



Fort Eustis

Civilian Personnel Advisory Center Bulletin

www.eustis.army.mil/cpac

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INSIDE THIS ISSUE

- 1 *NSPS Corner-Acknowledging the Interim Review*
- 1 *Official Personnel Folder (OPF)*
- 1 *Army Exit Survey*
- 2 *Minding MyBiz: Race, National Origin, and Sex*
- 3 *MyBiz-Assessing Your Account*
- 3 *MyBiz and MyWorkplace Password Reset*
- 3 *Federal Service-Military and Civilian Employment-Terminal Leave*
- 4 *Open Season Is Not Just For FEHB Anymore*
- 4 *Emergency Contact Information*
- 5 *Student Loan Forgiveness*
- 5 *TSP Update-Account Numbers Just Became Easier...How about Roth Transfers?*
- 5 *Army Benefits Center-Civilian (ABC-C) Pre-Retirement Training*
- 6 *Employment*
- 6 *Discontinued Service Retirement (DSR)*
- 6 *Feedback*

NSPS Corner-Acknowledging the Interim Review

The quick guides (and other materials) covering the interim review contain some misleading information pertaining to employee acknowledgement of the interim review. If you follow the guides, the rating official is instructed to “complete” the interim review, and then transfer it to the employee for acknowledgement. However, once the interim review record is completed, no more changes can be made and the employee will not have access to an acknowledge checkbox. The correct sequence is for the rating official to transfer the incomplete interim review to the employee for acknowledgement - the employee acknowledges, and transfers it back -- then the rating official adds the final information (i.e., date and method of interim discussion) and clicks the “Complete” checkbox.

The guides (including those in the PAA itself) are being revised and will be re-issued. Army guides will be posted on CPOL (and in the Pay Pool Knowledge Center of AKO).

If you have situations where the interim review has been completed before the employee acknowledged, and you want the record of employee acknowledgement, the rating official needs to un-check the “Complete” checkbox of the interim review. This will allow the appraisal to be transferred to the employee who will be able to acknowledge and transfer it back to the rating official, who will then re-enter the date and method of communication, and check the “Complete” checkbox. This will end up creating two separate snapshots of the interim review in the completed plans/appraisals area, with the more recent one being the good one.

Official Personnel Folder (OPF)

Did you hear the story about the employee who made a smart move by updating her beneficiary forms after saying “I do” to her second husband?

Unfortunately, the couple’s marriage didn’t last very long because the bride died in a scuba diving accident during the honeymoon. The tragedy did not end there. When the employee’s OPF was reviewed, it was discovered that she had signed the updated beneficiary forms. So her insurance money was given to her ex-spouse while the current spouse received the bill for the funeral expenses.

This story is fictitious, but it could have happened or someone you know. Please update your beneficiary forms and request to review your OPF at least once a year.

Contact your servicing CPAC representative to request a review of your OPF.

Army Exit Survey

The US Army Civilian Personnel Evaluation Agency (CPEA) developed the Army Exit Survey to examine turnover and improve overall work environment. The reasons why employees leave Army are important to study as they identify employees’ feelings towards their most recent position. Employees voluntarily leaving Army are asked to take a few moments to complete the survey. The link for the Army Exit Survey is located on the employee tab of the CPOL portal in the section titled “Automation” or at <http://cpol.army.mil/library/survey/exitsurvey/>. All responses are completely confidential and used to identify ways for Army to become a more desirable employer.

Minding MyBiz: Race, National Origin and Sex

The 29 Code of Federal Regulation, Part 1614.601 requires Federal agencies to establish a system to collect and maintain accurate employment information on the race, national origin (RNO), gender and disability of its' employees. The EEO Office captures this data by use of MyBiz, which is accessible through the Civilian Personnel On-Line (CPOL) system. However, the accuracy of data is primarily dependent on voluntary self-identification.

Initial Collection of Data and Reporting Requirements.

When you entered on duty you filled out several forms, which included the Standard Form 181 (rev. 5-82), Race and National Origin Identification. This form contains information on the legal authority allowing the Department of Army to collect personal information on an employees race and national origin. In addition, this forms states that our employment processes are prohibited from violating any laws against discrimination, (ref: 42 U.S.C. 2000e-16 and Department of Commerce Directive 15). This paper process is antiquated, so MyBiz, a 21st Century automated tool, was developed as a way to allow you, the employee, to be in control of your information. The accurate collection of data is critical and necessary to ensure appropriate planning, resourcing and monitoring of equal employment programs. The information provided is used to identify and compile statistics for reporting each fiscal year on the EEO Program Status Report and to conduct trend analysis on matters such as the NSPS Performance Appraisal results. For employees who do not wish to voluntarily volunteer this information, the law allows agency representatives to take a wild guess at determining your race and national origin. So take matters into your own hands and update your information in MyBiz.



Safeguarding Information

The Department of Army is obligated to advise you of the sole statistical purpose for which data is being collected and the need for fidelity and accuracy. It is fully recognized that information about you is extremely sensitive and is guarded in accordance with all applicable guidance. Your information is protected and procedures exist to prevent unauthorized disclosure and use. Data on race, national origin and sex will be disclosed only in the form of gross statistics and reporting purposes.

Reviewing your MyBiz Information

Just like your credit report, you should review, at least annually, information regarding you and your employment related data to ensure accurate information is on record. MyBiz allows you to view, confirm or request changes to information (e.g., education, SF50s, pay information, awards data, position descriptions, etc.).

How do you voluntarily self-identify your race, national origin, gender or disability?

Good question. Simply follow the instructions on page 6 to access your MyBiz account. After logging into your account, you can view your Department of Army personnel information as far back as 1998, including current and past appointments, position, personal data, salary, benefits, awards, bonuses and performance data. You can use My Biz to update your telephone number, email address, disability codes, ethnicity/race identification and foreign language proficiency. Actually, all Department of Army civilian employees should have a My Biz account and all supervisors should have a My Workplace account.

MyBiz: Accessing Your Account

To access your account, visit <http://www.cpol.army.mil/>

Click on “Employee Login”

Enter your AKO USER Name and Password

Click the “Employee Tab”

Click “Open” to access MyBiz (or MyWorkplace)

Click “MyBiz” and enter the following:

- ❖ Your user ID is your social security number (SSN) with the dashes
- ❖ Your initial password consists of the following
 - ✓ Capitalize first two letters of first name
 - ✓ \$ sign
 - ✓ Lower case first two letters of last name
 - ✓ \$ sign
 - ✓ Fourth digit of SSN
 - ✓ \$ sign
 - ✓ Fifth digit of SSN
 - ✓ \$ sign

You will be prompted to change your password after this initial log in.

MyBiz and MyWorkplace Password Reset

You can submit a reset for your MyBiz (employees) and MyWorkplace (supervisors) with a click of your mouse button. Simply go to <http://cpol.army.mil/> and click on CAC Employee Login. Once logged in follow these steps:

Step 1: Click on the Employee Tab.

Step 2: From the Employee Tab, click on the “Go” button located across from “Employee Data.”

Step 3: Next, click on “Enter a new ticket” under the Helpdesk Submenu.

Step 4: Click “Request Password Rest,” in the upper left, and then click on the type of password reset from the list on the right. In this case, the type is DCPDS MyBiz - MyWorkplace. Afterwards, the Ticket Type field will automatically populate. Finally, type a description of the problem you experienced, your work phone number, and AKO email address in the respective boxes.

Step 5: Click the submit button at the bottom of the page and you’re all done.

IMPORTANT: Once you submit your ticket, DO NOT attempt to log in until you receive your new password via email. If you attempt to log in before your password is reset, you’ll void the temporary password and will need to start over at Step 1, again. You’ll receive a new password within 24 hours or sooner after submitting your helpdesk ticket.

To check the status of your password reset request, open the Employee Data section of CPOL on the “Employee Tab” by following steps 1 and 2 from earlier. Next, click on “View all your CLOSED Helpdesk tickets,” and click “Search.” Click the number in the “Total” column next to “MyBiz Request Password Reset.” Finally, click on the ticket number to view the details.

For additional information, contact your CPAC representative.

Federal Service: Military to Civilian Employment-Terminal Leave

Yes, you can be employed as a Federal civilian employee while on terminal leave. If selected for a position, you’ll have to provide a DD 214 (Member 4 copy) before your report for duty date. No DD 214? No worries. Simply provide a statement from your Commanding Officer indicating your length of service, start date of terminal leave and a statement that your retirement is under honorable conditions.



Open Season Is Not Just For FEHB Anymore

The name of the Federal Employees Health Benefits (FEHB) Open Season has changed to the more inclusive Federal Benefits Open Season. Because of the recent addition of two benefits programs, Federal Employees Dental and Vision Insurance Program ((FEDVIP) and Federal Flexible Spending Account Program (FSAFEDS), Open Season is not just for FEHB anymore. The 2008 Federals Benefits Open Season will begin in November and continue through December. Employees need to make decisions during Open Season not only on FEHB, but also on FEDVIP and FSAFEDS.

In this Month's Medical Minute...



FEHB offers a wide variety of plans and options for coverage to help meet the health care needs of an enrollee and eligible family members. Eligible employees can choose from among fee-for-service plans, health maintenance organizations, point-of-service products, high deductible health plans, and consumer-driven health plans. The FEHB is group health insurance that covers employees, retirees, and their dependents.

FEDVIP is a program that provides comprehensive dental and vision insurance. It allows dental and vision insurance to be purchased on a group basis. As a result, FEDVIP has competitive premiums and no limitations due to a pre-existing condition.

FSAFEDS program can help employees save money by allowing employees to set aside pre-tax funds to pay for eligible out-of-pocket dependent care and health care expenses. In a nutshell, here is an example of how it works:

- The dependent care flexible spending account (FSA) reimburses non-medical expenses associated with the care of children under age 13, or dependents who are unable to care for themselves. It does not reimburse dependent health care expenses;
- The health care FSA covers eligible health care expenses for the employee, spouse, and eligible dependents; and
- Employees covered by a high deductible health plan with a health savings account may enroll in a limited expense health care FS for their eligible dental and vision expenses.

You can find more information about these programs and other pertinent FEHB information at www.opm.gov/insure.

DoD employees may enroll or make changes to their FEHB through the Electronic Benefits Information System (EBIS). You may also contact your servicing CPAC representative or ABC-C at 1-877-276-9287.

For online information, visit:

- FEHB: www.opm.gov/insure/health;
- FEDVIP: www.opm.gov/insure/dentalvision; and
- FSAFEDS: www.FSAFEDS.com

Information on what each FEHB plan and option covers will be detailed in OPM's FEHB plan comparison tool and individual brochures, which should be available at www.opm.gov/insure in early November 2008.

Emergency Contact Information

You can now enter your emergency contact information into My Biz. Access My Biz by going to <http://cpol.army.mil> and click on CAC Employee Login. Once logged in, Click on the Employee Tab. From the Employee Tab, click on the "Go" button located across from "Employee Data." Afterwards, click on "Update My Information, Emergency Contact Information," tab. Follow the instructions to Add or Modify data. It's that easy. If you have questions, please contact your servicing Civilian Personnel Advisory Center.

Student Loan Forgiveness

A new law provides for cancellation of outstanding student-loan balances for full-time federal employees after 10 years of service and loan repayment.

The pertinent provision in Section 401, "Loan Forgiveness for Public Service Employees" of the College Cost Reduction and Access Act (Public Law 110-084), September 27, 2007. The loan-forgiveness provision became effective on October 1st. The new benefit is not retroactive.

This provision may encourage Federal employees to remain in Government. It may also prove useful to attract college graduates burdened by debt to career positions in the Department of Defense (DoD) and other agencies.

The program does not encompass every type of student loan. It applies to the following four types:

- Federal direct Stafford Loan
- Federal direct PLUS (Parent Loan for Under-graduate Students) Loan
- Federal direct unsubsidized Stafford Loan
- Federal direct Consolidation Loan

Under the language of the Act, any remaining interest and principal due on such loans will be cancelled for those borrowers who are full-time public service employees at the time of forgiveness, are not in default, have made 120 monthly payments on the loan after October 1, 2007, and have been employed in a public service job during the period in which they made each of the 120 payments.

For more information, contact the Department of Education call center, 1-800-433-3243, and select the option to speak directly to an operator or representative.

Account Numbers Just Became Easier..How about Roth Transfers?

TSP Account Numbers

Since last October, your TSP account information became more secure thanks to the use of TSP account numbers. Now you no longer have to provide your social security number to gain access to the TSP Website or the ThriftLine. In fact, you can create a customized user ID instead of using the one assigned by TSP. When calling TSP representatives or completing TSP forms you will still need to know your TSP account number for identification purposes. Even more good news, if you have both a civilian and an uniformed services (military) account, you can create one user ID for both. The user ID will not expire and you can change it whenever you desire. As with any user ID and password, you will want to secure it and not leave it any place others can access.

ROTH Transfers

TSP recently began offering transfers and rollovers to ROTH IRAs from age-based in-service withdrawals and certain post-separation withdrawals. So if you are considering rolling over TSP transfer money from your TSP account to a ROTH IRA, we recommend you first speak with your tax advisor about the rules, restrictions, and tax consequences involved. Updated forms and tax notices are available on the TSP website.

Army Benefits Center-Civilian (ABC-C) Pre-Retirement Training

Beginning June 2008, the CPAC will host a series of free VTTs on CSRS and FERS Retirement at TSCH, Bldg. 705 Room 49. The sessions will cover information on TSP, Health Benefits, and other issues relevant to a retiree. Registration is through CHRTAS.

Instructions on how to register is available from your local training coordinator. For more information about the VTT, contact Ms. Pam Wells, CPAC Technician, (757) 878-1368/DSN 826.

Additional retirement information can be found on the Army's Benefit Center for Civilians (ABC-C) website: www.abc.army.mil/ or by calling an ABC-C representative at 1-877-276-9287.

**TSP
Update**



VTT Schedule

11 June 08	0900-1200	CSRS Firefighters
11 June 08	1130-1630	FERS Firefighters
26 June 08	0700-1000	CSRS Employees
26 June 08	1200-1500	FERS Employees
9 July 08	0800-1100	CSRS Employees
9 July 08	1100-1400	FERS Employees

Department of Army vacancies are posted at www.cpol.army.mil and through www.usajobs.gov. Check out our current openings!

Employment

Discontinued Service Retirement (DSR)

A discontinued service or involuntary retirement provides an immediate, possibly reduced, annuity for employees who are separated against their will. Employees who are separated for cause on charges of misconduct or delinquency are not eligible for a discontinued service annuity.

An employee who is involuntarily separated is eligible for a discontinued service annuity if ALL of the following are met:

- ✓ age & service requirements
- ✓ minimum civilian service requirement
- ✓ separation from a position subject to CSRS or FERS coverage
- ✓ “one-out-of-two” requirements
- ✓ no declination of a reasonable job offer

The most common cause, which enables people to retire under DSR, is position abolishment. There are many others which can be found in the Federal Personnel Manual (FPM) Supplement 830-1 Chapter 44.

Additional retirement information can be found on the Army’s Benefit Center for Civilians (ABC-C) website at www.abc.army.mil or by calling an ABC-C representative at 1-877-276-9287.

Minimum Retirement Age	Minimum Creditable Service
62	5 Years
60	20 Years
55	30 Years
50	20 Years
Any Age	25 Years



Feedback

This bulletin is designed to inform employees and supervisors of new civilian human resources issues and refresh their knowledge of existing policies and procedures.

We welcome your [feedback](#), contact your servicing Human Resources Specialist.

The bulletin is available on our web page, <http://www.eustis.army.mil/cpac>. Request you print and post on Bulletin Boards throughout your organization for those employees who do not have access to our web page.