



# Fort Eustis Civilian Personnel Advisory Center Bulletin

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## National Security Personnel System (NSPS) Questions? Ask US!

**Q:** An employee occupying a GS-560-12 position has been selected for a position in YA-2. How is the pay set?

**A:** For this movement, DOD Civilian Personnel Manual (1400.25-M), Chapter 1900, Subchapter (SC) 1950.6.3.3.8.7. provides that comparable levels of work of employees from other pay systems, such as General Schedule, may be determined using guidance found in SC1911 and SC1920, Appendix 5. Since the candidate in this situation occupies a GS-560-12 position, the movement into pay band YA-2 would be a reassignment (Table SC1911-1 reflects that YA-02 is a comparable level of work to grades GS-9 through GS-13).

Since this is an employee-initiated reassignment action, the pay setting provisions of SC1930.10.4.1. apply. These provisions permit any one of the following outcomes: an increase in pay up to 5%; no change in pay; or a decrease in pay (in any amount agreed to by the employee).

## Fair Labor Standards Act (FLSA) – Exempt or Non-Exempt

The duties of a position determine whether an employee is covered (Non-Exempt) by the FLSA or Exempt from the provisions of the FLSA. Positions are determined Exempt if the duties meet the Executive, Administrative or Professional Criteria outlined in 5 CFR 551. An employee's FLSA status is reflected on the SF 50, Notification of Personnel Action (Block 35), the official position description (top portion) and the employee's Leave and Earnings Statement (Block 10). This determination has a direct impact on an employee's overtime entitlements. Exempt employees who work overtime that was ordered and approved and whose pay exceeds a GS-10 step 1, receive an overtime rate equal to the greater of their current rate of pay or the overtime rate for a GS-10 Step 1. Non-Exempt employees ordered or permitted to work overtime receive one and one-half times their current rate of pay for overtime worked.

## Adverse/Severe Weather

When adverse weather threatens the area, employees should check several TV/Radio stations to confirm the status of the installation. Sometimes the information relayed by the station may be confusing or incorrect. The installation status is also posted on the installation web page <http://www.eustis.army.mil>. If in doubt contact your chain of command, beginning with your supervisor.

## Misuse of Government Vehicle

Did you know that misuse, or unauthorized use, of a government vehicle carries with it a statutory penalty? Congress has mandated a minimum penalty of a 30-day suspension for using a government in an unauthorized manner.

Due to the mandate from Congress, if you willfully misuse a government vehicle, your supervisor does not have the discretion to impose a lesser penalty.

## **Government Travel Charge Card is for "Official Use Only"**

The travel card program gives Army travelers the freedom and flexibility to perform government travel by using the card for hotels, meals, and miscellaneous expenses without having to obtain a travel advance or use personal funds. The card is for official government travel only. Misuse or Delinquent Payments may subject card holders to disciplinary, adverse, or other administrative action. If in doubt about the use of your travel card, ask your supervisor or travel card administrator.

## **Are You Resigning or Is Your Supervisor Granting You Leave without Pay (LWOP) for more than 30 days???**

If so, it must be made a matter of record in your Official Personnel Folder (OPF). To ensure that your resignation or request for LWOP is made a matter of record, you should complete and sign a Request for Personnel Action (SF52) approximately 30 days prior to the effective date of your action. Your supervisor, organization's administrative liaison or the Fort Eustis Civilian Personnel Advisory Center can provide the form and/or assist you in completing it. It is also available on the OPM Website at <http://www.opm.gov/Forms/html/sf.asp>. Once the action is effective, you will receive a Notification of Personnel Action (SF50). This is your documentation that the action has been officially effected.



It is important that you retain copies of your NPAs as they can be used to make employment, pay and qualification decisions about you in the future. For example, if you are a military spouse and you wish to register in the Military Spouse Preference Program, you will need a copy of your NPA (SF50) reflecting that you are on LWOP or that you are not currently employed by the federal government but held a career or career-conditional appointment at the time of registration. If you resign from the federal government and decide to reapply for employment with the federal government, you will need to provide copies of your NPAs as proof that you previously held a career and/or career conditional appointment.

In addition to the requirement outlined above, it is important for you to know that LWOP of 80 hours or more that is granted because of an on-the-job injury or on-the-job illness should also be documented in your OPF.

You may also want to know that it is Army policy to grant LWOP for a period of up to 90 calendar days to career and career-conditional employees or excepted employees with competitive status who are relinquishing their positions when their military spouse is moving from one area to another and who intend to seek federal employment in the new area. This LWOP may be extended up to 1 year.

You should be aware that extended periods of LWOP or other nonpay status may affect your federal benefits and programs such as your within-grade increases, annual and sick leave accrual, etc. If you are planning to request an extended period of LWOP (i.e. more than a few days), you should contact your servicing Human Resources Specialist in the Civilian Personnel Advisory Center to discuss the effect it will have on your benefits, etc. Keep in mind that LWOP must be officially requested and approved before you can use it.

## OPM Releases Benefits Quick Guide

OPM releases a Benefits Quick Guide that provides general information about the Federal Government's insurance programs in one document. You can find the answers to 37 common questions and you can see the similarities and differences of these programs <https://www.opm.gov/insure/quickguide.pdf>.

## Thrift Savings Plan (TSP) Systems Security

The TSP has taken a major step to help keep your account transactions and information on this Web site more secure. We now require you to log into the Account Access section of this Web site with a longer, more complex Web password - a unique combination of letters and numbers that you can choose yourself or have the TSP's computer generate for you.

If you are already a TSP participant, the first time you log into Account Access after the implementation of Web passwords, you will be prompted to either create your own Web password or request a computer-generated password. If you are just joining the TSP, the TSP will send you an initial password right after the TSP receives your first contribution. After you have used that Web password once to log into Account Access, you will be able to change it to a password of your choice.

You will no longer be able to log into Account Access with your TSP Personal Identification Number (PIN). But keep your TSP PIN! You will still need it to access your account by telephone via the ThriftLine. (You will not be able to use your Web password on the ThriftLine.)

## Important Employee Reminders on Voluntary Benefits

- ✓ **Federal Employees Dental and Vision Insurance Program (FEDVIP)**
- ✓ **Flexible Spending Accounts (FSAs)**
- ✓ **Long Term Care Insurance (LTCI)**

The Office of Personnel Management (OPM) defines the term "voluntary benefits" as those benefits that do not include a Government contribution towards the premiums. Many employees are now enrolled in one, two, or all three of the above programs. Unlike our health, life, and Thrift Savings Plan (TSP) benefits that are handled by the Army Benefits Center-Civilian (ABC-C), each of these programs is handled by a different third-party administrator chosen by the OPM. The administrators maintain the enrollments and coordinate premium payments. Accordingly, HR offices are not aware of an employee's enrollment in any of these programs. Therefore, it is important for employees enrolled in these voluntary benefits programs to contact the program administrator(s) upon certain events. These events include: in-processing and out-processing for employees transferring employment that will involve a change in agency/payroll office, changes in contact information, and when entering a nonpay status. Also, employees should report changes in family status, premiums not withheld from pay, etc.

## 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.

