



Fort Eustis Civilian Personnel Advisory Center Bulletin

www.eustis.army.mil/cpac

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670 Lee Blvd, Fort Eustis, VA 23604-5096

And the Answer Is . . .



How can an employee's salary increase within the same pay band?

Pay progression within the band can be accomplished in a variety of ways and is affected by employee performance and contribution to the organization's mission.

When an employee changes position within the same or comparable pay band under NSPS, it is considered a reassignment. Employees are no longer bound by narrow work definitions tied to discrete grade levels. NSPS gives employees the flexibility to move more easily to other positions and enhances opportunities for career growth and development. Here are examples of how an employee's salary can increase within the same pay band:

- **Performance-based increase**—A performance-based increase is tied to the annual performance rating and is added to base salary. Employees are eligible to receive a performance-based increase if they have a rating of record of Level 3 (Valued Performer) or higher.
- **Reassignment**—A reassignment occurs when an employee moves, voluntarily or involuntarily, to a different position or set of duties within his/her pay band or to a position in a comparable pay band. A reassignment may result in a pay increase up to 5%. This increase is discretionary and must be administered fairly and within Component guidelines.
- **Rate Range Adjustment**—A rate range adjustment is an increase to the minimum and/or maximum of the pay band that is adjusted based on market drivers. Employees are eligible to receive a rate range adjustment if they have a rating of record of Level 2 (Fair) or higher.

Local Market Supplement (LMS)—An LMS adjustment is an additional payment to employees in specified local market

Do You Know What To Do If You Are Injured On-the-Job?

The Federal Employees' Compensation Act (FECA) was passed in 1916 and provides compensation to Federal employees who have been injured on the job or who become disabled. The FECA is administered by the U.S. Department of Labor, Employment Standards Administration, Office of Workers' Compensation Programs (OWCP). If you have an on-the-job injury it is important to know what steps you need to follow in order to file a timely injury claim. No matter how small or big the injury is you should always report it to your supervisor immediately, and file a CA-1 for Traumatic Injury or CA-2 for Occupational Disease and Claim for Compensation. Timeliness in filing a claim is key to getting certain benefits that you may be entitled to for an approved Workers' Compensation claim.

Log onto the CPAC website (<http://www.eustis.army.mil/cpac/Feca/CA10.pdf>) to obtain a copy of the CA-10, What a Federal Employee Should Do When Injured At Work. This form provides information for Federal employees to become familiar with procedures that should be followed if injured on the job. Make yourself aware of these procedures by reading the CA-10 and keep a copy of it close at hand to refer to should you be injured on-the-job.

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The Injury Compensation Program Administrator servicing Fort Eustis and Fort Story Federal employees is Pam Wells. If you have questions, call **Pam Wells at 757-878-1368**. Report all injuries to Mrs. Wells as soon as they happen. She will be available to help you and your supervisor with filing a timely claim.

Are You Ready To Submit Your Retirement Paperwork?

About six months to one year before your retirement date, call the ABC-C and ask for a retirement estimate. You may also obtain your retirement estimate through either the ABC-C's web or phone systems. However, if any of the following items pertain to your service history, please contact an ABC-C counselor to prepare your retirement estimate: Part-time work schedule (current or past); NAF service; elected to transfer to FERS; taken a refund of retirement contributions for a past period of service; not paid a deposit for Post 56 military service, or if you have not paid a deposit for a period of nondeduction (temporary) service.

The retirement package forms can be obtained from the ABC-C web site at <https://www.abc.army.mil/Information/ABCRetirement/Forms/Forms.asp> or on the Office of Personnel Management's web site at <http://www.opm.gov>. You can also call the ABC-C and obtain the forms by selecting the option to request forms by fax. We recommend that you complete the forms to the best of your ability. If you have questions or concerns regarding your forms, contact **Pam Wells (757-878-1368)** at the Civilian Personnel Advisory Center, Fort Eustis, VA or an ABC-C counselor for assistance. **Pam Wells is also available (on an appointment basis) to review your forms for completeness prior to mailing to the ABC-C.**



Employees are strongly encouraged to mail the application package to the ABC-C within 90-120 days in advance of the retirement date. This will ensure timely receipt of your first annuity payment. Make a copy of your package for your records, and then send to:

United States Army Civilian Human Resources Agency (USACHRA)
Southwest Region Operations Center
Army Benefits Center-Civilian
301 Marshall Avenue
Fort Riley, KS 66442-5004

Notify your supervisor of your intended retirement date and ask that he/she initiate a Request for Personnel Action (RPA). Your supervisor will need to complete a RPA for retirement and submit electronically to the ABC-C.

If you need to speak with a benefits counselor when completing the retirement package or at any time during the retirement process, call the ABC-C toll-free at 1-877-276-9287, Monday through Friday, from 6:00 a.m. to 6:00 p.m. (Central Time) (except on Federal holidays).

Masking the DCPDS/My Biz/My Workplace Username

To comply with security and privacy act policies the Username field on the DCPDS, My Biz and My Workplace logon page and the Forgot Your Password functionality will now be masked.

When the user types in their Username it will be unreadable. See Figure 1 below.

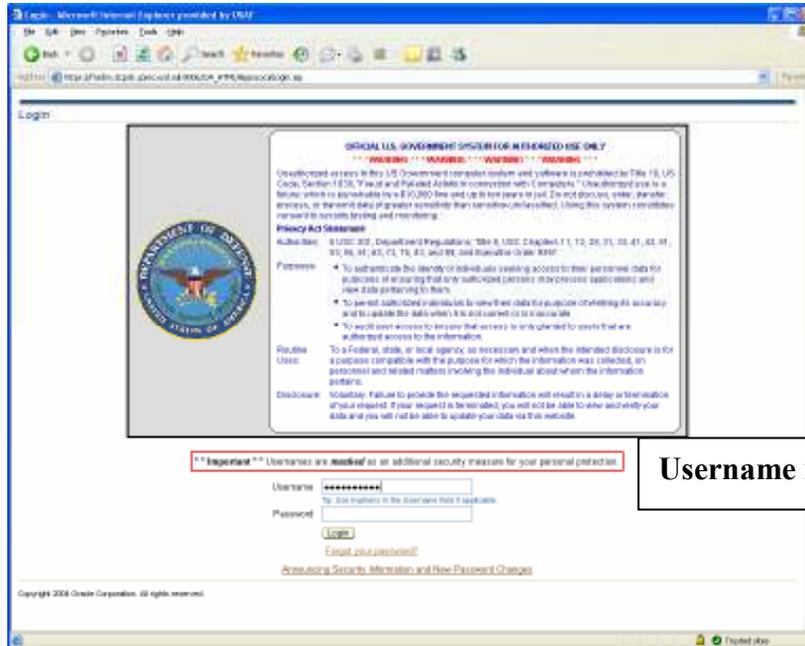


Figure 1

The User Name field in the Forgot your Password module has also been masked and is unreadable. See Figure 2 below.

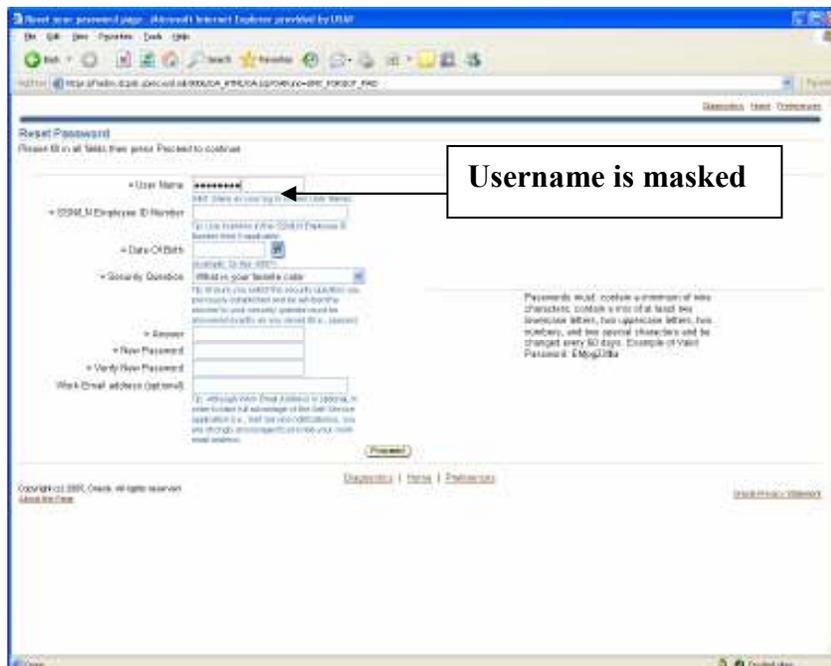


Figure 2

Performance Ratings for Spiral 1.1 Reflect Valued Performers



The Department of Defense (DoD) has completed the first performance-based payouts for employees in NSPS. Results show that the majority of Spiral 1.1 civilian employees, just over 64%, are "valued performers" with a shared distribution of 41.7% receiving 2 shares.

Spiral 1.1 employees with performance ratings of Level 2 or above received the equivalent of the January 2007 General Schedule (GS) pay adjustment in addition to performance-based payouts.

\$2,000 Referral Bonus Expanded To Army Civilians

The Referral Bonus Program that currently pays Soldiers and Army retirees \$2,000 for referring applicants who enlist in the Regular Component of the Army, Army Reserve, or Army National Guard; complete basic training; and graduate advanced individual training has been expanded to include Department of the Army Civilians. The referral must be made by the DA Civilian at <https://www.usarec.army.mil/smart/> prior to the new recruit's first meeting with a recruiter. The Secretary of the Army may pay a bonus to any Soldier, Army retiree, or Army civilian who refers to an Army recruiter a person who has not previously served in the Armed Forces and enlists in either, the Active Army, Army National Guard or the Army Reserves. The referrer may not be an immediate family member and the Soldier, retiree, or Army Civilian referring may not be serving in a recruiting or retention assignment.



For more information about this incentive program, visit <https://www.usarec.army.mil/smart/> or call 1-800-223-3735, ext. 6-0473. For the Army National Guard, the referrer must either submit the referral through a process via the ESAR (Every Soldier a Recruiter) on-line portal located at <http://www.1800goguard.com/esar> or via the toll-free number (866) 566-2472.

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.

