



Alles Klar?!

Civilian Personnel Newsletter

Franconia Civilian Personnel Advisory Center (CPAC)

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Inside This Issue:

IRS Raise TSP Contribution Limit for 2012	1
PDPP Leave and Earnings Statement	2
Making Changes to Federal or State Tax Withholding	2
Submitting CHRA-E HRDD Inquiries	3-4
Hazing Policy	4
Abfindungsverträge für LN Arbeitnehmer	5
Policy on Annulment Contracts for LNs	5
Army Civilian Record Brief (CRB)	6
2012 Pay Period Calendar	7
Franconia CPAC Office Listing	8
Helpful Websites	8

IRS Raises TSP Contribution Limit for 2012

The IRS maximum for TSP regular contributions increased for 2012. The amount for regular employee contributions will be \$17,000.00 (\$654 per pay over 26 pay periods) and the TSP catch-up contribution amount will remain \$5,500 (\$212 per pay over 26 pay periods).

If you are already making the maximum contributions in 2011, or catch-up contributions, and are interested in doing the same for 2012, then you will only need to make an election for your 2012 catch-up contributions between 4-17 December 2011 as explained below. Catch-up elections must be made each year, and you do not have to contribute the full \$5,500. Your regular employee contributions will continue - you do not have to make a new election if you wish to keep the amount the same.

If you are planning to make the maximum contribution(s) for 2012, but were not already doing so for 2011, please see below.

* * * * *

Many employees try to keep up with the IRS maximums for TSP contributions (regular and catch-up). TSP contributions are based on pay dates in 2012 (not pay periods) and making your election/change to coincide with the first pay date in 2012 will allow you to evenly span your contributions over the full 26 pay periods/dates. To do so, you will need to make your TSP election/change (and catch-up election) via the ABC-C system between December 4-17, 2011.

If your goal is to make the maximum regular contribution, it is easier to contribute a dollar amount rather than a percentage. The ABC-C will prepare its annual charts which reflect the exact dollar amount contributions required to reach the maximum, depending on when you start.

If you are interested in making the maximum contributions and make your election/change between 4-17 Dec, see below:

-For 2012, the maximum regular TSP contribution is \$17,000 - \$654 over 26 pay periods/dates.

-For the catch-up, the limit is \$5,500 - \$212 per pay over 26 pay periods/dates.



If you will turn age 50 in 2012, you are eligible to make catch-up contributions for 2012. Although some strive for the limit, you can contribute any amount you choose and you may change or stop your contributions at any time. You will need to contribute the maximum regular contributions (\$17,000) to be eligible for catch-up contributions. For more information, visit <https://www.tsp.gov/PDF/formspubs/oc91-13.pdf>.

To make a TSP election/change, or to view the ABC-C charts and TSP information, visit <http://www.abc.army.mil/TSP/TSP.htm>.

Physicians and Dentists Pay Plan (PDPP) Leave and Earnings Statements

PDPP is a pay system applicable to DoD physicians and dentists. Physicians and dentists who convert to the PDPP will see a change in the way their market pay is captured on the LES as opposed to their SF-50.

The Market Pay is NOT being reflected as Locality Pay (block 9) but instead appears in the "CURRENT EARNINGS" section in a spot where PCA used to appear. Additionally, Block 5, "Hourly rate" and Block 7 only reflect base pay ONLY, with a \$0 for Locality Pay.

CIVILIAN LEAVE AND EARNINGS STATEMENT										02/23/12	
VISIT THE DFAS WEB SITE AT: WWW.DFAS.MIL											
3. Name			4. Pay Plan/Grade/Step		5. Hourly/Daily/Rate		6. Basic/OT Rate		7. Basic Pay + Locality Adj = Adjusted Basic Pay		
8. Soc Sec No			9. Locality %		10. FLSA Category		11. SCD Leave		12. Max Leave Carry Over		13. Leave Year End
14. Financial Institution - Net Pay				15. Financial Institution - Allotment #1				16. Financial Institution - Allotment #2			
17. Tax Marital Status Exemptions Add'l			18. Tax Marital Status Exemptions Add'l			Taxing Authority			19. Cumulative Retirement FERS:		20. Military Deposit
21.		Current	Year to Date	The sum of base pay and market pay in the Current Earnings section of the LES should properly reflect the Gross Pay in Block 21.							
GROSS PAY											
TAXABLE WAGES											
NONTAXABLE WAGES											
TAX DEFERRED WAGES											
DEDUCTIONS											
NET PAY											

For more information, please contact your CPAC servicing specialist.

Making Changes to Federal or State Tax Withholding Log onto www.mypay.mil

Form W-4 <small>Department of the Treasury Internal Revenue Service</small>	Employee's Withholding Allowance Certificate <small>Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.</small>	OMB No. 1545-0074 2012
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Your Overseas Army DoD Civilian Pay Account

- Leave and Earnings Statement (LES)
- Foreign Entitlements Statement
- Pay Changes:**
 - Allotments
 - Correspondence Address
 - Direct Deposit
 - Health Savings Account
 - Turn on/off Hard Copy of LES
- Taxes:**
 - **Federal Withholding**
 - **State Withholding**
 - Tax Statement (W-2)
 - Travel / Miscellaneous Tax Statement (W-2)
 - Turn on/off Hard Copy of W-2
 - Travel Voucher Advice of Payment (AOP)
 - Email Address
 - **Personal Settings Page** (Click here for details)

Click on [Federal Withholding] to change your federal tax deductions.

Click on [State Withholding] to change your state tax deductions.



Submitting Civilian Human Resources Agency–Europe Human Resources Development Division (CHRA-E HRDD) Inquiries

CHRA-E HRDD recently started using the CA/CPOL Service Desk Help ticket method to better track and respond to inquiries/ requests for HRD support. Effective immediately, all future requests for ATRRS/CHRTAS assistance, CES problems/issues, education updates, mandatory training requirements/access issues, training record updates, etc. will require the employee requesting the assistance to submit a CA/CPOL Service Desk help ticket to HRDD.

Instructions for submitting a CA/CPOL Service Desk Help ticket to HRDD:

1. Go to the CHRA–Europe Region HRDD homepage at <https://cpolrhp.cpol.army.mil/eur/training/index.htm>
2. Links to create a help ticket have been added to the CHRA HRDD homepage under “What’s New in HRDD”, “Useful Links”, and “How to Contact Us”.

The screenshot shows the CHRA-E HRDD homepage. On the left, the 'Navigation' menu includes links for HRDD Courses in Europe, Distance Learning, Mandatory Training, Army Civilian Leadership Training, Army Civilian Training, Education, and Development System (ACTEDS), and Delegation of Authority Training Handbook. The 'About Us' section has a link for 'How to Contact Us'. The main content area features the 'Human Resources Development Division (HRDD) Vision and Mission Statement' with a photo of people at computers. Below this is the 'Vision Statement' (Number one training provider...) and 'Mission Statement' (Optimize training resources...). The 'What's New in HRDD' section contains a link to 'Click here' to submit a CA Service Desk Ticket. On the right, the 'Useful Links' section includes Training Tools, Training Policies and Procedures, Other European & CONUS Training Sources, CHTRAS Link, and Submit a Help Ticket.

3. You will be redirected to Civilian Personnel On-Line Service Desk website. Click [Create a new Request].

Civilian Personnel On-Line Service Desk. / CA CMDB

The screenshot shows the Civilian Personnel On-Line Service Desk website. At the top, it says 'Logged in as: [username] (Log Out)'. There are links for Home, About, and Help. Below the navigation bar, there are two main sections: 'Search for a Solution' and 'Request Support'. The 'Request Support' section has three links: 'Create a new Request', 'Create a new Change Order', and 'Service Desk contact information and hours of operation'. A red arrow points to the 'Create a new Request' link.

4. ****NOTE:** When completing the help ticket, please do not select 1, 2, or 3 under “Urgency” or “Impact”. HRDD tickets should be submitted as Urgency 4 or 5, and Impact 4 or 5 only. ******

The screenshot shows the help ticket creation form. It has dropdown menus for 'Urgency (required)' (set to 5 - As time permits) and 'Impact (required)' (set to 5 - LOW Impact - One User). There is a 'Request Description (Please DO NOT enter Privacy Act Data) (required)' field with a 'Spelling' button. A 'Request Area (required)' dropdown is shown with a red arrow pointing to it. A red arrow also points to a 'Pop-up Box' that lists various request areas: Europe, Centralized DEV Recruitment, Recruitment assistance, Classification, ESD, HRDD, ATRRS/CHRTAS, CES, Distance Learning or Resident courses, Education Update, Mandatory Training, and Training Record Update (DCPDS). The 'HRDD' option is selected.

5. Click [Request Area (required)], a pop-up box will appear. Select the appropriate HRDD area that you are requesting help from. Ensure the ticket is correctly routed to HRDD: In the “Request Area” box of the help ticket, scroll down and select “Europe”, then “HRDD”. Read the descriptions for each type of help ticket, then select the most appropriate one for the specific type of issue you wish to report.

(Continued on page 4)

Submitting a CA/CPOL OnLine Service Desk Ticket (cont.)

6. Type a description of the question/problem in the space provided.

Urgency (required)
5 - As time permits

Impact (required)
5 - LOW Impact - One User

Request Area (required)
Europe.HRDD.ATRSS/CHRTAS


Request Description (Please DO NOT enter Privacy Act Data) (required)

Type a description of your problem/question here.

7. Once completed, click [Save]

8. You will receive an email confirming the submission of your ticket and will be provided a link to check the status of your request. You will also receive emails informing you of status updates in regards to your request.

9. If you have further questions, please contact your servicing CPAC Specialist.


Hazing 13 JAN 2012

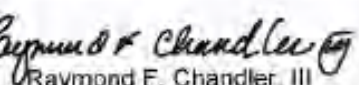
You should be aware of recent allegations of hazing within the ranks of our Armed Forces, and we want to take this opportunity to clearly address these troubling reports. We echo the emphasis that Secretary of Defense Panetta and Chairman Dempsey have placed on this matter. Every Army professional has a personal obligation to prevent hazing and ensure that we treat all of our comrades in arms with dignity and respect.

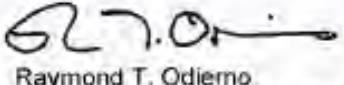
Hazing is not compatible with Army Values. The very foundation of what we do depends on trust, and trust depends on the treatment of all Soldiers with dignity and respect by fellow Soldiers and leaders. Without this, our profession is placed in jeopardy, our readiness suffers and our mission success is at risk.

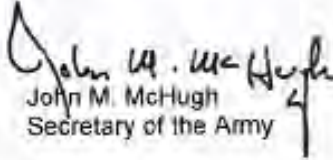
Hazing, in any form, has no place in our Army and will not be tolerated. This applies at all levels to all Active, Guard and Reserve Soldiers, Civilians and contractors. This is not new. Hazing has been explicitly prohibited by Army Regulation 600-20 and the Uniform Code of Military Justice for many years. Individuals who participate in, allow or condone hazing may be subject to disciplinary action that may include nonjudicial punishment or court-martial.

We recognize that leaders must enforce standards and exercise strong leadership and that this may include organizing team-building activities. This does not, however, allow for any activity that crosses the line and results in an abuse of power and deliberate humiliation. Effective leaders must never participate in, allow or condone hazing. We expect every member of the Army, military and civilian, to vigilantly guard against any form of hazing and to report any incident of hazing to the chain of command.

As stated by Secretary Panetta, this has a direct impact on force readiness. At this point in our Nation's history, the stakes are simply too high for us to fail. Our professional values are one of the essential components that make us who we are – the best Army in the world and the Strength of the Nation. Army Strong!


Raymond F. Chandler, III
Sergeant Major of the Army


Raymond T. Odierno
General, United States Army
Chief of Staff


John M. McHugh
Secretary of the Army

Abfindungsverträge für LN Arbeitnehmer



Mit einem Memorandum vom 7. Nov 2011 hat das HQ USAREUR, Civilian Personnel Directorate (CPD), die neuen Bedingungen für Abfindungsverträge festgeschrieben. Wie bisher steht vor einem Auflösungsvertrag die Genehmigung durch den örtlichen Dienststellenleiter und von CPD. Gerade im Zuge der angekündigten Einsparungsmaßnahmen sowie der für die nächsten Jahre geplanten Schließungen bietet ein Auflösungsvertrag eine Möglichkeit, das Arbeitsverhältnis mit den US Streitkräften zu einem persönlich gesetzten Zeitpunkt zu beenden.

Dazu zählt das Finden einer anderweitigen Beschäftigung ebenso wie die Möglichkeit in den Vorruhestand zu gehen. Gerade letzteres wird verstärkt durch die Möglichkeit, neben einer

Abfindung auch noch einen Ausgleich für eine verminderte Rente und für die Gruppenversicherung zu erhalten. Zum einen dient das dazu, Lohngehälter einzusparen, zum anderen auch, eventuell jüngeren Arbeitnehmern die Möglichkeit der Weiterbeschäftigung zu bieten. Abfindungen können in keinem Fall die Summe übersteigen, die der Arbeitgeber bei Weiterbeschäftigung noch zu tragen hätte.

Auflösungsverträge mit von Stellenabbau Betroffenen LN Beschäftigten unter TASS sind erst dann möglich, wenn eine entsprechende Organisationsentscheidung getroffen wurde nachdem die Mitwirkung der Hauptbetriebsvertretung z.B. zu einer Schließung oder Stellenabbau durchgeführt wurde, und die Bundesrepublik auf Antrag der US Streitkräfte den TASS Fall anerkannt hat. Dabei ergibt sich als Besonderheit, dass der TASS vor dem Abbau- oder Schließungsdatum nur bei einer Vollzeitbeschäftigung greift, in Absprache mit der ADD.

Lassen Sie sich dazu am besten einen Termin zum Beratungsbespräch im Personalbüro (CPAC) geben. In der Hauptsache sind die Ansprechpartner in Schweinfurt Frau Alin-Baumeister (354-6405), in Bamberg Herr Uwe Wagner (469-9366) und in Ansbach Frau Bacher-Trum (468-7829).

Sollten Schließungsentscheidungen kommen, werden wir am jeweiligen Standort entsprechende allgemeine Betriebsversammlungen zu TASS, Gruppenlebensversicherung (Allianz) und Auflösungsverträgen machen.

[Hans Gläser, Arbeitsrechtsberater]

Policy on Annulment Contracts for LNs

With CPD memorandum dated 7 Nov 2011 the HQ, USAREUR policy on annulment contracts was revised. As before annulment contracts have to be approved by the Commander and CPD. It is a tool to restructure the workforce especially in the light of recent announcements to downsize and even close garrisons. Thus employees also have a choice to end their employment before.

This can become true when LNs find other employment or may proceed into early retirement. In latter case there will also be additional payments should the pension/group life insurance be reduced. That way the employer may save salary dollars or give younger employees the opportunity for continued employment. Indemnities may never exceed employer's payments in case of further employment.

Annulment contracts including SSA by the Federal Republic of Germany are only possible with LN employees when they are facing termination thru an organizational decision after the Head Works Council has cooperated in this action and SSA has been confirmed by the FRG. In these cases SSA is paid before the organizational date only when the employee holds a new full time job.



If interested please make an appointment with your servicing CPAC specialist: For Schweinfurt Frau Alin-Baumeister (354-6405), for Bamberg Herr Uwe Wagner (469-9366) und for Ansbach Frau Bacher-Trum (468-7829).

In case of organizational closure decisions we will conduct LN agency assemblies to inform about SSA, group life insurance and annulment contracts.

Submitted by: Hans Glaeser, Labor Advisor

Notice of USAJobs Downtime



Please be advised of scheduled USA Staffing system maintenance the following weekends in March:

Quarterly database maintenance: Saturday, March 3 – Sunday, March 4.

USA Staffing 1201 functional release: Saturday, March 31 – Sunday, April 1.

USA Jobs will not be available during these dates. Vacancy announcements will not open or close during this time.

Army Civilian Record Brief (CRB)

The Army Civilian Record Brief is a one-page report of your critical human resources (HR) data. It contains information retrieved from the Defense Civilian Personnel Data System (DCPDS), which is the authoritative source of HR data for DoD civilian employees, and from other sources you may update yourself via online self-service applications.

Brief Date		Pay Plan-Series-Grade/Step		Position Title		Last 4 - SSN		Employee Name					
2011/11/10		GS-2210-14 /04		IT SPECIALIST (APPSM)		1234		CIVILIAN, JOE D.					
Section 1 - Special Assignments			Section 2 - Security Investigation Data			Section 3a - Service Data			Section 4 - Contact Info				
Brd Date	MO	Tour	Title	Location	Perm Band/Title	Monitored/Sec (MOS)	Mail Sec/ Risk	BCD Leave	1979/1001	BCD RF	1979/1001	Emergency Contact	Employee Address
2006/06/30	06	0	Info Assurance Dir	Hollrig, OE	Perm Band	Sec 1	Sec 1	Met Ret RF	N	Emer Email	Perm: Not EBNKey	123 Main St.	123 Main St.
1998/06/15	06	0	Perf Sys Mgr	Vicenza, IT	Type	MIG - IAC	LAC & Credit	Army Old Sec 01	2001/02/12				
			Section 5 - Language			Section 3b - Awards			Section 4 - Awards				
			Language Identifier	Uchen	Read	Speak	Write	Appointmnt Type	Competitive - Career	10A	ZZZZ2-1234	10A	ZZZZ2-1234
			German - German - BAR	10	00	10	00	Career Program	Information/Mission Area	Phone	703-555-1212		
			Italian - ITA	50	00	50	00	Career Field	Information/Mission Area	Supervisor	Boss, Info		
Section 6 - Training			Hours	Date Comp	Update Source	Citizenship			U.S. Citizen, Includes U.S. Nationals				
Leader Development			60	2011/04/15	HR Verified	C PAC Name			HQ BAC PAC				
Intermediate Course (IC)			40	2004/05/14	HR Verified	BUS:			Biggie bull roll in Barg unit				
Information Assurance Computer Network Defense I			40	2004/05/07	HR Verified	FLSA:			Exempt				
Information Assurance Computer Network Defense			40	2004/03/05	HR Verified	Obligated Post/Exp							
Organizational Unit Administrative			80	2004/02/12	HR Verified								
IA Level 1 Certification													

Access your US Army Civilian Record Brief by logging onto <http://cpol.army.mil/> and clicking on the Employee tab. The Employee Data page will open, click [Go].

The screenshot shows the 'Employee Data' section of the webpage. A red arrow points from the text above to the 'Go' button located at the bottom right of the 'Employee Data' panel.

The Employee Data webpage will open. Click [Civilian Record Brief].

The screenshot shows the 'View Your Personnel Record' page. A red arrow points from the text above to the 'Civilian Record Brief (CRB)' link in the 'Self Service Applications' menu on the left side of the page.

A disclaimer page will open. Click **View My CRB**

A pop-up box will appear, Click [Open] and a .pdf of your Civilian Record Brief will open.

The screenshot shows a 'File Download' dialog box. The file name is 'crbview.pdf', the type is 'Adobe Acrobat Document', and it is from 'acpol.army.mil'. The 'Open' button is highlighted with a red box.

Please visit YouTube: <http://46q.us/crb> to view HQ IMCOM's CRB informational videos. These videos explain how the CRB works for employees as well as managers.

If you need further assistance or have questions, please submit a Helpdesk ticket. The link can be found the Employee Data webpage.

The screenshot shows the 'Civilian Record Brief (CRB) Helpdesk' section. A red arrow points from the text above to the 'Enter a new ticket' link.

2012 PAY PERIOD CALENDAR

January						
S	M	T	W	TH	F	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
S	M	T	W	TH	F	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March						
S	M	T	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April						
S	M	T	W	TH	F	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May						
S	M	T	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June						
S	M	T	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July						
S	M	T	W	TH	F	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August						
S	M	T	W	TH	F	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September						
S	M	T	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October						
S	M	T	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November						
S	M	T	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December						
S	M	T	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

U.S. Holiday
 German Holiday
 Pay Period Begins
 Pay Day
 End of Pay Period

FRANCONIA CPAC OFFICES



USAG SCHWEINFURT

UNIT 25850, BOX 37
APO AE 09033

Ledward Barracks
Building 212, 3rd floor

AF-DSN: 354-6701
AF-CIV: 09721-966701
NAF-DSN: 354-6444
NAF-CIV: 09721-966444

CPAC BAMBERG

UNIT 27535
APO AE 09139-7535

Warner Barracks
Building 7486, Rm. 106

AF-DSN: 469-8812
AF-CIV: 0951-3008812
NAF-DSN: 469-8027
NAF-CIV: 0951-3008027

CPAC ANSBACH

UNIT 28614
APO AE 09177-8614

Barton Barracks
Building 5254, Rm. 306

AF-DSN: 468-7897
AF-CIV: 0981-1837897
NAF-DSN: 468-7822
NAF-CIV: 0981-1837822

Helpful Websites:

General information: www.ArmyCivilianService.com

BRAC: <http://cpol.army.mil>

Benefits: www.opm.gov/insure or <https://www.abc.army.mil/>

Salary Charts: www.opm.gov/oca/08tables/

Pay: <https://mypay.dfas.mil/mypay.aspx> (My Pay)

NAF Vacancy Announcements: www.USAJobs.gov

NAF Benefits: http://www.armymwr.biz/na_f_benefits.htm

Army Vacancy Announcements: www.USAJobs.gov

Army Civilian Corps New Employee Handbook: http://www.chra.army.mil/Talent_Acquisition/On_Board/Army%20Civilian%20Corps%20New%20Employee%20Handbook.pdf



Submit Your Ideas for Topics

Alles Klar is CPAC-Franconia's quarterly newsletter that is distributed to all civilian employees within USAG-Schweinfurt, USAG-Bamberg and USAG-Ansbach. We would like you to submit your ideas regarding topics that you would like to see addressed in this publication. Please submit your ideas to Marie Blakeman by email: marie.blakeman@eur.army.mil. All submissions will be considered and are subject to approval by the Franconia CPAC Chief.