



CIVILIAN PERSONNEL ADVISORY CENTER
670 Lee Blvd
Fort Eustis, Virginia 23604-5096



EMPLOYEE/SUPERVISOR INFORMATION BULLETIN
#06-05 JULY 2005

This bulletin is designed to inform employees and supervisors of new civilian Human Resource issues and refresh their knowledge of existing policies and procedures. If you have topics you would like us to address, please contact your Human Resource Specialist.

TOPICS:

NSPS Update

BRAC Transition Web Page

Policy for Electronic Statements Through myPay

Changes in Pay Administration Rules for General Schedule Employees

TSP Catch Up

It's Hurricane Season Again

Use or Lose Annual Leave

Senior System Performance Ratings Due

NSPS UPDATE

NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) - FIRST PHASE DELAYED

The first phase of DOD's new National Security Personnel System will be delayed until later in FY2005. The first phase of the rollout, called Spiral One, had been planned to start July 1. DOD working with the Office of Personnel Management (OPM) is adjusting the proposed NSPS regulation based on public comments and the meet-and-confer process with unions and employee. Revisions will be published in the Federal Register later this summer, and implementation of NSPS could begin 30 days after publication. However, the start date is "event driven" and implementing instructions must be in place and training must be underway before the system gets rolled out. The labor relations part of NSPS is now expected to begin by September 2005, followed by the performance management element of the human resources system early in FY2006. (Based on 6/8/2005 article in the Federal News Service)

NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) VIDEO AND BROCHURES

A video highlighting the NSPS design process is now available for viewing. This 17-minute video, *NSPS: Towards a Mission-Centered Workforce*, also includes commentary from several participants in current demonstration projects in the Department of Defense (DoD). To access the video, go to the following link, <http://www.cpms.osd.mil/nsps/video>, scroll down to the video, then click on "click here" and select the version you would like to view. If you have problems playing this video, it is recommended you download the video to your computer for viewing.

NSPS communications brochures have been developed for four target audiences: Employee, Manager/Supervisor, Senior Leader, and Human Resources Practitioner. These brochures allow each group to focus on their respective roles under the new system. They stress the need for communication between employee and supervisor with an emphasis on performance planning. PDF copies of these brochures have been posted to this site at <http://cpol.army.mil/library/general/nsps/>. There will be a mass distribution of these brochures throughout Army; however, it will take approximately a month to get sufficient quantities printed. In the interim, please utilize the web version.

BRAC TRANSITION WEB PAGE

The DoD website geared to transition information for employees is located at <http://www.cpms.osd.mil/bractransition/>. It includes information about various transition assistance programs and services, an employee brochure providing information on the reduction in force process, job placement programs, separation incentives, employee benefits and entitlements, a Frequently Asked Questions section concerning all transition assistance programs, links to military department BRAC websites, links to CARE's website, as well as links to pertinent job search websites and Department of Labor's Career One Stop. The CPAC will provide informational briefings on topics of interest during the monthly town hall meetings as well as individual counseling throughout the process. We are committed to keeping you informed and assisting those impacted.

POLICY FOR ELECTRONIC STATEMENTS THROUGH MYPAY

For several years Defense Finance and Accounting (DFAS) has provided civilian employees the opportunity to view, print and save their Leave and Earnings Statement (LES) and Tax Statements (W-2) via myPay. In a joint memorandum from the Under Secretaries of Defense for Personnel and Readiness and Comptroller dated April 29, 2005, personnel can now view their pay data in electronic format, eliminating the need for hard copies.

Previously employees could choose to "turn off" hard copies of their W-2 Form, however, under this new policy, employees who log onto myPay after a date specified (on the DFAS homepage), will be consenting to receive electronic copies of their W-2 Form and LES, unless electing to "turn on" receipt of hard copies by selecting that delivery option. As in the past, personnel may request one delivery method for a copy of their W-2 Form and another for the LES. Employees who do not access myPay after the effective date of this

policy will continue to receive hard copy documents, unless they previously opted for electronic copies.

The electronic W-2 Form is an approved document and is sanctioned by the Internal Revenue Service. It is also acceptable for an individual's state income tax return. To ensure that all employees receive a W-2 Form each year, you will not be able to request a hard copy W-2 Form during December and January. However, a hard copy can still be obtained from your Customer Service Representative during this period and throughout the year. In addition, changes to tax withholdings are permitted continuously throughout the year.

This change is to be effective for non-bargaining unit employees (i.e. supervisors, managers, etc. with Bargaining Unit Status codes 7777 or 8888) on July 1, 2005.

Changes in Pay Administration Rules for General Schedule Employees

The Office of Personnel Management (OPM) recently issued interim regulations that amend the rules governing pay setting for employees covered by the General Schedule. The interim regulations implement section 301 of the Federal Workforce Flexibility Act of 2004 (the Act) (Public Law 108-411, October 30, 2004), which amends provisions in 5 U.S.C. chapter 53 relating to the administration of special rates, locality rates, and retained rates. A primary purpose of the Act is to correct various pay administration anomalies that produced unfair pay reductions or unwarranted pay increases for employees in certain situations. Many of these anomalies were attributable to the fact that the former rules generally treated special rates as rates of basic pay for pay administration purposes, but did not treat locality rates as rates of basic pay. Consistent with the Act, the interim regulations treat locality rates and special rates in a consistent way, which will result in pay rules that are more rational and equitable.

Because the Act became effective on May 1, 2005, the interim regulations implementing the new pay administration rules must be made effective on May 1, 2005. Agencies must apply these new pay administration rules to any pay actions effective on or after May 1, 2005.

The key changes made by the Act and OPM's regulations are summarized below:

- Locality pay is now considered in applying various pay-setting rules (e.g., maximum payable rate, promotion, transfer, pay retention, etc.)
- A locality rate may not be paid on top of a retained rate.
- An employee's entitlement to a special rate is eliminated if the employee is entitled to a higher rate of basic pay, such as a locality rate.
- The pay limitation on special rates is increased to the rate for level IV of the Executive Schedule (\$140,300 in 2005), which is consistent with the pay limitation on locality rates.
- Special rates are generally basic pay for the same purposes as locality rates. Like a locality rate, a special rate consists of a base rate and a supplement.
- An agency may choose to exclude its employees from coverage under a proposed or existing special rate schedule after notifying OPM.
- When an employee's official worksite is changed, the employee's rate of basic pay must be converted to the new pay schedules in the new location based on

the employee's current position of record. This geographic conversion is processed after any simultaneous general pay adjustment, but before any other simultaneous pay action (e.g., a promotion).

- A reduction in an employee's rate of basic pay resulting from geographic conversion is not a basis for entitlement to pay retention.
- A retained rate is established based on an employee's payable (highest) rate of basic pay (including any locality payment or special rate supplement) and is compared to the employee's highest applicable rate range. At the time of a schedule adjustment, a retained rate is increased by an amount equal to 50 percent of the increase in the maximum rate of the highest applicable rate range.
- Pay retention rules apply to an employee with a retained grade in the same manner as those rules apply to other employees.

THRIFT SAVINGS PROGRAM CATCH UP (TSPC)

The maximum amount you can contribute in calendar year 2005 is \$4,000. TSPC contributions can be started, changed or stopped at any time. Be aware that if the amount you elect to contribute to TSPC exceeds the amount of your net pay for a particular pay period, no TSPC or regular TSP 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 TSPC contribution in error. Please ensure your election is the amount of money *per pay period* that you wish to contribute. For more information on calculating contributions go to <https://www.abc.army.mil/Information/ABCTSP/Information/HowtoDeterminetheBiWeeklyAmountforTSPCfor2005.htm>.

IT'S HURRICANE SEASON AGAIN

All Fort Eustis employees should be familiar with TCFE Plan Number 600-2, USATCFE Severe Weather and Disaster Preparedness Plan available in the public folders bulletin board under publications.

It is essential that all activities located at Fort Eustis comply with the installation-wide plan and the announced decisions on dismissal or closure. **Tenant activities should avoid independent action** to ensure consistency in application of controlling policies/collective bargaining agreements.

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

Mission Essential Employees: Mission essential personnel perform duties essential to the mission and the continuation of medical facilities services, public safety services or functions, national defense or **other crucial operations**, and who are required to be at work regardless of emergency situations and general dismissal authorizations.

Liberal Leave: Liberal leave means that supervisors will be "liberal" in granting leave that has not been scheduled and approved in advance. 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.

Excused Absence: The decision to curtail activities and to excuse non-mission essential employees due to adverse weather or other emergency conditions will be made by the Commanding General for employees located at Fort Eustis and by Fort Story Garrison Commander for employees located at Fort Story. There may be situations where the information provided by the media is unclear or confusing. In those cases, employees should use their chain of command to obtain clarification. The supervisor should be the primary source of information regarding excused absence, leave approval, or clarification of issues involving designation of mission essential personnel.

For additional information, contact the servicing Human Resources Specialist in the Civilian Personnel Advisory Center.

USE OR LOSE ANNUAL LEAVE

Civilian employees normally forfeit unused annual leave in excess of 240 hours at the end of the leave year. The 2005 Leave Year began 9 January and ends 7 January 2006. Restoration of forfeited annual leave allows an agency to restore annual leave that may have been forfeited because of work exigencies of major significance, absence due to illness, or leave lost as a result of an administrative error only if the leave was scheduled in writing prior to the exigency and at least 3 pay periods prior to the end of the leave year. The date for Scheduling "Use or Lose" Annual Leave this year is 26 November 2005. Don't forget to have your leave scheduled!

SENIOR SYSTEM PERFORMANCE RATINGS DUE

As a reminder, performance ratings are due by 14 August for all GM/WS/GS-13 and above employees for the rating period 1 July through 30 June. In addition, performance plans/objectives for the new rating cycle are to be provided to employees within 30 days from the beginning of the rating cycle.

DID YOU KNOW.....

The CPAC has remodeled the lobby area by adding a customer service window allowing direct access to a CPAC representative? These changes are being made to better serve *you - our customers!*

This CPAC 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.