



UPDATE

Issue Number 12-03

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In this Issue.

Dec 2003

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The Civilian Personnel Advisory Center Staff and I wish you a very happy holiday season. May your journeys, both long and short, be safe as you visit your loved ones and have a very wonderful New Year.

Director
Civilian Personnel Advisory Center

BIG NEWS BIG NEWS

Effective October 30, 2003, HQDA directed the rescission of three delegated authorities:

On 17 Nov 03, information was received that approval for **Civilian Academic Degree Training**, **Appointments of Retired Members of the Armed Forces within 180 Days after Retirement**, and the **Waiver of Dual Compensation Reductions for Federal Retirees During the National Emergency** were rescinded. Approvals for exceptions to these reinstated requirements are to be processed through the appropriate major command and to the Assistant Secretary of the Army.

This means that **government funds can no longer be approved for civilians to attend classes that will result with academic degree training**, that retired military can no longer be appointed to a federal position if they have not been retired for at least 180 days, and that those who are hired as federal employees during the national emergency will no longer receive retirement compensation and pay for their current position. If the situation changes, you will be notified.

Hours of Operation

WE ARE ALL HERE TO HELP YOU!

Civilian Personnel (CPAC)
0900 – 1130 1230 – 1630
Building 470, Room 2205
573-596-0927

Non-Appropriated Funds (NAF)
0730 – 1130 1230 – 1630
Building 470, Room 2204
573-596-0283

Missouri Career Center
0800 – 1630
Building 470, Room 2203
573-596-0294

<http://www.wood.army.mil/CPO/Accept1.pdf>

http://www.wood.army.mil/mwr/nonappropriated_fund_employment.htm

<http://www.works.state.mo.us/>



Need help with finding a job!

The Missouri Career Center provides a variety of services related to employment and training.

The Career Center has a "Self-Service" option available to job seekers in their resource center. Job seekers may search for jobs, prepare resumes, take a typing test, complete an aptitude/skills survey or view a variety of printed and on-line job information.

The Career Center also utilizes an automated job match system that is designed to match applicant skills with employer requirements. The automated system matches an applicant's skills, knowledge, abilities, salary requirement, and location availability to the requirements of the position as determined by the employer.

Resume service is also available. Resumes are stored in a database and are used with the on-line job matching system. A computer software package provides applicants with the option of preparing their own professional resume.

573-596-0294
Bldg 470, Rm 2203

NAF Corner

NAF employees, if you need to update your Official Personnel Folder please come to the NAF Personnel Office to do so. We need to have updated addresses, W-2's will be sent to the last known address.

**The NAF staff wishes
all Happy Holidays!**



HEALTH CARE PROFESSIONALS

Resumes are currently being accepted from Health Care Professionals interested in serving as Federal civilian employees at the General Leonard Wood Army Community Hospital (GLWACH) or at one of the Dental Clinics for the following occupations:

- Physician, GS-602
- Dentist, GS-680
- Podiatrist, GS-668
- Optometrist, GS-662
- Registered Nurse, GS-610
- Physician Asst., GS-603
- Pharmacist, GS-660
- Audiologist, GS-665

Expanded Function

Dental Auxiliaries to include
Dental Assistant, GS-681
Dental Hygienist, GS-682
Dental Laboratory Technician, GS-683

Provide copies of your **college transcript, license and resume** to:

Soldier Service Center, Bldg #470
ATTN: CPAC, Ste #2205
140 Replacement Avenue
Fort Leonard Wood, MO 65473

Or just come on in with your information!

You must register your vehicle

You may have noticed that getting on post lately has been more challenging. As of 1 Dec 03, **all POVs must be registered**, or you will be directed to get a visitor's pass. Vehicle registration is on the 2nd floor, Bldg 470, Rm 2101. Their hours are from 0800-1600, any questions call 596-0356. Bring your drivers license, vehicle registration and proof of insurance.

Health Benefits Corner



The Thrift Savings Plan Open Season began October 15 and will run through December 31, 2003. During this open season, participants covered by FERS may elect to contribute up to 14% of the basic pay they earn each pay period to the TSP; participants covered by the Civil Service Retirement System (CSRS) may elect to contribute up to 9% of the basic pay they earn each pay period. The Internal Revenue Service elective deferral limit (the cap on contributions to the TSP per year) for 2004 is \$13,000. The following chart reflects the effective dates of elections created during the open season and the pay week they will be withheld.

| Created | Effective | Pay Week |
|-----------------|-----------|-----------|
| 15 Oct - 13 Dec | 14 Dec | 5 - 9 Jan |
| 14 Dec - 27 Dec | 28 Dec | 19-23 Jan |
| 28 Dec - 31 Dec | 11 Jan | 2 - 6 Feb |

TSP Catch Up Contributions

TSP participants age 50 and older may elect to contribute up to \$3,000 in 2004 through TSP Catch Up. Catch Up contributions are in addition to regular TSP contributions and participants must elect to contribute the maximum amount allowed through regular TSP contributions before being eligible to make Catch Up contributions. More detailed information regarding TSP Catch Up contributions may be found at <https://www.abc.army.mil>. **TSP Catch Up elections are not tied to regular open seasons and may be started, stopped, or changed at any time.** TSP Catch Up contributions must be re-elected every calendar year.

TSP Catch Up elections for 2004 may be made through the Army Benefits Center-Civilian (ABC-C) systems November 30 through December 13, 2003 to be effective the pay period beginning December 14, 2003 and paid during the pay week January 5 - 9, 2004. The last pay date during 2004 from which TSP Catch Up contributions for tax year 2004 may be contributed is during the pay week December 22 - 24. The election for last pay date withholding in 2004 must be made during the pay period November 14 - 27.

Flexible Spending Accounts

****FSA MAXIMUM CONTRIBUTION TO HEALTH CARE FSA INCREASED and FSA OPEN SEASON EXTENDED ***

The FSA open season is running concurrently with the FEHB Open Season from November 10 through December 15, 2003. An FSA allows you to set aside money before taxes to pay for a wide range of health care and dependent care expenses. By using these pre-tax dollars to pay for eligible expenses, you get a substantial discount on services that you would probably pay for anyway - health plan deductibles and co-pays, vision care, dental care, (including orthodontia), child care, elder care, and much more. You can save 20 to 40 percent on these expenses depending on your tax situation.

The Dependent Care FSA (DCFSA) reimburses you for dependent care expenses that allow you (and your spouse) to work, look for work, or attend school full time. Eligible expenses include childcare, before-school and after-school care, elder care, and more.

The Health Care FSA (HCFSA) can be used to pay for health care expenses not covered by FEHB or any other insurance.

Good news for Federal employees! The maximum contribution that employees can elect under the FSAFEDS Program for a **Health Care flexible spending account has increased to \$4,000.** The decision to raise the limit was prompted by the recent Internal Revenue Service (IRS) announcement that over-the-counter (OTC) medicines may be reimbursed under a health care FSA. In addition, to allow employees more time to consider how much to elect,

Employees interested in obtaining information about the health and dependent care FSA's can provide, they should utilize the FSA website at <https://www.fsafeds.com> or contact the SHPS at 1-877-FSAFEDS to speak with a customer service representative.

Retirement and Post-56



The following statements are directed to civilian employees who are not retired from the uniformed services. Usually it is not beneficial to waive retired military pay, then to buy it to use towards civilian retirement. However, there are exceptions. If a large portion of your retired military pay is from the VA, it might be beneficial for you to waive your military pay and make a deposit for those years of service to add it to your civilian service.

For **FERS employees**, please note that military service is **not creditable** towards your civilian retirement **UNLESS YOU BUY IT**. This is also called a Post 56 deposit.

For CSRS employees, military service **WILL** be creditable if you were first employed **before 10-01-82**. However, your annuity will be reduced at age 62, if you are eligible for social security and you have not bought your military service. If you have bought the military service, your annuity will not be re-computed (reduced) at age 62. If you will not be eligible for social security at age 62 (or retirement, if later) you will not have to make the military deposit and you will receive full credit with no future reduction.

For CSRS employees first employed after **10-1-82**, you **must make the military deposit** in order to use your military service towards your civilian retirement.

For more information, please go to the ABC-C website at <https://www.abc.army.mil> for more information. The attached information may help guide employees through the process of getting information and buying their military service.



1. GO TO THE ARMY BENEFITS CENTER-CIVILIAN (ABC-C) WEBSITE AT [HTTPS://WWW.ABC.ARMY.MIL](https://www.abc.army.mil)

2. CLICK ON "SITE MAP"

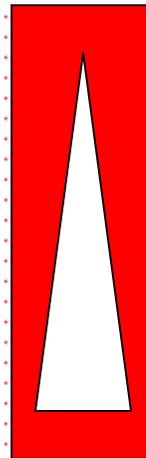
3. SCROLL DOWN TO "RETIREMENT"

a. UNDER RETIREMENT, CLICK ON "ABC-C RETIREMENT INFORMATION". THERE WILL BE INFORMATION ON:

1. CREDITABLE CIVILIAN SERVICE (CSRS)
2. CREDITABLE CIVILIAN SERVICE (FERS)
3. POST 56 MILITARY DEPOSIT (CSRS)
4. POST 56 MILITARY DEPOSIT (FERS)

b. UNDER "FORMS"

1. GO TO "MILITARY DEPOSIT FORMS"



a. **RI 20-97** ESTIMATED EARNING DURING MILITARY SERVICE

b. **SF 2803** APPLICATION TO MAKE DEPOSIT OR REDEPOSIT (CSRS) (for those hired after 10-02-82)

c. **SF 2803** APPLICATION TO MAKE DEPOSIT OR REDEPOSIT (CSRS) use this form if you will become eligible for Social Security benefits (for those hired before 10-01-82)

d. **SF 3108** APPLICATION TO MAKE SERVICE DEPOSIT FOR CIVILIAN SERVICE (FERS)

How to make a military deposit

1. To make a military deposit, go to the ABC-C website and print out the **RI 20-97** and complete it, attach your **DD214(s)** and mail it to your branch of service. The name and addresses are listed on another page. **Make a copy for your records before mailing.**
2. When you receive your earnings statement, you will need to **complete either the SF 2803 (CSRS) or the SF 3108 (FERS), whichever applies to you.** Send it with your earnings statement and DD214(s) to the ABC-C Center at: **Department of the Army, Office of the Assistant Secretary, Manpower and Reserve Affairs, Southwest Civilian Personnel Center Attn: ABC-C, 301 Marshall Avenue, Fort Riley, Ks. 66442-5004.**
3. The ABC-C Center will complete the back of the form and mail the completed form to payroll (DFAS) in Denver, CO. DFAS will compute the cost to buy your military service and will send you a letter telling you what it will cost and giving your options on how you can buy it.
4. You will notify DFAS of your decision on buying your military service.
5. When your deposit is paid you will receive two copies of your paid receipt. You will keep one and give the other one to Civilian Personnel Advisory Center to forward to CPOC to be filed in your Official Personnel Folder (OPF).

HOT!

just off the press!!!

To elect your benefits, choose a provider, or make a change, you need to follow these instructions

You need to either go through the ABC telephone at **1-877-276-9287** or through the ABC website at <https://www.abc.army.mil> to make **any** benefit election or to cancel coverage.

If you use the phone, I suggest that you go to the website first and when the web page comes up, scroll down until you see the **ABC-C Telephone Menu** and print it out so you will know what to expect when you call them.

If you call them you will need a PIN number which is your MMY of birth the first time you enter it (birthday of 3-15-46 would be 0346). Then you will be instructed to enter a 6 digit PIN of your choice.

If you use the computer you will be instructed to enter a PIN and a PASSWORD. You will need your LES or a recent SF50 for your SCD for leave, your pay plan, grade, and step that you must enter to set your pin and password.

When the ABC website is on your screen:

Click on "Benefits/EBIS"

Click on "Set Password"

Enter information and click "Continue"

Enter password twice and click "Continue"

Click on Army "EBIS"

Scroll down and Click on "New User" to set your PIN

When PIN is set, close the page and click on "EBIS"

Enter your SSN and PIN and Click on "Login"

Scroll down and click on "Transactions"

Go to whichever benefit you want to change and click on "Change"



Worker's Compensation

HAVE AN EMPLOYEE INJURED ON THE JOB??? HERE'S WHAT TO DO:

FIRST make sure employee's medical needs are attended to.

NEXT make sure appropriate forms are completed and sent to Civilian Personnel Advisory Center FECA Coordinator.

CA-1 Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation should be completed by the supervisor and sent electronically to the Civilian Personnel Advisory Center **within 3 days** of date of injury.

CA-2 Federal Employee's Notice of Occupational Disease and Claim for Compensation should be completed by supervisor and sent electronically to the Civilian Personnel Advisory Center **within 3 days** of notification by employee.

CA-16 Authorization for Examination and/or Treatment should be provided to the CPAC **within 48 hours** after first examination and/or treatment, if applicable. This form does not apply to Occupational Disease Claims, unless prior approval is obtained from Office of Workers Compensation Program. Only one CA-16 is authorized for each injury. This form authorizes Dept. of Labor to pay physicians for services rendered.

CA-17 must be completed for each office visit. A CA-17, Duty Status Report, should be provided to the CPAC **promptly upon completion of examination or most recent treatment.**

ALL CA FORMS SHOULD BE COPIED BY THE SUPERVISOR FOR THE EMPLOYEE RECORD AND ONE COPY FURNISHED TO THE OCCUPATIONAL HEALTH NURSE, BEFORE GIVING THE ORIGINAL TO CPAC, BLDG 470, ROOM 2210B.

Helpful Links



Some hyperlinks that may be helpful in your searching

<https://cpol.army.mil>
go to the Employment Tab
then to Vacancy Announcements
Select State and Submit

This website <https://cpol.army.mil> also has
the
Army Resume Builder
And
Answer

USAjobs
<http://www.usajobs.opm.gov>
go to Search Jobs
Select State/City
Select Get Results

CPAC Homepage
<http://www.wood.army.mil/CPO>

NAF Job Announcements
http://www.wood.army.mil/mwr/nonappropriated_fund_employment.htm

Army Benefits Center (ABC/Civilian)
<https://www.abc.army.mil>

TSP
<http://www.TSP.gov>

Long Term Care
<http://www.ltcfeds.com>

FEGLI
<http://www.opm.gov/insure/life/>

MyPay
<http://www.dfas.mil/mypay/>

Helpful Facts



V R A

Veterans Recruitment Appointment

Effective May 15, 2003, new VRA guidance was issued regarding eligibility of veterans for non-competitive appointments. The new eligibility requirements for appointments under the new guidance include:

****Disabled veterans; (compensable or non-compensable)**

****Veterans who served on active duty in the Armed Forces during a war or in a campaign or expedition or which a campaign badge has been authorized; (veterans must have been awarded the badge, not just have been in the military at the time)**

****Veterans who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces Services Medal (AFSM) was awarded (veteran must have been awarded the AFSM); and**

****Recently separated veterans. Recently separated veterans are defined as those who have separated from active service within the last three years.**



Bogus myPay Website

Bogus myPay Website

DFAS myPay customers cautioned against look-alike sites

The two million military and civilian users of myPay are being cautioned to use only the official myPay site (<https://myPay.dfas.mil>) when seeking to access pay account information.

“Personal information is valuable and should be safeguarded. Don’t provide your personal information to any website unless you know it can be trusted,” says Director of Corporate Communications for DFAS.

Look-alike site have recently frustrated myPay customers who have been confused by accidentally finding their way to a commercial site that is in no way affiliated with DFAS or the Department of Defense (DOD).

DFAS’ myPay is a secure, DFAS-operated website that lets active duty, National Guard and Reserve military members, civilian employees, military retirees, and annuitants take charge of the pay accounts online. The DFAS myPay official website is found at <https://mypay.dfas.mil>

Flu Shots

Federal civilian employees who want to receive a flu shot may report to the Occupational Health Clinic from 0800 to 1500 to receive the immunization order, then report to the Immunization Clinic across from the Occupational Health Clinic.

The 18th and 19th of December are already scheduled to be very busy days for the Immunization Clinic. The clinic requests that civilian employees avoid those days as the wait for the employee could be longer than usual.

Retirement

Civilian



ABC-C is entering the busiest time of the year, processing Retirement Actions...

Are you thinking about retiring?

Do you have questions on how to begin the process?

Does the thought of preparing and submitting all the paperwork seem overwhelming?

Good news! The Army Benefits Center - Civilian (ABC-C) is here to help you! We will be happy to send you the forms you need. To assist ABC-C in processing timely retirements, it is important that managers complete the Request for Personnel Action and forward it to ABC-C for processing as soon as the employee submits the retirement action. Please help us help you by reminding your manager to submit your personnel action as soon as you submit your retirement action to the ABC-C.

If you are comfortable surfing the Internet, retirement forms and information can be found on our web site at <https://www.abc.army.mil>.

A checklist of forms can be found at <https://www.abc.army.mil/Information/ABCRetirement/Forms/Forms.asp>. You may not need to complete every form on the checklist. Please call ABC-C if you have any questions regarding the need to complete a specific form.

Let ABC-C take some of the worry out of the process. Call us or visit our web site for information and/or assistance.

Counselors are available from 6am-6pm Central Time, Monday through Friday, to guide you through the preparation of your retirement package. Call us at 1-877-276-9287 or TDD at 1-877-276-9833.



FFLA vs. FMLA

The Family Friendly Leave Act was designed for federal civilian employees to use their sick leave to give care or otherwise attend to a family member having an illness, injury, or other condition, which, if an employee had such condition, would justify the use of sick leave. The term family member includes children (including adopted children), spouses, parents, brothers, sisters and their spouses, and any individual related by blood or affinity whose close relationship with the employee is the equivalent of a family relationship.

If someone in the group described above has an illness or injury that would justify the use of their sick leave, they could request leave to care for them. Employees may use up to 40 hours with an additional 64 hours of sick leave as long as the employee's balance does not fall below 80 hours of sick leave.

This same act also allows employees to use sick leave to care for a family member with a serious health condition (such as cancer or heart attacks). Employees are entitled to a total of 12 weeks of sick leave each year for all family care purposes.

Any use of sick leave is subject to approval of the immediate supervisor.

The Family and Medical Leave Act of 1993, was designed for federal civilian employees to take up to 12 administrative workweeks of unpaid or paid leave during any 12-month period for the birth of a son or daughter of the employee and their care; placement of a son or daughter with the employee for adoption of foster care; care of a spouse, son, daughter, or parent of the employee, if they have a serious health condition; or a serious health condition of the employee that makes the employee unable to perform the essential functions of their position. Employees must notify their supervisors 30 days in advance when the leave is foreseeable or as much notice as practicable under appropriate circumstances.

There are many more specifics for both of these acts in the Fort Leonard Wood, Civilian Personnel Regulation 690-12, Chapters 3 and 4.

LEAD

The Directorate of Common Leader Training (DCLT) schedule

LEAD Session
December 15 - 19th

If you are interested in participating, please email prior to the course dates so that your attendance can be documented. Email atztlp@wood.army.mil with your name, organization and phone number.

E-Learning Opportunities

As the Army progresses towards an all-digital force, we look for better ways to empower our personnel to utilize these new technologies and capabilities. In an effort to provide easy access to these skills and knowledge's, the Army Chief Technology Office (CIO/G-6) has contracted with SkillSoft to provide nearly 3000 web-based training courses supporting information technology and business skills.

Information technology courses range from the introduction to computers to advanced programming, and business skills area covers project management, leadership, accounting, and other business-related skills. The purpose of this initiative is to better educate the Army working force, both soldiers and civilians, in the rapidly increasing role of computer technology in the Army mission

This program is available to all Active Army, Army Reserve, National Guard, and Department of the Army civilians, and Non-Appropriated Fund employees. This program is provided at no cost to the student, and can be taken via the web anyplace, at any time. At this time dependents and retirees are not authorized to use MySmartForce, due to congressional funding rules.

Primary access to MySmartForce is through Army Knowledge Online (AKO) to users with full AKO accounts; guest accounts do not qualify. After entering [AKO](#), under the [Self-Service](#) navigation at the left, click on [My Education](#). You will immediately see the Army Computer Based Training section on the page, and click on the Army CBT AKO Portal Page link. At the Portal Page, find the "[Army e-Learning with SkillSoft](#)" section, and then choose either the "[SmartForce Login](#)" link, or the "[Register for SmartForce](#)" link.

The bottom-line of this article is to inform you that you have access to state-of-the-art training that can be taken at the office, at home, or at the LAC, at anytime, and at your pace, to assist in your advancement in your chosen career field, or to assist you in moving into a new field. For further questions or information, contact the Learning Assistance Center (LAC) at 563-5679.

Intern Program

Managers and the Human Resource community are always on the lookout for innovative ways to attract qualified employees to Federal employment.

One source of applicants is the FCIP (Federal Career Intern Program) and DCIP (Defense Career Intern Program) Army's implementation under the Army Federal Civilian Career Intern Program. This program provides a way to recruit exceptional individuals with a variety of experiences or academic disciplines and competencies. The Army Federal Civilian Career Intern Program complements but does not replace the Army Civilian Training, Education, and Development (ACTEDS) intern program.

Features of the FCIP/DCIP program include:

- ❖ Appointment in the excepted service
- ❖ Applicants are subject to OPM qualifications
- ❖ Applicants apply directly to Federal agencies
- ❖ There are no public notice requirements for Career Intern appointments
- ❖ Veterans' preference applies to appointments
- ❖ Initial appointments can be made at any grade level for which the agency has a formal training program in place. The intent of the program is an initial appointment at the GS-5, 7, or 9 levels.
- ❖ Applicants may be appointed year round
- ❖ There is no limitation on promotion potential
- ❖ Requires a two year formal training and development program
- ❖ Does not require participants to go on rotational assignments
- ❖ Administered by the agencies, not OPM

CPAC and management officials may choose to recruit at Job Fairs, college recruitment offices, and other similar events at which prospective applicants are likely to be attracted.

Upon completion of the intern's training program, the employee is converted to a career-conditional or career appointment.

For more information about this recruiting tool, you may visit <http://www.usajobs.opm.gov/faqs.asp>

Resolving Pay Problems

What happens when you get your Leave and Earnings Statement and you don't think your pay is correct? What should you do?

First, compare your current Leave and Earnings Statement with your previous one. Note where the differences are, read the comments at the bottom concerning actions that may have occurred, and be sure there really is a problem.

If you determine that there is indeed a discrepancy, the next thing you should do is contact your activity's customer service representative (your organization's coordinator). Your activity may call them payroll clerks, payroll liaisons, or timekeepers. If you don't know who your CSR is, ask your timekeeper.

Your CSR can access the payroll system and will probably be able to resolve the problem then and there. However, if an error has been made which needs to be corrected at the DFAS Payroll Office, your CSR will submit an action request to the payroll office. The DFAS Payroll Office will research and resolve the problem and respond back to the CSR with the results.

Just a reminder: Many actions can now be input, changed, and viewed by the employee on the Web through myPay at <https://mypay.dfas.mil/>. Be sure to take full advantage of this convenient service for allotments, direct deposits, address changes, savings bonds, federal and state taxes, and viewing and printing of LES and W-2 statements.

Your LES and SSN

Effective the pay period ending January 24, 2004, only the final 4-digits of your social security number will be shown on the hard copy of your LES (if you receive a mailed copy to your home). This change will not impact the electronic LES available on myPay, which will continue to display the entire 9 digits.

It is believed that this change is necessary in order to address concerns raised by employees with respect to identity theft.

E-OPF

Electronic Official Personnel Folder Update



The Department of Defense (DoD) is planning to implement the use of an E-OPF system during the upcoming year. This system, which will be used by all components throughout DoD, will allow managers, employees, and the human resource community access to the E-OPFs of Civilian employees by using the Internet.

Some of the many features of the system will include the automatic creation and filing of Notifications of Personnel Actions (NPAs), Request for Personnel Actions (RPAs) and other human resource documents, email notification to employees when new documents are stored in the E-OPF, the ability to view in PDF format, and print capabilities.

DoD is currently in the process of negotiating a contract to house the system. Once negotiations are complete and a site has been designated, DoD plans to develop an implementation plan that will include training and testing of the system.

Several components will be asked to participate in the testing of this system. The Department of the Army has been tentatively scheduled to implement the E-OPF system early next year.

Resume Builder Resume Builder

Have you ever forgotten your UserID or password for the Army Resume Builder? We all have at one time or another...well now there is a website that can help.

The Automated Resume Builder UserID and PIN help is available at:

https://cpolst.belvoir.army.mil/rb/rb_get_uid_pin.cgi

If you enter your SSN and an email address that matches the one in your resume, you will be emailed an automatic reply with your UserID and PIN. If the email address does not match, it will generate a message to a queue and you will receive a manual email response with your UserID and PIN in about a day.

Additional information:

Resumes---use this email address to submit electronic resumes (if not using the Army Resume Builder)

resume@cpsrxtp.belvoir.army.mil

Inquires—use this email address to ask questions related to application procedures or questions regarding your consideration.

DO NOT SEND YOUR RESUME TO THIS ADDRESS!!

applicanthelp@cpsrxtp.belvoir.army.mil

Self-Nominations—use this email address to submit self-nominations.

selfnom@cpsrxtp.belvoir.army.mil

Refer to the guidelines for submitting self-nominations in the Centralized Job Kit on

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

Need a DD-214?

The National Personnel Records Center (NPRC) has a website where veterans (or a veteran's family member) can obtain a copy of a DD-214 online for personal or employment purposes. Use this address: <https://vetrecs.archives.gov>

FOR YOUR INFORMATION....



AWARDS PROCESSING

In recent days, there have been problems getting awards in a timely matter for presentation dates. There are several steps that need to be followed to receive the award in hand prior to that presentation date. Please read the instructions below:

DA FORM 1256 (APR 93 EDITION)

- Should be typed (not handwritten)
- Ensure Block 6a and 6c are complete
- If from Installation, ensure Block 11 is signed

BIOGRAPHICAL DATA (SEC ARMY AWARDS)

(Should contain)

1. Title and Grade:
2. Date and Place of Birth:
3. Education and Degrees:
4. Significant Employment Record:
5. Type of Appointment:
6. Other Significant Biographical Data Pertinent to the Award Nomination:
Family information, married to Jane Doe since January 2, 1960, they have two children and three grandchildren.
7. This award will be presented to *John Doe* at his *retirement* ceremony on *22 June 2003*.

JUSTIFICATION

- Should be single-spaced 1 to 2 pages
- Free from typos and grammatically correct

PROPOSED CITATION

- Should be single-spaced, one paragraph
- Should be Upper AND Lower Case (NOT ALL CAPS)
- Should be approximately 50-60 words
- Free from typos and grammatically correct
- Refrain from use of acronyms
- Should highlight the individual's achievements
- Citation also on disk
- Certificate will be typed by TRADOC

SIGNIFICANT AWARDS (List of Prior Awards)

- Should contain MONTH and YEAR
- Begin with most recent award received
- Last line should contain: **Date of Presentation:**

Awards that need to be sent to TRADOC for approval need to be submitted **90 days** prior to the presentation date. The organization will need to put the packet together, including the cover sheet located at <https://www.wood.army.mil/CPO/awdcvrsh121.doc>, award packet, and the disk with the citation on it to EEO. After EEO has completed their part it will need to be processed by the CPAC awards coordinator.

Awards needing to be signed by the CG will need to be submitted with all necessary materials **60 days** prior to the presentation date.

Awards not submitted within the time frame allotted will not get processed in time for the presentation.



Steer clear of the risks
but be ready for change

Glad you Asked

How do I find information on choosing a health insurance plan and sign up for it?

Answer:

This is the website to use when you want to compare Federal Employee Health Benefits (FEHB) plans.

<http://www.opm.gov/insure/04/som t/plansearch.aspx>

At this site, you will find links that allow you to compare provisions of up to 4 of the FEHB plans. The 2004 premium rates for the plans you select also are at this site.

Since no printed Comparison Booklets are provided this year, each employee may compare the cost and coverage of their current FEHB Plan with other providers by using the website above. The complete Comparison Booklet also is available by using the OPM website above.

Another useful link to obtain FEHB information is

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

You must go to this website or call the ABC Center at 1-877-276-9287 to make insurance elections.

The FEHB Open Season is November 10th through December 8, 2003. The effective date of changes made during open season is 11 January 2004.

Did You Know . . .

the ABC-C is your connection for benefits questions, answers and elections? **Your personnel office cannot accept hardcopy forms for your benefits elections.** For current information about benefits, utilize the ABC-C website at <https://www.abc.army.mil> or contact a benefits counselor at 1-877-276-9287. Counselors are available from 6:00 a.m. to 6:00 p.m. Central Time to assist you.

We welcome your questions

We try our best to answer your questions as they are presented. If you would like to know something that we may be able to answer or find out the answer to, you are more than welcome to email us at atztcp@wood.army.mil and the answer will be posted in the next UPDATE bulletin.

Winter Weather Advisory

http://www.crh.noaa.gov/sgf/WSW/winter_weather_page.shtml

Challenging weather will soon be upon us causing us to make decisions on how and when we can safely come to work. Flexible and compressed work schedules will help alleviate the numbers of employees reporting for work at the same time; but, sometimes even with all the precautions taken the weather is so fierce that it is just simply not safe to travel.

Listening to local radio stations (see below) is the thing to do when you are not sure whether or not to report. They will provide information on whether or not there will be a delay for reporting to duty. Normal duty hours are still 0730-1630. Those working flexible work schedules who normally report for work at 0600 have up until 0800 to report; the 0630 group to report by 0830, and so on.

One other thing, you may choose to report for duty at your regular time when there is a delayed opening and that's okay. Many employees live on the installation and others very near by. If you look out your window and the conditions look favorable, come to work.

There may be unique times when the weather does keep us all hostages at our homes. I expect these times will be rare.

Liberal leave policies will continue to be an option during adverse weather. However, if you request leave due to adverse weather and there is a delayed opening, leave will be charged for the entire workday.

Critical and essential (C/E) employees must report for work under all conditions. Those who are C/E must be identified in writing by managers and will be permitted entry to the installation.

Last but not least, keep the communication lines open between yourself and your supervisor. Supervisors have the responsibility and obligation to correctly account for the time you spend at work, the time permitted for excused absences, and time spent on leave.

24-hours a day

broadcasting starts at 0500

KJEL-Lebanon 103.7 FM

KTTR/KZNN-Rolla 1490 AM or 99.7 FM

KJPW-Waynesville/St. Robert 102.3 FM

KZNN-Rolla 105.3 FM

KFLW-Waynesville/St. Robert 98.9 FM

KRMS-Lakes area 93.5 FM

KFBD-Waynesville/St. Robert 97.9 FM

KDAY-Rolla 97.5 FM

Leave Recipient Program

There are many employees who need your generous donations of annual leave you cannot use before the end of the leave year. Visit www.wood.army.mil/CPO/leavetra.htm for general information about the leave transfer program and forms to become a recipient, as well to become a donor of leave time.



CUSTOMER FEEDBACK FORM

We are very interested in getting your feedback regarding the kind of service we provide. Our goal is to provide TIMELY, ACCURATE AND PERSONAL service. We need feedback to analyze how we are doing. Would you please take the time to complete the following items?

- | | YES | NO | |
|--|------------------|-------------------|-------------------|
| 1. Was this action completed/service provided in an acceptable time frame? | ___ | ___ | |
| 2. Do you think the product is accurate and represents good staff work? | ___ | ___ | |
| 3. Did you get the kind of information you needed to make informed choices? | ___ | ___ | |
| 4. Were our interactions with you courteous? | ___ | ___ | |
| 5. Overall, how would you rate the product/service you received? | | | |
| ___Excellent | ___Good | ___Adequate | ___Unsatisfactory |
| 6. Please provide any suggestions you may have for ways that we can improve our service. We are particularly interested in specific feedback on any of the items you may have checked "NO". Please use additional space if needed. | | | |
| 7. If you would like a <i>personal response</i> to your suggestion or comments, please provide your name, phone number and electronic mail address. | | | |
| 8. Please identify the product or service below: | | | |
| PERSACTION Number: _____ | Award _____ | Advice _____ | |
| Referral list number: _____ | Counseling _____ | Information _____ | |
| Training _____ | Benefits _____ | Other: _____ | |

Thank you for taking the time to complete this feedback form. Please mail it directly to me, send it electronically to atztcp@wood.army.mil, or fax it to 573-596-0289. If you would like to discuss this or any other matter, I can be reached at 573-596-0280 or via email. I look forward to hearing from you.

Director
Civilian Personnel Advisory Center
140 Replacement Ave, Ste 2210
Fort Leonard Wood, MO 65473-8935

Army Civilian Personnel Professionals - Helping Leaders Meet the Mission

EDITORIAL POLICY

YOU ARE ENCOURAGED TO SHARE YOUR OPINIONS, IDEAS, AND SUGGESTIONS. ALL CORRESPONDENCE MUST HAVE THE NAME AND LOCATION OF THE ORIGINATOR IN THE EVENT THERE IS A NEED FOR ADDITIONAL INFORMATION. PLEASE FORWARD COMMENTS, SUGGESTIONS, OR NEWS ITEMS FOR PUBLICATION TO THE EDITOR, EMAIL:

atztcp@wood.army.mil

