



Fort Eustis

Civilian Personnel Advisory Center Bulletin

www.eustis.army.mil/cpac

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670 Lee Blvd, Fort Eustis, VA 23604-5096



Army Benefits Center-Civilian (ABC-C) Access Change

You can now access the ABC-C's web-based Employee Benefits Information System (EBIS) by using your Army Knowledge On-Line (AKO) userid and password. A process improvement has allowed for the elimination of the Point of Entry (POE) password while enhancing the security of personal information. You will be greeted by the same familiar screens and will find accessing the ABC-C much easier without the cumbersome POE process.

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Update on Crediting Leave for Employees Hired on Terminal Leave

CPMS has recently posted interim guidance to its website, <http://www.cpms.osd.mil/hottopics/hottopics.asp>, which advises Components to hold all individual compensation claims and applications/requests for recalculation of service compensation dates for leave accrual purposes until the Department of Justice provides guidance. Until we receive further guidance from DoD and HQDA, the staffs at the CPOC and CPAC **cannot** change the leave accrual determinations for retired military on terminal leave.

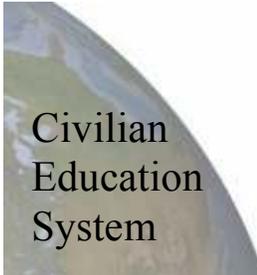
Civilian Education System

The Army is developing a new Civilian Education System consisting of four courses intended to provide sequential and progressive leader education for civilians. The courses will be fielded in FY 07 and we encourage employees to begin planning for participation in the appropriate courses as part of your professional development. Discuss these CES courses with your supervisor and Career Program Manager.

The courses include:

1- The Advanced Course is focused on the leader who exercises predominantly indirect supervision. It will be offered in a mixed mode of resident and Distance Learning (DL). Skills covered include: leading a complex organization, managing human and financial resources, leading change, inspiring vision and creativity and directing program management and systems integration. The first offering will begin on 22 January.

2- The Intermediate Course is designed for civilian leaders who exercise direct and indirect supervision and will be offered in a combination of DL and resident instruction. Topics will include: managing human and financial resources, direct program management and systems integration, and mission focus. A pilot will take place at Ft Belvoir on 22 Jan - 9 Feb with six intermediate courses to be offered beginning in March.

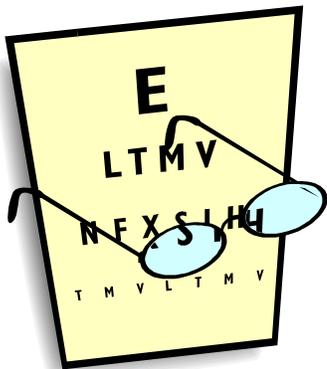


3- The Basic Course is designed for leaders who exercise direct leadership and will be presented in a mixed mode of DL and resident instruction. Students will apply basic leadership skills in caring for small teams, apply effective communications skills and develop/mentor subordinates. The course will be fielded in January.

4- The Foundations Course is a DL course designed for civilians entering the Army. It will focus on Army values and customs, communications skills, and how to function as an Army leader. This will be available in January.

There may be a possibility to participate in the pilot for the intermediate course in January at Ft Belvoir. You are encouraged to consider the opportunity. Information on CES is available on the Army Management Staff College website at <http://amsportal.belvoir.army.mil>.

Federal Employees Dental and Vision Insurance Program (FEDVIP)



In the June 2006 bulletin, we told you about the new Federal Employees Dental and Vision Insurance Program (FEDVIP). The U.S. Office of Personnel Management (OPM) has selected the Aetna Life Insurance Company, Government Employees Hospital Association, Inc. (GEHA), MetLife, Inc., United Concordia Companies, Inc., Group Health, Inc., CompBenefits, and Triple-S, Inc. to offer dental benefits and BlueCross BlueShield Association, Spectera, Inc., and Vision Service Plan (VSP) to offer vision benefits. The program will be available to eligible Federal and Postal employees, retirees, and their eligible family members on an enrollee-pay-all basis. It allows dental and vision insurance to be purchased on a group basis which means competitive premiums and no pre-existing condition limitations. The program allows employees to use pre-tax dollars to pay for their vision and dental premiums. However, as specified by law, there is no federal government contribution.

The new Dental plans are expected to provide preventive care such as oral examinations and topical fluoride treatments for a small co-pay. More

extensive services such as tooth extraction and root canal and major dental work such as permanent crowns, bridges, dentures and orthodontia are to be covered at 30 to 70 percent after deductibles not to exceed \$100.00. Vision plans are expected to offer full coverage for annual eye examinations, including comprehensive exams for vision problems such as glaucoma, diabetes and ocular hypertension. Companies may contract to provide eyewear, such as contact lenses and eyeglasses, as well.

Enrollment will take place during the upcoming FEHB open season Monday, November 13 through Monday, December 11, 2006. Coverage will be effective December 31, 2006.

More information will be posted as it becomes available

L FUNDS SHOW PRODUCTIVE YEAR

<http://www.fednews-online.com?publicationId=9535>

The Thrift Savings Plans' L Funds celebrated their one year anniversary Aug. 1, showing solid growth over the past 12 months.

The L Funds are divided into time horizons and participants select horizons based on when they will liquidate the fund. Each L Fund grew during July, with the L Income returning the most -- the L 2040 was the year's top fund. (Twelve month returns are in parentheses):



- * L Income 0.49 percent (5.51 percent)
- * L 2010 0.37 percent (7.32 percent)
- * L 2030 0.35 percent (8.15 percent)
- * L 2030 0.35 percent (8.50 percent)
- * L 2040 0.13 percent (9.12 percent)

Four of the five remaining TSP funds posted small, but positive, returns in July.

The F Fund earned the most in July, growing by 1.32 percent -- its largest single-month growth in more than 13 months. Over the past year, the fund has grown 1.42 percent.

The I Fund grew 0.98 percent in July after no movement in June and a (3.87) percent fall in May. For the past 12 months, the fund has grown 24.00 percent.

The C Fund expanded by 0.65 percent last month and has grown 5.42 percent over the past year.

The G Fund grew 0.44 percent in July, the fourth consecutive month posting that percentage. The G Fund has grown 4.84 percent since July 2005.

The S Fund was July's only loser, falling (2.79) percent. Over the past year, however, the S Fund has gained 5.35 percent.

The TSP is a retirement savings plan for federal employees. It is similar to the 401(k) plans offered by many private-sector employers. Investors include federal civilian employees in all branches of the government, employees of the U.S. Postal Service and members of the uniformed services.

Sick Leave for Family Care or Bereavement Purposes

OPM has finalized the regulations revising the rules concerning the use of sick leave. The regulations become effective September 18, 2006 and are applicable the first day of the first pay period beginning on or after September 18, 2006.

The regulations become effective September 18, 2006 and are applicable the **first day of the first pay period beginning on or after September 18, 2006.**

The new rules:

1. **Remove** the requirement for employees to maintain a minimum sick leave balance of 80 hours in order to use the maximum amount of sick leave when providing care for a family member, making arrangements necessitated by the death of a family member, or attending the funeral of a family member. This change in the rules will assist employees in balancing their work and family responsibilities. NOTE: The maximum amount of sick leave that an employee can use to (1) care for a family member who is incapacitated by a medical or mental condition or to attend to a family member who is receiving medical, dental, or optical examination or treatment; and (2) make arrangements necessitated by the death of a family member or attend the funeral of a family member is 104 hours (i.e. 13 days) per leave year. The maximum amount of sick leave that can be granted to an employee to provide care for a family member **with a serious health condition** is 480 hours (i.e. 12 weeks) per leave year.

2. Allow agencies to advance employees a maximum of 30 days of sick leave "when required by the exigencies of the situation for a serious disability or ailment of the employee or a family member, or for purposes related to the adoption of a child.

3. Establish a Government wide policy on the time limit for the receipt of medical documentation supporting an employee's need for sick leave. In most cases, the employee is required to provide administratively acceptable evidence within 15 calendar days after the agency requests it. If it is not practicable to provide the requested medical certification, despite the employee's diligent, good faith efforts, the employee must provide such certification within a reasonable period of time, but no later than 30 calendar days.

Army Civilian Employee Guide to Avoid Pay Problems

In an effort to avoid pay problems, employees should adhere to the following guidelines:

Check for updates to this document at: <http://cpol.army.mil/library/benefits/payroll.html>

<u>Action</u>	<u>Description</u>
<p><u>1. Report time and attendance accurately</u></p>	<p>Ensure that time and attendance is accurately reported to your supervisor prior to the timecard information being submitted to the timekeeper to ensure accurate information is input before the payroll deadline for timecards.</p> <p>Note: Leave, Overtime, etc. should be appropriately requested and approved in advance and documentation provided to timekeeper as applicable.</p>
<p><u>2. Ensure benefits updates and separation information are submitted in a timely manner</u></p>	<p>1. Check updates to benefits (Thrift Savings Plan, Federal Health Benefits Program) submitted to Interactive Voice Recognition System (IVRS) telephone system (1-877-276-9287) or Army Benefits Center-Civilian ABC-C web site (https://www.abc.army.mil) to ensure accuracy within five days of submission of data. Follow established guidelines to ensure timely input.</p> <p>2. When separating, going on leave without pay (LWOP), or returning to duty, ensure your supervisor or administrative point of contact has determined whether a Request for Personnel Action (RPA) is needed and, if so, initiated with the correct effective date, LWOP not to exceed date (if applicable), and forwarding address (for separations). The RPA should be submitted 30 days prior to effective date of action. NOTE: Retirement packages should be submitted 90-120 days prior to the effective date.</p> <p><u>3. When transferring to another agency outside Department of Defense, ensure that your manager or administrative point of contact gets a copy of the transfer SF50 from the gaining agency and a point of contact there to provide to the servicing Civilian Personnel Operations Center to transfer all leave appropriately.</u></p> <p>4. When transferring to another position paid from a different payroll office, contact both Flexible Spending Account (FSA) (at 1-877-372-3337 (TTY: 1-800-952-0450 or e-mail: fsafeds@shps.net),) and Long Term Care (LTC) (1-800-582-3337 (TTY: 1-800-843-3557)) POCs if participating in these programs to inform them of the new payroll office information.</p> <p>5. When transferring to another position paid from a different payroll office, ensure that all TSP Catch-up Contributions and TSP Loan Information is accurate on your Leave and Earnings Statement.</p>





	<p>6. When transferring to another position paid from a different payroll office, retain a hardcopy of the last Leave and Earnings statement from the old payroll office and provide it to the gaining Customer Service Representative (CSR).</p>
<p><u>3. Review LES via MyPay to identify pay problems as soon as they occur</u></p>	<p>Check myPay web site for Leave and Earning Statement (LES) every pay period. Link to myPay https://mypay.dfas.mil The LES on myPay is normally available the Friday before the hardcopy is received. Checking the LES as soon as possible will help resolve problems quicker.</p>
<p><u>4. Ensure updates to myPay are accurate and submitted in a timely manner</u></p>	<p>1. Check updates submitted to myPay for address changes, savings bond deductions, direct deposit, and tax withholding, within five days of submission of data to ensure accuracy. Follow established guidelines to ensure timely input. Note: updates to myPay during the first week of a pay period may be effective during that pay period or the one before it depending on when the update reaches DCPS). Link to myPay https://mypay.dfas.mil</p> <p>2. Employees transferring to a different CSR and newly hired employees-- ensure that allotments, savings bond deductions, state and federal tax information, direct deposit, and address information are promptly input to myPay, if the employee has access.</p>
<p><u>5. Report pay problems to CSR, CPAC or ABC-C</u></p>	<p>Ensure that pay problems are reported for resolution as soon as they are identified. (See the Decision Logic Table to Report Pay Problems for the appropriate point of contact for reporting each type of issue.)</p>
<p><u>6. Complete and Forward SF1190s in a timely manner</u></p>	<p>1. When stationed at overseas posts or on TDY in foreign areas, ensure that all Foreign Allowances Application, Grant and Report (SF1190) forms are completed per published guidelines and submitted based on established timeframes.</p> <p>2. Ensure all appropriate receipts are submitted with the initial submission of Living Quarters Allowance reconciliation information.</p>

7. Understand debt procedures

Understand debt procedures to more easily report any pay problems associated with the debt. (Reference: http://www.dod.mil/comptroller/fmr/08/08_08.pdf)

a) Routine Debts (based on the Debt Collection Improvement Act of 1996) are defined as debts of \$50 or less, regardless of timeframes, and debts over \$50 discovered within four pay periods of the error. These will be deducted from your bi-weekly pay and a remark will appear on your LES.

b) Non-routine (Due Process) Debts are defined as over \$50 and discovered more than four pay periods after the debt occurred. These debts will be recovered after a letter is initiated by the Defense Finance and Accounting Service (DFAS).

c) Recovery of debts: If the debt exceeds 25% of your “disposable income” (net pay after deductions), a maximum of 15% of disposable income will be deducted each pay period until the debt is paid in full. The employee can request more or less than the 15% deduction by following DFAS instructions provided with the debt letter.

d) Report debts: If you suspect you have been overpaid, notify your supervisor immediately. Make sure to obtain an explanation of the overpayment to include what triggered it and how the overpayment will be collected. Do not spend the money until you fully understand why the additional money was paid to you and are sure that you are due the entire amount. This will ensure that you will have the money to pay back if you are indebted to the government.



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.