



CIVILIAN PERSONNEL ADVISORY CENTER

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EMPLOYEE/SUPERVISOR INFORMATION BULLETIN

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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:

Avoid Employee Misassignments

Deposit Service

Redeposit Service

Designations of Beneficiary

DD 1172-2 No Longer Required for AF Employees

Information for Civilians Who Perform Military Duty

National Security Personnel System (NSPS)

AVOID EMPLOYEE MISASSIGNMENTS

Commanders, directors, managers, and supervisors must be committed to preventing the assignment of employees to duties not described in their official position descriptions (PDs). Managers and supervisors are responsible for properly assigning subordinates to job descriptions that accurately report the major duties performed. A ***misassignment*** occurs when one or more of the major duties are not being performed, or when an employee is allowed to perform one or more major duties not described in the PD. They frequently happen when supervisors fail to officially detail or temporarily promote employees to temporary duty assignments in excess of 30 days; when official PD changes are not requested prior to assigning new regular and recurring duties; and when PDs are not reviewed for accuracy prior to recruitment. Contributing factors include inflated duties on PDs; gradual accretion of duties when employees assume higher-graded work; removal of duties from poor performers; and redelegation of duties to other employees. ***Misassignments are prohibited by law and civil service regulations, and result in reduced efficiency, improper pay, and low employee morale.*** They also indicate a mismanagement of human resources and should not be allowed to occur. To avoid misassignments, review PDs at appraisal time and prior to recruitment. **Supervisors should ensure that the job description of each subordinate under their immediate control is kept current and accurate on a day-to-day basis.** Significant changes that are regular and recurring, as opposed to a one-time project falling under "other duties as assigned", should be reflected in the current PD, and the PD should be rewritten or amended as appropriate.

WHAT IS DEPOSIT SERVICE?

Deposit service is the period of service during which retirement contributions were not withheld from your salary. Some examples include temporary time and time while working on an intermittent work schedule.

- Under CSRS, paying the deposit is a personal choice. If the service is prior to 10-1-82, your annual annuity will be reduced by 10% of the total deposit owed if you do not pay the deposit before final adjudication of your retirement claim. If the service is on or after 10-1-82, the non-deduction (temporary) service counts toward eligibility, but is not used for total creditable service for computation purposes.
- FERS employees can only make a deposit for service prior to 1-1-89. You must pay a deposit of 1.3 percent of the basic pay earned during the non-deduction service, plus interest, in order to receive credit for that period of service. The 1.3 percent deposit applies regardless of when the service was performed or whether deductions would have been taken at 1.3 percent if they had been taken at the time the service was performed. Deposit time after 1-1-89 is not creditable and payment cannot be made to receive credit.

WHAT IS REDEPOSIT SERVICE?

A redeposit is the service in which you contributed to the retirement fund and later received a refund of those contributions.

- Under CSRS, if the refunded service ended before 10-1-90 and your non-disability annuity commences after 12-1-90, and you do not make a redeposit, your annuity is actuarially reduced. If the refunded service ended on or after 10-1-90, the service counts toward eligibility, but you must pay the redeposit to receive credit for the service in the annuity computation.
- Under FERS a refund covering a period of service for which FERS deductions were withheld is not creditable for any retirement purpose. **It is NOT possible to repay the refund to reestablish credit for the service.**
- Under FERS, a payment may be made for a refund that occurred prior to FERS coverage. If the service is credited under FERS rules, the employee must pay a deposit of 1.3 percent of the basic pay received during the period of refunded service, plus interest. (If the service is part of a CSRS component, then CSRS redeposit rules apply.)

Go to the applicable Army Benefits Center-Civilian (ABC-C) website below to read about the procedure for making deposits and redeposits:

- CSRS - <https://www.abc.army.mil/information/abcretirement/information/csrsdepositservice.htm>
- FERS - <https://www.abc.army.mil/information/abcretirement/information/fersdepositservice.htm>

DESIGNATIONS OF BENEFICIARY

Must you designate a beneficiary for your Life Insurance; lump-sum payment from CSRS/FERS; your TSP Account; and your unpaid compensation? The answer is **NO**, not if you want these payments made in the order of precedence listed below.

FIRST, to your widow or widower.

SECOND, if your widow(er) is deceased, to your child or children, with the share of any deceased child distributed among the descendants of that child.

THIRD, if none of the above, to your parents in equal shares or the entire amount to the surviving parent.

FOURTH, if none of the above, to the executor or administrator of your estate.

FIFTH, if none of the above, to your other next of kin under the laws of the State in which you lived at the time of your death.

However, if you prefer to designate a beneficiary, you **MUST** complete the appropriate designation of beneficiary form as follows. For additional information and links to the forms, go to the Army Benefits Center-Civilian (ABC-C) website <https://144.245.14.30/information/abctsp/information/beneficiaryforms.htm>.)

- **Federal Employees' Group Life Insurance Program (FEGLI)** - Bring SF2823 form to CPAC
- **Thrift Savings Plan** - Mail TSP-3 form to TSP (address on form).
- **Unpaid Compensation** - Bring SF1152 to CPAC.
- **Civil Service Retirement Programs:**
 - CSRS - Submit form SF2808 to OPM - address on form.
 - FERS - SF3102 - Submit SF3102 to CPAC.

DD 1172-2 NO LONGER REQUIRED FOR AF EMPLOYEES

DoD civilian employees (excluding NAF at this time) can only be issued a Common Access Card (CAC) if their records are in the Defense Enrollment Eligibility Reporting System (DEERS) database. **The DD 1172-2 is NO LONGER used.** Once you are in the DEERS database, if you lose your card or it expires, you need only go to the ID Card Issuing office to obtain a new card. Notify the CPAC if you are not in DEERS as a civilian.

INFORMATION FOR CIVILIANS WHO PERFORM MILITARY DUTY

Are you a reservist who is being ordered to active duty? If so, you'll want to review the guide - **Information Guide on Employment Rights and Benefits of Federal Civilian Employees Who Perform Active Military Duty** – at the Army Benefits Center-Civilian (ABC-C) website <https://www.abc.army.mil/UniformedServices/Information/Information.asp>. Additionally, you will need to complete the form – **"Election/Acknowledgement for Employees Entering Extended Military Activity Duty"** - available at the same website.

NATIONAL SECURITY PERSONNEL SYSTEM (NSPS)

The mission of the Department of Defense (DoD) is national security, and civilians play a vital role in supporting that mission. The National Security Personnel System (NSPS) provides the tools necessary to recruit, retain, and manage the civilian workforce to accomplish this critical mission more effectively and efficiently. The formal 30-day public comment period for the proposed NSPS regulations ended on March 16, 2005, with over 58,000 comments submitted by employees, interested groups, private citizens, elected officials, and national and local union representatives. The NSPS statute provides for an additional "meet and confer" period in which union representatives meet with DoD and OPM officials for a minimum of 30 days to discuss union concerns and recommendations. These sessions began April 18, 2005 and are being facilitated by the Federal Mediation and Conciliation Service. DoD and OPM will report the results of the meet and confer process to Congress. Final decisions on the proposed regulations will be made after the meet and confer process is completed. Once the regulations are finalized, the labor relations provisions will be implemented throughout DOD while the other provisions of NSPS will be implemented in three groups called "Spirals". Only the following Fort Eustis activities are included in the initial implementation group called "Spiral 1": CPAC, TACOM Watercraft, Special Operations Directorate, and MEDCOM. As we await specific implementing guidance, following are the guiding principles and fundamentals of NSPS.

Guiding Principles

- 1. Put mission first – support National Security goals and strategic objectives**
- 2. Respect the individual; protect rights guaranteed by law**
- 3. Value talent, performance, leadership and commitment to public service**
- 4. Be flexible, understandable, credible, responsive, executable**
- 5. Ensure accountability at all levels**
- 6. Balance HR interoperability with unique mission requirements**
- 7. Be competitive and cost effective**

EMPLOYEE AND LABOR RELATIONS. NSPS preserves critical employee rights, such as merit system principles, due process, whistleblower protections, and protection against prohibited discrimination and personnel practices. Employees will still be able to be represented by labor organizations and to bargain collectively. The proposed rules enable DOD to act expeditiously in carrying out its mission by limiting the situations that are subject to bargaining and speeding up the bargaining process.

NEW EASE, NEW OPPORTUNITIES. Under NSPS there may be more opportunities for civilians as military positions are converted to civilian. NSPS will ease the administrative burden routinely required by the current system. As a result, managers will turn to civilians first when assigning vital tasks that should be performed by civilians.

RETENTION STANDING. Seniority will continue to be a factor in retention standing. However, the proposed regulations give greater weight to performance in RIF retention by placing performance ahead of length of service. Employees with the same performance ratings will be retained based on length of service.

PAY PROVISIONS. Employees will be converted into NSPS at their current salary. In many cases, they will also receive a salary increase equal to the amount they have earned toward their next within grade increase (WIGI) under the current system. The annual January pay increase, as it is known under the current system, will change. Instead, periodic “rate range” adjustments will occur to adjust the minimum and/or maximum rate of a **pay band**. When a minimum rate of a pay band is adjusted upward, employees will receive an equivalent increase. There are no “steps,” similar to the GS system, in a pay banding system. Instead, pay increases and/or performance bonuses are based primarily on the employee’s performance rating. Unacceptable performers are ineligible for pay increases under the proposed system. The proposed NSPS pay system includes a locality-based component called a “local market supplement” that is paid in addition to an employee’s basic pay. It will be based on market conditions related to geographical and occupational factors and may differ from one occupation to another in a given locality area. Employees will receive increases to the local market supplement, unless they are performing at an unacceptable level. Under NSPS, the overall amount of money that would have been used for the annual January pay adjustment, WIGIs, quality step increases, and similar payments will be used for civilian pay, and those funds will be protected. However, the proposed NSPS pay system will distribute those funds based primarily on performance.

MANAGERIAL TRAINING AND ACCOUNTABILITY.

Supervisors and managers will play a key role in determining performance-based pay increases and will receive extensive training on the skills needed for effective performance management. Civilian supervisors will also be subject to the pay and performance provisions of the system, and their pay will be affected by how well they perform as supervisors and managers using the tools provided by NSPS.

RECONSIDERATION PROCESS.

DOD is developing a process that will allow employees under the new NSPS to request reconsideration of their rating to a higher authority. Under the current system, employees in the same organization are often subject to different procedures and avenues when challenging performance ratings. The new process will ensure that every employee has the same opportunity to seek appropriate redress.

SOME UNAFFECTED AREAS. DOD will continue to have the authority to reassign civilian employees, including reassignment to overseas locations. This authority is unaffected by NSPS. NSPS will not affect rules governing retirement benefits or eligibility, health and life insurance, leave, attendance, and similar benefits. Additionally, NSPS preserves veterans’ preference. Preference eligibles will continue to receive hiring preference and will be retained over non-preference eligibles in reduction in force (RIF). (Paraphrased from DOD article dated March 2005.)

For more information, visit the Army NSPS web site,
<http://cpol.army.mil/library/general/nsps/>.

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.