



# Fort Eustis

## Civilian Personnel Advisory Center Bulletin

[www.eustis.army.mil/cpac](http://www.eustis.army.mil/cpac)

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670 Lee Blvd, Fort Eustis, VA 23604-5096



### Are you losing Annual Leave?

If so, you may want to consider donating your excess leave to the employees enrolled in the Voluntary Transfer of Annual Leave Program. The Administrative Liaison for your organization should have a list of all employees enrolled in the program. Someone will appreciate the gesture and the leave will not be wasted. Unless a waiver is granted, donation of use or lose leave is limited to the lesser of the following:

- One-half of the annual leave to be accrued during the leave year in which it is donated OR,
- Hours donating employee is scheduled to **work and receive pay** (not on leave) in the remainder of the leave year.

Questions concerning the restoration of forfeited leave should be addressed to the CPAC Human Resources Specialist assigned to your organization.

### Savings Bonds

You can start, change or stop your Savings Bonds by using the Internet to access myPay through one of the following websites:

- <https://mypay.dfas.mil> or
- <http://www.dfas.mil> (click on myPay).

Using myPay, you can purchase both Series EE and Series I bonds. Series EE bonds are available in the following denominations: \$100, \$200, \$500, and \$1,000. Series I bonds are available in the following denominations: \$50, \$75, \$100, \$200, \$500, and \$1,000.

To Start or Change a bond, you need the following information: The Bond owner's name and Social Security Number, the mailing address for the bond, and the name of the Co-owner or Beneficiary, if any. There is a limit of one Owner and one Co-owner or Beneficiary per bond.

Questions concerning SPECIFIC PAY ACCOUNT INFORMATION should be directed to your customer service representative.

### How to Request Copies of Military Personnel Records

If you are a military veteran, next of kin of a deceased military member, or former member of the military, you may be able to initiate a request for military personnel records by accessing the following website and following the instructions below:

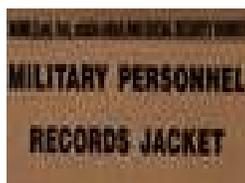
<http://www.archives.gov/veterans/evetrecs/index.html>

#### How to Initiate a Request for Military Personnel Records:

1. Click on the "Request Military Records" button to start. This will launch a separate window.
2. Enter the required information in the system to create your customized request form. There are 4 steps that you need to navigate. The system will guide you through the steps and tell you exactly which step you are on.
3. **Print, sign and date** the signature verification area of your customized form. If you don't have a printer, have a pen and paper handy and you'll be guided through the process. This is important because the Privacy Act of 1974 (5 U.S.C. 552a) requires that all requests for records and information be submitted in writing. **Each request must be signed and dated by the veteran or next of kin.**
4. Mail or fax your signature verification form for processing within the first 20 days of entering your request to: **NPRC Mailing Address:** National Personnel Records Center, Military Personnel Records, 9700 Page Avenue, St. Louis, MO 63132-5100; or **NPRC Fax Number:** 314-801-9195.

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## TSP Catch-Up Contributions

### ***What are catch-up contributions?***

“Catch-up contributions” are supplemental tax-deferred employee contributions that employees age 50 or older can make to the TSP beyond the maximum amount they can contribute through regular contributions.

### ***Who is eligible to make catch-up contributions?***

To be eligible to make catch-up contributions, you must be:

- age 50 or older during the calendar year in which the catch-up contributions are made (even if you become age 50 on December 31 of that year);
- currently employed and in pay status; and
- contributing either the maximum TSP contribution percentage allowed by your retirement coverage type **or** contributing an amount that will cause you to reach the Internal Revenue Service (IRS) elective deferral limit by the end of the calendar year. (The latter case includes situations where you might be contributing - or might have contributed - to a civilian or uniformed services TSP account (or both) or another eligible employer plan (e.g., another 401(k) plan). In such a case, if your combined contributions would cause you to reach the elective deferral limit, you would be eligible to make catch-up contributions.) You are not eligible to make catch-up contributions within 6 months of making a financial hardship withdrawal.



### ***How much can I contribute?***

The Internal Revenue Code places an annual limit on elective deferrals, e.g. tax deferred employee-contributions to the TSP. The elective deferral limit for 2007 is \$15,500 and will remain \$15,500 in 2008. When the annual limit is reached, your employee contributions must be suspended for the remainder of the year. If you have made, or will make, the maximum amount of employee contributions for the year, you may also make over-50 catch-up contributions to your TSP account. Catch-up contributions have their own annual limit, which is \$5,000 for 2007 and 2008. They do not count against the IRS elective deferral limit; however, the combination of regular and catch-up TSP contributions cannot exceed the total IRS contribution limit for the year. For example, for 2008, your contributions cannot exceed \$20,500 (i.e., the \$15,500 elective deferral limit on regular TSP contributions, plus the \$5,000 catch-up contribution limit).

**For additional information, please visit the Thrift Savings Plan website at [www.tsp.gov](http://www.tsp.gov).**

## Procedures for Employee Address Changes

Did you know that you can change your address by directly contacting your Customer Service Rep (CSR) or by accessing myPay? If you access myPay or contact your CSR to update your address, the Payroll records update, which in turn updates the Army Benefits Center – Civilian (ABC-C) database. In addition, if you have a TSP account, Payroll sends the new address information to the TSP Board to update their database. Following is a link to myPay: <http://www.dfas.mil/army2/mypay.html>. This link provides information about myPay and provides information on how to request a PIN.



## 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.

