



# Fort Eustis

## Civilian Personnel Advisory Center Bulletin

[www.eustis.army.mil/cpac](http://www.eustis.army.mil/cpac)

670 Lee Blvd, Fort Eustis, VA 23604-5096

### National Security Personnel System (NSPS) Update

May 2006

Army civilians assigned to the Civilian Human Resources Agency (CHRA) in the Fort Eustis CPAC are part of Spiral 1.1, the first phase to implement the NSPS. NSPS is the new Department of Defense human resources system for DoD civilian employees.

Spiral 1.1 transitioned over 11,000 DoD employees, which includes more than 2,300 Army civilians assigned to CHRA in the U.S. These civilians are leading the Army's transition to the new performance-based system.

Training for NSPS is a critical part of preparing for the transition to the new performance-based system. Employees and supervisors are trained and ready to pave the way for the Army civilian force.

To date, there are no other Fort Eustis organizations identified for conversion this FY.

As we have said previously, NSPS is a performance-based human capital system that will eventually incorporate almost 700,000 DoD civilian employees' pay and classification, performance management, hiring, and workforce shaping.

For an introduction to the nuts and bolts of NSPS, we recommend you complete NSPS 101 available on the Fort Eustis CPAC Webpage under "Hot Items" <http://www.eustis.army.mil/cpac/>. The course provides information about conversion, job classification, performance management, compensation, merit promotion, and workforce shaping. The more you understand about NSPS, the better prepared and comfortable you will feel when your position converts. In this course, you learn the basic elements of the new system and what you need to do to succeed. Detailed training will be provided prior to conversion.



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### NSPS Town Hall

### BRAC

Town Hall meetings are planned for all employees interested in hearing more about NSPS:

#### **Fort Eustis Town Hall Meetings**

Where: Jacob's Theater  
Bldg. 647

Located at the corner of Monroe and Jackson Avenues

#### Dates and Times:

- 5 Jun 2006, 1330-1500
- 20 Jun 2006, 0930-1100
- 27 Jun 2006, 1330-1500

#### **Fort Story Town Hall Meetings**

Where: Sandpiper Recreation Center  
720 New Guinea Road  
Fort Story, VA

#### Dates and Times:

- 22 Jun 06, 0830-1000
- 22 Jun 06, 1030-1200

Are you affected by BRAC? What can you do now to prepare for the future?

- Review your options-Ask questions (use the feedback option below)
- Review applicable websites (<http://www.eustis.army.mil/cpac/BRAC.HTM>)
- Attend briefings/town hall meetings when offered
- Prepare or update your resume. Attend one of the quarterly Resumix training classes (<http://www.eustis.army.mil/cpac/training/cpac%20on-site%20training%20calendar.ppt>)
- Attend the quarterly Pre-retirement Seminar (8 Aug 2006). Contact Cindy Comer at 878-5749 for additional information
- If planning to retire, obtain estimates on your annuity through ABC-C – Pay military or other deposits as applicable – Contact Karri Dobson for assistance at 878-1368.
- Contact your CPAC specialist for individual counseling or assistance.



### Retirement Contributions Options

If you leave your government job before becoming eligible for retirement you have some options regarding your retirement contributions. You can ask to have your retirement contributions returned to you in a lump sum payment. Or, you can wait until you are retirement age to apply for monthly retirement benefit payments. However, if you elect to have your retirement contributions refunded, you will no longer be eligible to receive monthly payments when you reach retirement age.

FERS employees should keep in mind that if you request a refund and then decide to return to a government job you will lose credit for those years of service annuity computation purposes and for eligibility for retirement.



The years will be creditable for leave, RIF, and TSP vesting purposes only.

CSRS employees that request a refund are no longer required to make a re-deposit for the service to be used in determining eligibility to retire as a result of a change to the retirement law.

For additional information visit the ABC-C web page at <https://www.abc.army.mil/> or contact your CPAC representative.

### TRADOC CARES Program

TRADOC CARES is an outreach and web-based program used to assist our nation's wounded and disabled veterans for their selfless service to our nation and allies by reaching out and encouraging them to consider applying for civilian positions with the Training and Doctrine Command. Translated, CARES stands for Civilian Army Recruitment of Exceptional Soldiers. This program will provide a mechanism for a service-connected disabled veteran to receive employment opportunities, career advancement, job mobility, and ultimately family economic well being and greater financial security. TRADOC will partner with other Army organizations, the Veterans Administration and veteran support groups to accomplish this objective.

### OPM Relaxes Requirements for Intern Hiring Program

Federal agencies now can hire interns for permanent positions with greater ease thanks to final regulations released by the Office of Personnel Management.

The regulations, published 11 April 2006 in the Federal Register, loosen rules for the Student Career Experience Program, which allows agencies to noncompetitively hire student interns to permanent jobs after they complete school and log 640 hours of federal work experience.

Now, agencies can waive up to half of those required hours for students with a grade point average of at least 3.5 and an outstanding performance rating from their agency. As an alternative, they can allow students to accrue up to 320 hours, equivalent to 40 days, from qualifying nonfederal internships and military service.

This program is not to be confused with the Student Temporary Employment Program which offers short-term jobs to students, but without the possibility of conversion to a career appointment.

### Misuse of Government Vehicle



Did you know that misuse, or unauthorized use, of a government vehicle carries with it a statutory penalty? Congress has mandated a minimum penalty of a 30-day suspension for using a government in an unauthorized manner.

Due to the mandate from Congress, if you willfully misuse a government vehicle, your supervisor does not have the discretion to impose a lesser penalty.



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## Veteran's Preference Change

The National Defense Authorization Act for FY 2006, signed into law on January 6, 2006, expanded the definition of veterans' preference eligibility for employment and reduction-in-force purposes. **The definition now includes those individuals who served on active duty for more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001 and ending on the date prescribed by Presidential proclamation or by law as the last date of Operation Iraqi Freedom.**

If you believe you meet the requirements for this new veterans' preference eligibility and wish to claim veterans' preference for employment purposes, you must ensure your resume and supplemental data reflect your claim of veterans' preference and list your active duty military service dates accordingly.

If your resume and supplemental data ARE currently on file in the centralized Resumix database, you will need to update the Military – Veteran Service data on the Army supplemental data and resubmit it to the Resumix database.

If your resume and supplemental data ARE NOT currently on file, you will need to ensure the Army supplemental data reflects you claim appropriately when you submit your resume and supplemental data.

If you believe you meet this new definition for veterans' preference eligibility and **Block # 26 "Veterans Preference for RIF"** on your last Notification of Personnel Action (SF50) is marked "**NO**", you must provide a copy of your DD-214 to the Fort Eustis CPAC, ATTN: Cindy Comer. If you believe you are eligible for 10 Point Preference, you will also need to complete a SF 15, Application for 10 Point Preference <http://www.eustis.army.mil/cpac/FORMS/SF15.pdf> and submit it to Ms. Comer along with the documents required to support your application as stated on the back of the SF15 (e.g. official statement from the Department of Veterans Affairs). Upon receipt of this documentation, your records will be reviewed and updated accordingly.

For additional information contact Ms. Cindy Comer in the Fort Eustis CPAC at 878-5749; email [Cindy.Comer@eustis.army.mil](mailto:Cindy.Comer@eustis.army.mil).

Give us your 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.



### Use of Common Access Card (CAC) for AKO

As part of the Army's overall effort to enable all information technology resources to be accessed by CAC cards, the Assistant Secretary of the Army for Civilian Personnel will approve the use of CAC logins for the Civilian Personnel Portal. This will give all Portal users the option of using their cards to login to the Portal application or using the normal ('user id/password') login method when and if the CAC is unavailable. In order to use this functionality, the CAC logon to AKO must be enabled. Instructions for enabling your CAC logon to AKO can be obtained from your IMO or the DOIM.CAC Q&As (from AKO Newsletter #10):

**Q:** What is the future of AKO and CAC?

**A:** Recent DoD and Army directives mandated CAC authentication for all DoD domains and systems. AKO does not currently require CAC authentication, but AKO has already started to restrict two services – account sponsorship and password changes – such that they can only be accessed after you have logged in with a CAC. These restrictions are being rolled out in phases to all Active, Guard, Reserve, and DA Civilian users, so please register your CAC now.

**Q:** What about family members and retirees?

**A:** AKO pledges to continue to support family members, retirees, and other members of the AKO user community who are not currently issued CACs. Members of these communities will still be able to access AKO's services, both now and in the future.

### Thrift Savings Plan - L Fund

Have you looked at the L Funds? They are called Life Cycle Funds – “Put your investments on cruise control with life cycle funds.” The date of inception was 1 August 2005. The L Funds diversify participant accounts among the G, F, C, S, and I Funds, using professionally determined investment mixes (allocations) that are tailored to different time horizons. Your “time horizon” is the date (after you leave Federal service) that you think you will need the money in your TSP account. The L Funds are rebalanced to their target allocations each business day. The investment mix of each fund adjusts quarterly to more conservative investments as the fund's time horizon shortens.

- The objective of the L Funds is to provide the highest possible rate of return for the amount of risk taken.
- Investing in the L Funds is not a guarantee against loss and does not eliminate risk. The L Funds are subject to the risks inherent in the underlying funds, and can have periods of gain and loss.
- The L Funds' expected returns will be approximately equal to the weighted average of the G, F, C, S, and I Funds' returns. Earnings will be calculated daily and there will be a daily share price for each L Fund.

For additional information see the web site: [www.tsp.gov](http://www.tsp.gov) and click on L funds.

### Employment Center

Department of the Army vacancies are posted on the Civilian Personnel Advisory Center (CPAC) website at <http://www.eustis.army.mil/cpac/anno.htm>



### DoD Releases NSPS Pay Tables

The NSPS Pay Tables are available for review on the Department of Defense Civilian Personnel Management Service, Wage and Salary Division, web page. To view the NSPS Pay Tables, [CLICK HERE](#).