



Stuttgart Sensation

(Tools & Tips)

CUSTOMER SERVICE HOURS

Monday, Tuesday, Thursday and

Friday

0800-1600

Monday-Friday

1300-1600 Walk in Basis

Wednesday

0800-1300

CLOSED FOR INTERNAL BUSINESS

To better serve your needs, appointments are available for all other hours of operation. Please call 431-3488 for appointments.

CLOSED FOR LUNCH 12:00-13:00

Director's Corner

Staff Assistance Visits

If you can't come to us we will come to you! Starting next month, we will come out to your organization for Staff Assistance Visits (SAV's) with managers and supervisors. We will also have "open house" at your organization for all employees to come and ask questions. We know how important your time is so we are reaching out to accommodate your needs. We Care!

WHAT IS THE FAMILY MEDICAL LEAVE ACT (FMLA)?

The FMLA currently provides eligible employees of covered employers 12 workweeks of unpaid, job-protected leave in a 12-month period: for the birth and care of a newborn child of the employee; for the placement with the employee of a son or daughter for adoption or foster care; to care for a spouse, son, daughter or parent with a serious health condition; for a serious health condition that makes the employee unable to perform the essential functions of his or her job; and for qualifying exigencies arising out of the fact that the employee's spouse, son, daughter or parent is a covered military member on "active duty." Up to 26 workweeks of leave may be taken during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent or next of kin (military caregiver leave).

As part of the Department of Labor's continuing effort to spread the word about the FMLA and make the FMLA more accessible, it has released an Employee Guide to the FMLA, a 16-page, plain language booklet designed to answer common FMLA questions and clarify who can take FMLA leave and what protections the FMLA provides.



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The FMLA Employee Guide specifically addresses:

Who can use FMLA? (Coverage and Eligibility)
 When can I use FMLA? (Qualifying reasons to take FMLA)
 What can the FMLA do for me? (FMLA rights and protections)
 How do I request FMLA leave?
 Communication with Employer (Employer and Employee Notices)
 Medical Certification
 Returning to Work (Reinstatement rights)
 How to File a Complaint

The Employee Guide includes three easy-to-follow and informative flow charts that detail how FMLA coverage and eligibility are determined, maps out the FMLA leave process and how the FMLA medical certification process works. It also provides detailed information on how an employee can file an FMLA complaint with the WHD if they believe their FMLA rights have been violated.

The guide can be downloaded at: <http://www.dol.gov/whd/fmla/employeeguide.htm>

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.
 It does not apply when the sponsor is separating or retiring.

Spouse preference applies when management wants to fill a position from a competitive list of applicants. There are 2 main types of federal employment opportunities within the Department of Defense (DoD), to which MSP applies: civil service or Appropriated Fund (AF) and Non-Appropriated Fund (NAF). These 2 types are considered separate hiring authorities and generally have separate hiring offices on military installations.

Vacancies are filled through Civilian Personnel Advisory Centers or HRO on military installations. Spouse preference is available for AF positions at grades GS-15 and below or equivalent wage-grade positions, and NAF positions at NF-3 and below. However, certain positions, such as DoD school teachers and positions in intelligence-related activities may be excluded.

To use MSP, you must create an application within USA Jobs and indicate your eligibility for spouse preference by using the 'applicant flag' within the questionnaire for the particular recruitment. A copy of the PCS orders should be uploaded at the time of application, to verify eligibility.

MSP applies if the applicant is ranked among the "best qualified" for the vacancy, and the list established from the announcement is used to fill the vacancy. To be rated "best qualified," MSP applicants are rated against other applicants for the position to determine which applicants are the "best qualified".

In overseas areas, spouses do not receive preference until they actually arrive at the overseas location.



YOU ARE ELIGIBLE FOR MSP IF:

- You are a U.S. citizen (non U.S. citizen spouses need to check MSP applicability in the country of assignment)
- You are married to an active duty military member
- You accompany your spouse to a new overseas duty station
- You live with your spouse in the commuting area of your spouse's new duty station

YOU ARE NOT ELIGIBLE FOR MSP IF:

- You have not arrived at the overseas duty location
- You married your active duty spouse after arriving overseas or were not a civilian spouse at the time of arrival in the overseas duty location (former active-duty spouse).
- You don't maintain a residence with your spouse (this includes plans to live in job area during the week and join spouse in family home on weekends)
- You have already used or lost your MSP at the new duty station

YOU DO NOT LOSE YOUR MSP IF:

- You accept or decline a temporary position (lasting 1 year or less)
- You accept or decline a term position (more than 1 year but less than 4 years)
- You accept or decline a permanent position with an intermittent (not fixed) work schedule
- You accept or decline a NAF temporary or "flex" position

YOU DO LOSE YOUR MSP IF:

- You accept or decline a permanent full or part-time position, with NAF or AF or AAFES
- You decline to interview for a position that you applied or self-nominated for
- If you use or lose your MSP, you also lose any other family member preference

You can use the MSP wizard at <https://cpolrhp.cpol.army.mil/eur/> to establish eligibility.

Appointment of Certain Military Spouses

Executive Order 13473, dated September 28, 2008, authorized the noncompetitive appointment of certain military spouses to competitive service positions. The U.S. Office of Personnel Management (OPM) codified implementing regulations at 5 CFR 315.612, effective September 11, 2009.

This authority applies to Military Spouses that are:

relocating with their service-member spouse as a result of permanent change of station (PCS) orders,

Spouses of service members who incurred a 100% disability because of the service member's active duty service, and

Spouses of service members killed while on active duty.

Spouses of military members who are on orders specifying detail (i.e., temporary assignment, deployment, temporary duty or temporary change) to the service member's armed force's duty station, which return the service member back to his or her permanent duty station, are not eligible to use this authority.

Military spouses eligible under this authority do not have a hiring preference by virtue of their eligibility under these provisions. This appointing authority merely provides for non-competitive entry into the competitive service. It does not constitute, establish, or convey a hiring preference. Eligible spouses do not have a selection priority over other qualified applicants under these provisions. This appointing authority allows for eligible individuals to be considered and selected for Federal jobs; however it does not convey selection priority to eligible spouses.

This authority is an additional non-competitive hiring tool which agencies may use to select qualified, eligible individuals. Agencies are not required to use this hiring authority, nor does it take precedence over the use of other appointment mechanisms.

To use eligibility under E.O. 13473, you must create an application within USA Jobs and indicate your eligibility for Appointment of Certain Military Spouses, E.O. 13473, by using the 'applicant flag' within the questionnaire for the particular recruitment. To verify eligibility, you must submit a copy of the appropriate documentation depending on eligibility type: The service member's PCS orders, including a statement authorizing the spouse to accompany the member to the permanent duty station, the specific location to which member is assigned, reassigned, or transferred to, and the effective date of the PCS; verification of the marriage to the service member (i.e., a marriage license or other legal documentation verifying marriage); verification of the member's 100% disability; and/or verification of the member's death while on active duty.

I want to know more about.....

We would welcome your ideas regarding topics that you would like to see addressed in this publication. Please submit your ideas to:

usarmy.stuttgart.hqda-cpac.mbx.stuttgart-cpac@mail.mil

All submissions will be considered and are subject to approval by the CPAC Director.



Upcoming Briefings

Family Members Briefing

18 July 2012 (0900-1100)

Benefits Refresher

25 July 2012 (0830-1130)

LOCATION: Panzer Kaserne, Building 2953, DOL Conference Room

Family Member Briefing

The Family Member Briefing is intended for family members currently employed who will be PCSing with their sponsor this summer. The briefing will cover employment related information in support of continued employment and include the following topics:

1. Eligibility for Terminal Leave without Pay
2. Priority Placement Registration
3. Eligibility for Executive Order 12721
4. Other employment related information when returning back to CONUS



New Employee Enrollment Overview

It is the responsibility of the employee to understand and manage his/her Federal Benefits. Benefit elections have time limitations. Opportunities to enroll or change enrollment are infrequent. Army-serviced employees obtain benefits counseling and processing services from ABC-C.

Please visit the ABC-C website at <https://www.abc.army.mil>

- Health Insurance - enroll within 60 days of entry on duty date (enroll with ABC-C)
- Life Insurance - automatically covered under Basic, 60 days from entry on duty date to enroll in optional coverage (enroll with ABC-C)
- Retirement - automatically covered if in an approved position
- Federal Dental and Vision Insurance Program (FEDVIP) - enroll within 60 days of entry on duty date (enroll with BENEFEDS). You have ONE opportunity to enroll in dental insurance and ONE opportunity to enroll in vision insurance. You can't make multiple changes within the 60 day window.
- Flexible Spending Account - enroll within 60 days of entry on duty date (enroll with FSAFEDS)
- Long Term Care Insurance - enroll within 60 days of entry on duty date, if after 60 days employee must complete an underwriting application for enrollment (enroll with Long Term Care Partners, LTCFEDS)
- Thrift Savings Plan - enroll at any time (enroll with ABC-C)

Student Education Travel

The summer period is the busiest season for the Student Education Travel. Here are some tips to aide you in planning your student's travel:



- Students are entitled to travel, per diem, and unaccompanied baggage. No household effects, foodstuff, or automobiles may be transported at government expense.
- Ensure that the school attended by the dependent qualifies for reimbursement (e.g., is an accredited school).
- Determine the anniversary date (e.g., the date of the first leg of the first educational travel, whether from overseas or the school), and ensure that the round trip travel is accomplished in the year established by that anniversary date.
- Ensure the student has not reached his/her 23d birthday (21st birthday for secondary education) before travel commences in either direction.
- Determine if unaccompanied baggage is to be transported or stored at the school's location.
- Request an exception to travel back to school in the 30-day window before the anniversary date if school scheduling requires.
- Ensure the student remains in the overseas area for 7 consecutive days before returning to school.
- Complete and forward the Request for Orders and current documentation reflecting the full-time enrollment of the student. Documentation is required each time student education travel is requested.

Due to the high volume of requests, we encourage you to submit your request to the CPAC at least **30 days** prior to the start date of your travel schedule.

Please contact your servicing HR Specialist/HR Assistant for any specific questions regarding Student Education Travel.

KNOW YOUR ENTITLEMENTS??



Miscellaneous Expense

The Miscellaneous Expense Portion is to help cover “miscellaneous” expenses incident to a foreign assignment such as pet transportation; vehicle registration; driver’s license; utility fees or deposits not offset by an eventual refund; and conversion of appliances. The flat amount for an employee without family is the lesser of either one-week’s salary or \$650. For an employee with family it is the lesser of two weeks’ salary or \$1,300. A higher rate is available by providing itemized receipts up to 1 week’s salary (without family) or 2 week’s salary (with family) not to exceed the salary of a GS -13, step 10. For a new Government employee the claim is submitted on SF-1190 to CHRA-E, ESD, attach copy of orders (First duty station) and receipts (if itemizing). Claims for current government employees must be submitted via Travel-Voucher 1351-2 and submitted (along with receipts, if itemizing) to DFAS.

Link to SF-1190: https://cpolrhp.belvoir.army.mil/eur/overseas/inprocessing/all_forms.htm

Post Allowance

Commonly referred to as the “cost-of-living/COLA” allowance, is paid to compensate in part for the higher price of many goods and services in overseas areas. It is based on the employee’s salary, work schedule, number of family members, and duty station. The amount paid is a flat rate varying only by basic salary, size of family, and location of the assigned post. The daily rate is derived by dividing the annual amount by the number of days in a calendar year, then multiplying the daily rate by the number of days involved to obtain the biweekly amount. It is paid for all applicable days in a pay period. Post allowance is not authorized at the same time an employee is receiving TQSA. Post allowance is included in the computation of lump-sum leave payments upon separation from Federal service if separated in the foreign area. A change in exchange rates may raise or lower the Post Allowance. Post Allowance is not taxable. If a family member is step or foster child, a copy of the court order is required; if a family member is over 21 years of age, medical or financial documentation is required.

PLEASE REMEMBER...The employee is responsible to report all changes that might have an impact on the allowable rate such as: Reducing family size when a family member capable of self-support reaches age 21; when a child on educational travel leaves the post for a period in excess of 30 days, or when the child returns to the post for a period in excess of 14 days; when leave orders are issued the grant will be terminated when travel commences, or revised to the lower family size if family members remain and employee travels alone. For LQA recipients a SF-1190 must be completed and forwarded to CHRA-E, ESD at: usarmy.kaiserslautern.chra.mbx.lqa@mail.mil

Non-Temporary Storage (NTS)

NTS at Government expense may be authorized for a period of not to exceed the length of the tour of duty plus 1 month prior to the time the tour begins. Storage may also be authorized for subsequent service or tours of duty at the same or other overseas permanent duty station. When employees cease to be eligible for the allowance, storage at Government expense may continue until the beginning of the second month after the month in which eligibility terminates unless, to avoid inequity, the overseas command extends the period. Eligibility shall be deemed to terminate on the last day of work at the post of duty.

NTS Documentation:

Individuals, who place items in NTS at Government expense, must provide a copy of the Service Order for Personal Property (DD Form 1164) or DD Form 1299, Application for Shipment and/or storage of Personnel Property to:

usarmy.kaiserslautern.chra.mbx.lqa@mail.mil along with the completed Notice of Non-Temporary Storage Form.



Change of Address Notification for NTS:

Employees are responsible for notifying their authorizing CONUS transportation office of any change in their address. If employees receive notices from the CONUS transportation offices that their NTS at government expense has expired/will expire and they are still authorized NTS, they should contact: usarmy.kaiserslautern.chra.mbx.lqa@mail.mil immediately to ensure that necessary action is taken to extend the NTS. Normally notices are sent out by CONUS transportation offices to CHRA-E at the end of each fiscal year (FY) as a reminder that a new FY fund citation is needed to continue the NTS at Government expense.

A copy of this notification will normally be sent to employees at their last known address.

Helpful Websites:



ABC-C:
APF and NAF Vacancies
Benefits:

NAF Benefits:

My Pay:

Salary Charts:

General information:

<https://www.abc.army.mil>

www.USAJobs.gov

www.opm.gov/insure

<https://www.abc.army.mil/>

www.NAFBenefits.com

<https://mypay.dfas.mil/mypay.aspx>

www.opm.gov/oca/08tables/

www.ArmyCivilianService.com

The Stuttgart CPAC is located on Panzer Kaserne (Panzer Strasse).

- Take A81 toward SINGEN / BÖBLINGEN / SINDELFINGEN.
- Take EXIT 22 toward BÖBLINGEN-OST / SCHÖNAICH.
- Make first LEFT at traffic light onto K105
- Stay STRAIGHT to go onto PANZERSTRASSE / K1057.
- Take RIGHT at the second traffic light and then an immediate LEFT into the Panzer Kaserne entrance.
- Once through the gate, you will be on the priority road, follow the road to the **LEFT**, then take the first **RIGHT**, then turn **LEFT** as you proceed around the square.
- Continue on priority road to the next intersection and turn **RIGHT**.
- You will pass the Bowling Center on your right and CPAC is on the left, Bldg 2948.
- Please go to Room 101 to sign in.
- You may park behind the building or at the Bowling Center parking lot.

