



Fort Eustis

Civilian Personnel Advisory Center Bulletin

www.eustis.army.mil/cpac

September 2008

670 Lee Blvd, Fort Eustis, VA 23604-5096



Annual Appraisals – Reminder

The rating period for non-NSPS employees occupying GS/WS1-8 & all WG/WL positions serviced by the Fort Eustis CPAC will end as follows:

All Fort Eustis/Story Employees (except ATSC) - 31 December
ATSC Employees - 31 January

All supervisors should remember the following tips when completing DA Forms 7223 and 7223-1:

- Make sure that the employee information is accurate.
- Check assigned rating chain to make sure it is accurately reflected for each employee.
- Ensure that all counseling sessions are properly documented (i.e. initialed and dated). Key points made during the sessions should be annotated and initialed.
- When using Part III of DA Form 7223 to document a performance award, make sure the approving signature is included. Note: A Request for Personnel Action (RPA) must be created to affect an award. Appraisal ratings must be received and entered into the DCPDS database, prior to submission of the award RPA for processing by the CPOC.
- Make sure a rating for each responsibility has been completed to include responsibilities 5 & 6 for positions with supervisory duties.
- Last, but not least, ensure that the overall success level is reflective of the responsibility ratings assigned. Supervisors are reminded to ensure that percentage calculation is correct and warrants the rating assigned. For example, if there are 4 objectives with three annotated as “exceeds” and one annotated as “met”, then the employee has exceeded 75% of the performance objectives and the summary rating equates to a level one rating (Excellence/75% or more objectives).

If there are any questions, contact the HR Specialist assigned to your organization. For more information check out the CPAC website at:

<http://www.eustis.army.mil/cpac/tapes.htm>.

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NSPS UPDATE!

The Department of Defense (DoD) will release the Performance Appraisal Application version 3.0 (PAA v3.0) on September 28, 2008 to assist employees and supervisors in building FY09 performance plans. PAA version 3 materials have been added on the Automated Tools button on the Army NSPS website

<http://cpol.army.mil/library/general/nsps/automated.html> , under the Performance Appraisal Application sub-heading:



* A self-paced PowerPoint briefing has been posted which introduces PAA version 3 and shows how to create a performance plan. This is recommended viewing for all NSPS employees before they begin to create new performance plans for the upcoming rating cycle. Note, this briefing is locked against update; when a pop-up window asks for a password, select the "Read Only" button to gain access.

* FAQs pertaining to PAA version 3 has been added, also a general information notice and a sample of the new splash page that you will see when logging into the Performance Appraisal Application.

Federal Employees Health Benefits (FEHB) Open Season

The Federal Employees Health Benefits Open Season will be held this year from 12 November 2007 through 10 December 2007. During the open season, eligible employees can enroll or make changes to their health benefits. To enroll/change health benefits, employees must access the Army Benefits Center - Civilian website at <https://www.abc.army.mil> or call the toll-free number at 1-877-276-9287.



If you have not used the system in the past few months you will notice that the new entry log in is now your AKO information. Once you log in you will immediately see another login for a pin. If you can not remember your ABC pin after you get into EBIS, you will need to reset that pin as well. This pin will be 6 numeric digits only.

This is also your opportunity to change your Pre-Tax election. If you no longer wish to have your FEHB pre-taxed you can change your election during the open season. 2008 Rates will be available at <http://www.opm.gov/insure/health/08rates/index.asp>.

The effective date of FEHB Open Season Changes is January 5th, 2008. You will see the change reflected in your paycheck on February 1st.

Mandatory Training for Civilians

During each year there are a number of mandatory training courses that all civilian employees are required to take. Some of the training has to be completed annually whereas some of the training is a one time training requirement. Your organization's training point of contact will notify you when such training is required to be taken and the procedures to follow to take the training and report your completion of it. New employees are required to take some training within 30 days of reporting to their new job. The following is a list of some of the mandatory training that you will be expected to take at some time or another:



- Antiterrorism Awareness Training
- Constitution Day Training – <http://constitutionday.cpms.osd.mil/>
- Computer Security Training
- Ethics
- EEO
- Environmental Management System (EMS) Awareness Training – <https://eustwsintra02/enrd/index.htm>
- “NO FEAR” Act Training – Complete online
- Operations Security (OPSEC) Training
- Prevention of Sexual Harassment – Biennial Refresher Training
- Subversion & Espionage Directed Against the US Army (SAEDA)
- Supervisory Development Course (Supervisors Only) – <http://www.train.army.mil>

The requirements for mandatory training should be discussed with your supervisor to ensure you have met them.

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> at the top left corner. If in doubt contact your chain of command, beginning with your supervisor.

Political Activity in the Federal Workplace

Under the 1939 Hatch Act, federal employees faced significant restrictions on their ability to participate in political activities. In 1993, Congress amended the Hatch act to permit more political activity by federal employees. The penalties for violating the Hatch Act are very severe, up to and including removal from government service. Therefore, it is very important that employees understand these restrictions.

Below is a list of permitted/prohibited activities:

Federal Employees May:

- Be candidates for public offices in nonpartisan elections
- Register and vote as they choose
- Assist in voter registration drives
- Express opinions about candidates and issues
- Contribute money to political organizations
- Attend political fundraising functions
- Attend and be active at political rallies and meetings
- Join and be an active member of a political party or club
- Sign nominating petitions
- Campaign for or against referendum questions, constitutional amendments and municipal ordinances
- Campaign for or against candidates in partisan elections
- Make campaign speeches for candidates in partisan elections
- Distribute campaign literature in partisan elections
- Hold office in political clubs or parties

Federal Employees May Not:

- Use official authority or influence to interfere with an election
- Solicit or discourage political activity of anyone with business before their agency
- Solicit or receive political contributions (may be done in certain limited situations by Federal or other employee organizations)
- Be candidates for public office in partisan elections
- Engage in political activity while on duty, in a government office, wearing an official uniform, or using a government vehicle

Wear partisan political buttons on duty



Foreign Entitlements

The Foreign Entitlements Processing Cell was established at the NC Region and the following link is provided to their foreign entitlements web site:
<http://cpolrhp.belvoir.army.mil/ncr/FunctionalAreas/NCCPOC/customersupport/ForeignEntitlements.htm>



There is a great deal of useful information on this web site, and we highly encourage deploying employees to view this site. Some of the information they'll find is:

- 1) An employee can access and complete the SF 1190.
- 2) Completion instructions for the SF 1190 for TDY and for PCS/TCS.
- 3) Worksheets for:
 - a) Temporary Quarters Subsistence Allowance
 - b) Living Quarters Allowance
 - c) Foreign Transfer Allowance
- 4) Calculators to calculate:
 - a) Advance pay to help determine the maximum amount allowed
 - b) Home leave earning rates
 - c) Post differential and danger pay
- 5) Links to the State Department's Table of Allowances and Foreign Per Diem Rates.

Hopefully, this website will help clarify any confusing issues a deploying employee may have about their foreign entitlements and will, also, help them receive their entitlements accurately and timely.

Leaving Army Civilian Service?

If So, Have You Completed The Army Exit Survey?



This exit survey is designed to study the reasons why people leave Army service voluntarily. Army uses the collective responses of departing employees to identify ways to become a more desirable employer; therefore, your reasons for leaving Army are very important to the study. If you are leaving your employment with the Army, we ask you to take the time to complete the questionnaire at <http://cpol.army.mil/library/survey/exitsurvey/> before you actually leave. It only takes a few minutes to complete the survey and all responses are confidential. You are not required to put your name on any part of the survey.

CPAC Hails!

Ms. Sylvia R. Freeland has been selected as the new Fort Eustis CPAC Director. Her arrival date is 12 October 2008. She is joining us from Fort Sam Houston, TX.

Ms. Marilyn (Michele) Little, HR Specialist, returned to Federal service in June 2008, as a Reinstatement eligible.

Ms. Rosalyn Higgins, HR Specialist, joined us from the Veterans Administration in July 2008.

Ms. Lisa Kelly, HR Specialist, joined us from the Department of the Navy in July 2008.

Ms. Diana Green, HR Technician, joined us from the Logistics Proponency Office in August 2008.

CPAC Farewells!

The CPAC bids a sad farewell to the following personnel:

Ms. Karri Dobson, HR Specialist, will be going to MEDDAC on Fort Eustis effective 15 September 2008.

Ms. Cheryl McBride, HR Technician, will be going to Fort Monroe Civilian Personnel Advisory Center (CPAC) effective 29 September 2008.

Ms. LaShonda Cross, HR Specialist, will be going to Fort Monroe Civilian Personnel Advisory Center (CPAC) effective 29 September 2008.

We wish them well and we will miss them greatly!

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.

WELCOME



Farewell

