



CIVILIAN PERSONNEL ADVISORY CENTER
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EMPLOYEE/SUPERVISOR INFORMATION BULLETIN

#05-05 JUNE 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:

Employment and Income Verification – The Work Number for Everyone

NSPS Update

BRAC Transition Web Page

Exceptional Family Member Program (EFMP)

Permanent Change of Station (PCS) – SITES Web Page

Documenting Permanent Disability Is Made Easier for Veterans

Human Resources Policy to Assist DOD Employees Called to Active Duty Military

TSP Monthly Returns Fact Sheet

EMPLOYMENT AND INCOME VERIFICATION - THE WORK NUMBER FOR EVERYONE

Did you know that the Department of the Army is a registered member of a commercial/web based service (i.e. "The Work Number for Everyone©") that provides federal and commercial verifiers access to employment information 24 hours a day, 7 days a week?

As an Army employee, you must use this automated employment verification service (i.e. "The Work Number for Everyone©") anytime you need to have your employment or salary verified. It allows you to have your employment and salary verified for apartment leases, car loans, mortgage loans, or anything you need that requires proof of employment within a matter of minutes. It is a fast, secure service that can be used by any organization (i.e. bank, loan or credit institution, prospective employer, etc.) that YOU authorize once you give them a salary key. It is quick, secure, accurate and best of all its easy.

To use the system (e.g. get a salary key) dial **1-800-EMP-AUTH (1-800-367-2884)** or go to <http://www.theworknumber.com>. When prompted enter:

- the Department of Defense Code: **10365**;
- your Social Security Number; and,

- your 4-digit temporary PIN which is your **Month and Day of Birth** (MMDD format, for example March 27 would be entered as “0327”). You will be able to change your temporary PIN to any 4-8 digit number.

Once you receive your salary key, write down the salary key (a six-digit number) and give the number (along with the DOD Code (i.e. **10365**), your **social security number** and the **website** (i.e. <http://www.theworknumber.com>) or interactive voice response (IVR) **telephone system number** (i.e. **1-800-367-5690**) to the organization requesting the employment or salary verification. You may have 3 salary keys at one time. Once a salary key is used by a verifier, it may not be used again. You can review or cancel salary keys.

If you need to speak with a Work Number Customer Service Representative, call **1-800-996-7566**.

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.

NSPS UPDATE

Meet and Confer Process Continues

As part of the statutory process required to implement proposed rule changes, DoD, OPM, and unions/employee representatives began meeting 18 April 2005 to discuss areas of significant disagreement in the proposed NSPS issuances. Once the meet and confer process is completed, DoD and OPM will report the results to Congress and the final Federal Register Notice will be issued.

BRAC will not affect the overall implementation of NSPS

NSPS is critical to the DoD's transformation and will not be delayed by the implementation of BRAC. No activity on the BRAC list will automatically exclude activities/organizations from Spiral One. Components will assess whether inclusion of a BRAC site in Spiral One is appropriate, considering such factors as the anticipated time frame for the closure/realignment and impact on the mission and the workforce.

[PERMANENT CHANGE OF STATION \(PCS\) - SITES](#)

SITES is the official DoD website to assist military members and their families with all the details connected with a government ordered Permanent Change of Station (PCS). The information on this site would also be of interest to civilians making PCS move. Whether this is your first or fifteenth move, the process is always complex. SITES provides information to manage these processes and it provides Quick Links to other DoD websites that allow for on-line transactions in such areas as household goods and housing. SITES has a new feature - Getting Started on Your Move - which provides for the ability to estimate your out of pocket expenses against your allowances and entitlements, explore new communities, get general information on moving, create moving timelines and customized booklets of just the information that you request. No matter what your family situation, SITES has the information you need to facilitate a smooth transition to your new duty station. For more information, go to www.dmdc.osd.mil/sites.

[EXCEPTIONAL FAMILY MEMBER PROGRAM \(EFMP\)](#)

Do your family members have special physical, emotional, or educational needs? Check out this program enrollment criteria, who is eligible for enrollment and have some of your questions/concerns addressed! Family members are screened and/or processed for enrollment when:

- Traveling to a new duty station with sponsor.
- They require medical care above a level normally provided by a family practitioner in an outpatient setting.
- The family member has serious chronic medical problems, physical disabilities and/or mental health disorders.
- All family members who require special education services from ages 3-21 years of age, to include speech, occupational and physical therapy. Inpatient/outpatient mental health services within the past five years (to include substance abuse).

Who is eligible for enrollment? Retirees and DoD civilians are eligible for services, but are not required to enroll.

There are a wide range of support services available to you and your EFM families. To learn more about the Exceptional Family Member Program, go to the web site: www.eustis.army.mil/acs.

DOCUMENTING PERMANENT DISABILITY IS MADE EASIER FOR VETERANS

In the past, veterans with permanent disabilities seeking Federal employment had to submit documentation dated within the previous 12 months. However, on 29 March 2005, the Office of Personnel Management (OPM) announced it had adopted the policy of the Department of Veterans Affairs (VA) which considers letters issued in 1991 or later as proof of a permanent disability, unless specifically stated otherwise. The Standard Form (SF) 15, Application for 10-Point Veteran Preference, was revised in December 2004 to reflect this change – see www.opm.gov/forms/html/sf.asp. Along with a completed SF 15, disabled veterans must submit an official statement from the VA or a branch of the Armed Forces in order to claim preference based on—

- Eligibility for, or receipt of, compensation from the VA; OR
- Disability retirement from a Service Department for a service-connected disability.

HUMAN RESOURCES POLICY TO ASSIST DOD EMPLOYEES CALLED TO ACTIVE DUTY MILITARY

Department of Defense memorandum, dated 12 April 2005 (subject as above) replaces the previous guidance dated 17 May 2002. This latest guidance is the result of changes in the National Defense Authorization Act for FY2005 which allows agencies to pay the employee's share, in addition to the government's share, of the Federal Employee's Health Benefits (FEHB) premium. Both the continuation of the FEHB coverage and the full premium payment begin the date the employee is placed on leave-without-pay (LWOP) or separated from service to perform active duty and may continue for up to 24 months. The extension of these benefits applies to employees called or ordered to active duty in support of a contingency operation on or after September 14, 2001. DOD has adopted this policy in keeping with the DoD standard to set the example as a model employer in supporting Federal employees called or ordered to active duty and to provide the greatest possible assistance to these deserving individuals and their families.

TSP ELIMINATES OPEN SEASONS

The last TSP Open Season will end 30 June 2005. For nearly two decades the open season was the only time during which investors could change the amounts of their ongoing investments. It was also the only time an eligible person not investing could elect to invest. With the elimination of the open seasons, these restrictions will be lifted and such changes can be made at time. Beginning 1 July 2005, eligible participants can stop, start, or change the amount of their TSP contributions at any time through the **Army Benefits Center-Civilian (ABC-C)** website - <https://www.abc.army.mil/> - and the change will be effective at the beginning of the next full pay period. Elections to terminate contributions will be effective on the last day of the pay period and you will once again be able to contribute any time after that. These changes to the rules of TSP will allow you to more efficiently manage your contributions.

THRIFT SAVINGS PROGRAM (TSP)

Monthly Returns Fact Sheet for G, F, C, S, and I Funds

Rates of Return were updated on **May 3, 2005**.

Time Period	G Fund	F Fund	LBA Bond Index	C Fund	S&P 500 Stock Index	S Fund	Dow-Jones Wilshire 4500 Completion Index**	I Fund	EAFE Stock Index
	%	%	%	%	%	%	%	%	%
2005									
Jan.	.37	.58	.63	(2.40)	(2.44)	(3.39)	(3.39)	(1.87)	(1.83)
Feb.	.37	(.57)	(.59)	2.06	2.10	2.04	1.94	4.34	4.32
Mar.	.37	(.48)	(.51)	(1.71)	(1.77)	(1.86)	(1.92)	(2.52)	(2.51)
Apr.	.37	1.35	1.35	(1.90)	(1.90)	(3.72)	(3.65)	(2.27)	(2.35)
Last 12 Months	4.53	5.21	5.26	6.35	6.34	8.20	8.19	15.00	14.95

Percentages in () are negative.

Attached you will find the monthly CPAC information bulletin. 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.