



Fort Eustis

Civilian Personnel Advisory Center Bulletin

www.eustis.army.mil/cpac

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670 Lee Blvd, Fort Eustis, VA 23604-5096



Mandatory Training for Civilians

During each year there are a number of mandatory training courses that all civilian employees are required to take. Some of the training has to be completed every year whereas some of the training is a one time training requirement. Your organization's training point of contact will notify you when such training is required to be taken and the procedures to follow to take the training and report your completion of it. New employees are required to take some training within 30 days of reporting to their new job. The following is a list of some of the mandatory training that you will be expected to take at some time or another:

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- Antiterrorism Awareness Training
- Constitution Day Training – <http://constitutionday.cpms.osd.mil/>
- Computer Security Training
- Ethics
- EEO
- Environmental Management System (EMS) Awareness Training – <https://eustwsintra02/enrd/index.htm>
- “NO FEAR” Act Training – Complete online
- Operations Security (OPSEC) Training
- Prevention of Sexual Harassment – Biennial Refresher Training
- Subversion & Espionage Directed Against the US Army (SAEDA)
- Supervisory Development Course (Supervisors Only) – https://www.aimsrdl.atsc.army.mil/secured/accp_top.htm

The requirements for mandatory training should be discussed with your supervisor to ensure you have met them.

Post-56 Military Deposit

What is it? Some periods of military service that may be creditable for retirement if you make a deposit for the service.

How does paying the post-56 military deposit affect my retirement? Once you have completed payment of the post-56 military deposit, the period of military service you paid for is credited to your service computation date for retirement eligibility (adding to your years of Federal civil service for retirement purposes).

What are the procedures? You must submit an applications and supporting documentation to the Army Benefits Center – Civilian (ABC-C). The application will vary depending on your retirement coverage.

What is the first step? To begin the process you must obtain your estimated earnings from the appropriate military finance center.

How do I obtain my estimated earnings? You must complete a RI 20-97, Estimated Earnings During Military Service, and mail it to the appropriate military finance center along with copies of your DD Form 214's. The form, as well as a listing of the military finance centers, is located on the ABC-C website at <https://www.abc.army.mil>. The completed form or letter showing your estimated will be completed by the finance center and returned to you.

Once I get the earnings, then what? Upon receipt of your estimated earnings, you should complete the personal information on the SF 2803, Application to Make Deposit or Redeposit (CSRS), or SF 3108, Application to Make Service Credit Payment (FERS), as applicable. Then, submit the estimated earnings, SF 2803 or SF 3108, and all your DD Form 214's to the Army Benefits Center – Civilian, 301 Marshall Avenue, Fort Riley, KS 66442-5004. The ABC-C will estimate the amount of the deposit and send the information to the Defense Finance and Accounting Service (DFAS). You will be contacted by your DFAS office to begin making payments on your military deposit. You will be given the opportunity to pay for the deposit through payroll deduction (no less than \$25.00 per pay period), a lump sum payment, or partial payments. Your account balance will be reflected on your Leave and Earnings Statement. Note that the deposit must be made prior to separation from Federal service. You may request a receipt from DFAS showing your have paid the deposit in full. Keep a copy of this receipt for your records and upon retirement add a copy of the receipt to your retirement package. DFAS will forward an SF 3100, Individual Retirement Record to OPM upon your separation from Federal service.

Where can you find forms and additional information? You can find forms and additional information at <https://www.abc.army.mil>.

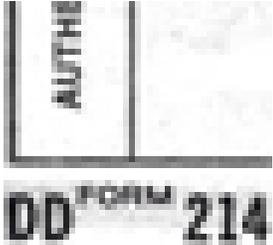


How Can I Get a Copy of My DD Form 214?

If you are a veteran, did you know that you may request copies of your DD Form 214 (Report of Separation) and other military records for FREE?

To request copies of your records, you will need to do one of the following:

1. Mail a SF 180 to: National Personnel Records Center (NPRC), Military Personnel Records, 9700 Page Avenue, St. Louis, MO 63132-5100,
2. Fax an SF-180 to: NPRC at 314-801-9195, or
3. Go to: <http://www.archives.gov> and select *Military Service Records*. Follow the directions for requesting records or select *Use eVetRecs system to create request*.



You will need the following information to locate your records:

- Your complete name used while in service
- Service Number
- Social Security Number
- Branch of Service
- Dates of Service
- Date and Place of Birth

The request must be signed and dated by you, the veteran, or a next-of-kin.

NPRC normally responds to requests for DD Form 214's within ten working days or less. Once you have allowed the allotted time, you may check the status of your request by calling the NPRC Customer Service Line at 314-801-0800.

If you have any further questions about obtaining your military service records, please visit the NPRC website at <http://www.archives.gov>.

NSPS - **Performance Appraisal Application (PAA) Version 2.0 Now Available**

Performance Appraisal application (PAA) Version 2.0, the web-based tool that supports the performance planning and appraisal process of NSPS, is now accessible via My Biz or My Workplace in the Defense Civilian Personnel Data System (DCPDS). Developed based on user feedback, PAA Version 2.0 provides managers (higher-level reviewers), supervisors (rating officials), and employees with new features that make the PAA more user friendly.



PERFORMA NCE APPRAISAL APPLICATION N (PAA) VERSION 2.0

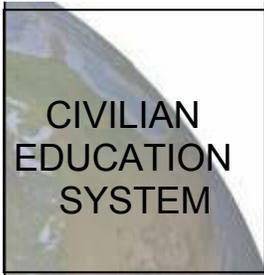
An online help feature (Need help?) has been added to provide navigational assistance. A series of quick guides, available electronically through the PAA, provide step-by-step instruction for performing specific tasks. The guides are conveniently organized by user group and topic. Additional features of PAA Version 2.0 include:

- Easy-to-understand screens, buttons, links, and terminology
- Improved printing capabilities
- Employees can print specific sections or their entire performance plan
- Pay Pool Managers can print performance plans for the entire pay pool
- Additional space for entering job objectives and assessments
- Additional fields for recommended shares and payout distribution
- Character counters beneath certain data input fields (e.g., employee self-assessments)

PAA Version 2.0 also allows employees to access the tool and work on performance plans prior to NSPS conversion. Further enhancement scheduled for Fall 2007 includes CAC-enable log-in via My Biz or My Workplace.

Civilian Education System (CES)

CES is a centralized, progressive, and sequential education system that consists of foundation, basic, intermediate, and advanced courses. Since the development of CES in the last year there has been tremendous support and success. We wish to continue to add to that success.



The new enrollment process for the CES began 1 June 2007. The Civilian Human Resources Training Applications System (CHRTAS) is open for enrollment for the Foundation Course and Resident Courses that begin in November 2007. Application deadlines for the November classes are fast approaching.

Employees enrolling in the CES Basic, Intermediate and Advanced courses are required to complete requisite Distributed Learning (DL) before attending a resident course. Applicants have 120 days from acceptance into the Resident Course to complete the DL. CES DL is also available to all Army civilians as self development with continual open enrollment. Employees can begin their Leader Development experience by applying for courses through the CHRTAS website at <https://www.atrrs.army.mil/channels/chrtas>

Additional information on CES is available through the AMSC website at <http://www.amsc.belvoir.army.mil/>.

Bone Marrow or Organ Donor Leave



Did you know an employee may use up to 7 days of paid leave each calendar year to serve as a bone-marrow donor? An employee also may use up to 30 days of paid leave each calendar year to serve as an organ donor. Leave for bone marrow and organ donation is a separate category of leave that is in addition to annual and sick leave. You request to use Bone Marrow or Organ Donor leave the same way you request annual or sick leave on the OPM Form 71, Request for Leave or Approved Absence. In block #4 "Type of Leave/Absence," check the "Other paid absence" block and include dates of leave and be sure to specify the type of leave in block #6 "Remarks."

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.
