

**THE FORT
BELVOIR
CIVILIAN
PERSONNEL
ADVISORY
CENTER**

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CPAC SERVICE ASSESSMENT

The ACSIM (Army Chief of Staff for Installation Management) Installation Status Report requires a yearly assessment of installation services.



The Assistant G-1 (Civilian Personnel) is supporting this effort by conducting a short, eight-item Civilian Personnel Advisory Center (CPAC) customer satisfaction survey.

All Army civilian supervisors and military supervisors of civilians are asked to complete the online Supervisor Assessment of CPAC Performance. It covers advice and assistance received from the CPAC. Results from the survey are important in that they are used in evaluating CPAC performance under NSPS.

The survey is available through August 15, 2008 and should take no more than 5 to 10 minutes to complete. The assessment is voluntary and only statistical summaries representing each CPAC will be reported. Responses are completely anonymous.

The survey is located at <https://acpwap.army.mil/surveybuilder/splashAction.do> (click on "Yes" if you get the Security Alert). Copy and paste this web location to a browser if the direct link does not work.

If you have any questions, please contact your servicing Civilian Personnel Advisory Center (CPAC) HR Specialist.



Beneficiary Forms— Secure their Future Today!

Completing beneficiary forms is an option available to every civilian employee. However, if you complete beneficiary forms, it becomes your responsibility to ensure the forms are current. A change in marital status or family status does not automatically change a beneficiary form that you previously submitted, nor does it prevent the beneficiary from receiving the death benefits that you designated. The most common mistake is when you name a spouse as beneficiary and later divorce that spouse, but forget to change the beneficiary form.

What are your choices in designating a beneficiary for your Life Insurance, your TSP account or your lump-sum payment from CSRS/FERS? These payments are made in “order of precedence” or you may designate a beneficiary.

What is the order of precedence? The order of precedence would be first to your widow or widower. Next, if your widow(er) is deceased, your children will receive the share; if the children are deceased the children’s descendants will receive the share. Third, if no widow(er) or children, the share goes to your parents in equal shares or to the surviving parent. Fourth, if none of the above, it goes to the administrator of your estate or executor. Lastly, if none of above, it goes to your next of kin, under the laws of the State in which you

lived at the time of your death. If the order of precedence is not your choice in the way you want these payments made, you **MUST** complete a designation of beneficiary form for each benefit (Life Insurance, TSP account or lump-sum payment from CSRS/FERS) you want made other than the order of precedence.

If you choose to designate other than the normal order of precedence, you may change your beneficiary at any time, without notifying a previous designated beneficiary. A witness to a designation is not eligible to receive payment as a beneficiary. The beneficiary must be in writing (on the Form), signed and witnessed. You may designate any person, firm, corporation or legal entity as your beneficiary.

Note: You cannot change or cancel a designation of beneficiary in a letter, or in a last will or testament, unless it is signed and witnessed. Please go to the following links to download forms.

SF-2823, Federal Employees’ Group Life Insurance Program (FGLI)

<https://www.abc.army.mil/information/ABCRetirement/Forms/SF2823.pdf> (file with CPAC)

SF-2808, Civil Service Retirement System (CSRS)

<https://www.abc.army.mil/information/ABCRetirement/Forms/SF2808.pdf>

Mail original and duplicate copies directly to OPM, using address on the bottom of the form.

SF-3102, Federal Employees Retirement System (FERS)

<https://www.abc.army.mil/information/ABCRetirement/Forms/SF3102.pdf> (file with CPAC)

SF-1152, Unpaid Compensation of Deceased Civilian Employee

<https://www.abc.army.mil/information/ABCRetirement/Forms/SF1152.pdf> (file with the CPAC)

TSP-3, Federal Retirement Thrift Savings Plan (TSP)

<https://www.abc.army.mil/information/ABCRetirement/Forms/TSP3.pdf> **You must mail this form directly to TSP, using the address on the form. Do not take to the CPAC.**

If you have any questions regarding the completion of beneficiary forms, you may contact your CPAC Specialist or the Army Benefits Center-Civilian (ABC-C) at 1-877-276-9287 or TDD at 1-877-276-9833.



THE LEGAL EAGLE

EMAIL IS FOREREVER!

Hopefully, we all learned early in life (and without too much pain involved) that we should always think before we speak. If we are to successfully navigate the matrix of electronic information that permeates today's professional environment, then we need to magnify that principle a thousand-fold.

In the management-employee relations arena, it is especially important to remember that e-mails, though paperless, are permanent. Under the applicable federal rules and regulations, all non-privileged e-mail communications between agency officials about disciplinary matters concerning individual employees are discoverable in appeals to the Merit Systems Protection Board (MSPB) and to the courts. To that end, key individuals have an affirmative obligation under Army policy to preserve any electronically stored information (ESI) that is likely to contain information relevant to the parties' claims and defenses, in any case where litigation is reasonably anticipated. Courts have held that this duty of preservation can be triggered by informal complaints made prior to the onset of litigation, such as a complaint made to a supervisor in an employment matter. Failure to protect, preserve, and/or produce pertinent ESI may result in an adverse inference, monetary sanction, or even reversal of a favorable decision.



Earlier this year, the U.S. Circuit Court of Appeals, Federal Circuit, “deleted” an MSPB decision upholding the removal of an Army hospital employee because the Army had failed to comply with the petitioner’s legitimate discovery request. *See Baird v. Dept. of the Army, 108 LRP 11477 (Fed. Cir. 2/26/08)*. The request sought all documents related to the disciplinary action, including all non-privileged e-mails between the supervisor(s), proposing official(s), deciding official(s) and upper-management official(s) who discussed the proposed adverse action. In remanding the case, the Federal Circuit noted that “virtually the whole discussion concerning the petitioner’s punishment and who ordered it, took place via e-mail.” *Id.*

In disputes over adverse personnel actions, cyber-discussions can become the threads that bind. Managers and commanders should be mindful that the information they exchange and opinions they express amongst themselves in this context may very well end up memorialized in an evidentiary record.

If you have any questions concerning these issues, we encourage you to contact your labor counselor or management-employee relations specialist.

Compliments of the Ft Belvoir SJA

THE HATCH ACT

FEDERAL EMPLOYEES & POLITICAL ACTIVITY



Federal employees may not send email messages attempting to sway their colleagues! Federal employees may register and vote as they choose.

Federal Employees:

- ◆ **May** be candidates for public office in non-partisan elections
- ◆ **May** register and vote as they choose
- ◆ **May** assist in voter registration drives
- ◆ **May** express opinions about candidates and issues
- ◆ **May** contribute money to political organizations
- ◆ **May** attend political fundraising functions
- ◆ **May** attend and be active at political rallies and meetings
- ◆ **May** join and be an active member of a political party or club
- ◆ **May** sign nominating petitions
- ◆ **May** campaign for or against referendum questions, constitutional amendments, municipal ordinances
- ◆ **May** campaign for or against candidates in partisan elections
- ◆ **May** make campaign speeches for candidates in partisan elections
- ◆ **May** distribute campaign literature in partisan elections
- ◆ **May** hold office in political clubs or parties including serving as a delegate to a convention
- ◆ **May not** use their official authority or influence to interfere with an election
- ◆ **May not** solicit, accept or receive political contributions unless both individuals are members of the same federal labor organization or employee organization and the one solicited is not a subordinate employee
- ◆ **May not** knowingly solicit or discourage the political activity of any person who has business before the agency
- ◆ **May not** engage in political activity while on duty
- ◆ **May not** engage in political activity in any government office
- ◆ **May not** engage in political activity while wearing an official uniform
- ◆ **May not** engage in political activity while using a government vehicle
- ◆ **May not** be candidates for public office in partisan elections
- ◆ **May not** wear political buttons on duty
- ◆ **May not** display in the workplace coffee mugs, buttons or other paraphernalia with the following messages: "Vote for...", "I support..." "Register for. ..."
- ◆ **May not** send e-mails attempting to sway the political opinion of colleagues

This list does not apply to federal employees in the following agencies, divisions or positions: Federal Election Commission; Federal Bureau of Investigations; Secret Service; Central Intelligence Agency; National Security Agency; National Security Council; Defense Intelligence Agency; National Imagery and Mapping Agency; Merit Systems Protection Board; Office of Special Counsel; Office of Criminal Investigations of the IRS; Office of Investigative Programs of the U.S. Customs Service; Office of Law Enforcement of the Bureau of Alcohol, Tobacco, and Firearms; Criminal Division of the Department of Justice; Career members of the Senior Executive Staff; Administrative Law Judges; Contract appeals board members. For more information or to find out if the Hatch Act applies to you or your organization contact your serving LMER Specialist.

Military Spouse Preference for Employment

Military Spouse Preference (MSP) derives from Public Law 99-145, "DoD Authorization Act of 1986", Section 806, "Employment Opportunities for Military Spouses". This section implemented measures to increase employment opportunities for spouses of members of the Armed Forces. The intent is to lessen the employment and career interruptions of spouses who relocate with their military sponsors. Military spouse preference provides worldwide employment preference for spouses of active duty military members of the U.S. Armed Forces who are relocating to accompany their military sponsor on a Permanent Change of Station (PCS) move to an active duty assignment. The Military Spouse Preference Program



- ◆ applies to eligible spouses of active duty military members of the U.S. Armed Forces, including the U.S. Coast Guard and full-time National Guard, who are applying and referred for certain positions at DOD activities in the U.S., its territories and possessions, and in overseas areas;
- ◆ applies only within the commuting area of the permanent duty station of the sponsor;
- ◆ applies only if the spouse entered into the marriage with the military sponsor prior to the reporting date to the new duty assignment.
- ◆ does not apply when the sponsor is separating or retiring.

What recruitment actions are subject to the provisions of military spouse preference?

Spouse preference applies when management wants to fill a position from a competitive list of applicants. A spouse preference eligible who is ranked among the "best qualified" on a competitive list must

be selected for the position. If more than one spouse is determined to be best qualified among the candidates, management may select any one of them.

Preference applies to DoD appropriated fund positions at grades GS-15 and below, equivalent broad and pay band, and wage grade positions in the competitive or excepted service. Preference also applies to positions in non-appropriated fund instrumentalities at grades NF-03 and below (or equivalent grade levels).

Military spouses who are immediately appointable to a competitive service position in the continental

United States exercise their preference through registration in Program S of the DoD Priority Placement Program (PPP). To meet the appointability requirement, the spouse must be in one of the following categories:

- ◆ a current Federal career/career-conditional employee;
- ◆ serving under a VRA or Schedule A handicapped appointment;
- ◆ have reinstatement eligibility; have eligibility under E.O. 12721;
- ◆ or have competitive service eligibility based on employment under other merit systems.

Program S registrants may be referred for positions being filled through noncompetitive sources. In such cases, they are considered in the same manner as other Priority 3 registrants.

Check with your CPAC Specialist where you are leaving from or where you will be stationed on how to apply. The POC for Ft Belvoir can be reached at [703-704-3024](tel:703-704-3024).



NSPS *Did you know?*

There have been numerous revisions to the Implementing Issuances for the National Security Personnel System (NSPS). The revisions conform to the requirements of the 2008 National Defense Authorization Act and provide technical correction to NSPS. Some of the changes include:

- ◆ The length of a non-competitive temporary promotion changed from 180 days to 120 days. Those who previously served 180 days will have no corrective action taken and those who are currently serving on such a promotion are allowed to finish serving the 180 days (as long as the action occurred before June 10, 08).
- ◆ An employee who is placed in an NSPS position from a GS position through an employee initiated reassignment may, at management's discretion, receive a within-grade adjustment equivalent increase (previously known as a WGI Buy-in). To figure the amount of the within-grade adjustment equivalent increase complete the requested information at <http://www.cpms.osd.mil/nsps/conversion/index.html>.
- ◆ When an employee is placed in a NSPS position from a GS position through a management directed action, the employee shall receive a within-grade adjustment equivalent increase. To figure the amount of the within-grade adjustment equivalent increase complete the requested information at <http://www.cpms.osd.mil/nsps/conversion/index.html>.
- ◆ In some circumstances Special Salary Rates (SSRs) can be taken into consideration when making a NSPS salary determination. For additional information regarding the changes to pay setting refer to DoD 1400.25-M SC1930.10.
- ◆ Subchapter 1960 (SC1960) - Workforce Shaping has been withdrawn in its entirety. All workforce shaping actions will be processed using 5 CFR 351 requirements.

Following is an overview of some of the significant changes to the NSPS Implementing Issuances. For specific implementation guidance, you are encouraged to contact your servicing Labor Management Employee Relations Specialist at the Ft Belvoir Civilian Personnel Advisory Center.

1. **Full Government-wide Pay Increase (GPI) with No Rating of Record:** Provide a January base salary increase equivalent to the percent of the Government-wide general pay increase to employees not meeting the minimum rating period.

Why: To formalize policy established by Deputy Secretary of Defense during the fall of 2007.

2. **Remove Time Limit for Trainee/Intern Salary Increases:** Remove 90-day salary increase waiting period for trainees/interns appointed or converted to NSPS.

Why: To recognize developmental assignments/work performed prior to NSPS assignment as well as that achieved during the first 90 days under NSPS.

3. **Modify Pay Setting Rules:** Remove unintended losses or windfalls in salary due to anomalies in current pay setting rules.

Why: To prevent loss of pay or overpayment in certain circumstances when voluntarily moving to NSPS. Adjustments occurring in General Schedule pay at the time NSPS was developed resulted in some unexpected effects in pay setting upon movement from non-NSPS to NSPS positions, and targeted local market supplement to standard local market supplement.



4. **Pay Reconstruction upon return from a non-NSPS Temporary Assignment:** Provide for reconstructing NSPS pay and performance payouts upon return of employee temporarily assigned outside of NSPS (e.g., deployments, temporary promotions).

Why: Adjusts pay to reflect salary increases that would have occurred if not for the temporary assignment outside of NSPS.

5. **Within Grade Increase (WIGI) Buy In Equivalent:** Provide mandatory WIGI Buy-In Equivalent for management directed moves into NSPS and optional WIGI Buy-In Equivalent for employee-initiated moves.

Why: Protects earning potential of employees assigned to NSPS via management-directed moves and enables management to offer more competitive compensation packages when recruiting employees for voluntary moves.

6. **Compensatory Time Off for Travel:** Provide authority for employees to retain and extend time limit for compensatory time off for travel.

Why: Ensures employees retain compensatory time off for travel when moving from one DoD agency/department to another. Protects earned compensatory time off for travel for up to an additional 26 pay periods when this time can not be taken due to work demands.

7. **Pay Pool Share Factor:** Specify formula for calculating pay pool share factor.

Why: To clarify and provide transparency of formula used by all pay pools to calculate the value of the NSPS share factor.

8. **Pay Pool Payouts for Employees on Approved Paid Leave:** Provide for performance salary adjustments for employees who did not meet the minimum period of performance due to an approved paid leave status.

Why: To ensure the pay of employees exercising paid leave entitlements is not adversely affected

9. **Time-Limited Appointments:** Provide NSPS coverage of employees and positions subject to Time-Limited Appointments NTE 90 days

Why: To extend coverage of NSPS pay banding features to positions and employees on 90 day time limited appointments.



Automated Tools assist managers in accomplishing early annual appraisals.

Early Annual Report-How To Guide

We've been getting questions about "how to" on early annual appraisals under NSPS. There is a step-by-step guide on CPOL, but the NSPS pages were revised recently so it could be that users cannot find the guide. All how-to information and user guides pertaining to automated tools are now consolidated on a tab called "Automated Tools."* The Early Annual Appraisal step by step guide is located under the PAA. The link to the NSPS home page on CPOL is:

<http://cpol.army.mil/library/general/nsps/> The link to the Early Annual Appraisal guide can be found at: http://cpol.army.mil/library/general/nsps/docdir/Early_Annual_Rating_PAA_2_Step-by-Step_2008-06-20.doc

Wage Loss Compensation for on the Job Injuries

How and when is a claim for wage loss compensation filed? Form CA-7 is used to claim compensation for periods of disability not covered by Continuation of Pay (COP). (1) An employee who is disabled with loss of pay for more than three calendar days due to an injury, or someone acting on his behalf, must file Form CA-7 before compensation can be paid. (2) The employee shall complete the front of Form CA-7 and submit the form to the CPAC for completion and transmission to OWCP. The form should be completed as soon as possible, but no more than 14 calendar days after the day pay stops due to the injury or disease. (3) The requirements for filing claims are further described in 5 USC 8121.

Additional Forms CA-7 are used to claim compensation for additional periods of disability after the first Form CA-7 is submitted to OWCP. (1) It is the employee's responsibility to submit Form CA-7. Without receipt of such claim, OWCP has no knowledge of continuing wage loss. Therefore, while disability continues, the employee should submit a claim on Form CA-7 each two weeks until otherwise instructed by OWCP. (2) The employee shall complete the front of Form CA-7 and submit the form to the CPAC for completion and transmission to Office of Worker's Compensation Programs. (3) The employee is responsible for submitting, or arranging for the submittal of, medical evidence to OWCP which establishes both that the disability continues and that the disability is due to the work-related injury. Form CA-20 (Attending Physician's Report) is attached to Form CA-7 for this purpose.

Claims for wage loss compensation benefits take time to process even in cases where entitlement to the benefits is obvious, i.e., the employee clearly has sustained a work-related injury that results in a total or partial disability. For that reason, continuation of pay benefits are immediately available to the injured employee. If you have any further questions, please contact Cisy Newman, Injury Compensation Program Administrator, (703) 704-3023.



Civilian Personnel Advisory Center August Training Schedule

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 Effective Presentations \$330/VICORE (3-day course) Day 1	5 <i>Intro to Excel</i>	6 <i>Intermediate Excel</i> Effective Presentations Day 2	7 <i>Advanced Excel</i>	8 Effective Presentations Day 3	9
			Pre-retirement planning FERS/trans to FERS \$250			
10	11	12 Coaching for Improved Performance \$230—VICORE	13	14	15	16
17	18	19	20	21 <i>Intro to VISIO</i>	22 <i>Advanced VISIO</i>	23
24/31	25	26	Pre-Retirement Planning (CSRS/CSRS OFFSET)		29	30

“Don't tell people how to do things, tell them what to do and let them surprise you with their results.”

George S. Patton