



# ***Welcome to Fort Knox***



**CPAC** Fort Knox  
Civilian Personnel Advisory Center



# *Oath of Office*

I, state your name, do solemnly swear (or affirm)

that I will support and defend the Constitution of the United States against all enemies, foreign and domestic;

that I will bear true faith and allegiance to the same;

that I take this obligation freely,

without any mental reservation or purpose of evasion;

and that I will well and faithfully discharge

the duties of the office on which I am about to enter.

So help me God.



# ***EMPLOYEE HANDOUTS***

▶ All Handouts on the **RIGHT** hand side of your folders are yours to take with you.

▶ You should have:

- Payroll Calendar/My Pay Handout
- Benefits Handout
- TSP Letter
- ID Card Section Contact Numbers





## *Role of the Civilian Personnel Advisory Center (CPAC)*

- ▶ **Evaluate & Classify Positions**
- ▶ **Issue Vacancy Announcements**
- ▶ **Issue Referral Lists**
- ▶ **Process Personnel Actions**
- ▶ **Update & Maintain HR Database**
- ▶ **Recruitment Strategies**
- ▶ **Labor Relations**
- ▶ **New Employee Processing**
- ▶ **Workforce Education**



# ***EQUAL EMPLOYMENT OPPORTUNITY (EEO)***

Fort Knox Equal Employment  
Opportunity Office

Building 1467-C, Wing  
Fort Knox, KY  
502-624-6196  
DSN: 464-6196



# ***FORT KNOX UNION***



AFGE Local #2302  
Bldg. 1109, Rms. 137-143  
Fort Knox, KY 40121  
0700-1700, Mon-Fri  
(502)-624-4624

\* There are multiple labor agreements on Fort Knox

## 2016 Pay Period Calendar

Beginning of Pay Period = White on Blue  
 End of Pay Period = Red on White (Pay Period Number for Tax Year)  
 Holiday = Green on Yellow

1st Friday Pay Day = Black on Pale Blue  
 2nd Tuesday Pay Day = Black on Tan  
 2nd Thursday Pay Day = Black on Light Green

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

| February |    |    |    |    |    |              |
|----------|----|----|----|----|----|--------------|
| S        | M  | T  | W  | T  | F  | S            |
|          | 1  | 2  | 3  | 4  | 5  | 6<br>(3)(4)  |
| 7        | 8  | 9  | 10 | 11 | 12 | 13           |
| 14       | 15 | 16 | 17 | 18 | 19 | 20<br>(4)(5) |
| 21       | 22 | 23 | 24 | 25 | 26 | 27           |
| 28       | 29 |    |    |    |    |              |

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

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

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

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

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

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

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

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

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

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

Federal Holidays: New Years Day - 1 Jan  
 ML King day - 3rd Mon in Jan  
 PPE 24 Dec 2016 - End of Tax Year for 1st Friday Pay Day

President's Day - 3rd Mon in Feb  
 Memorial Day - Last Mon in May  
 PPE 10 Dec 2016 - End of Tax Year for 2nd Tuesday & Thursday Pay Days

Independence Day Observed - 4 Jul  
 Labor Day - 1st Mon in Sept

Columbus Day - 2nd Mon in Oct  
 Veterans' Day - 11 Nov

Thanksgiving - 4th Thurs in Nov  
 Christmas - 25 Dec



# ***SICK LEAVE***

***Regardless of Years of Service***

- ❑ Full-time (Perm, Term & Temp): 4 hrs per pay period**
- ❑ Part-time (Perm and Temp): 1 hr per 20 hrs worked**
- ❑ Intermittent: Do not earn sick leave**

## **EXCEPTION**

**Firefighters: 1 hr per 20 hrs worked**







# *ANNUAL LEAVE*

- ❑ **Based on your service computation date (SCD)**

**0 – 3 YRS**

**4 HRS (each pay period)\***

**3 – 14 YRS**

**6 HRS (each pay period)\***

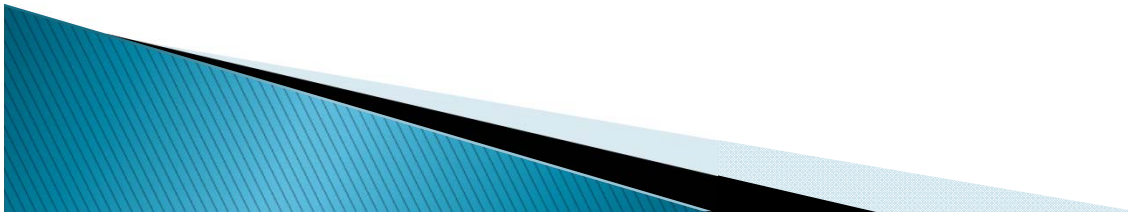
**15 or more YRS**

**8 HRS (each pay period)\***

**\* Special accrual rate for uncommon tours of duty (ie.. Firefighters)**

- ❑ **If applicable, SCD will be re-computed to reflect prior civilian service upon receipt of the Official Personnel File (OPF) from the National Records Center, St. Louis, MO.**

- ❑ **If applicable, SCD will be re-computed to reflect prior Uniformed Service**





## *Summer Hires*

- ▶ Summer hire employees are eligible for sick and annual leave if appointment is for 90 days or more, or after the employee is continuously employed for 90 days.





## *Verification of Non-Wartime Campaigns or Expeditions (SF 813)*

- Retirees ONLY
- Time that can be credited toward your Service Computation Leave Date (SCD).
- Report any time spent for which you earned a Campaign Badge or Expeditionary Medal.
- Please turn this form into the Civilian Personnel Advisory Center.
- CPAC will forward your SF-813 to the Agency Records Center.
- After verification, the Records Center will return the SF-813 to the CPAC.
- An HR Representative from CPAC will forward your information to Ft. Riley for processing.



## ***POST 56 - MILITARY DEPOSIT***

- ❑ **Deposits Made For Periods of Military Service That Are Credited For Civilian Service Retirement and Death Benefits Purposes**
- ❑ **You must complete the RI 20-97, Estimated Earnings During Military Service, and mail it to the appropriate military finance center, with a copy of all DD Forms 214.**
- ❑ **Upon receipt of the estimated military earnings, complete the SF3108, Application to Make Service Credit Payment (FERS) or SF2803, Application to Make Deposit or Redeposit (CSRS).**

***[www.abc.army.mil](http://www.abc.army.mil)***



# ***Common Access Card***

- ▶ **ID CARDS** – To obtain a Common Access Card (CAC), visit One Stop, Bldg 1384, 4-1667, W. Chaffee Ave. Wait **two days** after in processing to ensure that your personnel action has been processed.





# *MY BIZ*

[www.cpol.army.mil](http://www.cpol.army.mil)

- ▶ Update Emergency Contact Information
- ▶ View Personnel Actions (SF 50)
- ▶ View Position Information
- ▶ Employment Verification





# CPOL.ARMY.MIL

THE OFFICIAL HOMEPAGE OF UNITED STATES ARMY CIVILIAN PERSONNEL

[Portal Login](#)

[Home](#)

[Library Topics](#)

[Employment](#)

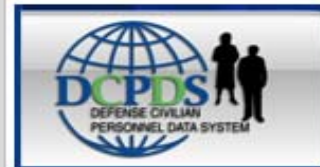
[About Us](#)

[Contact Us](#)

## TOP ARMY INITIATIVES



## LATEST NEWS



**DCPDS will be unavailable from 0600 CST on Friday, 09 January 2015 through Sunday, 11 January 2015**, due to the enormous system resources required to process the GS pay adjustments, It should become available again by start of business Monday, 12 January. Users will be kept informed if there are any changes. If an emergency arises, contact your Servicing Personnel Advisory Center.

emergency arises, contact your Servicing Personnel Advisory Center.



**December: When employees experience on-going or overwhelming problems** related to stress, family, emotional, alcohol or drug use, financial or other concerns, the EAP can help. Talking things over with a professional counselor can often provide a step in the right direction to resolve the issues ... [Read more](#)



**The William H. Kushnick Award, the John W. Macy, Jr., Award, and the Nick Hoge Award Calendar Year 2014 Nomination Deadline.** We hereby announce the call for nominations for these Awards. Both Civilian and military workforces are highly encouraged to begin preparing their nomination packages, to be submitted no later than COB Thursday 12 Feb 2015

[Read the memo here](#)

[Find out More about the Awards](#)

## QUICK LINKS

- [Army Benefits Center - Civilian](#)
- [DCPDS - MyBiz-My Workplace - DFAS - MyPAY](#)
- [Electronic Code of Federal Regulation \(eCFR\)](#)
- [Electronic Official Personnel File \(eOPF\)](#)
- [FASCLASS](#)
- [GoArmyEd.com](#)
- [Regional Homepage Index](#)
- [Thrift Savings Plan - \(TSP\)](#)
- [Suicide Prevention Lifeline 1-800-273-TALK \(8255\)](#)
- [United States Code](#)
- [Wash., DC Area Operating Statute](#)

## TRENDING

- [Benefits & Entitlements \(CPOL\)](#)
- [Career Plans/Programs \(CPOL\)](#)
- [Civilian Expeditionary Workforce](#)
- [General Management Information](#)
- [Management-Employee Relations](#)
- [Position Classification](#)
- [Training & Leader Development](#)
- [Training - ACTEDS Catalog](#)
- [Training - ACTEDS Career Plan](#)



# DCPDS PORTAL



## News and Information

Last updated March 24, 2016  
13:00 CDT

The Department of Defense (DoD) civilian workforce holds a unique mission focused posture that can benefit the U. S. CENTCOM Civilian Expeditionary Workforce (CEW) program. The talent and experience that DoD civilians have to offer are representative of how our mission success is defined.

The added value for employees who volunteer to deploy include: professional development, opportunity to participate in a diverse workforce of DoD and coalition partners, financial incentives, and ultimately making a difference in the Department of Defense mission.

Thank you for all of your feedback during the first year of MyBiz+! We appreciate the time and effort you took to let us know what was working for you and what needed improvement. Throughout the last year, and looking forward, we will continue to value your input to enhance MyBiz+.

**Attention CSU Users:** The CSU application and database will be decommissioned in the near future. Data has been transitioned to the Current Record Data Mart in CMIS. DLA/DLA customer CSU users will no longer have access to CSU as of June 30, 2016. This notice will be updated with dates for other agencies as they are announced.

## Component Help Desk Information

If you are having problems accessing this site, please select [Contact List](#) to locate and directly contact your Component Help Desk.

For additional information, check out our [Frequently Asked Questions \(FAQ\)](#)!

## Smart Card Access

Click the login button below and select your non-email digital certificate.

[Smart Card Login](#)

First time Smart Card (CAC) user? [Register Here](#)

**Returning Non-Smart Card (Non-CAC) User? Click the button below.**

[Non-Smart Card Access](#)

First time Non-Smart Card (Non-CAC) user? [Register Here](#)  
Password problems? [Reset](#)

For technical problems, select the [Contact List](#) for your organization's computer support Help Desk.





Welcome [Redacted]

## DCPDS Smart Card Registration

[Info](#)

To register or update your Smart Card Certificate information to an HR/MyBiz/Workplace application, read the Privacy Act Statement and follow the instructions below.

Enter your SSN/LN Employee ID Number and select the "Register" button to register your Smart Card. Select the "Cancel" button to return to the DCPDS Portal Page.

**\*\* Important \*\*** SSN/LN Employee ID Numbers are masked as an additional security measure for your personal protection.

\* Use hyphens in the SSN/LN Employee ID Number if applicable.

SSN/LN Employee ID Number:

Confirm SSN/LN Employee ID Number:

Register

Cancel

## Smart Card (CAC) Re-Registration

Select the "Re-Register" button if you received a new Smart Card (CAC) since the last time you registered to the MyBiz/Workplace/Human Resources (HR) application.

Re-Register

Cancel

## Smart Card (PIV) Re-Registration

Select the "PIV Re-Register" button if you received a new Smart Card (PIV) since the last time you registered to the MyBiz/Workplace/Human Resources (HR) application.

**\*\* Important \*\*** SSN/LN Employee ID Numbers are masked as an additional security measure for your personal protection.

\* Use hyphens in the SSN/LN Employee ID Number if applicable.

SSN/LN Employee ID Number:

Confirm SSN/LN Employee ID Number:

PIV Re-Register

Cancel

## Non-Smart Card (Non-CAC) Users Registering as a Smart Card User

If you have been issued a Smart Card, enter the appropriate information below and select the "Change to Smart Card Registration" button.

Portal User Name:

Employee ID:

### Privacy Act Statement

Authorities: 5 USC 301, Department Regulations: Title 5, USC Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 99; and Executive Order 9397.

Purposes: To authenticate the identity of individuals seeking access to their personnel data for purposes of ensuring that only authorized persons may process applications and view data pertaining to them. To permit authorized individuals to view their data for purpose of verifying its accuracy and to update the data when it is not current or is inaccurate. To audit user access to ensure that access is only granted to users that are authorized access to the information.

Routine Uses: To a Federal, state, or local agency, as necessary and when the intended disclosure is for a purpose compatible with the purpose for which the information was collected, on personnel and related matters involving the individual about whom the information pertains.

Disclosure: Voluntary. Failure to provide the requested information will result in a delay or termination of your request. If your request is terminated, you will not be able to view and verify your data and you will not be able to update your data via this website.



# DCPDS PORTAL



## News and Information

Last updated March 24, 2016  
13:00 CDT

The Department of Defense (DoD) civilian workforce holds a unique mission focused posture that can benefit the U. S. CENTCOM Civilian Expeditionary Workforce (CEW) program. The talent and experience that DoD civilians have to offer are representative of how our mission success is defined.

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**Attention CSU Users:** The CSU application and database will be decommissioned in the near future. Data has been transitioned to the Current Record Data Mart in CMIS. DLA/DLA customer CSU users will no longer have access to CSU as of June 30, 2016. This notice will be updated with dates for other agencies as they are announced.

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If you are having problems accessing this site, please select [Contact List](#) to locate and directly contact your Component Help Desk.

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# DCPDS PORTAL



## News and Information

Last updated November 16, 2014  
13:00 CDT

### Introducing MyBiz+

MyBiz+ is now available.

MyBiz+ provides at-a-glance personnel information and features detailed information pages that employees may customize to view.

We encourage you to explore, discover and learn—and then tell us. Your feedback is important as we enhance the look, feel and dynamic.

Subsequent releases will include manager and supervisor-related information.

Click [here](#) to read the MyBiz+ Fact Sheet, or log in now to get started.

Department of Navy decommission of CSU system effective 2 Nov 2014

## Component Help Desk Information

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Windows Security

Select a Certificate

|  |   |
|--|---|
|  | <p>Issue: DOD CA-31</p> <p>Valid From: 9/1/2014 to 9/1/2017</p> <p><a href="#">Click here to view certificate properties.</a></p> |
|  | <p>Issue: DOD EMAIL CA-31</p> <p>Valid From: 9/1/2014 to 9/1/2017</p>   |

OK Cancel

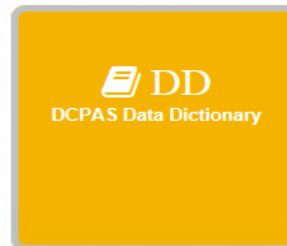
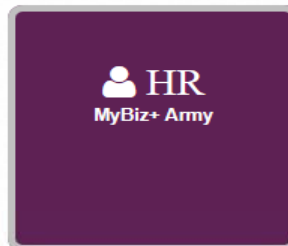


# DCPDS PORTAL



My Application/Database [Add Additional Application/Databases](#)

## Choose your Path



To link your newly created DCPDS Portal account to your existing application/databases. Click the **Add Additional Application/Databases** link above.



To protect your personal information, log out of your DCPDS Portal session by selecting the 'Logout' button.



Welcome, [Redacted] The information is current as of 20-Mar-2015

Home [Home, User, \$, Graduation, Tools, Like, Print icons]

★ Provide Feedback

Add | Reset | Done <sup>TIP</sup>

### Key Services

- Performance Management and Appraisals
- Request Employment Verification
- Civilian Career Report
- Update Contact Information
- Update Professional Development
- Retrieve SF50

### Last Personnel Action

|                 |             |
|-----------------|-------------|
| Type of Action: | FEGLI Chg   |
| Effective Date: | 26-Feb-2015 |

### \$ Insurance

|                   |            |
|-------------------|------------|
| Health Insurance: | [Redacted] |
| Life Insurance:   | [Redacted] |

### \$ Leave

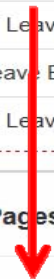
|   |            |
|---|------------|
| Annual Leave Balance:                       | [Redacted] |
| Sick Leave Balance:                         | [Redacted] |
| Annual Leave Forfeit Balance (Use or Lose): | [Redacted] |

### \$ Pay

|                      |             |
|----------------------|-------------|
| Gross Pay:           | [Redacted]  |
| Net Pay:             | [Redacted]  |
| Pay Period End Date: | 07-Mar-2015 |

Detail Pages

- Personal** (Person icon)
- Pay, Leave and Benefits** (\$ icon)
- Professional Development** (Graduation cap icon)
- Position** (Person with tools icon)
- Performance** (Thumbs up icon)
- Reports** (Document icon)



Employee

Supervisor

Organization

US ARMY CIV PERSONNEL  
ADVISORY CENTER

Home / Personal



Data Carousel View

Expand an additional section on page

Personal Information

Contact Information

Appointment Information

Retained Grade Details

Disability

Ethnicity and Race

Language Information

Veteran Information

Service Computation Date Information

Select to print SF50

SF50 Personnel Action History

The following section displays detailed personnel information. Note: For appropriated employees, only those Personnel Notifications processed on or after 23 Sept 2007 are available for viewing. For non-appropriated fund and local national employees only those Personnel Notifications processed on or after 23 March 2008 are available for viewing.

External SF50s

| Effective Date | First Personnel Action                               | Second Personnel Action | Action          |
|----------------|--|-------------------------|-----------------|
| 26-Feb-2015    | Federal Employee Group Life Insurance Change in Plan |                         | View/Print SF50 |
| 23-Feb-2015    | Career-Conditional Appointment                       |                         | View/Print SF50 |

**NOTIFICATION OF PERSONNEL ACTION**

|                               |                           |               |  |
|-------------------------------|---------------------------|---------------|--|
| 1. Name (Last, First, Middle) | 2. Social Security Number | Date of Birth | 4. Effective Date<br><b>01-14-2008</b> |
|-------------------------------|---------------------------|---------------|--|

| FIRST ACTION            |  | SECOND ACTION |                       |
|-------------------------|--|---------------|-----------------------|
| 5-A. Code<br><b>101</b> | 5-B. Nature of Action<br><b>Career-Cond Appointment</b>  | 6-A. Code     | 6-B. Nature of Action |
| 5-C. Code<br><b>BNN</b> | 5-D. Legal Authority<br><b>CS Rule 6.7 - DOD NAF Agr</b> | 6-C. Code     | 6-D. Legal Authority  |
| 5-E. Code               | 5-F. Legal Authority                                     | 6-E. Code     | 6-F. Legal Authority  |

|  |                             |                              |                           |  |   |  |                              |                              |                           |  |                            |
|--|-----------------------------|------------------------------|---------------------------|--|---|--|------------------------------|------------------------------|---------------------------|--|----------------------------|
| 7. FROM: Position Title and Number               |                             |                              |                           |  |   | 15. TO: Position Title and Number<br><b>HUMAN RESOURCES SPECIALIST (MILITARY)<br/>269422 - 1325343</b>   |                              |                              |                           |  |                            |
| 8. Pay Plan<br><b>GS</b>                         | 9. Occ. Code<br><b>0201</b> | 10. Grade/Level<br><b>07</b> | 11. Step/Rate<br><b>0</b> | 12. Total Salary<br><b>\$32,534.00</b> | 13. Pay Basis<br><b>PA</b>              | 16. Pay Plan<br><b>GS</b>  | 17. Occ. Code<br><b>0201</b> | 18. Grade/Level<br><b>07</b> | 19. Step/Rate<br><b>0</b> | 20. Total Salary/Award<br><b>\$36,822.00</b> | 21. Pay Basis<br><b>PA</b> |
| 12A. Basic Pay                                   | 12B. Locality Adj.          | 12C. Adj. Basic Pay          | 12D. Other Pay            | 20A. Basic Pay<br><b>\$32,534.00</b>   | 20B. Locality Adj.<br><b>\$4,288.00</b> | 20C. Adj. Basic Pay<br><b>\$36,822.00</b>  | 20D. Other Pay               |                              |                           |  |                            |
| 14. Name and Location of Position's Organization |                             |                              |                           |  |   | 22. Name and Location of Position's Organization<br><b>US ARMY ACCESSIONS COMMAND<br/>USAREC G1, HUMAN RESOURCES DIR<br/>PERSONNEL MANAGEMENT DIV<br/>ENLISTED MANAGEMENT BRANCH<br/>FORT KNOX, KY 40121 KDB</b> |                              |                              |                           |  |                            |

| EMPLOYEE DATA   |  |  |  |  |  |   |  |   |
|---|--|--|--|--|--|---|--|---|
| 23. Veterans Preference<br><b>1</b><br>1 - None<br>2 - 5-Point<br>3 - 10-Point/Disability<br>4 - 10-Point/Compensable<br>5 - 10-Point/Other<br>6 - 10-Point/Compensable/30% |  |  | 24. Tenure<br><b>2</b><br>0 - None<br>1 - Permanent<br>2 - Conditional<br>3 - Indefinite |  | 25. Agency Use                             | 26. Veterans Preference for RIF<br><b>X</b><br>YES X NO |  |   |
| 27. EEO/EECJ<br><b>09</b><br>Basic only   |  |  | 28. Annuitant Indicator<br><b>9</b><br>Not Applicable                                    |  | 29. Pay Rate Determinant                   |   |  |   |
| 30. Retirement Plan<br><b>5</b><br>Other  |  |  | 31. Service Comp. Date (Leave)<br><b>01-14-2008</b>                                      |  | 32. Work Schedule<br><b>F</b><br>Full-Time |   |  | 33. Part-Time Hours Per Biweekly Pay Period |

| POSITION DATA  |  |  |   |  |  |   |  |
|--|--|--|---|--|--|---|--|
| 34. Position Occupied<br><b>1</b><br>1 - Competitive Service<br>2 - Excepted Service<br>3 - SES General<br>4 - SES Career Reserved |  | 35. FLSA Category<br><b>N</b><br>E - Exempt<br>N - Nonexempt |   | 36. Appropriation Code<br><b>33171100000  </b> |  | 37. Bargaining Unit Status<br><b>AR2555</b> |  |
| 38. Duty Station Code<br><b>211167093</b>  |  |  | 39. Duty Station (City - County - State or Overseas Location)<br><b>FORT KNOX / HARDIN / KENTUCKY</b> |  |  |   |  |

|                                |                         |     |     |                          |
|--------------------------------|-------------------------|-----|-----|--------------------------|
| 40. Agency Data<br><b>sj 7</b> | 41. PON#<br><b>PON#</b> | 42. | 43. | 44. TDA DATA SE/W6D504// |
|--------------------------------|-------------------------|-----|-----|--------------------------|

45. Remarks  
**Appointment is subject to completion of one year initial probationary period beginning 14-JAN-2008.**  
**Appointment affidavit executed 14-JAN-2008.**  
**Service counting toward career tenure from 14-JAN-2008.**  
**OPF maintained by SWCPOC, 301 Marshall Ave, Fort Riley, KS 66442.**  
**Creditable Military Service: None**  
**Previous retirement coverage: Never Covered.**  
**Frozen Service: None**  
**Elected to retain coverage under a retirement system for NAF employees.**  
**Full performance level of employee's position is GS 09.**  
**Appointment is in accordance with the portability of benefits for Non-Appropriated Fund employees Act of 1990.**



|                                    |                         |  |   |  |  |
|------------------------------------|-------------------------|--|---|--|--|
| 46. Employing Department or Agency |                         |  | 50. Signature/Authentication and Title of Approving Official<br><b>AUTHORIZING OFFICIAL</b> |  |  |
| 47. Agency Code                    | 48. Personnel Office ID | 49. Approval Date<br><b>01-24-2008</b> |   |  |  |



# ***Employment Verification***



Go back to the home page click  
"Employment Verification"





Welcome, [Redacted] The information is current as of 20-Mar-2015

★ Provide Feedback

Add | Reset | Done <sup>TIP</sup>

### Key Services

- Performance Management and Appraisals
- Request Employment Verification 
- Civilian Career Report
- Update Contact Information
- Update Professional Development
- Retrieve SF50

### Last Personnel Action

|                 |             |
|-----------------|-------------|
| Type of Action: | FEGLI Chg   |
| Effective Date: | 26-Feb-2015 |

### \$ Insurance

|                   |            |
|-------------------|------------|
| Health Insurance: | [Redacted] |
| Life Insurance:   | [Redacted] |

### \$ Leave

|   |            |
|---|------------|
| Annual Leave Balance:                       | [Redacted] |
| Sick Leave Balance:                         | [Redacted] |
| Annual Leave Forfeit Balance (Use or Lose): | 0          |

### \$ Pay

|                      |             |
|----------------------|-------------|
| Gross Pay:           | [Redacted]  |
| Net Pay:             | [Redacted]  |
| Pay Period End Date: | 07-Mar-2015 |

### Detail Pages

- Personal
- Pay, Leave and Benefits
- Professional Development
- Position
- Performance
- Reports

Employee



Supervisor

Organization

US ARMY CIV PERSONNEL  
ADVISORY CENTER

Home / Employment Verification



Information

Employment verification releases employment information and, optionally, salary information to an external organization or person, also known as "Recipient".

Important!

Prior to completing the Employment Verification request, ensure a valid e-mail address is listed in the "My Email" field below. The password will be e-mailed to you at this address. If your e-mail address is blank or incorrect, enter or overwrite the e-mail displayed. You can also update your work e-mail by selecting Key Services > Update Contact Information > Work Email > Update.

Information to Send

- Employment Information
- Employment and Salary Information

Related Information

Employment Information: Releases personal, assignment and period of service details.

Recipient Information

\*To:

\*My Email:

Enter e-mail address of the recipient

Then hit CONTINUE

NOTE: Two distinct email addresses are required. Your password-protected employment verification document will be sent to the recipient identified in the "To" line. A second e-mail, containing the password, will be sent to you based on the e-mail address you identified in the "My Email" field. For your protection, the e-mail containing the password will not be sent to the individual identified in the "To" line. It is your responsibility to share the password with the intended recipient.

Cancel Continue

Employee

[Redacted]

Supervisor

Organization

US ARMY CIV PERSONNEL  
ADVISORY CENTER

Home / Employment Verification



Acknowledge and Submit

Print Receipt

Recipient Information

To:

My Email:

Reference Number: 1757308\_20150320135524

By selecting the 'Acknowledge and Submit' button, I understand and acknowledge that I am sending my employment or employment and salary information to the email addressee via the Internet.

Preview

Information as of: 20-Mar-2015

Headquarters Address: DEPUTY CHIEF OF STAFF FOR PERSONNEL G1  
CIVILIAN HUMAN RESOURCES AGENCY (CHRA), SOUTHWEST REGIONAL DIRECTOR'S OFFICE FORT KNOX CPAC  
SWE FORT KNOX, KY 40121-2720

Employment Status: Active

Service Computation Date - Length of Service:

[Redacted]

Job Title: HR ASST (CLASS/R&P)

Employer: HQDA Field Operating Agencies and Staff Support Agencies

Duty Station: FORT KNOX / HARDIN / KENTUCKY

Social Security Number (last 4-digits only):

[Redacted]

Most Recent Start Date:

[Redacted]

Total Time With Employer:

[Redacted]

Note: For further information, contact your Human Resources Office (HRO).  
By selecting 'Cancel', Employment Verification email will not be sent to the recipients.

Verify information before submitting



Cancel

Back

Acknowledge and Submit

Employee

[Redacted]

Supervisor

Organization

US ARMY CIV PERSONNEL  
ADVISORY CENTER

Home / Employment Verification



Confirmation

**Disclaimer:** It is your responsibility to ensure the recipients listed receive your Employment Verification.

By selecting 'Yes' your Employment Verification will be sent in a password protected PDF document to [Redacted]. A second email containing the computer generated password will be sent to you at [Redacted]. You are responsible for providing the password to the intended recipient so the document can be viewed.

Will show e-mail address of the recipient and the sender

Cancel Back Yes

Verify e-mail before selecting "yes"

Employee

[Redacted]

Supervisor

Organization

US ARMY CIV PERSONNEL  
ADVISORY CENTER

Home / Employment Verification



**Consent to Release**

**Disclaimer:** It is your responsibility to ensure the recipients listed receive your Employment Verification.

In requesting employment and/or salary verification be provided to the recipient identified in this request, I hereby consent to the release to the recipient of the personally identifiable (PII) information required to verify my employment and/or salary, as the case may be.

Cancel Back Yes

Verify before selecting "yes"



Employee

[Redacted]

Supervisor

Organization

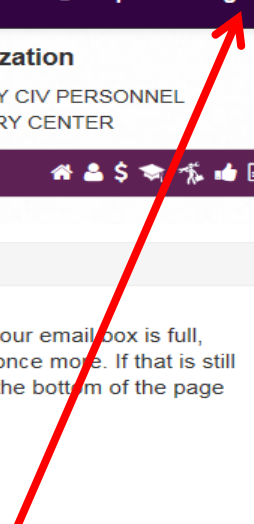
US ARMY CIV PERSONNEL  
ADVISORY CENTER

Home / Employment Verification



### E-Mail Confirmation

**An e-mail containing employment verification has been sent to [Redacted]**  
Depending on email traffic at your location, delivery of the Employment Verification emails should be within 15 minutes. Please keep in mind if your email box is full, you will not receive the email. If you did not receive the email notification within 15 minutes and your email box is not over the size limit, submit once more. If that is still unsuccessful, please contact your Component's System Help Desk - the System Help Desk Contacts list is posted under the HELP menu or at the bottom of the page as System Help Desk Contacts.



**Confirmation of e-mail and you may now logout of the system**

Return to Home Page

McAfee E-mail Scan

FILE MESSAGE

Ignore Delete Reply Reply All Forward More

Meeting Scanned Docs To Manager Done Create New

Team Email Reply & Delete

Move OneNote Actions

Mark Unread Categorize Follow Up

Translate Find Related Select

Zoom

Mon 3/23/2015 2:40 PM

HR Employment Verification System <mybiz\_myworkplace@dcpds.cpms.osd.mil>

Employment Verification 1757308\_20150323124003

To [Redacted]

We removed extra line breaks from this message.  
We converted this message into plain text format.

Document password: E6F796349

This e-mail contains the password for the e-mail attachment sent to [Redacted]; it is your responsibility to provide this password to the recipient.

This is a system generated email; please do not reply to this message.

**You will receive the password to provide to the recipient !!**



FILE MESSAGE McAfee E-mail Scan

Ignore Delete Reply Reply All Forward Meeting Scanned Docs To Manager Done Create New Team Email Reply & Delete Move OneNote Actions Mark Unread Categorize Follow Up Translate Find Related Select Zoom



Mon 3/23/2015 3:16 PM

Fwd: [WARNING : MESSAGE ENCRYPTED] Employment Verification for Brian Sellers

To: Sellers, Brian CIV USARMY CHRA-SW (US)

We converted this message into plain text format.

Message EmployeeVerification.pdf (31 KB) ATT00001.htm (414 B)

Sent from my iPhone

Begin forwarded message:

From: HR Employment Verification System <mybiz\_myworkplace@dcpds.cpms.osd.mil <mailto:mybiz\_myworkplace@dcpds.cpms.osd.mil> >  
Date: March 23, 2015 at 3:05:29 PM EDT  
To: [REDACTED]  
Subject: [WARNING : MESSAGE ENCRYPTED] Employment Verification for [REDACTED]

The Employment Verification for [REDACTED] attached in a password-protected document. The employee will provide you with the password.

Reference Number for this verification is 1757308\_20150323131437.

This is a system generated e-mail; please do not reply to this message.

**You will receive the password to provide to the recipient for them to open this document !!**







# ***ARMY BENEFITS CENTER – CIVILIAN (ABC-C)***

**TO SPEAK TO AN ABC-C ADVISOR**

**1-877-276-9287 (toll-free)**

**1-877-276-9833 (TDD)**

**Monday - Friday**

**6 AM to 6 PM Central Standard Time**

**Note: It is recommended to acquire a PIN number from the ABC website before contacting an ABC-C advisor.**





# ***ARMY BENEFITS***

- ❑ **TERM and PERMANENT Employees Are Eligible**
- ❑ **TEMP, SEASONAL, & INTERMITTENT Employees Are Eligible (restrictions apply)**
- ❑ **Additional Information Can Be Found On [www.abc.army.mil](http://www.abc.army.mil)**



# ***ARMY BENEFITS CENTER – CIVILIAN (ABC-C)***

**[www.abc.army.mil](http://www.abc.army.mil) or [www.cpol.army.mil](http://www.cpol.army.mil)**

- ❑ Online Benefits Enrollment Programs**
- ❑ Provides Counseling and Processing Services for Individuals Eligible for Federal Benefits.**
- ❑ Online Information Center**
  - Open Season (November of each year)**
  - Benefits Changes and Beneficiary Forms**
  - Enrollment Deadlines**
  - New Employee Benefit Orientation PowerPoint Presentation**



## Army Benefits Center-Civilian (ABC-C)







"Army's Benefits Counseling and Processing Service"

### Benefits Election Guide

**NEW!**

Check out the ABC-C's New Employee Orientation Briefing!

View at: <https://www.abc.army.mil/NewEmployee/NewEmployeeOrientation.htm>

| BENEFIT OPTIONS   |   | ENROLLMENT<br>To make an election or change, visit or call: |   |
|---|---|---|---|
| <br><b>Automatic Start</b> | <b>Thrift Savings Plan</b><br><i>(retirement savings and investment plan)</i>   | <b>Enroll Anytime!</b>                                      | <b>To begin, change or stop contributions:</b><br>ABC-C<br><a href="https://www.abc.army.mil">https://www.abc.army.mil</a><br>1-877-276-9287<br>TDD: 1-877-276-9833   |
|   |   |   | <b>To make investment allocations, access your account, view rates of return, etc:</b><br>Thrift Savings Plan<br><a href="http://www.tsp.gov">www.tsp.gov</a><br>1-TSP-YOU-FRST (1-877-968-3778)<br>TDD: 1-877-847-4385 |
|                            | <b>Federal Employees Health Benefits</b>  | <b>60 days</b>  | ABC-C<br><a href="https://www.abc.army.mil">https://www.abc.army.mil</a><br>1-877-276-9287<br>TDD: 1-877-276-9833   |
|                            | <b>Federal Employees Group Life Insurance</b>   | <b>60 days</b>  | ABC-C<br><a href="https://www.abc.army.mil">https://www.abc.army.mil</a><br>1-877-276-9287<br>TDD: 1-877-276-9833<br><b>Automatic Start</b>   |
|                            | <b>Flexible Spending Accounts</b><br><i>(pre-tax accounts for out-of-pocket health &amp; dependent care expenses)</i> | <b>60 days</b>  | <b>FSAFEDS</b><br><a href="http://www.fsafeds.com">www.fsafeds.com</a><br>or 1-877-FSAFEDS or (1-877-372-3337)<br>TTY: 1-800-952-0450   |
|                          | <b>Federal Employees Dental and Vision Insurance Program</b><br><i>(supplemental dental/vision insurance)</i>         | <b>60 days</b>  | <b>BENEFEDS</b><br><a href="http://www.BENEFEDS.com">www.BENEFEDS.com</a><br>1-877-888-FEDS or 1-877-888-3337<br>TTY 1-877-889-5680   |
|                          | <b>Federal Long Term Care Insurance Program</b><br><i>(for assisted living expenses)</i>                              | <b>60 days</b>  | <b>FLTCIP</b><br><a href="http://www.ltcfeds.com">www.ltcfeds.com</a><br>1-800-LTC-FEDS (1-800-582-3337)<br>TTY: 1-800-843-3557   |

**NOTE:** Enrollment changes generally require permissible events after the initial new hire enrollment period. For more information on benefits, also visit <http://www.opm.gov/insure>.

\*Special rules apply for those hired later in the year - see <https://www.fsafeds.com/fsafeds/SummaryOfBenefits.asp#EnrollNew>.

\*\*Eligible individuals can apply at anytime subject to full underwriting.



# Federal Employee Retirement System (FERS)

- ❑ **Employees who are being appointed to the Government for the first time are automatically covered by the Federal Employees Retirement System (FERS). You can find information on FERS at <http://www.opm.gov/fers>.**
  
- ❑ **FERS is a Three-Tiered Retirement System:**
  - 1. Social Security Benefits**
  
  - 2. Basic Benefit Plan (FERS: RAE – 3.1%) (FERS: FRAE – 4.4%)**
    - The Bipartisan Budget Act of 2013, signed on December 26, 2013, mandated a 1.3% increase in the percentage for employee contribution for the Federal Employees Retirement System- Further Revised Annuity Employee (FERS-FRAE) for all employees hired on or after January 1, 2014, who have less than five (5) years creditable service covered under FERS.
  
  - 3. Thrift Savings Plan**





# Thrift Savings Plan

- ❑ **PERM and TERM Employees, your agency automatically enrolled you in the Traditional TSP and 3% of your basic pay deducted from your paycheck each pay period and deposited in your TSP account.**
- ❑ **90 days to waive deductions. After 90 days, penalties may apply.**
- ❑ **Two types of TSP: Traditional TSP and Roth TSP (contributions are taken out after taxes and withdrawals from Roth are tax free)**
- ❑ **You may start, stop or change your contribution amount at any time through the ABC Website at [www.abc.army.mil](http://www.abc.army.mil).**
- ❑ **More information can be found at [www.tsp.gov](http://www.tsp.gov)**



# TRADITIONAL TSP Matching

- **If you are a FERS employee, you will receive Agency Automatic Contributions of 1%**
- **As a FERS participant, you will receive agency matching contributions on the first 5% that you contribute per pay period**
- **The first 3% is matched dollar for dollar**
- **The next 2% is matched 50 cents for every dollar**
- **TSP contribution limit for 2016 is \$18,000 per IRS**
- **Combined Roth and Traditional TSP contributions cannot exceed 18,000 for 2016 per IRS**



## TSP Cont.

- ❑ **When you enroll in TSP you will automatically get the employer's match.**
- ❑ **If you have a TSP loan, you must inform your new agency that you have a TSP loan and instruct them to continue your TSP loan payments.**
- ❑ **If you transfer to an agency that has a different pay cycle from your current agency, you should re-amortize your loan to avoid being in default.**

*\*More information can be found on [www.tsp.gov](http://www.tsp.gov).*





## Agency Contributions to Your Account (FERS Employees Only)

| You put in:  | Your agency puts in:        |                              | And the total contribution is: |
|--------------|-----------------------------|------------------------------|--------------------------------|
|              | Automatic (1%) Contribution | Agency Matching Contribution |                                |
| 0%           | 1%                          | 0%                           | 1%                             |
| 1%           | 1%                          | 1%                           | 3%                             |
| 2%           | 1%                          | 2%                           | 5%                             |
| 3%           | 1%                          | 3%                           | 7%                             |
| 4%           | 1%                          | 3.5%                         | 8.5%                           |
| 5%           | 1%                          | 4%                           | 10%                            |
| More than 5% | 1%                          | 4%                           | Your contribution + 5%         |





# Beneficiary Forms

- ❑ **SF 1152** - Designation of Beneficiary, Unpaid Compensation of Deceased Civilian Employee - File with your local CPAC or HR representative.
- ❑ **SF 2823** - Designation of Beneficiary, Federal Employees' Group Life Insurance Program - File with your local CPAC or HR representative.
- ❑ **SF 3102** - Designation of Beneficiary, Federal Employees Retirement System (FERS) - File with your local CPAC or HR representative.
- ❑ **TSP-3** - Designation of Beneficiary, TSP - Mail to TSP at the address at the bottom of the last page.
- ❑ **SF 2808** - Designation of Beneficiary, Civil Service Retirement System (CSRS) - Mail to OPM at the address at the bottom of the first page.

*Suggest you review every 2 years*



# ARMY BENEFITS CENTER - CIVILIAN

- Home
- Benefits
- EBIS
- About Us
- Contact Us
- ICE

## BENEFITS TOPICS

- Civilian Death-in-Service Forms
- Health Insurance
- Injury Compensation
- Life Insurance
- Retirement
- Thrift Savings Plan (TSP)
- Unemployment Compensation

## QUICK LINKS

- Affordable Care Act
- Court Ordered Benefits
- Financial Fitness
- Leave Without Pay (LWOP)
- National Guard
- New Employee Benefits Tool Kit
- Non-Appropriated Fund
- Open Season
- Social Security
- Uniformed Services

## EXTERNAL LINKS

- Federal Employees Dental and Vision Program (FEDVIP)
- Federal Employees Flexible Spending Account (FSAFEDS)
- Long Term Care Insurance (LTCI)
- Army Knowledge Online (AKO)
- CPOL Employee Portal
- Defense Civilian Personnel Advisory Service (DCPAS)
- Employment Verification
- HealthCare.Gov Marketplace

## ANNOUNCEMENTS

### Problems accessing EBIS

**Please Note:** There is an issue with the Employee Benefits Information System (EBIS) website where employees cannot access EBIS from any network other than a .mil network. This includes employees attempting to access EBIS from home or from a .gov or .edu network. We are currently working this issue and apologize for any inconvenience this may cause you.

### Did you know...

In the near future, you will be able to use your EDIPI instead of your Social Security Number whenever you call into the Army Benefit Center - Civilian. What is your EDIPI? EDIPI stands for Electronic Data Interchange Personal Identifier (also known as a DoD ID number) and is a unique 10-digit number that is associated with DOD personnel. Your EDIPI can be found on the back of your Common Access Card (CAC).

### We have updated our TSP Contribution Charts for 2016!

These charts are great at helping you maximize your TSP contributions for next year. For Army and Army National Guard employees, the earliest you can make a TSP election for 2016 is 29 Nov 2015. For DCMA and Air National Guard employees, the earliest you can make a TSP election for 2016 is 13 Dec 2015. To get more information about TSP and to view the TSP Contribution Charts, visit our [Thrift Savings Plan \(TSP\)](#) page!

### New Employees' Compensation Claims Filing Portal

The Department of the Army migrated to the new Employees' Compensation Operations & Management Portal (ECOMP) on November 2, 2015. For more information about ECOMP and troubleshooting tips for filing Workers' Compensation Claims, visit our [Injury Compensation](#) page.

### CSRS/FERS Retirement DCS Briefings

The Army Benefits Center - Civilian will begin hosting our CSRS/FERS Retirement DCS briefings in February 2016. You can visit our [Retirement Briefings](#) page for more information about the Retirement DCS briefings and to view the DCS schedule.



## HOW DO I ACCESS?



### Employee Benefits Information System (EBIS)

#### What is EBIS?

The Employee Benefits Information System (EBIS) is an automated, secure, self-service web application that allows employees to review general and personal benefits information, and allows you to calculate your own retirement estimates. EBIS also allows you to make benefits elections for Federal Employees Health Benefits (FEHB), Federal Employees Group Life Insurance (FEGLI), and the Thrift Savings Plan (TSP).

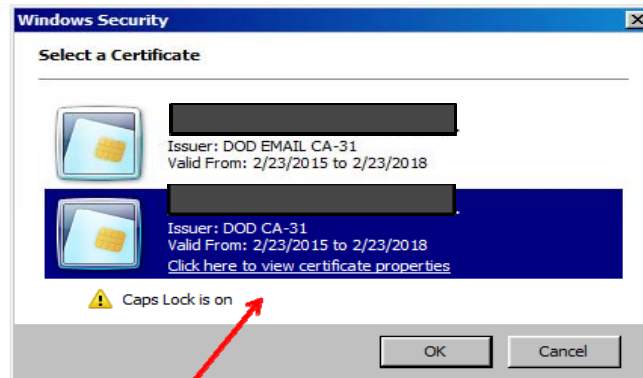
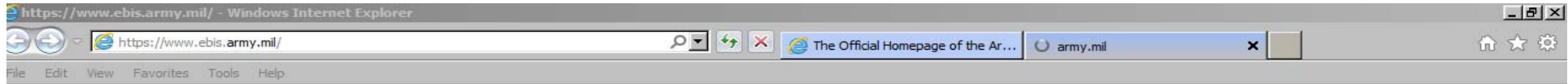
#### Did you know?

You can only access EBIS if you are logged in with your Common Access Card (CAC). You must also have your Social Security number and EBIS PIN. This is to help protect your Personally Identifiable Information (PII)!

Are you having problems accessing EBIS? Go to our [Access Information and Assistance](#) page for help.

## HOW DO I...

- Access my eOPF?
- Change my beneficiary?
- Change my date of retirement?
- Change my mailing address?
- Change my TSP contributions?
- Contact someone after I retire?
- Complete the retirement forms?
- Enroll in dental or vision insurance?



**Always choose the non – email certificate!**

# EBIS

EMPLOYEE BENEFITS INFORMATION SYSTEM



Welcome to the Employee Benefits Information System (EBIS)...

## Department of Army EBIS Login

**Current Users:**  
Enter your SSN and your PIN.

SSN  (No Dashes)

PIN

[Reset PIN](#)

**User Information:**  
If you are a new user select the New User button below. Your temporary PIN is your two digit month and the last two digits of your year of birth (MMYY). If you have forgotten your PIN, you will need your latest Leave and Earnings Statement or Notification of Personnel Action to complete the information on the Reset PIN link above. Your new permanent PIN must be six numbers and cannot be in the exact order of your Social Security number, date of birth, service computation date, or repetitive/consecutive numbers.

# EBIS

EMPLOYEE BENEFITS INFORMATION SYSTEM

## User Validation

In order to establish (or reestablish) your login information you must be a validated user. Enter the information below and click the continue button to be validated as a user.

Enter Your Social Security Number (NNNNNNNNN):

Enter Your Temporary PIN:

Continue

**Temporary PIN is your DATE OF BIRTH (MMYY)**

**Establish a six digit Pin**

If you are a NEW USER your temporary PIN is your two digit month and the last two digits of your year of birth (MMYY). For example, if you were born April 1948, you would use 0448 as your temporary PIN. If you have FORGOTTEN your PIN, your new permanent PIN must be six numbers and cannot be in the exact order of your Social Security number, date of birth, service computation date, or repetitive/consecutive numbers.

# EBIS

EMPLOYEE BENEFITS INFORMATION SYSTEM



Welcome to the Employee Benefits Information System (EBIS)...

## Department of Army EBIS Login

**Current Users:**  
Enter your SSN and your PIN.

SSN  (No Dashes)

PIN

[Reset PIN](#)

Enter new pin created (6 digit pin)

**User Information:**  
If you are a new user select the New User button below. Your temporary PIN is your two digit month and the last two digits of your year of birth (MMYY). If you have forgotten your PIN, you will need your latest Leave and Earnings Statement or Notification of Personnel Action to complete the information on the Reset PIN link above. Your new permanent PIN must be six numbers and cannot be in the exact order of your Social Security number, date of birth, service computation date, or repetitive/consecutive numbers.

# EBIS

EMPLOYEE BENEFITS INFORMATION SYSTEM

- Help
- My Benefits
- Calculators
- Transactions
- Forms
- My Profile
- Information

Session  
User:  
[Redacted]  
PIN Logout

**Pending Transactions**

|        |      |
|--------|------|
| FEHB:  | None |
| TSP:   | None |
| FEGLI: | None |

**Agency News**  
Did you create a transaction for TSP, FEHB or FEGLI that is effective this weekend? If you did and you don't see that it is processed yet, remember that our information will not be refreshed for the weekend transactions until Monday morning. If you have concerns about your transaction, please contact a Benefits Counselor.

## Welcome to the Employee Benefits Information System (EBIS)...

### Department of Army

The Employee Benefits Information System (EBIS) is designed to provide Federal employees general and personal information regarding their retirement & benefits.

To get started - choose one of the following:

- My Benefits**  
Click for a comprehensive personal statement of your retirement and benefits.
- Calculators**  
Click to use a variety of retirement and TSP calculators.
- Transactions**  
Click to view current coverage and/or change your TSP, FEHB, or FEGLI benefits.
- Forms**  
Click to fill and/or print benefits related forms.
- My Profile**  
Click to personalize your information that is used in EBIS.
- Information**  
Click to view information about Federal employee benefits.

The Adobe Acrobat Reader plugin must be installed in order to view Portable Document Format (PDF) files



**FEHB Current Coverage**

Premium cost for temporary employees will be higher than the cost reflected below. Please refer to the Guide to FEHB Plans.

Plan Code 314  
 Plan Name GEHA Benefit Plan  
 Type of Enrollment Standard Self  
 Cost Per Pay Period \$39.99

[History](#) [Change](#)

**FEHB Pending Transaction**

You have no pending transactions.

[Void](#)

**TSP Current Coverage**

You are currently contributing to TSP.

Retirement Plan FERS  
 Contribution Amount \$0.00  
 Contribution Percent 5%

[History](#) [Change](#)

**TSP Pending Transaction**

You have no pending transactions.

If you completed a TSP Stop Automatic Enrollment Transaction, it will be retro-actively effective to your start date and there will be no pending transactions.

[Void](#)

**FGLI Current Coverage**

All FGLI amounts and costs are based on your age as of the pay period ending date: 07/16/2011.  
 Enrollment Code: C0

| <u>Coverage Type</u>             | <u>Amount of Coverage</u> | <u>Cost Per Pay Period</u> | <u>Multiple Factor</u> |
|----------------------------------|---------------------------|----------------------------|------------------------|
| Basic                            | \$86,000.00               | \$6.45                     | n/a                    |
| Option A                         | \$0.00                    | \$0.00                     | n/a                    |
| Option B                         | \$0.00                    | \$0.00                     | 0                      |
| Option C                         | \$0/\$0                   | \$0.00                     | 0                      |
| <b>Total Cost Per Pay Period</b> |                           | <b>\$6.45</b>              |                        |

[History](#) [Change](#)

**FGLI Pending Transaction**

You have no pending transactions.

If you completed a FGLI transaction that is effective today there will be no pending transaction.

[Void](#)

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EBIS : Transactions - ...

Microsoft PowerPoi...

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# ***Selective Service***

- ▶ **Males** Born After 12/31/1959 are Required to Sign a Statement of Selective Service Form.





# Electronic Official Personnel File (eOPF)

- ❑ **What is eOPF?** It provides electronic Web-enabled access for all Federal Agency staff members to view their personnel documents. eOPF includes security measures to ensure the integrity of the system. For example, users are able to view their own eOPF documents but not modify the documents. Additionally, all activity performed in eOPF is logged and can be accessed through various reports by authorized users.
  
- ❑ **Key Benefits of eOPF:**
  - ✓ Enhanced portability and security of personnel records.
  - ✓ Provides increased employee awareness and accountability through e-mail notification of Personnel Actions (SF-50)
  - ✓ Immediate access to OPF forms and information for a geographically dispersed workforce.



# Background Investigations

- ❑ All background investigations will be processed by the Office of Personnel Management (OPM)
- ❑ All persons privileged to be employed in the departments and agencies of the government shall be reliable, trustworthy, of good conduct and character, and of complete and unswerving loyalty to the United States. This means that the appointment of each civilian employee in any department or agency of the government is subject to investigation. The scope of the investigation will vary, depending on the nature of the position and the degree of harm that an individual in that position could cause.





# Helpful Websites

Civilian Personnel On-Line (CPOL)

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

Office of Personnel Management (OPM)

[www.opm.gov](http://www.opm.gov)

CPAC Website

(CPAC In processing Slides can be found here)

<http://www.knox.army.mil/partners/cpac/info.aspx>





# Newcomer's Brief

- ❑ The Garrison sponsors a Newcomer's briefing each month on the first Wednesday of each month.
- ❑ Location: Saber & Quill (Leader's Club)
- ❑ Time: 0900hrs
- ❑ Optional (**Supervisor's discretion**)





# Form Review

- ❑ **SF 61** – Appointment Affidavit
- ❑ **OF 306** – Declaration for Federal Employment
- ❑ **I-9** – Employment Eligibility Verification
- ❑ **W-4** – Tax Form
- ❑ **SF 1199** – Direct Deposit
  
- ❑ If you are an HRC, 1<sup>st</sup> Army, or MEDDAC employee you will hand carry your payroll documents to your payroll office at your organization.
- ❑ HRC In-processing/ID Card Section located at **HRC Welcome Center in Bldg #3**
- ❑ Ireland Hospital In-processing report to **8<sup>th</sup> floor**