

**THE FORT  
BELVOIR  
CIVILIAN  
PERSONNEL  
ADVISORY  
CENTER**

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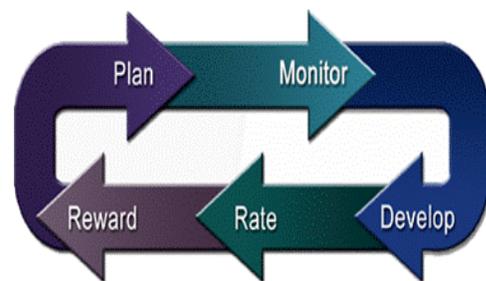
# The CPAC Informer

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## NSPS RATING CYCLE COMES TO AND END

September 30 marks the end of the NSPS rating cycle! As part of the NSPS performance management system, employees are afforded an opportunity to provide input concerning their performance and contributions. When writing a self assessment, the following guidelines may help:



- ◆ *Restate objectives.* Paraphrasing job objectives and contributing factors gives managers/supervisors a clear picture of how well you understood performance expectations.
- ◆ *Highlight your most significant achievements for the rating cycle.* The self assessment does not need to be lengthy. You should highlight what mattered most during the rating cycle.
- ◆ *Make the connection between what was done and why it matters to the organization.* Highlight how the organization is better off because of the achievement or contribution by describing the tangible benefit (i.e., a cost savings to the organization or a solution that enabled employees to better perform their jobs).
- ◆ *Cite instances where your actions or conduct exemplified Contributing Factors.* Your conduct relative to contributing factors can influence the performance rating. Be sure to highlight specific instances where your behavior made a positive difference in the outcome of a job objective.
- ◆ *Note challenges faced and how you fared.* Overcoming challenges is an important part of the overall performance rating. Challenges may be technical or interpersonal in nature. They may also involve the ability to succeed despite limited resources or difficult circumstances.

Employees who have converted to NSPS have online access to the self assessment in the Performance Appraisal Application (PAA). For more information on the self-assessment process how to write effective objectives and self assessments using the Performance Appraisal Application, please visit the NSPS website at <http://www.cpms.osd.mil/nsps> and go to **isuccess**. The web-based tool that supports the performance planning and appraisal process of NSPS, is accessible via *My Biz* or *My Workplace* in the Defense Civilian Personnel Data System (DCPDS).



# Army Wide? - YES!

## Voluntary Leave Transfer Program (VLTP)—*Caring For Injured Soldiers*

This article is meant to provide clarification on conditions when leave solicitation should be made Army-wide to assist Army civilians and Army families supporting our military in the Global War on Terrorism. The VLTP allows civilian employees to donate annual leave to other civilian employees with medical emergencies. However, as the responsibility for soliciting prospective leave donors resides with the individual leave recipient and with the on-site installation, this approach generally limits the amount of leave that is donated to local installation employees. When local donations are insufficient, expanding the leave solicitation to all Army employees should vastly increase leave donations.

As defined in 5 CFR 630.902, the medical emergency includes medical conditions of an employee's family member if the family member is one of the following:

- Spouse, and parents thereof, children, including adopted children, and spouses thereof, parents, brothers and sisters, and spouses thereof; and any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Approved VLTP leave recipients meeting any of the conditions described below are eligible for Army-wide leave solicitation:

- Army civilian employees who become ill, contract diseases, or are injured or wounded while deployed to an area for which danger pay is authorized in direct support of a U.S. military contingency operation, including stability and reconstruction efforts (such as the United Nations Interim Administration Mission in Kosovo);
- Family members who become ill, contract diseases, or are injured or wounded while deployed to an area for which

danger pay is authorized in direct support of a U.S. military contingency operation, including stability and reconstruction efforts (such as the United Nations Interim Administration Mission in Kosovo);

- The employee's medical emergency is a result of hostile action caused by an enemy of the United States of America (such as the events that occurred on September 11, 2001);
- or
- The family member's medical emergency is a result of hostile action caused by an enemy of the United States of America (such as the events that occurred on September 11, 2001).

Employees must follow local procedures to apply as a leave recipient under 5 CFR part 630.904, including making a written request and submitting medical documentation. If the employee is not capable of applying on his/her own behalf, a personal representative of the potential leave recipient may complete and submit the application. Any request for Army-wide solicitation must be coordinated through the local Civilian Personnel Advisory Center (CPAC). The CPAC representative shall review and send the approved request through the CPAC Chief to the overseeing Civilian Human Resources Agency (CHRA) Regional Director. The Regional Director will then forward the request to CHRA headquarters. Once approved either the recipient's CPAC or Customer Service Representative can submit the required ARS Remedy ticket to the recipient's servicing DFAS payroll office.



For more information on VLTP please contact your servicing CPAC Specialist.

# ATTENTION MANAGERS

## \*\*\*\*\*PLEASE NOTE\*\*\*\*\*

### *The importance of timely submission of Request for Personnel Actions (RPA) for Extension of Temporary Appointment Actions.*

You can negate any adverse impact on your temporary employees by submitting an extension of the temporary appointment timely. Submission of late RPAs causes the termination of appointment action to process on the not-to-exceed (NTE) date thus initiating the payout of the employee's lump sum of annual leave. If the extension RPA is submitted after the termination of appointment is processed, the employee will incur a debt situation and be required to pay back the leave once the termination of appointment action is cancelled. If the extension RPA is submitted too late the employee may be dropped from the rolls and

it may not be easy to get them back on board if - at all.



The Civilian Personnel Online Helpdesk Suspense List is a valuable tool for use in monitoring expiration dates so that RPAs can be submitted timely. If you need assistance in using the Helpdesk Suspense tool, please contact your servicing HR Specialist.

*Cindy Taghon—Rock Island*

## WORKERS' COMPENSATION ADVISORY

### Injured Employees Have Multiple Options for Obtaining Medical Treatment Authorization Information



Injured workers and their physicians can check on the status of medical authorization requests via the internet by going to: <http://owcp.dol.acs-inc.com> This information is available 24 hours/day, 7 days/week without calling for an authorization number or waiting for the receipt of a letter in the mail. When accessing this site, the injured worker's date of birth, date of injury, and worker's compensation number are required.

For individuals without internet access, claimant eligibility, bill status, and medical authorization inquiry information is also available via the Interactive Voice Response (IVR) system. To access the IVR, injured employees or their physicians may call (866) 335-8319, which is available 24 hours a day. To speak directly with a customer service representative, callers should use an alternate number: (850) 558-1818, which is a toll call. All callers should have the injured employee's 9-digit claim number, the specific medical procedural code(s), and service dates available.

If you need any assistance, please call Cisy Newman, ICPA at (703) 704-3023.

# THE LEGAL EAGLE

*There's No Such Thing as a Free Lunch!!! A government employee who accepted free tee-time golf games and meals from a vendor had to explain his actions in Federal court after a tipster informed investigators. Authorities learned that the employee, who managed delivery vehicle operations, had played golf with a vendor who was involved in a \$100 million procurement with agency. Investigators discovered that over the course of the previous year, the employee had also accepted approximately \$2,000 in non-cash items (including meals and golf fees) from the vendor. The employee pled guilty to bribery and was sentenced to one year unsupervised probation and a \$1,000 fine. For this employee, golf and a few "free" meals turned out to be very expensive.*

Making proper ethical decisions is vital to maintaining your government career, as well as to the integrity of the United States. Even a seemingly minor issue, such as receiving a free lunch, has the potential to harm the image of the United States Government and the unwary employee is exposing himself to disciplinary actions. In many circumstances, a meal is a gift that should be politely declined.

You may not use your official position for personal gain. For example, a restaurant is raffling free lunch for the winner's office. A government employee drops her business card in the raffle box. She is unlawfully soliciting a gift using her job position. Additionally, she is exposing her office to unauthorized publicity because, if she wins, the restaurant will likely use the event as an opportunity to advertise their business in the newspaper or on the evening news. Such advertising gives the perception that the government endorses that particular restaurant or product. This is prohibited.

You may not accept a free meal under circumstances that might be construed by reasonable persons as influencing the performance of your duties. For example, a pharmaceutical distributor invites gov-

ernment hospital employees to discuss business over dinner. Such behavior could be perceived as a business tactic to persuade the hospital to deal favorably with that distributor. Even if the distributor and employees have innocent intentions, the employees must decline the free meal to prevent the impression that their decisions are for sale.\*

There are exceptions to the general rule prohibiting acceptance of a free meal. You may accept a free meal given under circumstances which make it clear that it is a gift motivated by a family relationship or personal friendship. Also, a meal worth \$20 or less is acceptable so long as no one donor exceeds \$50 in a year. Additionally, you may participate in a program offered to the public, such as consumer discount coupons.

Exercising any of the exceptions is not appropriate if: you are influenced by the gift in the performance of an official act; you request or coerce the gift; gifts occur so frequently that they appear improper; or, acceptance violates any other applicable statute.

For example, a JAG officer's client offers to buy him lunch as an expression of gratitude for the excel-

lent legal services rendered. Even if the meal satisfies the under-\$20 exception, the meal is compensation for services the JAG officer performs as a government employee. Despite meeting the \$20 exception, the JAG officer may not accept the lunch.

You may contact my office or your organization's ethics counselor and get a legal opinion about whether or not you can accept a free meal that has been offered to you. The point of contact at my office is Mr. Jason Smith, who can be reached via email at:

[jason.bowers.smith@us.army.mil](mailto:jason.bowers.smith@us.army.mil)

**Bottom Line:** Do not accept free meals if acceptance would reflect unfavorably on the ability of the Government to carry out any responsibility or duty in a fair and objective manner. If you have a question, ask your ethics counselor.



*Compliments of the Ft Belvoir  
SJA*

# Employment Verification Service



The Department of Army is pleased to offer **The Work Number for Everyone**, an automated employment verification service that allows you to have your employment and salary verified within a matter of minutes. This fast, secure service is used for mortgage applications, reference checks, loan applications and apartment leases. Anything you need that requires proof of employment. It is quick, accurate and best of all it's easy.

### What Information Will be Provided to Lenders/Verifiers?

1. Basic Verification

(Usually required for reference checks.)

- First name, middle initial and last name spelled out
- Employment status
- Most recent start or termination date
- Total time with Department of the Army
- Job title
- Reference Number



2. Basic Plus Verification

(Usually required for small, short-term loans and apartment rentals.)

- All Basic information **PLUS**
- Total rate of pay
- Reference number

3. Full Verification

(Usually required for all major loans, including mortgages.)

- All Basic information **PLUS**
- Gross earnings year to date with a breakdown for overtime, commissions and Bonuses
- Gross earnings for prior two years
- Reference number

### What is Required to Access the Information?

1. To access Basic Information provide the lender/verifier with:

- Department of Defense Code: **10365**

## Employment Verification Service Cont'd

### What is Required to Access the Information?

2. To access Basic Plus Information, provide the lender/verifier with:

- Department of Defense Code: **10365**
- Your Social Security Number
- A Salary Key
- The number to call for their express verification **1-800-367-5690**



3. To access Full Information, Provide the lender/verifier with:

- Department of Defense Code: **10365**
- Your Social Security Number
- A Salary Key
- The number to call for their express verification **1-800-367-5690**

### How is a Salary Key Obtained?

Dial **1-800-EMP-AUTH** or go to <http://www.theworknumber.com>

*When prompted, enter:*

- The Department of Defense Code: **10365**
- Your Social Security Number
- Your PIN: Your Temporary PIN is your Birthday (MMDD format). Do not include year. For example, if your Birthday is March 27 you would enter "0327". After you get in with your Temporary PIN you can change it to any 4-8 digit number.

Record the six-digit Salary Key for future reference. This key is to be given to the lender/verifier in order for them to access the Basic Plus and Full Verification levels.

### How Many Salary Keys can be active, and how long are they valid?

You can have a maximum of three keys active at one time. Each key can be used only once, by one verifier. The keys are active for six months before being deleted from the system.

If you or your verifier have any questions, please call The Work Number © Customer Service Center at 1-800-996-7566, Monday-Friday, 7am-8pm CST.

*Submitted by: Sharon Martini  
Ft Belvoir, CPAC*

# Civilian Personnel Advisory Center September Training Schedule

| Sun | Mon | Tue   | Wed   | Thu                              | Fri | Sat |
|-----|-----|---|---|----------------------------------|-----|-----|
|     | 1   | 2   | 3   | 4                                | 5   | 6   |
| 7   | 8   | 9<br><i>Intro to<br/>Access</i>   | 10<br><i>Intermediate<br/>Access</i>  | 11<br><i>Advanced<br/>Access</i> | 12  | 13  |
| 14  | 15  | 16<br><div style="border: 1px solid black; padding: 2px; width: fit-content;">                     Constructive Conflict Reso-<br/>lution \$220—VICORE                 </div> | 17<br><div style="border: 1px solid black; padding: 2px; width: fit-content;">                     Pre-Retirement Planning (FERS<br/>&amp;/trans FERS) \$250                 </div> | 18                               | 19  | 20  |
| 21  | 22  | 23  | 24  | 25                               | 26  | 27  |
| 28  | 29  | 30  |   |                                  |     |     |

*“The way to gain a good reputation is to endeavor to be what you desire to appear.” Socrates*