



Fort Eustis

Civilian Personnel Advisory Center Bulletin

www.eustis.army.mil/cpac

670 Lee Blvd, Fort Eustis, VA 23604-5096

National Security Personnel System (NSPS) 101–On-Line Course is Now Available

April 2006

The NSPS 101 online course can be found on the NSPS Website at <http://www.cpms.osd.mil/nsps/nsps101/nsps/index.htm>. It is designed to initiate civilian employees to the new personnel system's vocabulary and mechanics by, providing the information that a typical DoD employee wants and needs to know about conversion to NSPS, job classification, compensation, performance management, merit promotion, and workforce shaping. The course addresses questions such as "What happens to me when my position is converted to NSPS?" It also include a conversion calculator that identifies an employee's career group, pay schedule, pay band and estimate of within-grade increase buy-in. It takes approximately one and a half hours to complete the course and when you finish you can print a certificate of completion. The online course is intended to supplement instructor-led training that will begin shortly before conversion into NSPS. While it is not yet known when your position will be converted to NSPS, you are encouraged to take the course. To take the course, simply, [CLICK HERE](#) or copy and paste the website address above into the internet address field, click on "Open Course Window", "Launch Course". If you are unable to launch the course, a PDF version is accessible.



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More information on NSPS can be found at the CPAC website <http://www.eustis.army.mil/cpac>.

Great News For Veterans

The National Personnel Records Center (NPRC) has provided the following website for veterans to gain access to their DD-214 online: <http://vetrecs.archives.gov/>. This will cut the waiting time veterans have had in the past waiting for copies of their DD 214s and will be particularly helpful when they need a copy of their DD-214 for employment purposes.

NPRC 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. Other individuals with a need for documents must still complete the Standard Form 180, which can be downloaded from the online web site. 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. The new web-based application was designed to provide better service on these requests by eliminating the records center's mailroom processing time. Please pass this information on to former military personnel you may know and their dependents.

This bulletin is designed to inform employees and supervisors of new civilian human resources issues and refresh their knowledge of existing polices 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.



OPM Warns Of False Insurance Endorsements

OPM recently warned all Federal employees to watch out for privately-sponsored insurance companies claiming to be endorsed by or related to the Office of Personnel Management, the Office of Federal Employees' Group Life Insurance or the Federal Employees' Group Life Insurance Program

Reports to the Office of Personnel Management indicate private companies are contacting federal employees and agencies claiming to be endorsed by OPM and are participating in "deceptive sales practices."



Remember that neither OPM nor OFEGLI have endorsed any kind of privately-sponsored insurance plan. The FEGLI Program is the only governmentwide group life insurance authorized by OPM. Representatives from the FEGLI Program or OFEGLI will never contact employees at work or at home by telephone or in person to sell life insurance.

Federal Employees Health Benefits (FEHB) Subsidized Temporary Continuation of Coverage (TCC)

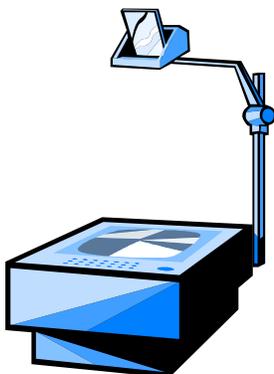
This authority allows you to pay **only** the employee share of the FEHB premium during the 18-month period immediately following separation. To be eligible, you must be involuntarily separated **OR** voluntarily separated from a surplus position due to reduction-in-force (RIF). Your former agency will continue to pay its share of the premium, plus the two percent administrative fee.

TSP, FBI Investigating "Phishing" Scam

Thrift Savings Plan (TSP) participants were targeted recently in a "phishing" scam that sought to use a fake email, along with a bogus TSP website, to try to get Social Security Numbers and banking and credit card information.

In the identity theft scheme, TSP participants, as well as others, were sent a phony email that was purportedly from the TSP. The email asked for confirmation that the participant had added an email address to his or her TSP account. A link in the email then took the participant to a fake version of the TSP account access screen, where it asked for the individual's Social Security Number and PIN. Once that information was entered, the participant was then directed to another screen, where credit card and banking information was requested.

The scam was exposed when the TSP began receiving a flood of calls from plan participants who were suspicious of the badly written email. TSP administrators rushed to contain the damage by temporarily closing down account transactions and asking the FBI to step in and investigate.



FY 2007 Training Needs Survey

It is time once again to complete the FY 2007 South Central Region Annual Training Needs Assessment Survey. The process begins with the identification of employee and organizational training needs. Information gathered in the survey can be used to plan for training programs when and where you need them. In most instances, cost and processing efficiencies can also be achieved.

The training needs survey tool has been distributed to all managers and training POCs within each organization. Be sure to contact your manager or training POC before 21 April 2006 to discuss your workforce development training needs.



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Army Civilian Employee Guide To Avoid Pay Problems



Employee SF-50 Information

If you missed the February Bulletin, you may want to review the article "Notification of Personnel Action" which provided instructions for printing your own SF50s/Notifications of Personnel Action. The February Bulletin is available on the CPAC website at <http://www.eustis.army.mil/cpac/CPACBulletin.htm>.

PAY PROBLEMS—What are they and how can you avoid and/or report them?

Pay problems can be defined as any issue when your paycheck or leave is either too little, too much, or too late. To ensure that everyone involved in correcting pay problems understands their roles and responsibilities, the Civilian Human Resource Agency (CHRA) has developed and published a Plan for the Management of Pay Problems which provides guidance on who to contact with questions regarding pay and how to raise issues through the chain of command to get resolution to pay and leave questions or problems.

The Plan includes a Decision Logic Table to Report Pay Problems and individual guides for employees, managers and administrative personnel, timekeepers, and Customer Service Representatives (CSRs). The guides and the Decision Logic Table to Report Pay Problems are posted in their appropriate areas on the Army One Portal (e.g. the employee guide has been posted in the employee area, etc.). You are encouraged to use these tools if you encounter a pay problem. Visit the CPAC website for a link to the Employee guide.

OPM Releases Q&A Sheet On Incentives

Have a question about relocation, recruitment or retention incentives for federal employees?

The Office of Personnel Management released an updated "Question-and-Answer" Web page addressing more than 100 questions on the three topics.

The topics covered in the Q&A Web page vary from approval criteria and documentation to grandfathering procedures.

The Q&A page includes questions such as:

- Who is eligible for a relocation or recruitment incentive?
- What is the maximum recruitment or relocation incentive an employee can receive?
- Are recruitment and relocation incentives to temporary, seasonal or part-time employees?
- Can OPM authorize recruitment incentives for a group or category of employees?
- Can involuntarily-relocated employees receive relocation incentives?
- What must agencies document to approve a recruitment or relocation incentive authorization?

The Q&A page can be found at http://www.opm.gov/oca/pay/html/3RS_newQAs.asp. Contact your CPAC Representative for additional information.

Please join the CPAC in welcoming Maria Shinn to our staff. Maria joins us from the Coast Guard.

Welcome Maria