



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



EMPLOYEE/SUPERVISOR INFORMATION BULLETIN

#3-06 MARCH 2006

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:

[CAUTION and REMINDER– myPay – Look-A-Like Websites](#)

[Creditable Service – Getting Credit for Retirement](#)

[Death Benefits for Survivors – Beneficiary Forms](#)

[Individual Development Plans: Roadmaps to Organizational Success](#)

[Resignations/Leave Without Pay \(LWOP\)](#)

[National Security Personnel System \(NSPS\) Update](#)

CAUTION and REMINDER - myPay - Look-A-Like Websites:

Reminder: The official DFAS myPay website is <https://mypay.dfas.mil> . There are copycat, "phishing", or look-a-like websites being developed to make people think they are accessing official sites, including the myPay website. These sites request personal information that, if provided, could cause you a variety of problems. There are also sites that use the words "myPay" as part of their web address. While they may be legitimate business concerns, they are not in any way affiliated with DFAS and myPay. BE CAREFUL – DO NOT provide your personal information to these copycats, look-a-likes or other sites that use "myPay" in their web address.

Sites that use "myPay" in their web address include:

- a. [HTTP://WWW.MYPAY.COM](http://www.mypay.com)
- b. [HTTP://WWW.MYPAY.SE/INDEXEN.HTML](http://www.mypay.se/indexen.html)
- c. [HTTP://WWW.MYPAYSOLUTIONS.COM/](http://www.mypaysolutions.com/)
- d. [HTTP://WWW.MYPAYLOANSERVICES.COM/](http://www.mypayloanservices.com/)

Creditable Service – Getting Credit for Retirement

Did you work for another federal agency before working for DA? Did you have a summer job working for a federal agency when you were in high school or college? Did you serve in the military or ROTC? Did you volunteer in the Peace Corps or VISTA? These are examples of potentially creditable service that may not be documented in your official personnel file.

The value of your benefits from the Civil Service Retirement System or Federal Employees Retirement System comes from length of service and your high-three average salary. The more service and the higher your salary, the more benefits you will receive. Missing service records can prevent you from receiving benefits that you have earned. With few exceptions, all of your federal civilian employment and military service is creditable toward your CSRS or FERS retirement benefit. And the key to getting the credit is to have the service clearly documented in your official personnel records.

Periodically throughout your career, review your official personnel folder. It is also important to maintain personal copies of these important documents. Remember, it's never too late to review your records!

Death Benefits for Survivors – Beneficiary Forms

It's important for federal employees to know that their surviving spouse and/or children may be eligible for a monthly survivor annuity under the Civil Service Retirement System (CSRS) or Federal Employees Retirement System (FERS) if the employee meets certain requirements as of the date of death including 18 months of creditable civilian service. If your spouse and/or children are not eligible for a survivor annuity or there is no surviving spouse or children, your retirement contributions will be paid to your designated beneficiary.



Keep your beneficiary forms up to date. In the past, survivors have experienced hardships due to beneficiary forms that were not changed upon marriage, divorce, birth of a child, or other events. In most cases, if you do not designate a beneficiary, your benefits will be distributed in the order of precedence established by federal statute. Beneficiary forms that you may want to complete include:

Unpaid Compensation, SF 1152 (lump sum payment for unpaid hours worked and unused hours of annual leave);

Federal Employees Group Life Insurance, SF 2823;

Thrift Savings Plan, TSP-3;

CSRS Lump Sum, SF 2808;

FERS Lump Sum, SF 3102.

All of the above mentioned forms can be accessed on the CPAC website at <http://www.eustis.army.mil/cpac/ABC.htm>

Individual Development Plans (IDPs): Roadmaps to Organizational Success

An individual development plan (IDP) is a written schedule or plan designed to meet particular goals for development that are aligned with the organization's strategic plan and action plan. The IDP process provides an opportunity for supervisors and employees to identify training and development needs in order to ensure job and organizational success. An IDP, which outlines developmental objectives along with activities to achieve the objectives, will afford employees an opportunity to develop skills.

The IDP should be completed in conjunction with an employee's annual performance appraisal and development of new performance standards and elements. It should be used to plan developmental experiences (details, course work, special projects, on-the-job training, education, career development, etc.) which may change from year to year as the mission of the organization evolves.

The IDP is not a binding contract. While every effort should be made by both employees and supervisors to adhere to the plan, circumstances sometimes arise that require modifying the IDP. It is an on-going process and should be periodically reviewed to determine its effectiveness in addressing developmental needs and facilitating growth while preparing the organization for future challenges. At a minimum, an IDP should be reviewed semi-annually.

Resignations/Leave Without Pay (LWOP)

Are you resigning or is your supervisor granting your request for Leave without Pay 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's 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.

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.

National Security Personnel System (NSPS) Update

The court has enjoined the Department of Defense from implementing the discipline, appeals, and labor relations portions of the new system; however, DOD still plans to implement the performance management, pay, staffing, and workforce shaping provisions in Spiral 1.1 organizations beginning in late April 2006. The only Fort Eustis organization in Spiral 1.1 is the CPAC. For more information on NSPS – access <http://www.cpms.osd.mil/nsps/> .