

Fort Campbell Civilian Personnel Advisory Center (CPAC)

CHRA

1 September 2016

Federal Employee's Group Life Insurance (FEGLI) Open Season

For the first time in 12 years, FEGLI will have an Open Season! The FEGLI Open Season will run from **1 September 2016 to 30 September 2016** and be effective one year later, on **1 October 2017**. During this time, eligible employees can pick up or increase their FEGLI coverage. In March 2016, OPM released **Benefits Administration Letter (BAL) 16-204** which provides additional information on the upcoming FEGLI Open Season. This BAL

addresses several questions pertaining to the Open Season such as who is eligible for the Open Season and what types of elections / coverages are available. The BAL is located at <https://www.opm.gov/retirement-services/publications-forms/benefits-administration-letters/2016/16-204.pdf>

If you have any questions please contact Charlotte Epps, (270) 412-8748, charlotte.m.epps.civ@mail.mil



**FEDERAL
EMPLOYMENT**

USAJOBS

Are you seeking Federal Employment on Fort Campbell? Visit USAJobs at www.usajobs.gov. Enter Fort Campbell into the location section and click "Search". If you are a current Federal employee select "Federal Employee". Click on the hyperlinked Job Title (Ex: Nurse (Clinical/OBGYN)) to view the entire vacancy announcement. If interested, click on Apply Online (right hand side of the page) to apply electronically via <https://www.usajobs.gov>. This will ensure faster processing of your application and provide faster status updates. Article prepared by Suzanne Howard, CPAC.

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Special points of interest:

- New Leave Policy for Disabled Veterans
- Position Description Update
- CPAC Revised Hours of Operation
- Prohibited Personnel Practices (The Don'ts)

Using Government EMAIL



Government employees are misusing email at an alarming rate. Government email accounts can only be used to conduct official government agency business. Remember the following tips when using government email:

- Employees should not use personal email for official business.
- Email services provided by a commercial service provider are prohibited for Army business.
- Auto forwarding from an official Government account to commercial account is prohibited.
- Employees should not use government email for personal business.
- Personal or religious epithets at the end of the government emails are prohibited.
- Only Government-provided email services authorized as primary simple mail transfer protocol addresses and for use on CACs.

Need assistance or have additional questions, please contact Alisha Johnson, (270) 412-9091, alisha.l.johnson.civ@mail.mil.

New Leave Policy For Disabled Veterans



Established under the Wounded Warriors Federal Leave Act of 2015 (Wounded Warriors Act), disabled veteran leave will be available to any Federal employee **hired on or after November 5, 2016**, who is a veteran with a service-connected disability rating of 30 percent or more.

Disabled veteran leave is available as a one-time benefit during a 12-month period beginning on an eligible employee's "first day of employment" and **may not exceed 104 hours** for a regular full-time employee. Disabled veteran leave can only be used for undergoing medical treatment of a qualifying service-connected disability, which

was incurred or aggravated in the line of active duty.

Eligible employees must be "hired" on or after November 5, 2016. OPM regulations define the term "hired" to include:

- Newly hired with no previous Federal service;
- Reappointed with at least a 90-day break in service; and Military reservists or members of the National Guard who return to duty in their civilian positions after a period of military service

While current Federal employees who were hired before November 5, 2016 are not eligible for disabled veteran leave, the Federal Government offers a wide range of leave options and

workplace flexibilities to assist employees who need to be away from the workplace, including disabled veterans who must take time off from work to receive medical treatment for their service-connected disabilities.

For more information on the Wounded Warriors Federal Leave Act of 2015, visit: <https://www.federalregister.gov/articles/2016/08/05/2016-18516/disabled-veteran-leave-and-other-miscellaneous-changes>

Need assistance or have additional questions, please contact Alisha Johnson, (270) 412-9091, alisha.l.johnson.civ@mail.mil.

Merit System Principles

Merit System Principles are nine basic standards that provide the foundation of the Federal human resources management system. The principles are part of the [Civil Service Reform Act of 1978](#), and can be found at [5 U.S.C. § 2301 \(b\)](#). They provide guidance on how managers and supervisors should manage our human resources and how human resources staff should provide oversight of such decisions.

The Merit System Principles are:

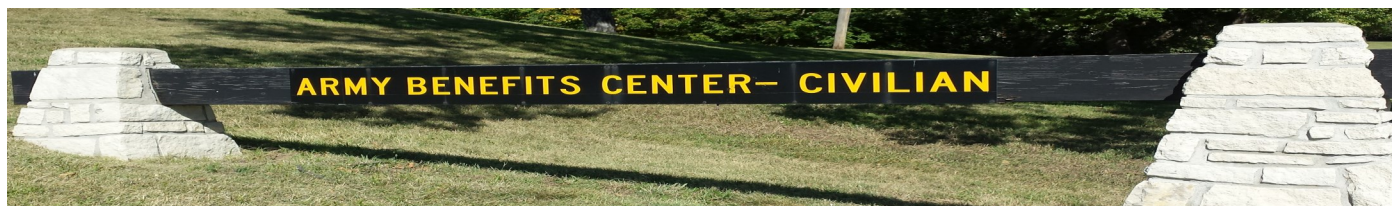
1. Recruit, select, and advance on merit after fair and open competition.
2. Treat employees and applicants fairly and equitably.
3. Provide equal pay for equal work and reward excellent performance.
4. Maintain high standards of integrity, conduct, and concern for the public interest.
5. Manage employees efficiently and effectively.
6. Retain or separate employees on the basis of their performance.
7. Educate and train employees if it will result in better organizational or individual performance.
8. Protect employees from improper political influence.
9. Protect employees against reprisal for the lawful disclosure of information in “whistleblower” situations.

These principles are based on the public expectation of civil service. As Federal employees we all serve as guardians of these core values. Failure to uphold these principles will erode the public trust and may lead to punitive action.



For additional information on the Merit System Principles visit <http://www.mspb.gov/meritsystemsprinciples.htm>

Need assistance or have additional questions, please contact Derik Gibson at (270) 956-1087 or email derik.d.gibson.civ@mail.mil.



The Gifts of Beneficiaries

One of the best gifts you can give your loved ones are the resources that will help them survive long after you are gone.

Identifying beneficiaries is typically something we do once and then forget about it. Why is that? One reason is that those we name as beneficiaries don't change often. Another reason is that considering such matters forces us to think about the unpleasant and morbid business of our own death. Yet identifying beneficiaries is important! By documenting the beneficiaries it will guarantee that your wishes are followed and that your loved ones are taken care of. It is common to have personnel pass away with no beneficiary listed, or ex-spouses, former

friends and deceased family members listed.

As Federal employees, your survivors are entitled to many benefits in the event of your passing. If there is no beneficiary listed, the life insurance typically follows a set order of your spouse, your children, your parents, your siblings and finally your estate. However, when no beneficiary is listed on a retirement account, it will go to your estate. While this usually works out, it places an unnecessary burden, and delay, on your family. The situation is worse when a person is no longer part of your life is listed as a beneficiary, bringing words like “contested” and “challenge” into the process. For this reason we encourage you to review and update your

beneficiaries. Take care of this important task today rather than leaving it to your families and the Government, the insurance companies, the financial institutions, the lawyers and the courts to make the determination for you. In other words, ensure that **the gifts of benefits are provided to your intended party.**

You can find instructions on how to review and update your beneficiaries on the Army Benefits Center – Civilian at <https://www.abc.army.mil>.

Article prepared by Cynthia Chaney, CPAC.

Position Description Updates



Position Descriptions (PD) should be reviewed and revised on a regular basis to ensure the PD reflects current major duties and responsibilities. Major duties are those where the employee spends, at a minimum, 10 hours per week, performing the work. It is important to change an employee's position description to reflect the work actually being performed to avoid an employee misassignment (not performing the work described in their PD). If the position's duties, responsibility level, and knowledge required to accomplish the work changes significantly, the grade and occupational series of the position

may need to be reviewed. It is crucial for managers to discuss these types of changes with their Human Resources advisor during the Strategic Recruitment Discussion (SRD), in addition during the end of the rating cycle when conducting an employee's performance evaluation. All classification issues should be resolved prior to requesting a recruitment action. Factors not considered significant changes and do not require a PD rewrite are: quantity of work produced; quality of work produced; temporary change in assignments for training or to meet an emergency situation; work performed in the

temporary absence of another; changes in organizational level only (e.g. from section to branch); change in methods/procedures; a person's relative value to the organization. Emphasis cannot be placed on this enough, as the job description serves the basis for advertising a job and ensuring you receive the right candidates, an employee's pay, performance evaluation, etc.

Need assistance or have additional questions please contact Denise Thompson, CPAC, 270-798-4861, denise.l.thompson.civ@mail.mil.



As a Federal employee or member of the uniformed services, you have the opportunity to participate in the Thrift Savings Plan (TSP), a retirement savings plan similar to 401(k) plans offered to private sector employees. The purpose of the TSP is to give you the ability to participate in a long-term retirement savings and investment plan. Saving for your retirement through the TSP provides many advantages, including:

- Automatic payroll deductions
- A diversified choice of investment options, including professionally designed lifecycle funds
- A choice of tax treatments for your contributions:
 - Traditional (pre-tax) contributions and tax deferred investment earnings, and
 - Roth (after-tax) contributions with tax-free earnings at retirement if you satisfy the IRS requirements
- Low administrative and in-

vestment expenses

- Agency contributions, if you are an employee covered by the Federal Employees' Retirement System (FERS)
- Under certain circumstances, access to your money while you are still employed by the Federal Government
- A beneficiary participant account established for your spouse in the event of your death
- A variety of withdrawal options

If you are covered by FERS, the TSP is one part of a three-part retirement package that also includes your FERS basic annuity and Social Security. If you are covered by the Civil Service Retirement System (CSRS) or are a member of the uniformed services, the TSP is a supplement to your CSRS annuity or military retired pay. TSP benefits differ depending on your retirement system

(FERS, CSRS, or uniformed services). If you aren't sure which retirement system covers you, check with your personnel or benefits office. Regardless of your retirement system, participating in the TSP can significantly increase your retirement income, but starting early is important. Contributing early gives the money in your account more time to increase in value through the compounding of earnings.

For additional information visit www.tsp.gov.

Article prepared by Charlette Smith, CPAC.



Prohibited Personnel Practices (The Don'ts)

Practices you must avoid when taking actions in order to uphold the Merit System Principles.

1. Illegally discriminate for or against any employee/applicant (on the basis of race, color, religion, sex, national origin, age, handicap, marital status and political affiliation).
2. Solicit or consider improper employment recommendations (prohibits federal employees to solicit or consider employment recommendations based on factors other than personal knowledge of records of job-related abilities and characteristics).
3. Coerce an employee's political activity.
4. Obstruct a person's right to compete for employment.
5. Influence any person to withdraw from competition for a position (for purposes of improving or injuring the prospects of any other person for employment).
6. Give unauthorized preference or improper advantage (including defining the scope or manner of competition or the requirements for any position for the purpose of improving or injuring the prospects of any par-

- ticular person for employment).
7. Employ or promote a relative.
 8. Retaliate against a whistleblower, whether an employee or applicant.
 9. Retaliate against employees or applicants for filing an appeal.
 10. Unlawfully discriminate for off duty conduct (that does not adversely affect the performance of the employee or applicant or the performance of others).
 11. Knowingly violate veteran's preference requirements. ****Note:** NAF does not have veteran's preference, only veteran's priority consideration.
 12. Violate any law, rule, or regulation which implements or directly concerns the merit system principles.
 13. Implement or enforce any nondisclosure policy, form, or agreement, if such policy, form, or agreement does not contain the following statement: "These provisions are consistent with and do not supersede, conflict with or otherwise alter the employee obligations, rights, or liabilities created by existing statute or Executive order relating to:
 - (1) Classified infor-

mation,

(2) Communications to Congress,

(3) Reporting to an Inspector General of a violation of any law, rule, or regulation, or mismanagement, gross waste of funds, abuse of authority, or a substantial and specific danger to the public health or safety, or

(4) Any other whistleblower protection.

Need assistance or have additional questions please contact Debbie Thomas, CPAC, 270-798-4683, deborah.a.thomas22.naf@mail.mil



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***Excellence is not an act, it
is a habit!
Practice excellence!***



TAKE NOTE!

The CPAC has revised the operation hours to better assist our customers. Effective 1 September 2016 our hours of operation are:

0800 - 1600: Monday

0800 - 1600: Tuesday

0800 - 1600: Wednesday

1200 - 1600: Thursday

0800 - 1200: Friday (1200 - 1600 by Appointment Only)

Closed for all Federal Holidays!

Thursday mornings we will be closed for training. Friday afternoons will be limited to appointments only to provide us additional time to present training to our customers.

CPAC Arrivals

We are excited to welcome new members to the CPAC staff.

Joining the Appropriated Fund Team:

Denise Thompson
Debra Smith
Carlisha Wallace
Timothy Brown

Joining the Non-Appropriated Fund Team:

Myrna Wells
Kensley Minor
Mary Wickens
Arika Baizar

CPAC Farewells

We are sad to say farewell to Elizabeth Norby. Elizabeth is relocating to Florida with her spouse. We wish her and her family the best of luck with their future endeavors.

We are on the Web!

<http://www.campbell.army.mil/Installation/CPAC/Pages/Welcome.aspx>

Drop us a line and let us know how we are doing!

https://ice.disa.mil/index.cfm?fa=card&sp=130689&s=991&dep=*DoD&sc=33