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670 Lee Blvd, Fort Eustis, VA 23604-5096

Fort Eustis

Civilian Personnel Advisory Center Bulletin



My Biz/My Workplace Requirement to Use Civilian Common Access Card (CAC) Delayed:

The Army's plan to implement Reduced Sign-on (RSO) access to the Defense Civilian Personnel Data System (DCPDS) (including MyBiz and MyWorkplace) on 6 February 2008 has been delayed and a specific implementation date has not been established. Once implemented, employees will be required to log into MyBiz and MyWorkplace with a common access card (CAC). They will be **UNABLE** to log into MyBiz/MyWorkplace from home UNLESS they have government issued computer equipment and access to a military network.

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Can I cancel my Federal Employees Health Benefit (FEHB) enrollment at any time?

No, employees participating in premium conversion may cancel their FEHB enrollment only during the open season or when they experience a "qualifying life event" (QLE). Premium Conversion allows employees who are eligible for FEHB the opportunity to pay for their share of FEHB premiums with pre-tax dollars. Premium conversion plans are governed by Section 1245 of the Internal Revenue Code, and IRS rules govern when a participant may change his or her election outside of the annual open season. **All employees who enroll in the FEHB Program automatically receive premium conversion tax benefits**, unless they waive participation. For more information about premium conversion and a list of qualifying life events, please visit www.opm.insure/health.

Should your education information be updated in the Defense Civilian Personnel Data System (DCPDS)?

If your education level has changed, you should

- Go to <http://cpolrhp.belvoir.army.mil/scr/FunctionalAreas/CHRA/hrd/training.htm> and click on "Education_Update" under TLC Forms.

Fill out the form and email it to the South Central Human Resource Development Division (HRDD) at reds.cpscscr.tlc@conus.army.mil .



Thrift Savings Plan (TSP):

Who is entitled to receive agency contributions? Among civilian TSP participants, only FERS employees are entitled to receive agency contributions. If you are a FERS employee, your agency makes two different types of contributions to your TSP account as part of your FERS benefits. These contributions are not taken out of your pay, nor do they increase your pay for income tax or Social Security purposes.

First, when you become eligible for agency contributions, your agency will automatically contribute to your TSP account an amount equal to 1 percent of your basic pay each pay period. These are your *Agency Automatic (1%) Contributions*. You will receive these contributions whether or not you contribute your own money to your TSP account.

Second, if you are contributing to your TSP account, your agency also makes *Agency Matching Contributions* once you are eligible for them. If you do not contribute your own money, you will not receive Agency Matching Contributions. Matching contributions apply to the first five percent of pay that you contribute each pay period. Your contributions are matched dollar-for-dollar on the first three percent of pay you contribute each pay period and 50 cents on the dollar for the next two percent of pay. Your agency will not match the contributions that you make above five percent of your pay. However, you will still benefit from before-tax savings and tax-deferred earnings on those contributions. **Note: In order to receive Agency Matching Contributions each pay period, you must contribute your own money each pay period.**

How do I determine the bi-weekly contribution amount to the Thrift Savings Plan to reach the maximum elective deferral limit for 2008? The maximum amount you can contribute in year 2008 to TSP is \$15,500 for regular contributions and \$5,000 for TSP Catch-Up (TSPC) contributions. TSP and TSPC contributions can be started, changed or stopped at any time. Be aware that if the amount you elect to contribute exceeds the amount of your net pay for a particular pay period, no regular TSP or TSPC deductions will be taken from your check for that pay period. You may also receive an extremely small pay check if you elect a large contribution in error. Please ensure your election is the amount of money per pay period that you wish to contribute. If you do not intend on contributing the maximum of \$15,500 to your TSP account, you are ineligible to contribute to TSPC. You must complete a new TSP Catch-Up Contribution

Election each year you want to make catch-up contributions.

Adverse Weather Procedures

It's that time of year again! We have had a fairly mild winter so far, but things can quickly change in our area. Remember when installation operations are affected by adverse weather or other emergency situations, the following guidelines will apply:

DISRUPTIONS BEFORE THE WORKDAY BEGINS

The Fort Eustis Public Affairs Office will provide one of the following four announcements to the media when a disruption occurs before the workday begins. (For those television stations having an automated system, the announcement will not be in format listed below). These announcements do NOT apply to individuals who are designated as "mission essential employees." Mission essential employees are expected to report for work on time unless excused by their supervisors.



Announcement	What Announcement Means
1. "Fort Eustis is OPEN ; employees are expected to report for work on time."	Employees are expected to report for work on time.
2. "Fort Eustis is OPEN under a LIBERAL LEAVE policy."	<p>Employees who cannot report for work may take unscheduled leave for their entire scheduled workday. When a "liberal leave" policy is announced, employees should contact their supervisor to request annual leave, leave without pay, and/or the use of previously earned compensatory time off or credit hours under an alternative work schedule.</p> <p>Mission Essential employees are expected to report for work on time.</p>
3. "Fort Eustis is OPEN under a DELAYED ARRIVAL/LIBERAL LEAVE policy. Employees should plan to arrive for work no more than xx hours later than they would normally arrive, and employees who cannot report for work may take unscheduled (LIBERAL) leave."	<p>Employees should plan their commutes so that they arrive for work no more than xx hours later than they would normally arrive. Employees who arrive for work more than xx hours later than their normal arrival time will be charged annual leave or leave without pay for the additional period of absence from work.</p> <p>Employees who cannot report for work may take liberal leave for their entire scheduled workday. When a "liberal leave" policy is announced, employees should contact their supervisor to request annual leave, leave without pay, and/or the use of previously earned compensatory time off or credit hours under an alternative work schedule.</p> <p>Mission Essential employees are expected to report for work on time.</p>
4. "Fort Eustis is CLOSED ."	Mission Essential employees are expected to report for work on time.



DISRUPTIONS AFTER THE WORKDAY BEGINS

The following announcement will be made when a disruption occurs after the workday begins. This announcement does not apply to individuals who are designated as "mission essential." Mission essential employees are expected to remain at work unless excused by their supervisors.

Announcement	What Announcement Means
<p>"Fort Eustis is operating under an EARLY DISMISSAL policy. Employees should be dismissed by their supervisors xx hours earlier than their normal departure time from work."</p>	<p>Employees should be dismissed by their supervisors relative to their normal departure times from work. For example, if a 3-hour "early dismissal" policy is announced, workers who normally leave their offices at 4:00 p.m. should leave at 1:00 p.m. Employees who must leave work earlier than their official dismissal time will be charged annual leave or leave without pay from the time of their departure through the remainder of their scheduled workday.</p> <p>Employees on pre-approved leave for the entire day should be charged leave for the entire day.</p> <p>Mission essential employees are expected to remain at work.</p>

"Fort Eustis is operating under an **EARLY DISMISSAL** policy. Employees should be dismissed by their supervisors at xx:xx time."

Employees should be dismissed by their supervisors at the time listed in the announcement. For example, if 1:00 p.m. "early dismissal" policy is announced, workers should leave at 1:00 p.m. Employees who must leave work earlier than their official dismissal time will be charged annual leave or leave without pay from the time of their departure through the remainder of their scheduled workday.

Employees on pre-approved leave for the entire day should be charged leave for the entire day.

Mission essential employees are expected to remain at work.

Emergency Contact Data – It's Important – Keep it Up-to-Date

The Army developed an automated emergency contact database system as a result of the lessons learned from the September 11, 2001, terrorist attacks. The information in the database will be used to provide notification to the emergency contact you name in the event of an emergency or your death. All Appropriated and Non Appropriated Fund civilian employees are encouraged to enter their emergency contact information in this database as soon as possible after entering on duty and to keep the information up-to-date.



You should review your emergency contact data at least annually. It is in your best interest to ensure that your contact data is current in the event you are affected by an emergency situation or die while at work so that your family or other named contact can be contacted in a timely manner. As a practical tip, if the primary emergency contact you list is not an immediate relative, it is important for you to inform your emergency contacts in advance about how to locate your next of kin and/or dependents.

You can access the database by logging into the Army CPOL Portal at <http://acpol.army.mil/#>. Once in the portal, click on the "Employee" tab and then click on "Emergency Contact" under the "Automation" portlet. You can also go directly to <https://cpsapp2.belvoir.army.mil/emercontact/>. If it is your first time entering the Emergency Contact Database, you will need to register by clicking on the New User button.

Access to and retrieval of employee emergency data will be restricted to supervisors and those individuals directly involved in the emergency notification process.

In addition to entering data in the Emergency Contact Database, employees should be prepared to know who to contact and how prior to an actual emergency. An easy way to maintain this information is by completing emergency contact information using the card below and keeping the card in your wallet, purse and or vehicle.



Emergency Contact Card

Name:

Home Address:

Phone(s):

Workplace Emergency Contact Information

Defense Activity/Organization:

Agency/Activity Emergency Report In or Locator Phone: 1-800-833-6622 (Army number for AF); 1-877-384-2340 (Army number for NAF). The numbers will be activated during emergencies.

Supervisors Name and Emergency Contact Number(s):

Household Members Information

Out of Town Contact:

Phone Numbers:

Family meeting place outside neighborhood:

Medical Conditions/Allergies:

Important Numbers and Websites

Fire, Police, Ambulance:

Poison Control Center: 800-222-1222

DoD Disaster Information and Updates:

www.cpms.osd.mil/disasters

www.dod.mil/pandemicflu

www.opm.gov/pandemic

Other:



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.