



Fort Eustis

Civilian Personnel Advisory Center Bulletin

www.eustis.army.mil/cpac

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670 Lee Blvd, Fort Eustis, VA 23604-5096



Gifts In The Workplace

The general rule about gifts in the workplace provided by the General Attorney in the Staff Judge Advocate Office is as follows: "An employee shall not give a gift or solicit a contribution for a gift for anyone in the supervisory chain. Nor may an employee accept a gift from a lower-paid employee, unless the donor and recipient are personal friends who are not in a supervisor-subordinate relationship. However, unsolicited gifts may be given on an occasional basis including birthdays and holidays. Such gifts must have a value of less than \$10 and may be given on Christmas and birthdays, but must not become routine. Also acceptable are minor contributions of food to be consumed at the office". Rules concerning gifts are located at 5 CFR 2635.302, and the Joint Ethics Regulation (JER), Chapter 2.

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Do You Have Excess Use Or Lose Annual Leave?

You may want to consider donating it to another employee who is in need. What better time of the year than during the season of holiday cheer and gifts! If you are interested in donating, contact your HR Liaison within your organization to determine individuals in the Voluntary Leave Transfer Program. Complete OPM Form 630-A with the appropriate information and provide it to the Customer Service Representative (CSR) for submission to DFAS. For further information, contact your servicing HR representative in the CPAC.

NSPS Update

In preparation for the upcoming National Security Personnel System (NSPS) Spiral 1.2 for conversion of some SDDC and AMCOM employees scheduled for January and February 2007, CPAC has completed a series of employee and supervisory training sessions covering HR Elements and Performance Management. We appreciate your participation! Our CPAC page contains information and links to NSPS sites. We encourage you to become knowledgeable of NSPS. Please contact your servicing HR Specialist if you have any questions.

DFAS Claim Procedures for Restored Leave (Butterbaugh vs. DOJ)

DFAS procedures for the restoration or payment of leave under the Butterbaugh vs. DOJ MSPB is posted this information to the following web site <http://www.DoD.Mil/DFAS/> (then locate article under *Headlines*). Memorandum dated 6 October 2006, explains the updated procedures for filing an administrative claim for restoration of leave (annual or military) or payment for annual leave for DOD employees or former employees who believe they were improperly charged military leave. This Memorandum is accessible via the link(s) above.

Feedback

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.



BRRRRRRR..... IT'S THAT TIME OF YEAR FOR SNOW AND ICE!

BE SURE OF YOUR PERSONAL STATUS REGARDING MISSION ESSENTIAL vs. EMERGENCY ESSENTIAL

Supervisors are responsible for designating both Mission Essential and Emergency/Key Essential personnel/positions. Supervisors must inform the employee occupying an identified position of the requirements of that designation. While very similar, the two have different meanings and conditions.



Mission Essential personnel are identified IAW TCFE Plan 600-2, Severe Weather and Hurricane Preparedness Plan. Appendix 3 to Annex I (Service Support) of the plan requires Activity heads to designate mission essential personnel, in writing, and ensure employees so designated understand their positions are considered critical to operations that cannot be suspended or interrupted, regardless of the emergency weather situation. The plan **also** allows for identification of **"on the spot"** mission essential personnel where warranted. Situations other than severe weather have resulted in a requirement to identify more specific designations. In addition to severe weather, supervisors should designate positions/personnel required during Force Protection and Information Management Systems emergencies. In many instances the same positions/personnel would be identified for all three. After designating employees as mission essential, supervisors must ensure their activity furnish a list to the CPAC of personnel identified for each category. In addition, please see the Guidelines for the Fort Eustis Operating Status information on our CPAC home page (www.eustis.army.mil/cpac).

Emergency/Key Essential personnel/positions are identified as those performing critical duties during national emergencies and mobilization exercises.



Emergency Essential (E-E) personnel/positions are governed by DOD Directive 1404.10 and AR 690-11. They are defined as positions located overseas or transferred overseas during a crisis situation or personnel required to provide direct support to combat operations, or to combat systems support functions that must be continued subsequent to mobilization or an evacuation order are identified as E-E. The position is one that cannot be converted to a military position because uninterrupted performance is required to provide immediate and continuing support. Employees occupying designated E-E positions must sign an agreement, as a condition of employment and understand that they may be required to deploy to overseas areas during a crisis situation. Individuals occupying E-E positions must be exempted from recall status (Ready Reserves, Standby Reserves or military retirees).

Key Essential (Key) personnel/positions are governed by DOD Instruction 12000.7 and AR 690-11. Key positions are positions that cannot be vacated during a national emergency or mobilization without seriously impairing the capability to function effectively, because of the essential nature of these positions. Because of essential nature of these positions they cannot be filled by Ready Reservist, Standby Reserves and military retirees with recall obligations.

TSP Update

All Thrift Savings Plan funds grew in November, with the S Fund leading the way. Increasing by 3.54 percent last month, the S Fund has grown 15.61 percent over the past 12 months -- the second highest percentage during that time frame.

The I Fund, at 28.20 percent, has grown the most since November 2005. In November 2006, the I Fund grew 2.96 percent.

The C Fund grew 1.91 percent last month and has expanded by 14.25 percent over the past year.

The F Fund grew by 1.08 percent in November, the Fund's best month since August. For the year, the F Fund has grown by 5.96 percent.

The TSP's most conservative fund, the G Fund, last month grew by 0.43 percent for the second consecutive month.

For the sixth consecutive month, all five L Funds posted positive returns. The L Funds are divided into time horizons and participants select horizons based on when they will liquidate the fund. The L 2040 returned the most in November and is the year's top L fund.

More information about TSP funds can be found at <http://www.tsp.gov/rates/index.html>.



SEASON'S GREETINGS AND HAPPY HOLIDAYS FROM CPAC!!!

