

**Defense Civilian Personnel Advisory Service
Injury & Unemployment Compensation Branch**



**DoD Pipeline Reemployment
Program Guide**

**Department of Defense
Defense Civilian Personnel Advisory Service
ICUC Branch
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Final

1.0 OVERVIEW. The Defense Safety Oversight Council (DSOC) Workers' Compensation Task Force endorsed the Pipeline Reemployment Program for all Department of Defense (DoD) Components as a tool for carrying out the mandate of the DSOC charter. This Program provides DoD organizations with salary dollars necessary to reemploy partially recovered employees suffering from job-related injuries and illnesses.

The Office of the Secretary of Defense (OSD) has authorized the Pipeline Program and approved funding to support these efforts. Oversight of this Program is accomplished at the Civilian Personnel Policy (CPP) level, utilizing the resources of the Defense Civilian Personnel Advisory Service (DCPAS), Injury & Unemployment Compensation (ICUC) Branch, to implement policy, provide guidance, and develop and monitor performance metrics. To ensure that funds are processed to and from DoD installations by appropriate accounting methods, the Defense Human Resources Activity (DHRA) works closely with the ICUC Branch.

2.0 ATTACHMENTS. The following Attachments are provided in order to provide supplemental program information.

- a. Attachment A - Pipeline Process Flowchart
- b. Attachment B - DIUCS procedures for initiating and processing a Pipeline Funding Request

3.0 DEFINITIONS. Terms and definitions commonly used in discussions concerning the Federal Employees' Compensation Act (FECA) and the Department of Labor Office of Workers' Compensation Program (OWCP) are defined in the final section of this Pipeline Reemployment Program Guide document.

4.0 FORMS. Specific forms cited in this guide are available through the DCPAS Injury Compensation Management Advisor.

5.0 FUNDING. Funding is held and managed by DHRA. Funding is obligated as part of the DCPAS program budget and is based on the salary and benefits of each individual approved for Pipeline funding. The salary portion of the Pipeline funding covers the regular work hours (to include Holiday pay and pay for sick and annual leave), locality, differential, and Sunday pay, as well as Within Grade Increases (WGI). Pipeline funding does not cover Federal Employees Dental and Vision Insurance Program, Long Term Care Insurance, overtime (unless it is mandatory scheduled overtime), training, or performance awards/bonuses. The benefits portion of the Pipeline funding covers the agency's cost for Federal Employees Health Benefits, Federal Employees' Life Insurance and 1% Thrift Savings Plan (TSP) contribution for Federal Employees Retirement System (FERS) employees. The following guidance will be used for Pipeline funding:

- a. Pipeline funding for any WGI that becomes effective during the funding period will be included only if that information is provided on the initial request for Pipeline funding.

- b. Pipeline funding will not include additional funding for the January pay adjustment if the funding crosses calendar years.
- c. MIPRs will be submitted and executed only when funding for the current fiscal year is approved. MIPRs will not be processed while under a Continuing Resolution (CR).
- d. The deadline for submitting current fiscal year Pipeline packets is August 15th of that fiscal year. Pipeline packets received and approved after August 15th will be made effective October 1st of the new fiscal year.

5.1 Pipeline Funding Period. DCPAS processes the request for funding on approved cases.

- a. Full time - Funding will cover up to a period of one year for a work week consisting of greater than 20 hours per week.
- b. Part time – Funding will cover up to a period of two years for a work week consisting of 20 hours per week or less.

5.2 Funding Calculation. Funding amounts are calculated as follows:

- a. Annual Salary - The hourly salary is multiplied by 2087 hours to determine the employee's annual salary.
- b. MIPR Salary Amount - The annual salary is divided by 365 days, then multiplied by the number of days remaining in the current fiscal year.
- c. MIPR Benefits Amount - The benefits cost is calculated as a percentage (38%) of the salary and then added to the total funding amount.
- d. If the Pipeline period of employment crosses over from one fiscal year to the next fiscal year, funding is provided at the beginning of the new fiscal year based on the number of days in the new fiscal year required to complete the Pipeline funding period.

Example:

An employee brought back to work using the Pipeline program will have an hourly salary of \$25.00. The hourly salary is multiplied by the number of work hours in a year, 2087. The yearly salary would be $\$25.00 \times 2087 = \$52,175.00$. The yearly salary is then divided by the number of days in a year, 365, to get the daily salary. The daily salary would be $\$52,175.00 / 365 = \142.95 . The daily salary is then multiplied by the number of calendar days the funding is to last. If the funding were to last for 120 days, then the salary amount of the MIPR would be $\$142.95 \times 120 = \$17,154.00$. Finally, to take into account the cost of benefits, an amount equal to 38% of the salary amount is added to come up with the final MIPR total. The final MIPR total would be $\$17,154.00 \times 1.38 = \$23,672.52$.

5.3 Recouping Pipeline Disbursements When Necessary.

- a. Disbursements for employees who do not remain continuously employed through the Pipeline funding period are prorated upon the date the employee stops working due to a resumption of total disability when the period of work stoppage exceeds 60 days and will be recouped from the employing agency.
- b. Disbursements for employees who do not remain continuously employed through the Pipeline funding period due OPM retirement are prorated upon the effective date of the employee's retirement and will be recouped from the employing agency from that date.
- c. Upon notification from the Pipeline Program Manager, DHRA will initiate a request to the employing DoD Installation to refund any remaining unspent Pipeline funding covering the period beyond the date the employee stopped working.

6.0 RESPONSIBILITIES. The reemployment process requires the cooperation of several levels within the organization. Each organizational level plays a distinct role promoting the benefits of this Program and ensuring success in the challenge of returning injured employees to productive duty as soon as medically possible. The following roles and responsibilities in this Program define the appropriate steps to follow in returning injured workers to duty.

6.1 DoD Component/Agency Level FECA Program Managers.

- a. Obtain commitment from senior leadership to support the Pipeline Program.
- b. Communicate and train installation commanders in the Pipeline Program's processes.
- c. Verify working status of Pipeline funded employees quarterly. Provide timely notification if employees stop working or retire during the Pipeline funding period.

6.2 Installation Commander.

- a. Lead, support, and implement the Pipeline Program and re-employ injured workers within DoD.
- b. Ensure appropriate communication and training are provided to installation managers and supervisors in Pipeline Program processes.

6.3 Installation Supervisors.

- a. Support the Program to reemploy injured workers
- b. Coordinate with Injury Compensation Program Administrator (ICPA) to identify productive duty.

- c. Coordinate with other supervisors and managers within and outside the installation to build a list of potential duties to establish light duty jobs.
- d. Integrate reemployed workers by:
 - 1) Maintaining a safe and healthy work environment for all employees.
 - 2) Ensuring injured employees are working within medical restrictions.
 - 3) Notifying ICPAs of any change to the employee's work status, schedule and/or pay rate.
 - 4) Increasing the employee's duties and productivity as appropriate through updated work restrictions.
 - 5) Treating all employees with dignity and respect.
 - 6) Notifying the ICPA of any change in duties made on behalf of any injured worker.
 - 7) Notifying the ICPA if a reemployed injured worker does not appear for work without notice.
 - 8) Notify the ICPA if a reemployed injured worker complains of symptoms or indicates that they cannot perform the duties of the position offered.

6.4 Injury Compensation Program Administrator (ICPA).

- a. Review agency chargeback reports to identify candidates for reemployment.
- b. Identify partially recovered employees through review of medical documentation and current work restrictions.
- c. Request positions from supervisors and managers in collaboration with staffing and/or disability management personnel.
- d. Coordinate with OWCP Nurse Intervention or OWCP Rehabilitation Counselors (when assigned) to assist in position design.
- e. Coordinate with Safety & Occupational Health as necessary to assist in position design based on treating physician restrictions (unless OWCP Nurse Intervention or Vocational Rehabilitation Counselor is assigned.)
- f. Prepare a valid job offer to the identified candidate once position details are received.
- g. Enter the Request for Pipeline Funding into DIUCS and forward to the appropriate DCPAS Injury Compensation Management Advisor (DCPAS MA). Upload a copy of the job offer, the claimant's acceptance or declination of the offer, and position description of the offered position into DIUCS as part of the Pipeline Packet. Incomplete packets will be returned.
- h. ICPAs may submit the job offer and Position Description to the appropriate DCPAS MA for preliminary review to establish whether or not the case is likely to meet the eligibility

requirements for approval of Pipeline funding. A preliminary review is not binding. Final adjudication can only be established when a complete Pipeline Packet is submitted via DIUCS.

- i. For all Pipeline funded cases, the ICPA must notify the DCPAS MA of any change in work status, work schedule and/or pay rate.
- j. During the period of Pipeline funding, the ICPA works with the employee, the employee's supervisor, and the installation chain of command to ensure integration into the identified position.
- k. Notify the DCPAS MA when the injured worker has stopped working and when they start receiving periodic wage loss compensation payments.

6.5 DCPAS Injury Compensation Management Advisor (DCPAS MA).

- a. Review Pipeline Packet for completeness. Return incomplete packets to ICPA via DIUCS with an explanation of the deficiencies. Assist ICPA to resolve issues with the packet.
- b. Ensure the job offer contains the critical elements required to meet the OWCP requirements to be found suitable for establishing a Loss of Wage Earning Capacity decision.
- c. Approve or deny the Pipeline Packet in accordance with eligibility criteria set forth on the Pipeline Eligibility Checklist.
- d. Using DIUCS, forward the Pipeline Packet to the Pipeline Program Manager indicating approval or denial of the packet. If the packet has been denied ensure the reasons for denial are included with the packet.
- e. Coordinate with the ICPA to monitor employee's progress.
- f. Provide guidance to the ICPA on using the Pipeline Program.
- g. Assist ICPAs in obtaining current work restrictions from the appropriate OWCP District Offices for candidates identified for this Program.
- h. Assist the Pipeline Program Manager in obtaining clarification from ICPAs when necessary to authorize funding and to obtain funding document acceptance forms from installation funding/MIPR points of contact.
- i. In Pipeline cases where the claimant accepted the offered position, assist ICPAs in obtaining Loss of Wage Earning Capacity decisions for reemployed injured workers using the Significant Case Action Process if the case has been elevated.

- j. In Pipeline cases where the claimant declined the offered position, assist the ICPAs in obtaining a suitability determination from OWCP and, where appropriate, a termination of benefits decision using the Significant Case Action Process if the case meets the requirements for that process.
- k. Review long-term cases at OWCP for potential Pipeline candidates with special emphasis and focus on cases that are in DOL OWCP Disability Management Tracking and therefore, appear on the DOL RTW lists.
- l. Provide guidance to agencies on appeal process if requested..

6.6 DCPAS Program Managers (DCPAS PM).

- a. Provide technical and policy support and assistance to Component/Agency Level FECA Program Managers with respect to the Pipeline Program.
- b. Render final decisions on appeals made by agencies when a Pipeline Packet has been denied at the DCPAS Program Management Advisor level and document decisions in DIUCS.

6.7 Pipeline Program Manager.

- a. Promote the Pipeline Program at the Component/Agency level. Provide Pipeline Program training when requested.
- b. Perform higher level briefings on the Pipeline Program when required.
- c. Notify ICPAs of Pipeline decisions rendered by the DCPAS Program Management Advisor via DIUCS.
- d. Process all approved Pipeline packets submitted by DCPAS Program Management Advisors to the designated Line of Business (LOB) budget POC for tracking and forwarding to DHRA.
- e. For packets that have been denied, return the packet to the ICPA for possible Agency appeal.
- f. Provide notification to the ICPA of appeal decisions.
- g. Review appeal decisions for consistency.
- h. Notify Component/Agency FECA Program Manager of changes in priority with regard to processing funding requests.

- i. Maintain ongoing records for employees participating in the Program and work closely with DHRA to ensure that disbursements and allocations are processed in a timely manner.
- j. Provide Pipeline Program participation and metric information upon request from installation and command personnel.
- k. Verify pipeline employee's work status with the agency quarterly.

6.8 Chief Injury & Unemployment Compensation (ICUC) Branch. Maintains oversight of the program policy and procedures.

6.9 DHRA.

- a. DHRA Financial Management (FM) receives and apportions the funding for the Pipeline Program into the appropriate budget line and notifies the LOB.
- b. Notify the LOB of completed funds transfers.

6.10 Receiving DoD Field Activity Budget/Comptroller Office. Upon receipt of funds transferred via MIPR by DHRA, complete appropriate items on the DD Form 448-2 and return the form to the DHRA FM office within seven (7) calendar days of receipt.

7.0 PIPELINE FUNDING REQUESTS. Requests from Pipeline funding will be submitted through DIUCS via the process outlined in Attachment B and contain the following information:

- a. Information entered into the DIUCS Pipeline Reemployment Program (PRP) screen.
- b. Job offer letter with employee response or annotation of employee's non-response.
- c. Classified Position Description of the offered position
- d. DOI SF-50 (if available)
- e. Return to Work SF-50 (if available)
- f. SF-50 assigning the employee to temporary light duty (if applicable)
- g. Temporary light duty job offer and acceptance (if applicable)

8.0 ELIGIBILITY FOR PIPELINE FUNDING.

8.1 Work Restrictions. Employee must have permanent work restrictions as a result of an accepted traumatic injury or occupational disease/illness. Those employees with permanent work restrictions will fall into one of the following categories:

- a. Priority 1 - DOL RTW List Cases - Claim is listed on the most current DOL RTW List at the time of Pipeline adjudication. The job offer extended to the injured worker must be to a position with duties different from the duties performed on the Date of Injury (DOI). Difference in duties can be documented by a formal reclassification of the position based upon the new duties or a formal pen and ink change made to the DOI Position Description.
- b. Priority 2 - Permanent Employee on DOI - Claim is not listed on the most current DOL RTW List, but the employee is/was a permanent employee on the DOI. The job offer extended to the injured worker must be a permanent job offer to a position with duties different from the duties performed on the DOI. Difference in duties can be documented by a formal reclassification of the position based upon the new duties or a formal pen and ink change made to the DOI Position Description.
- c. Priority 3 - Temporary Employee on DOI - Claim is not listed on the most current DOL RTW List, but the employee is/was a temporary employee on the DOI. The job offer extended to the injured worker must be a temporary position for a period of at least 90 days and must, at a minimum, fulfill the employing agency's original temporary employment appointment. The duties of the offered position must have duties different from the duties performed on the DOI. Difference in duties can be documented by a formal reclassification of the position based upon the new duties or a formal pen and ink change made to the DOI Position Description.
- d. In the circumstance where Pipeline funding is limited in any way, the processing of funding transfers will occur in order of priority first, then date that a complete and correct packet was received by ICUC (DCPAS MA). For example, if a circumstance arises where ICUC can only process Priority 1 cases, those cases will be processed in the order that a complete and correct packet is received. Incorrect or incomplete packets will be returned for resubmission. The Pipeline Program Manager will inform Component/Agency Program Managers in cases where this occurs and provide the case Priority number that will be processed for funding.

8.2. Timely Submission of the request for Pipeline funding. The request for funding must be received by the appropriate DCPAS MA within 90 calendar days of the return-to-work date.

- a. The return-to-work date is defined as the date entered into the ***Actual Return To Work*** field on the Return to Work screen in DIUCS or the Date Work Available specified in the job offer, whichever is later.
- b. The receipt date is defined as the date captured in DIUCS when the ICPA forwards the Pipeline request to the DCPAS MA.

8.3. Requirements for COP and Wage Loss Compensation.

- a. Wage Loss Compensation: 90 Days of Wage Loss Compensation From OWCP -

- 1) The injured worker must have received at least 90 days of wage loss compensation from OWCP during the one year prior to the return-to-work date.
 - 2) At least one day of the wage loss compensation was paid within 90 calendar days from the date-of-injury.
 - 3) At least 1 day of the 90 days of wage loss compensation must have occurred within 120 calendar days prior to the return-to-work date. Receipt of wage loss compensation is based on the information provided by the DOL application Agency Query System (AQS).
- b. Continuation of Pay (COP) as Days of Wage Loss Compensation from OWCP. Days of COP can be used as a part of the 90 days of wage loss compensation if the criteria of 8.3.a above are met.
- c. Light Duty. Temporary light duty can be used in lieu of wage loss compensation if the following conditions are met:
- 1) Written temporary light duty offer with employee's acceptance and supervisor's concurrence is included with the Pipeline Packet submitted and
 - 2) The Light Duty assignment is entered into the DIUCS Light Duty screen and
 - 3) The employee is currently working and has been on temporary light duty for a period of at least 90 days prior to the date of the permanent job offer is made.

9.0 APPEALING DISAPPROVALS FOR FUNDING. Appealing a decision disapproving a request for Pipeline funding will be initiated by entering the reasons for appeal into DIUCS as well as uploading supporting documentation into DIUCS. Certain disapproval decisions cannot be appealed by the agency. These decisions are based upon the premise that returning an employee back to work under Pipeline will ultimately result in a lower FECA cost for that claim. Therefore, the circumstances that return an employee to work under Pipeline will have to be consistent with parameters DOL has set forth regarding job suitability decisions and subsequent reduction or termination of compensation based upon the claimant's return to work. The decisions that cannot be appealed by the agency are:

- a. Pipeline funding has been used for the claim previously. Pipeline funding can be used once to return an employee to work under a specific claim number. This requirement is tied to claim number and not employee.
- b. The offered position is not the same appointment type as the DOI job. A permanent employee on the DOI must be offered a permanent position. A temporary employee on the DOI must be offered a temporary position.

- c. An offer of a position under a temporary appointment will have a length of less than 90 days. The DFEC Procedure Manual 2-0814.4 c (5) states that for a temporary employee “. . . a job which will terminate in less than 90 days will be considered unsuitable. . . .”

10.0 JOB OFFERS. When an injured employee is deemed medically able to return to suitable employment, the ICPA must coordinate the return-to-work process from job identification and offer to the acceptance or declination of the position. The ICPA must send a copy of the job offer and the claimant’s response to the OWCP claims examiner and to the DCPAS MA.

- a. Job offers must comply with FECA regulation when submitted for participation in the Pipeline Program. Job offers must be made to a candidate in writing, though a verbal offer is appropriate, but must always be followed by a written offer within 48 hours of the verbal offer. To be considered for participation in the Pipeline Program, the position must be clearly offered as a permanent position, unless the employee was in an employment status other than permanent on the DOI.
- b. Job offers must contain the following information in order to be found suitable:
 - 1) Job Title
 - 2) Occupational Series, Grade and Step
 - 3) Salary – if part time, the salary must be expressed as an hourly rate
 - 4) Organizational/Geographical Location (to include physical address) add space
 - 5) Whether the position is permanent or temporary.
 - 6) Work Schedule - including days and hours per week
 - 7) Description of duties to be performed
 - 8) Specific physical requirements of the offered position
 - 9) Date Job Available and/or Start Date
 - 10) Deadline for Acceptance/Declination
- c. Offers Outside the Claimant’s Current Commuting Area and Permanent Change of Station (PCS). If the offered position is outside the claimant’s current commuting area, the job offer must clearly state that a search within the claimant’s current commuting area has been completed and that no permanent position within the claimant’s work restrictions is available in the claimant’s current commuting area. Evidence from the job search in the claimant’s current commuting area must be submitted to the claimant’s OWCP case file to establish the absence of permanent employment in the claimant’s current commuting area. If the claimant has been separated, the job offer must include a statement clarifying PCS to the location of the offered position will be paid by their

agency. If the agency cannot offer to pay the PCS costs, then the employee will have to agree to be reimbursed for PCS costs by DOL. Recent guidance provided DOL National Office states that PCS costs will not be charged back to the agency outside of claimant reimbursement. If the claimant has not been separated and has moved outside of the commuting area, the agency is not obligated to pay moving expenses.

11.0 DEFINITIONS

Annuitant - A person who receives an annuity from the Office of Personnel Management.

Career Appointment - Competitive service permanent appointment given to an employee who has completed three substantially continuous, creditable years of Federal service. In special cases (such as Administrative Law Judges), career appointment may be given to a person at the time he or she is hired from a civil service register.

Classify - To evaluate the duties and responsibilities of a position and assign a title, occupation series and grade.

Competitive Service - All civilian positions in the Federal Government that are not specifically excepted from the civil service laws by or pursuant to statute, by the President, or by the OPM under Rule VI, and that are not in the Senior Executive Service.

Continuation of Pay (COP) - Continuation of regular pay to a traumatically injured employee with no charge to sick or annual leave for the first 45 calendar days of disability. COP is subject to taxes and all other usual payroll deductions.

Excepted Service - Unclassified service, unclassified Civil Service, or positions outside the competitive service and the senior executive service. Excepted service positions have been excepted from the requirements of the competitive service by law, Executive order, or OPM regulation. (5 U.S.C. 2103 and 5 CFR part 213)

Federal Employees' Compensation Act (FECA) - Outlines the statutory regulations for the workers' compensation program, which is identified in 5 USC 8101et seq. as amended in 2011.

Fully Recovered - Compensation payments or eligibility for compensation have been terminated on the basis that the employee is able to perform all the duties of the former position or an equivalent one.

General Schedule - The GS graded pay system established under the Classification Act of 1949, as amended. (5 U.S.C. chapter 53, subchapter III, and 5 CFR part 531).

Grade Retention Entitlement - The right of an employee to retain for two years, for pay and benefits purposes, the grade of the position from which he or she was reduced. (5 U.S.C. 5362 and 5 CFR part 536)

Injury Compensation Program Administrator (ICPA) - The individual designated by the Civilian Personnel Officer who oversees and is responsible for the Injury Compensation Program.

Leave Without Pay (LWOP) - A temporary non-pay status and non-duty status (or absence from a prescheduled tour of duty) granted at the employee's request. LWOP-US (formerly called LWOP-MIL) is a nature of action specifically used to document a leave of absence to perform duty with the uniformed services.

Nature of Action - The nature of action is a phrase that explains the action that is occurring (such as “appointment” or “promotion”) when a Standard Form 50, Notification of Personnel Action, documents a personnel action.

Noncompetitive Action - A promotion, demotion, reassignment, transfer, reinstatement, or an appointment based on prior service.

Office of Workers' Compensation Programs (OWCP) - The Office of the Department of Labor that has overall responsibility for administration of the FECA.

Part-time Service - Employment on less than a full-time basis under a prescheduled regular tour of duty.

Part-time Work Schedule - A schedule that requires an employee to work less than full-time, but for a specific number of hours (usually 16-32 hours per administrative work week) on a prearranged scheduled tour of duty.

Partial Disability - A case where an employee's injury or illness precludes return to regular duty, but does not prevent the employee from pursuing gainful employment in another available occupational area.

Partially Recovered - The employee, though not yet able to resume the full range of his or her regular duties, has recovered sufficiently to return to part-time or light duty or to another position with less demanding physical requirements. Ordinarily, it is expected that a partially recovered employee will fully recover eventually.

Physically Disqualified (medically disqualified).

For medical reasons, the employee is unable to perform the duties of the position formerly held or an equivalent one, or

There is a medical reason to restrict the employee from some or all essential duties because of possible incapacitation or because of the risk of health impairment.

Position Classification - means the analysis and identification of a position and placing it under the position classification plan established by OPM under chapter 51 of title 5, U.S. Code.

Position Description (PD) - A statement of duties and responsibilities comprising the work assigned to a civilian employee.

Premium Pay - Additional pay for overtime, night, holiday, or Sunday work and standby duty or administratively uncontrollable work. (5 CFR part 550, subpart A)

Provisional Appointment - A temporary appointment to a continuing position when the agency intends later to convert the employee to a non-temporary appointment and has current authority for such conversion.

Recurrence - After returning to work, an injured employee is again disabled and stops work because of the original injury or occupational disease. A work stoppage is not a recurrence of disability if it is caused by a condition that results from a new incident of injury even to the same portion of the body previously injured, or from a new exposure to the cause(s) of a previously suffered occupational disease.

Reinstatement - Noncompetitive reemployment in the competitive service as a career or career-conditional employee of a person formerly employed in the competitive service who had a competitive status or was serving probation when separated. (5 CFR part 315, subpart D)

Removal - A separation from Federal service initiated by the agency, Office of Personnel Management, or Merit Systems Protection Board, under 5 CFR parts 359, 432, 731, or 752; section 1201 of title 5, U.S. Code; or comparable agency statutes or regulations.

Reemployed Annuitant - A person retired under the Civil Service or Federal Employees Retirement System whose annuity continues after he or she is reemployed by the Federal Government.

Return to Duty - Placement of an employee back in pay and duty status after absence for Furlough, Suspension, or Leave Without Pay.

Seasonal Employee - An employee who works on an annual recurring basis for periods of less than 12 months (2087 hours) each year.

Temporary Appointment - An appointment made for a limited period of time and with a specific not-to-exceed (NTE) date determined by the authority under which the appointment is made.

Term Appointment - Appointment to a position that will last more than one year but not more than four years and that is of a project nature where the job will terminate upon completion of the project. (5 CFR part 316, subpart C)

Temporary Light Duty - An assignment to productive duty of an employee who is partially disabled from a job-related injury or illness and is unable to perform his or her regular duties. The employee's return to work must be recommended by appropriate medical authority and the assigned tasks must be fully consistent with the physical limitations specified by such medical authority.

Within Grade Increases (WIGI) - Is an increase in employee's rate of basic pay by advancement from one step of his or her grade to the next after meeting requirements for length of service and performance. (you use WIGI here and WGI in text. Suggest consistent)

Work Schedule - The time basis on which an employee is paid. A work schedule may be full-time, part-time, or intermittent.