eating facilities when personnel traveling together are under an authorization/order directing no/limited reimbursement.
- 4. Special Circumstances Travel:** To learn more about this category of travel, [click here](#).

To work TDY, a request and authorization for TDY travel of DoD personnel should be submitted through CEFMS.

TYPES OF TRAVEL

Permanent Change of Station (PCS)

Civilian employees moving to MVK that are authorized Real Estate Expenses in their PCS Orders should contact the MVK Real Estate Division. Prior to submitting a claim for reimbursement of Real Estate Expenses to the UFC, DD Form 1705, DD Form 1351-2, and all required supporting documentation must be reviewed by the Real Estate Division.

According to JTR, PCS is defined as "the assignment, detail, or transfer of an employee to a different PDS under a competent travel authorization that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS." When extending an offer of employment, the government may allow a PCS move. The government will pay relocation expenses and temporary quarters for a specified period of time. Every 30 days during this time, you must submit a claim for temporary quarters subsistence expense reimbursement, along with a travel voucher (DD Form 1351-2), to the Resource Management Office. Reimbursement will be paid within 30-60 days of submitting the voucher.

Safe Haven

Safe Haven is a program activated in times of emergency, usually natural disasters, to displace some of the costs associated with ensuring the safety of U.S Army Corps of Engineers employees. Only the commander can initiate payment of evacuation allowances. Unless the employee is directed to work during a storm, all state and local government orders are to be followed. A state and local government evacuation order does not create an entitlement to evacuation pay or safe haven allowances. Evacuation allowances are two separate items:

Evacuation Pay: Under evacuation pay, you receive the pay you were making before an evacuation was declared. If you are in an authorized paid leave status (sick or annual) using any type of compensatory time or working part-time, you will be paid at your usual rate. If you are on leave without pay or serving a suspension, you will not receive pay. You may be directed to return to work at any time, to any location or for any job regardless of your normal position while you receive evacuation pay. If you are directed back to work, you must report in two calendar days. Pay will not be increased if you are assigned a job that normally is a higher grade, and pay will not be decreased if you are assigned lower graded or part-time work. Failure to return to work may result in the immediate termination of all evacuation allowances as well as other possible disciplinary action.

SAFE HAVEN



Safe Haven has different parameters for civilian and military employees, which are as follows:

- Civilians Safe Haven is a travel and per diem allowance for the employee and their relatives that live in the same household AND where the employee provides more than 50 percent of the relatives support. There is no age or relationship restriction. Simply put, employee and relative may be paid safe haven.

- Military Safe Haven is a travel and per diem allowance for the service member and their dependents. Dependent status varies significantly but one requirement exists: the dependency status is recognized and approved by the respective service.

Additional Information:

- Official safe haven location will be published in the evacuation order by the commander.

- Employees and their family members may evacuate to another location.

- All reimbursements will be based on the per diem rate for official location or for the location where the employee/family evacuated – whichever rate is cheaper.

- Eligible family members must be part of the household and the employee must provide more than 50 percent of their support (for military see above rules on safe haven).

- Transportation to one safe haven evacuation location will be reimbursed, and is recommended to be within 550 miles of the district. A second safe haven location may be authorized by the commander. Stringent requirements must be met to warrant approval of a second safe haven location.

- One car will be reimbursed, and any additional cars will require the commander's approval and are based on family size.

- Lodging will not be reimbursed if employees stay with friends or family.

- If employees board with a person unknown to them personally that normally does not provide lodging commercially, ensure their name, address, phone number and social security number (IRS tax code) are provided to get reimbursed. Rental income to the IRS is not reported, but it is a part of the travel settlement.

- No additional or ancillary reimbursements will be provided, including expenses for pets, in-and-about mileage, cellular phones and laundry.

- For the first 30 days, employees and their dependents 12 years and older will receive 100 percent of authorized per diem.

- For days 31 to 180, dependents under 12 will receive 50 percent of authorized per diem.



SAFE HAVEN

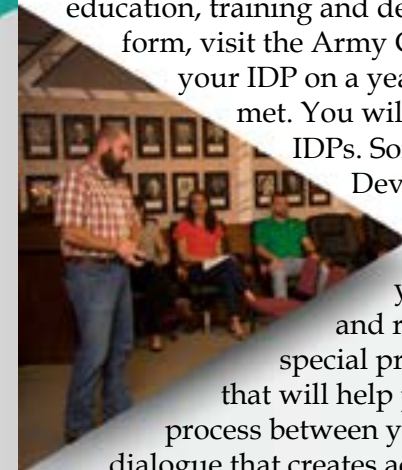


CAREER OPPORTUNITIES AND TRAINING

This section discusses personal goal setting, the proponent-sponsored U.S. Army Corps of Engineers training (PROSPECT), Individual Development Plan (IDP), various training opportunities, professional licensure and performance evaluation. USACE offers a full-range of education, training and development opportunities to build competencies needed to participate effectively in the workforce. Contact the Vicksburg District's training coordinator or your immediate supervisor with any questions. For more information on education, training and development opportunities, visit the USACE Learning Center website [here](#).

Individual Development Plan (IDP)

Every USACE employee is required to fill out an IDP. The purpose of the IDP is to provide you and your supervisor with an outline of both short-term and long-term goals for your career path, which may include education, training and development opportunities. To fill out an IDP form, visit the Army Career Tracker (ACT) [here](#). You should update your IDP on a yearly basis or as soon as your goals have been met. You will need supervisor approval upon completing IDPs. Some employees may use the Total Employee Development (TED) program for their IDP. Make sure to talk to your supervisor about how IDPs are done in your specific section. With an IDP, you and your supervisor may plan for training and related developmental experiences (details, special projects, rotational assignments, readings, etc.) that will help prepare you for future success. The collaborative process between you and your supervisor promotes the helpful dialogue that creates achievable goals. The quality of the IDP will be a direct result of the amount of time and thought put into its development.



CAREER OPPORTUNITIES AND TRAINING

On-the-job Training

The most important type of training you will take is on-the-job training. Regardless of what career path you choose with USACE, on-the-job training provides invaluable professional development and network opportunities with experienced technical and management staff.

Organizational Training

Organizational training consists of:

- USACE training (e.g., anti-terrorism, defensive driving, ethics, etc.)

- Priority I Training (e.g., construction safety, Resource Allocation, Selection System, Foundation Course, etc.)

- Priority II Training (e.g., Action Officer, Development Course, Basic Course, Supervisory Development Course, etc.)

Courses for the mandatory USACE training and mandatory/optional Priority I and II Training may be web-based, off-site or located at the Vicksburg District headquarters. For a complete list of organizational training, [click here](#) (while on the USACE network).

Technical Training

Technical training falls under Priority II Training and includes PROSPECT courses. Conferences and workshops in your career field also count as technical training, and you can learn about those opportunities via word of mouth and professional societies in which you have a membership.

Job-Specific Training

Various occupations have been identified for coverage by a Department of the Army Career Program. Each of these career programs is covered by a regulation that describes career patterns, career intake, appraisal and counseling methods, registration and referral system, and training and development opportunities. Your supervisor will inform you whether or not you are in a position covered by a career program and who the career program manager is for your particular career field. Career program positions at certain grade levels are filled through a centralized referral process. Your supervisor can tell you whether or not you are at a grade level at which you need to submit a career appraisal package to be considered for promotion to higher grade positions through the centralized referral process. If you are not to be assigned to a position covered by a specific career program but feel that you have the experience and training to qualify as a voluntary registrant in a career program, you should contact your supervisor or the Civilian Personnel Advisory Center (CPAC). Temporary employees are not enrolled in a Department of the Army Career Program unless they have previously served in a permanent position and have reinstatement eligibility.



Mandatory Training

For the most updated annual training guidance, [click here](#) (while on the USACE network) or reference the FY19 training memorandum. For FY19, mandatory training includes:

- Army Substance Abuse Program(ASAP) and Suicide Prevention (annual)
- Anti-Harassment and No Fear (annual - online)
- SHARP (Sexual Harassment and Assault Response and Prevention) Training
- Ethics Training
- Defensive Driving (required to operate Government owned, leased, or rented vehicles while at the District or on TDY)
- Fiscal Law (required for all certifying officers and/or departmental accountable officer roles (RM, PM, administrators, and supervisors)
- Supervisor Development Course (required of all supervisors within one year of hiring)
- Anti-Terrorism Training (required for new employees if they have not served in a DoD Organization within the last 10 years)

In addition to these training requirements, supervisors may have additional required training for their sections.

TRAINING RESOURCES

Army Learning Management System (ALMS)

The ALMS offers several opportunities for civilian leader development, including the supervisor development course (SDC), the manager development course (MDC) and the action officer development course (AODC). The SDC provides training in basic supervisory and human resources skills to newly appointed supervisors. The MDC introduces new managers to the skills necessary to perform managerial duties at a high level. The AODC is designed for action officers and other employees to acquire basic staff and communication skills. To access these three courses, [click here](#) (while on the USACE network).

Army eLearning

At no cost to the individual or their organization, all active duty soldiers, members of the National Guard or Reserves and Department of the Army civilian employees are authorized to access over 1,500 information technology, business skills, and interpersonal skills courses online via Army eLearning. To access those courses, [click here](#).

Readiness Support Center (RSC)

The RSC provides U.S. Army Corps of Engineers personnel with emergency management and response training. The training branch coordinates a variety of training including: planning and response team (PRT), emergency manager, team leader, assistant team leader, and subject matter experts. Training is available in person and online via simulations and table-top exercises. For more information on training opportunities, [click here](#).

TRAINING RESOURCES

Cross Training

At times, supervisors will fill short term vacancies by opening a position up for other employees to fill temporarily. Often, these positions can be filled with someone with a lesser or equal grade than the grade level of the open position. When an opportunity arises outside of your assigned work area for a temporary detail, you may apply for that position with your supervisor's permission. A temporary detail is an excellent opportunity to learn about other departments in USACE and to gain experience in a higher grade level. Temporary assignments could be as short as a few months or as long as two years. Ask your supervisor for more information.

Academic Degree Training (ADT)

The Army provides funding for qualified applicants to obtain an academic degree. The academic degree must be related to the performance of the employee's official duties and part of a planned, systemic and coordinated program of professional development, endorsed by the Army. Eligible applicants must be at least a GS-11 or pay band equivalent, serve under a career appointment, or have a minimum of three years of permanent, full time employment as a Department of Army civilian at the time of application. USACE Headquarters manages a central degree program and applications are solicited annually. The Vicksburg District also has a local academic degree training program that is solicited via email from training managers. Ask the training managers in the Resource Management Office for more information.

Army Civilian Training, Education and Development System (ACTEDS)

ACTEDS is a valuable resource for investigating opportunities and creating a personal training plan. Each career program (human resource management, safety, engineers and scientists, etc.) has an ACTEDS plan that provides guidelines for advancement. To access ACTEDS, [click here](#) (while on the USACE network).

CAREER OPPORTUNITIES AND TRAINING



PROSPECT

PROSPECT is one of the most commonly used sources of formal training at USACE. Other training opportunities include Army Service Schools, Defense Management Education and Training/Department of Defense Schools, courses presented in-house, interagency schools (Office of Personnel Management, General Services Administration, USDA, etc.) and non-government sources (manufacturers, commercial training institutions, local colleges/universities, etc.). Because there are specific controls over non-government training, you should check with your organization's training coordinator or the Civilian Personnel Advisory Center (CPAC) for more information. You are required to make all travel requests, travel arrangements and reimbursement claims through your supervisor and administrative support specialist for PROSPECT courses. To access the list of PROSPECT courses offered each fiscal year, click [here](#). Course descriptions are located in the "Purple Book" available at this site.

Leadership Development Program (LDP)

The Vicksburg LDP is a part-time, 13-month program designed to prepare individuals to assume leadership and management responsibilities within USACE, tMVK and the community. The LDP is open to all permanent employees of MVK regardless of career field or grade level. Program components include a leadership-style evaluation, classes taught by professional educators and district specialists, team projects and activities, field visits to USACE field offices and sites, attendance at various MVK executive team meetings and a mentoring relationship with a senior manager. For more information about the LDP, [click here](#) (while on the USACE network).

Civilian Education System (CES)

The CES is designed to prepare exceptional Army civilians to lead during times of change and uncertainty with the values and skills needed to serve as competent, resilient supervisors and managers. The CES is the foundation of the Army's leader development program for all Army civilians and provides progressive and sequential education courses throughout an employee's career. To access the CES foundation course, which is mandatory for all civilian employees, [click here](#) (while on the USACE network) to register on the Civilian Human Resources Training Application System (or CHRTAS) website. The CES training is often a prerequisite for other training or developmental opportunities.

Professional Licensure

MVK highly recommends that working professionals achieve professional licensure appropriate to their field and supports their efforts to do so. The IDP will be used, at a minimum, to document the agreement between employee and management to obtain or renew specific professional credentials/licenses and will serve as an authorizing document in addition to other guidelines set forth in the IDP policy. If approved, each employee is allowed one reimbursement for job-related professional exam fees and associated fees per fiscal year. At the discretion of the supervisor, reimbursement for additional professional credentials/licenses may be granted. Reimbursement for exam failures will not be granted (exam training fees will only be reimbursed once). Administrative leave can be granted to employees taking a professional exam by a manager or supervisor. Ask your supervisor for more information about professional licensure.



TRAINING RESOURCES

Continuing Education

If you have an interest in continuing education, talk to your supervisor and be sure to include continuing education in your goals on your Individual Development Plan. There are two methods of continuing education through USACE. If you are selected for either of the options, you must enter an agreement to continue service, which varies case by case.

The first method is to obtain approval for classes by your supervisor. Each of these classes must be directly tangible and beneficial to your current position. In most cases, you must be a career employee and have an exceptional work record. Each class will be approved or denied based on relevance and the budget allowed by your section. In some cases, you may have to pay for some of the courses required to obtain all of the credits needed for a higher degree.

The second option is a competitive, USACE-wide program for which USACE provides funds and elects nominees once a year. This program pays for all schooling and related costs of as much as \$35,000 a year and pays for your normal salary. To be eligible for the program, you must have at least three years of federal service (not counting internships), the endorsement of your supervisor and the commander, and acceptance into the university. Applications are due Jan. 31 every year. For more information and the current point of contact, [click here](#). Some continuing education opportunities are limited to specific engineering or specialty fields.

Performance Evaluation

As part of your duties as an employee and to be eligible for promotions, you must create an annual performance evaluation of your accomplishments. Like the rest of USACE, the Vicksburg District uses the DoD Performance Management and Appraisal Program (DPMAP) to track performance evaluations.

The appraisal cycle for employees covered by the DoD Performance Management and Appraisal Program is April 1 through March 31 of each calendar year. The minimum period of performance is 90 calendar days. Employees who perform under an approved performance plan for a minimum of 90 calendar days will be rated based on the period of demonstrated performance. Each employee must have a written performance plan established and approved normally within 30 calendar days of the beginning of the appraisal cycle or the employee's assignment to a new position or set of duties. The supervisor will communicate the performance plan to the employee after it has been approved in accordance with DoD Component procedures.

For more information on DPMAP, [click here](#).

TRAINING RESOURCES

Awards

As a Vicksburg District employee, you may be nominated for an award for your performance or achievements. You can also nominate coworkers for awards. For more information about awards, ask your supervisor.

Personnel Records - eOPF

Human Resources is required to maintain a chronological file of all personnel action-related documents for each employee. This file begins when you are hired and follows you throughout your career until you leave federal service. The documents that comprise this file are stored on the Electronic Official Personnel Folder (eOPF). Through the eOPF solution, you can access your own OPF. For security reasons, you will be able to view your file but not modify the documents. All activity performed in the eOPF solution is logged and can be accessed through reports by authorized users. You should establish your own personal file along with your Leave and Earnings Statements (LES) and other records of personnel action. Every time you receive a promotion, reassignment, award, salary increase, or another important career milestone, a Standard Form (SF) 50, Notification of Personnel Action is created. Your new appointment will be documented on an SF-50 and will annotate the type of appointment that you have, the type of retirement coverage, salary, and other pertinent information related to your appointment. Keep a copy of these forms for your records. In Block 31 on your SF-50, you will find a date that represents your Service Computation Date (SCD). If you have no prior federal civilian or military service, then your SCD will be the effective date of your first federal civilian appointment. A SCD is also used to determine benefits that are based on the length of your federal service. If you are continuously employed and have less than six months of leave without pay (LWOP, the date will always remain the same. However, if you have a break in your employment or LWOP in excess of six months in a calendar year, your SCD will be recalculated to reflect the actual amount of time that you have worked. An employee has four SCDs: retirement, leave, Reduction in- Force (RIF), and Thrift Savings Plan (TSP). The Retirement SCD will be the date used to determine the length of service met for required retirement eligibility. The Leave SCD determines how much leave you accrue each pay period. The RIF -SCD determines your retention standing in the event there is downsizing within your activity. The TSP-SCD determines if you are vested (generally 3 years) in the agency's automatic (1%) contribution into your account.

CIVILIAN APPOINTMENTS



Civilian Appointments

There are several categories of employment with USACE. Talk to CPAC (Civilian Personnel Advisory Center) for wage grade, union information, and more.

1. Temporary Appointments

If Block 5B on your SF 50 states "Temporary Appt (NTE date)," that means you are in an appointment that is not to exceed (NTE) the date which appears. Temporary appointments cannot be longer than one year at a time, but can be extended. Under this type of appointment, you are ineligible for retirement coverage, health and life insurance, TSP, Long

Term Care Insurance (LTC), Flexible Spending Accounts (FSAs), and the dental and vision insurance program (FED VIP). If you check Block 30 of your SF 50, it will have a "2," which means you have no retirement coverage but are paying a Social Security wage. If you were first hired in a federal position on or after January 1, 1984, you will be covered under the Federal Employees Retirement System (FERS) if later converted to a permanent appointment. Under FERS, any temporary appointment beginning on or after January 1, 1989 is not creditable service for retirement purposes however, is creditable for leave, RIF and TSP SCDs. Similar to a temporary appointment, term appointments do not give an employee competitive/permanent status.

2. Term Appointment

A term appointment is a time-limited appointment for a specific period exceeding one year and lasting no more than four years. Term appointments are covered by FERS and provide eligibility for health and life insurance, TSP, LTC, FSAs, and FEDVIP. In Block 30 on your SF 50, generally you will see a "K" which stands for FERS.

3. Career Appointment

Permanent employees are generally hired under a career-conditional appointment. Normally this is the first career-type of appointment and the appointee must complete a 2-year probationary period and a total of 3 years continuous creditable service to attain a career appointment.

A permanent appointment has no time limitation. You are automatically covered by retirement and are eligible to participate in the many federal benefit programs. There are many types of permanent appointments but as a new employee, your appointment is a career-conditional appointment.

4. Career-Conditional Appointment

Career-Conditional appointments begins with a probationary period of one year. During this time, your ability, attitude, and work habits are evaluated to determine suitability for a career in the federal service. Near the end of this period, your supervisor must certify if you will be retained or separated from the federal service. You will transition from a career-conditional employee into a career employee after three years of satisfactory continuous service, unless this term must be extended as a result of periods of non-pay status.

Non-Veterans serving on career-conditional appointments have reinstatement eligibility for three years after leaving the service. Veterans have unlimited reinstatement eligibility.



CIVILIAN APPOINTMENTS

ACTIVE DUTY MILITARY

Because MVK is not located on a typical Army Installation, there are no formal in-processing briefings to attend. Therefore, this section of the Welcome Guide outlines the requirements for:

- 1) prior to arrival
- 2) upon arrival
- 3) tasks 30-90 days out
- 4) periodic updates and readiness maintenance.

The information overview provided below should be used in conjunction with the New Employee Checklist and associated Appendices for specific Points of Contact and resources to help ensure your transition into MVK is as smooth as possible.

Prior to arrival at USACE Vicksburg (MVK)

- Register for Tricare Prime Remote [via their website here](#) or through the West Region Customer Support Line at 844-866-9378. Because MVK has no supporting Military medical facility, your healthcare needs will be assigned to a Civilian Primary Care Manager (PCM) in the area.

- Set up Household Goods (HHG) shipment and Personally Procured Move

- (PPM/DITY) upon receipt of RFO. Your HHG shipment must go through either your losing installation's Personal Property office (GPSO) or submitted [online here](#) if you are not currently at a Military installation (graduate school, USMA, etc.) For PPM/DITY moves, you can set up a move through the Fort Polk Transportation Office; see the attached New Employee Checklist for contact information.

- Arrange for transport from the airport to lodging or residence.

- Become familiar with the GS Rank equivalents. Most of our employees are Civilians and are paid in accordance with GS Federal pay scales.

- Ensure you have sufficient serviceable uniforms for office/garrison work. The closest military clothing and sales is located at Fort Polk, LA, which is an approximately 3.5 hour drive.

ACTIVE DUTY MILITARY

Upon Arrival at MVK

- Become familiar with neighboring units in the area. While there is no large Active Duty presence, we have the 412th Engineer Theatre Command and 168th Engineer Brigade (MS National Guard).

- Get computer/network access and U-Pass set up. Your sponsor should work with you to submit a network access request 3-4 weeks prior to arrival to ensure network access will not be severely delayed when you arrive.

- Inquire about riding-sharing services if you choose to reside outside Vicksburg and in a neighboring community, such as Clinton or Jackson. The POC for ride-sharing services is Michael Vandiver.

- Become familiar with the Organizational Chart for the district and USACE and how it differs from regular Army units.

- Ensure your Government Travel Credit Card (GTCC) is activated and under the USACE MVK org code. If you already have a GTCC, you will need your losing unit to release you from their organization once you arrive here if you are utilizing your GTCC during your move. If you do not have a GTCC, you will be expected to apply for one and complete training to obtain one. You will use a GTCC during TDY, Disaster Response deployments or as needed.

- Log hours to projects you are assigned and submit time sheets on a monthly basis directly to the Military Timekeeping POC. Military Pay and Hours Tracking works differently from the Civilian employees.

- Sign up for gym access with the neighboring YMCA. Because there are no military fitness centers in the area, the YMCA allows military members to use its facilities free of charge. For your YMCA application, you must only fill out page six. To fill out applications for family members, talk to YMCA staff. The Front Office Administrative Assistant will provide the Unit Request Authorization memo with the Commander's signature for you to turn in with the application. APFTs are administered every six months to ensure physical fitness readiness. Bring your last two APFT score cards to turn in to the Military Readiness POC.

ACTIVE DUTY MILITARY



- Submit BAH DA FORM 5960, Travel 1351-2, TLE DFAS FORM 9098, DA-31, and a complete set of orders to Olympia A. H. Williams, Military Human Resources Advisor, Mississippi Valley Division, NLT 14 days after signing in. Williams' contact information is as follows: Desk: 601-634-5434; Cell: 601-618-4642 and Email: Olympia.a.hull-williams@usace.army.mil. Travel settlement and in-processing will be through the Division G1 Administrative Office. See below for more information on in-processing.

- Register on EngLink once you obtain your U-Pass credentials and set up your account. Update your personal information and complete a Civil Emergency Medical Screening Packet questionnaire.

30-90 Days Out

- Leave requests should be requested NLT 30 days out for regular leave, 14 days for pass requests. Your Civilian supervisor should sign block 12 as Supervisor and the District Deputy Commander will sign block 13 for requests less than 30 days.

- DEERs/ID updates can be done at the 412th Theater Engineer Command located at 1265 Porters Chapel Road, Vicksburg, Mississippi, 39180-5790. Call (601) 631-6102 to set up appointments as needed.

Periodic Updates and Readiness Maintenance

- iPERMs and ORB Updates will be done through the Division Administrative Office in Vicksburg by the G1 via email submission of required documents. Prior to departure from your losing installation, work with your S1 if possible to correct any known errors.

- Updates to MEDPROS and medical readiness (Dental, Vision, Hearing, PHA) will be done in accordance with the New Employee Checklist.

- DD-93 updates will be done through the Division G1. For SGLI updates, go to www.soes.com or MilConnect to update enrollment.

- DA Photo: Appointments to update your DA Photo can be booked through the U.S. Army Corps of Engineers Information Technology (ACE-IT) Office by [clicking here](#) (while on the USACE network) or by calling 1-866-562-2348. Photos will be taken at the Engineer Research and Development Center.

- For questions regarding the content of this memorandum, please contact the Deputy District Commander, MAJ Frank R. Duverger via email at frank.r.duverger@usace.army.mil or via telephone at (601) 631-5016.

Military Administrative Office (S1)

The Mississippi Valley Division's (MVD) Military Human Resources Advisor is located in Vicksburg, MS, and serves as the Division G1, and processes administrative actions (to include pay, leave, personnel actions, ORB/ERB updates, board prep help, and evaluations processing) for all officers assigned to MVD. Currently, MVD's G1 is Olympia Williams, who can be reached by email at Olympia.A.Williams@usace.army.mil or by telephone at (601) 634-5434.



ACTIVE DUTY MILITARY

Administrative In-Processing for Active Duty Service Members

Welcome to the Vicksburg District (MVK) of the Mississippi Valley Division (MVD). To in-process, you need to complete several forms which are then sent to MVD's Military Human Resources (HR) Advisor for processing. Delay in returning this paperwork can affect your pay and will result in unwanted pay actions. The following forms must be completed in order to fully in-process:

Soldier Data Sheet

This form provides information required to build your Soldier profile in the database. Fill out the form and email it back to your sponsor and the District Deputy, along with your ORB. The Soldier Data Sheet is available [here](#).

MVK Military In-Processing Form

This form lists all the offices, procedures, and paperwork involved in in-processing. You will reference this form to obtain full use of USACE systems. See Appendix A2 for this form.

DA 5960, Authorization to Start, Stop or Change BAH

This form is required for all Military personnel for in-processing. If you have no change in BAH status, only recertification is required. On the DA 5962, you will need to fill out Blocks 1-8, 10-11, electronically sign 13, date 14, and then send the form to MVD's Military HR Advisor.

ACTIVE DUTY MILITARY

DD 1351-2, Travel Voucher or Sub-Voucher (Army PCS Handbook)

Select all applicable payment types in Block 5 of the DD 1351-2 to make sure all authorized entitlements are received. If you receive a DLA advance, you must select "DLA" in Block 5. List the amounts of all previous advances in Block 9 on DD 1351-2. If you did not receive a travel advance, put "None" in Block 9. Failure to follow these steps could result in a debt to the government and possible payroll deductions. Additional tips for 1351-2:

- Personal Vehicle Use: Complete Box 16 of DD Form 1351-2 if you use your personal vehicle.
- Lodging Costs: Submit all receipt copies for lodging costs, regardless of amount.
- Expenses of \$75 or more: Submit all receipts for all expenses incurred for \$75.00 or more.
- Accruals/Advances: Submit data related to all previous accruals/advances received from finance offices (non-submission of previous payment data will result in payment delay).
- Form DA 31 Leave Form: Complete this form (or leave must be annotated on the DD 1351-2).
- Statement of Non-Availability: Include this statement to receive reimbursement for lodging and meals if you stayed in a commercial hotel because quarters were unavailable on base.
- Authorized TDY: If you were authorized TDY en route, orders must reflect accurate and complete TDY information.
- Separate Orders: Although TDY en route information should be included on your PCS order, sometimes separate orders are received. Submit copies of all orders received.
- Direct Deposit Information: Only submit SF 1199 if financial institution changed since last TDY or PCS move. All documents, including PCS Orders, DA5960, DD1351-2 with receipts, and DA31, should be sent to MVD's Military HR Advisor as soon as possible. Once the in-processing checklist is complete, it also must be sent to MVD's Military HR Advisor. This step ensures that all areas of in-processing have been completed and that you are integrated into both the District and the Division.

Tricare Prime Remote (TPR)

Since the District Office is more than 50 miles from an active duty military installation, you will enroll in TPR for your healthcare needs. Enrollment can be done over the phone (1-866-377-1326) or online [here](#). You will establish a Primary Care Manager (PCM) for yourself and your dependents, which should be a local doctor or medical facility that accepts Tricare. Representatives at Tricare will walk you through the process and provide information on local providers that accept Tricare. You may also find a local provider that accepts Tricare and then contact TPR to request that provider as your PCM.

United Concordia Dental handles dental coverage enrollment for Soldiers and can be reached via telephone at 1-866-984-2337 and online [here](#). Dental coverage enrollment for dependents is done through MetDental, telephone 1-877-638-3379 and online [here](#). Again, enrollment customer service representatives will walk through the enrollment process, provide information on local providers that accept Tricare, and help you establish a PCM.

Updating Periodic Health Assessment (PHA), Immunizations, Vision, HIV Test, and DNA Test

1. Complete the online portion of PHA (PHA only) [here](#).
2. Call Logistics Health, Incorporated (LHI), a third-party venue for TPR, at 1-866-377-1326 (Mon-Fri 0700-2200, Sat 0700-1500). You will schedule an appointment with an LHI representative over the phone with a local medical facility (likely will not be your PCM). If the medical provider is unable to answer phone calls, LHI will schedule an appointment based on your requested time and date. LHI will then contact you and provide the confirmed appointment date and time.

3. Fill out the packet sent by LHI to your home address. This packet will contain documents and supplies for your medical appointment, such as basic forms for patient information, privacy act notice, and allergy questionnaire. You must fill out all provided forms and documents ahead of time and bring the entire packet to the medical appointment. At the appointment, the medical provider will fill out the remaining documentation and use any medical supplies provided in the packet. The medical provider will then mail all information to LHI for processing and input into MEDPROS. You are not required to send any forms for updates.

4. Have your medical provider (preferably the doctor or RN) sign the transmittal voucher included in the packet from LHI. You should retain this voucher for your records. LHI will update MEDPROS once all documentation and supplies are received from the medical provider.

Note: If the packet from LHI is lost, forgotten, or does not arrive prior to the appointment, you can still attend your medical appointment. You should contact LHI and have them email or fax required forms to either your or the medical facility, and LHI will purchase any medical supplies required for the appointment directly from the medical facility. If you have issues updating files in MEDPROS, you can send documents directly to LHI via email at Historicalupdates@logisticshealth.com or by telephone at (888) 888-8476.

MEDPROS

ACTIVE DUTY MILITARY

Updating Hearing Readiness:

1. Make an appointment with an audiologist that accepts Tricare and request a hearing conservation audiogram. You must go through LHI for this service prior to scheduling an appointment.

2. Keep a copy of documentation from your appointment for your personal records. LHI will update your MEDPROS automatically.

Updating Dental Readiness:

1. Call United Concordia Dental (1-866-984-2337) to get pre-authorization for a dental exam. United Concordia Dental will not pay for any appointment that has not been pre-authorized.

2. Schedule an appointment with a local provider that is part of the United Concordia

3. Dental network.

4. Bring a DD2813 (Report of Dental Examination) to the dental exam for the dentist to complete. A completed DD2813 includes the dentist's signature or stamp, their license number, and address. DENCOM will not process the form if one or more of these items are missing from the form.

5. Send the completed DD2813 to USA DENCOM via fax at (210) 295-0963 or email at usarmy.jbsa.dencom.mbx.cda@mail.mil. Any questions may be addressed by calling USA DENCOM at (210)295-0941. If you are having issues with DENCOM not updating MEDPROS, sent dental files to LHI via email at Historicalupdates-dental@logisticshealth.com or via telephone at (608-793-2960)

ACTIVE DUTY MILITARY

Obtaining eyewear (eyeglasses, ballistic inserts, and protective mask inserts):

Active Duty personnel stationed at a remote location are authorized one pair of clear (MS9 frames, commonly referred to as BCGs), one pair of sunglasses (MS9 frames), protective mask inserts, ballistic eyewear inserts, and one clear frame of choice from the Naval Ophthalmic Support and Training Activity (NOSTRA). Frames options are listed on the NOSTRA website [here](#).

1. Call LHI to schedule a comprehensive eye exam. LHI will schedule a comprehensive exam for eyewear once every two years.

2. Bring both a DA7655 (for updating MEDPROS) and a DD771 (one for every pair of glasses/lenses to be ordered through NOSTRA) to the eye exam. Fill out the top section of the DD771 with name, rank, last four, shipping information, and contact information prior to the appointment. Be sure to write "REMOTE DUTY" on each DD771.

3. Have the provider complete both forms. The provider will send the DA7655 to LHI for processing. Ensure that the examining facility writes the prescription and includes the pupillary distance (PD) on the DD771. If the examining facility needs eye size, bridge, or temple information, they may find that information on the NOSTRA website.

4. If bifocals are required, ensure that the bifocal height is included as part of the prescription. NOSTRA cannot make bifocals without this information. If a Soldier currently has Standard Issue frames, provide the frame size and temple length (found inside the frame).

5. Send the following information to NOSTRA: One copy of the completed DA7655, one copy of the DD771 for each set of lenses/glasses, a photo copy or scanned image of your military ID card, your mailing address, and a daytime phone number and email address. The order may be submitted via email at NOSTRA-CustomerService@med.navy.mil, via fax at 757-887-4647, or via standard mail to NOSTRA, 160 Main Road, Suite 350, Yorktown, VA 23691-9984. After you send your order, you should call NOSTRA at telephone (757) 887-7611 to ensure the forms were received and MEDPROS update is complete.

Special Information Regarding Profiles:

LHI will only write and update profiles in MEDPROS for conditions and injuries that are identified during a PHA. You must bring any supporting documentation from your PCM for the contract LHI doctor to write a profile. Contract LHI doctors are not under contract to diagnose any condition for a profile but depend on your supporting documentation.

For an injury that requires a profile not in conjunction with a PHA, you will either have to travel to an Army MTF or contact the MEDPROS POC at the nearest Army MTF and request a phone consultation and profile with a provider. The provider must have supporting documentation from the PCM. When you have a condition that required a Temporary Profile, contact the TPR Nurse Case Manager or Medical Readiness POCs. Provide a copy to your Active Duty Commander, who will need to review temporary profiles within 14 days. Reserve Commanders require 30 days.

Temporary profiles older than one year must be transitioned to a permanent profile. See Appendix F for Nurse Case Management POCs.

