



Information Bulletin

**US Army Corps
of Engineers**
Engineer Research and
Development Center

Topographic Engineering Center

*U.S. Army 1999 Research & Development
Organization of the Year*

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OFFICIAL

Excused Absence for Voting

The Federal Government has a longstanding policy of granting employees limited time off from work (i.e., excused absence) to vote in Federal, State, county, or municipal elections or in referendums on any civic matter in their community. Agencies have discretionary authority to grant excused absence to the extent that such time off does not seriously interfere with agency operations. Typically, polling places throughout the United States are open for extended periods of time. Therefore, excused absence should rarely be needed.

We have received a number of questions about excused absence for the purpose of voting in the Presidential election on Nov. 7, 2000. In response to these questions, we offer the following guidelines for agencies to consider when granting excused absence for voting:

Generally, where the polls are not open at least 3 hours either before or after an employee's regular work hours, an agency may grant a limited amount of excused absence that will permit the employee to report for work 3 hours after the polls open or leave from work 3 hours before the polls close, whichever requires the lesser amount of time off. An employee's "regular work hours" should be determined by reference to the time of day the employee normally arrives at and departs from work. If an employee's voting place is beyond normal commuting distance and vote by absentee ballot is not permitted, the employing agency may grant excused absence (not to exceed 1 day) to allow the employee to make the trip to the voting place to cast a ballot. If more than 1 day is needed, the employee may request annual leave or leave without pay for the additional period of absence.

For more information, please contact the Office of Personnel Management's Pay and Leave Administration Division at (202) 606-2858 or by e-mail at payleave@opm.gov.

Henry Romero
Associate Director
For Workforce Compensation and Performance

Calendar of Events

Dec. 14	TEC Holiday Party - Fort Belvoir Golf Course Clubhouse
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Promotion

Sgt.(P) Jesus Rivera, TSD, was promoted to Staff Sergeant in a ceremony officiated by Maj. Gen. Milton Hunter, Deputy Chief of Engineers/Deputy Commander. The ceremony was held at TEC today, Nov 2.

Departure

<u>Name</u>	<u>Organization</u>	<u>EOD</u>
Michelle Lipscomb	TRD	Nov. 3

Headquarters USACE Info on ERDC Intranet

Information on the new Corps of Engineers Headquarters Building has now been placed on the ERDC Intranet at <http://erdcinfo.erd.usace.army.mil/usacehq/>. Information includes maps, driving directions, office layouts and other useful information.

ERDC Exhibit Chart Now on Intranet

The FY01 ERDC Exhibit Chart is now up on the ERDC Intranet at <http://erdcinfo.erd.usace.army.mil/command/index.htm>. The chart outlines ERDC exhibit strategy for the upcoming fiscal year. If you know of ERDC activities at other conferences or conferences that should be considered for exhibit purposes, please send the information to Billy Bridges at the Vicksburg site Public Affairs Office.

Commander's Mailbox

ERDC team members are reminded that an electronic mailbox has been established to allow employees to send questions and/or comments to the Commander. If an employee wishes to remain anonymous, his or her name will be deleted from the question before it is forwarded to the Commander for comment. Employees' questions will be answered via return e-mail. Answers to anonymous and frequently asked questions will be posted in the Employee Information Bulletin.

The address in Outlook is, "ERDC Commander." Again, all information is kept strictly confidential and all questions are addressed directly by the Commander.

ERDC Publications on Internet

The ERDC Publication Bulletin serves as the official notification of new ERDC forms and publication, as well as rescissions or changes to existing forms or publications. As of Sept. 10, 1999, ERDC official publications ceased to be printed (i.e., Center Regulations, Circulars, Pamphlets, or Commander's Policy Memoranda). All ERDC official publications are now distributed in electronic format on the ERDC web site located at <http://erdc.usace.army.mil/pubs/index.htm>.

ERDC News Releases Now on Internet

ERDC News Releases are now on the Internet at <http://www.erd.usace.army.mil/news.html>. New releases will be added as they are released to the media. Please visit this site for the latest ERDC News.

ERDC Job Vacancies

Reminder: Information on all current ERDC job vacancies can be found on the ERDC Intranet at <http://erdcinfo.erd.usace.army.mil/hr/vacancies/index.htm>. All job announcements are also posted at the CPOL web site <http://www.cpol.army.mil/va/scripts/public.html> and at the OPM USAJobs web site at <http://www.usajobs.opm.gov/a9.htm>.

FOR THE DIRECTOR

JACKIE L. BRYANT
Public Affairs Office

UNOFFICIAL

Calendar of Events

Nov. 3	TEC Blood Drive – Casey Building, Rooms 140 A and B from 8 a.m. to 1 p.m.
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Holiday Greenery

Beautiful, long lasting holiday greenery will decorate and bring the holiday spirit to our house. A new item this year is a gift pack that you may have delivered to an address within the continental U.S. Orders with payment need to be place by 4 p.m. Nov. 16, 2000.

See or call Dick Marth for details (Room 862/IC 2528). Greenery will arrive during the week of Dec. 3, 2000. Proceeds benefit BSA Troop 224.

Congrats

Congratulations to John Frost, Contractor, ITL, and his fiancée, Bridgette, on their finish at the Marine Corps Marathon. Approximately 24,000 runners participated in the event. John was the 9,360th runner to cross the line with a time of 4:46:36. Bridgette crossed the line at the same clock time but she came in at 9,359th.