



CIVILIAN PERSONNEL ADVISORY CENTER
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EMPLOYEE/SUPERVISOR INFORMATION BULLETIN

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This bulletin is designed to inform employees and supervisors of new civilian Human Resource issues and refresh their knowledge of existing policies and procedures. If you have topics you would like us to address, please contact your Human Resource Specialist.

TOPICS:

Employment Verification

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TSP Maximum Contributions

Federal Employees Health Benefits (FEHB) Open Season and Health Fairs

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Employment Verification

Buying a car, house, boat or motorcycle? Trying to lease an apartment? If you are applying for a loan, a credit card, or trying to lease an apartment, then you know that a verification of employment is required. While income and employment status can be "proven" by providing copies of your W2s or recent pay stubs, this can be an open invitation to fraud because these documents can be easily altered. Did you know that Department of the Army has a program to verify your employment? "The Work Number for Everyone©" is an automated employment verification service that allows you to have your employment and salary verified within a matter of minutes. Anything you need that requires proof of employment. It is quick, accurate and best of all its easy!

"The Work Number for Everyone©" will speed up this verification process by giving you and your verifier access to employment information 24 hours a day 7 days a week. Log onto the CPAC website at

<http://www.eustis.army.mil/cpac/Pay/employment%20verification.htm> to learn how to obtain your salary key and begin the verification process.

Leave and Earnings Statements

Have you heard that the Department of the Army is planning to offer employees a new way to view their civilian Leave and Earnings Statement (LES) using a new Defense Finance and Accounting Service's (DFAS) product called the Smart Leave and Earnings Statement (SmartLES)? It's not a rumor, it's true and employees may receive email notifications about this new product as early as 7 October for the pay period 18 September through 1 October 2005.

The SmartLES uses the DFAS' SmartDocs application to deliver e-mail notices to civilian employees (normally through AKO) when their leave and earnings statements are available to be viewed. If you receive an email and would like to view your LES in this manner, just click on the link provided in the email. You will then be directed to the DFAS' myPay website where you will log-in using your social security number and myPay PIN. Once in the application, you can view your SmartLES.

The SmartLES contains two types of links embedded in the document. One type of link provides explanatory text about specific blocks on the LES. The other type of link allows employees to compare changes in data from the previous pay period with the current pay period, e.g. gross pay, taxes, etc. Another good feature of the Smart LES is that it will have links to other applications and web sites, such as the OPM website.

SmartDocs does not replace information currently contained in myPay and there are no additional user-IDs or passwords; however, to receive the emails and access SmartLES, you must have an email address within the myPay system and a customized myPay PIN. If you don't have a PIN, simply go to the myPay web page at <https://mypay.dfas.mil> and request a PIN. When you log-in to myPay, check to see if your email address is in the system and that it is the correct email address by selecting the email option on the main menu. If it is correct, no further action is needed. You can enter a home email address in the Secure Personal Email address area on the same page but be sure to enter the address twice for confirmation purposes and click the primary button to designate this as your primary email address for correspondence from myPay and associated applications. When you're finished, click the Accept/Submit button and then exit myPay.

TSP Maximum Contributions

This year, the maximum employee contribution to the Thrift Savings Plan (TSP) is \$14,000. If your salary is over \$93,333 and your TSP employee contribution is at 15%, you may exceed the annual limit prior to the end of the calendar year. Once the maximum contribution limit is reached, your employee contributions and agency matching contributions will be suspended for the remainder of the year. (Employees over 50 years of age will still be able to continue participation in the TSP Catch-up program even if the regular employee contributions exceed \$14,000.)

For example: A FERS employee making \$130,000 per year elects deductions of 15% for TSP contributions. Each pay period \$750 is contributed to TSP with a \$200 matching contribution. By the 19th pay period the maximum employee contribution of \$14,000 is reached and the \$200 matching contribution is stopped. If the employee had elected to have \$540 per pay period (\$500 for the 26th pay period), he would receive the matching

contribution for all 26 pay periods as opposed to only 19 thus increasing his TSP account by \$1,400 (\$200 X 7).

In order to maximize your TSP account, you should ensure that you are making employee contributions throughout the entire year. The good news is that you may change your contribution election at any time - - open seasons have been eliminated! Enclosed is the TSP Fact Sheet entitled "Annual Limits on Elective Deferrals". This Fact Sheet describes in detail the elective deferral limits and how it affects TSP contributions of FERS employees.

Additional information is available on line at <https://www.abc.army.mil/>. If you have questions, please contact a counselor at the Army Benefits Center - Civilian toll-free at 1-877-276-9287. Numbers for our hearing impaired customers can be found at <https://www.abc.army.mil/Information/ABCGeneral/Information/ABCMenu.htm>

[Federal Employees Health Benefits \(FEHB\) Open Season and Health Fairs](#)

The Federal Employees Health Benefits Open Season will be held this year from 14 November 2005 through 12 December 2005. During the open season, eligible employees can enroll or make changes to their health benefits. To enroll/change health benefits, employees must access the Army Benefits Center - Civilian website at <https://www.abc.army.mil> or call the toll-free number at 1-877-276-9287. Health Benefits Fairs will be held at the following locations and dates:

Fort Story Health Fair	Fort Eustis Health Fair
Recreation Center, Bldg 720	Youth Services Center, Bldg 1102
Thursday, 3 November 2005	Friday, 4 November 2005
11:30 a.m. to 1:00 p.m.	10:00 a.m. to 2:00 p.m.

Representatives from each of the FEHB providers will be on hand to answer any questions you may have concerning their health benefits plan.

[The Common Access Cards \(CAC\)](#)

Common Access Cards (CAC) are issued at the Adjutant General Office, ID Card Section, Bldg 662, Rm 100, Fort Eustis, VA. To Obtain a Common Access Card you must be in the Defense Enrollment Eligibility Reporting System (DEERS) and the Real-time Automated Personnel Identification System (RAPIDS). Those systems interface with the Defense Civilian Personnel Data System (DCPDS) to verify your eligibility for a CAC. Because of this "systems interface", you no longer have to complete a DD Form 1172-2 and have it signed by the CPAC before obtaining or updating your CAC. If for some reason you are told by the I.D. Card Section that you are not in DEERS, please contact Judi Johnston at 878-2125 or Cindy Comer at 878-5749 at CPAC for assistance.

For current civilian employees, you need your:

- Photographic identification
- Work email address (this must be your Army Knowledge Online (AKO) address)
- Six to eight-digit Personal Identification Number (PIN). Note: For security reasons, your PIN should not be written on the card or anything stored with the CAC.

For new employees you need the above items, plus:

- An additional photographic identification

Expiration Dates

CACs will be issued for a period of three years, or the length of service, employment, or association with the DoD, whichever is earlier.

Reissuance

A CAC will be replaced when lost or stolen, when printed information requires changes, or when any of the media (to include printed data, magnetic stripe, either of the bar codes, or the chip) becomes illegible or inoperable.

Multiple Cards

There are individuals within the DoD community who may have multiple affiliations with the Department. Although the issue of multiple affiliations has not been resolved for the initial implementation of the CAC, a resolution toward the goal of one CAC, regardless of the number of affiliations, is being addressed. You will need to contact the DEERS RAPIDS Helpdesk at 1-800-372-7437 if you need multiple cards.

Retrieval and Destruction of the CAC

Invalid, inaccurate, inoperative, or expired CACs shall be returned to a RAPIDS site for disposition.

[Online DD214](#)

The National Personnel Records Center has provided the following website for veterans to access their DD-214 online. Veterans and next of kin may access this application at <http://www.archives.gov/veterans/>. This may be particularly helpful when a veteran needs a copy of their DD-214 for employment purposes. The National Personnel Records Center is working to make it easier for veterans with computers and Internet access to obtain copies of documents from their military files. Military veterans and the next of kin of deceased former military members may now use a new online military personnel records system to request documents. If you are not a military veteran or a next of kin of a deceased former military member with a need for documents, you must still complete the Standard Form 180 which can be downloaded from the online web site.

The new web-based application was designed to provide better service on these requests by eliminating the records center's mailroom processing time. Also, because the requester will be asked to supply all information essential for NPRC to process the request, delays

that normally occur when NPRC has to ask veterans for additional information will be minimized.

Employees Entering Extended Military Active Duty

Federal civilian employees who are members of the Uniformed Services and who are called to active duty (or volunteer for active duty) are entitled to certain rights as well as continued benefits and entitlements.

Employees called to active duty should ensure they obtain, read and understand all information provided in the "Employment Rights and Benefits of Federal Civilian Employees Who Perform Active Military Duty" Guide. The Employment Rights and Benefits Guide may be found on the ABC-C website, under the Uniformed Services Section <https://www.abc.army.mil/uniformedservices/information/information.asp>. This guide provides information for employees and managers about those rights and benefits and the employee responsibilities necessary to initiate certain actions and make elections. In addition to receiving the guide, the employee who will be entering into activity duty will be required to submit, along with a copy of their orders, a completed Benefits Election/Acknowledgement form to the CPAC.

Employee should address questions regarding their rights (leave, LWOP, separation, etc) to their organizational CPAC Specialist or visit our web site at: www.eustis.army.mil/cpac. Questions regarding benefits and entitlements (FEHB, FEGLI, Retirement or TSP) should be referred to a counselor at the Army Benefits Center–Civilian (ABC-C): 1-877-ARMY-CTR (276-9287).

Career Intern Policies Finalized

The Office of Personnel Management has finalized rules governing the Federal Career Intern Program (FCIP), which gives agencies a tool to recruit new civil servants. President Clinton created the program in July 2000 by an executive order. The program has operated under interim OPM regulations since 2001. OPM gained permanent foundation in August 2005 with the publication of the final rules. This program will help agencies to recruit and to attract exceptional men and women who have a variety of experiences, academic disciplines and competencies necessary for the effective analysis and execution of public programs," OPM stated in the final rules.

Interns hired under the program receive excepted-service appointments for up to two years, usually at grades GS-5 through GS-9. The jobs can be professional, administrative or technical. Successful completion of an internship allows participants the option of converting to a full-time job in the civil service without going through the competitive process. OPM defined jobs most suited for this program as "entry-level positions that require training and development."

For more information on the Federal Career Intern Program log onto OPM's website at: <http://www.opm.gov/careerintern/>