

UPDATE

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Director's Message

As we spring into summer, Fort Leonard Wood doesn't look exactly as it did this time last year. Over 100 employees have retired or are planning on retiring, before this fiscal year ends. This equates to several hundred years of experience lost to our great installation. We will all feel the loss as we wish our friends, peers, and co-workers the best. I encourage all of you to attend their open houses and award ceremonies.

On the bright side, there is a generation of civilian employees ready to step up to the plate. They bring with them fresh ideas that will take this installation to even greater heights than before. Those of us who are "thinking" about retirement have a wonderful opportunity to mentor the employees who will eventually be the leaders on Fort Leonard Wood. Share your experiences and information that were once thought of as job security. In today's world it is just the opposite. There will be many teaching opportunities and I urge you not to let them slip away.

Director
Civilian Personnel Advisory Center



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





All Careers, Steer This Way!

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**

Central Resume Processing System

Beginning 12 May 2003, our new Central Resume Processing Center began processing resumes submitted by email, hard copy or other means for vacant jobs in the Europe, Northeast, North Central, South Central, Southwest, and Pacific regions. If you are applying for jobs in the Korea or West regions, you must continue to submit your resume directly to that region by going to their homepage via Civilian Personnel On Line (CPOL) and sending your resume following the instructions on their individual sites.

The new central resume processing center will also be the central point for answering any questions you may have regarding the submission of your resume or the use of any of the Army automated programs such as the resume builder, the Applicant Notification System Web Enabled Response (ANSWER), or Self-Nomination for Army jobs. At this time, the Center will support all Army regions except Korea and West Regions.

We prefer that you use the Army Resume Builder to create and submit your resume electronically. The Army Resume Builder is located at

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

go to the Employment Tab

and then to Army Resume Builder

However, if you do not desire to use the Army Resume Builder, you may submit your resume to the center using surface mail, email or other means. Please follow the instructions in our job application kit to create your resume and assure that all of the required information is provided. Our Job Application Kit is located at <http://cpol.army.mil/employ/jobkit>.

Please be aware that you do not need to submit a new resume if you already had one in the Centralized Resume Database prior to 12 May 2003.



The Thrift Savings Plan (TSP) open season began on April 15 and ends June 30, 2003. (This is a change from previous spring/summer open season dates). During the open season, eligible civilian employees may begin contributing to the TSP or change the amount of current contributions to the TSP. Employees covered by FERS may elect to contribute up to 13% and CSRS covered employees may elect to contribute up to 8% of basic pay. All civilian TSP open season elections and changes must be transacted through the Army Benefits Center – Civilian via the Interactive Voice Response System (IVRS) at 1-877-276-9287 or the Employee Benefits Information System (EBIS) at <http://www.wood.army.mil/CPO/abc.htm>, select “Benefits Change”. Employees may also view their most recent TSP contribution election via these systems without calling a counselor. You can verify that you successfully created your TSP transaction, the new rate or amount of money you plan to contribute, and the effective date of your action on either system.

Employees may only make contribution allocations (designate which of the five TSP investment funds your money should be placed in) or interfund transfers (change the investment of money already in the TSP account) through the TSP web site at www.tsp.gov, select “Account Access” or by calling the ThriftLine at 504-255-8777. More information about the TSP may be found in the booklet, “Summary of the Thrift Savings Plan for Federal Employees” available on the TSP web site by selecting “Forms and Publications” under the “Civilian” column.

Rule to remember:

If electing or canceling TSP or changing amount of contribution--CONTACT ABC CENTER, either by phone, 1-877-276-9287 or website <http://www.wood.army.mil/CPO/abc.htm>

If allocating which fund(s) money should go to-- CONTACT TSP either by phone, 1-504-255-8777 or website www.tsp.gov

The Federal Retirement Thrift Investment Board’s record keeper, the National Finance Center, will issue TSP participant statements in late May. The participant statements will contain cumulative account information as of April 30, 2003 and detailed account activity for the period from November 1, 2002 through April 30, 2003. The newsletter *TSP Highlights* will be mailed with each participant statement.

[Catch Up Contributions](#)

Have you read about the TSP Catch UP opportunity? Put some more money into your Golden Years for those long RV trips!! If you are contributing the maximum amount to TSP and are 50 years of age or older, this may apply to you! Employees who are eligible and elect to contribute additional funds to their TSP are limited in the amount that can be contributed per year. This amount does not affect the regular contribution limits for the TSP open season elections. More information will be coming soon to clarify when the catch up contributions can be started.

TSP Catch Up Contribution elections cannot be accepted during this open season.

(Army Benefits Center – Civilian (ABC-C) 1-877-276-9287)

Flexible Spending Accounts (FSA)

A Flexible Spending Account (FSA) is a new benefit option allowing employees to set aside money on a pre-tax basis for certain kinds of common health and dependent care expenses. The Office of Personnel Management (OPM) originally planned an open season from May 19 – June 20; however, the contractor for this program is presently unable to take enrollments until administrative fees for the program are resolved. It is hoped this will change in the near future. You will be notified by other means if this occurs prior to the next Civilian Personnel Update. OPM will not be offering any educational campaign for FSA when open season begins. The contractor will conduct enrollments. You are encouraged to visit the FSA website at: www.fsafeds.com or call them at their toll-free number: 1-877-372-3337/TDD 1-800-952-0450.

For Information on Retirement and Military Deposits

1. GO TO THE ARMY BENEFITS CENTER-CIVILIAN (ABC-C) WEBSITE AT <http://www.wood.army.mil/CPO/abc.htm> and/or <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

(Buying back your military time)

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 one of the SF 2803's(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 (OPM 1514). 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).



Bystanders watch as the first hot air balloon flag is lifting off the ground. This is one of the many acts of patriotism that is being presented to support the United States of America in these uncertain times. We should all be proud.

VETERANS' RECRUITMENT APPOINTMENT (Formerly Veterans' Readjustment Appointment)

On November 7, 2002, Congress passed the Jobs for Veterans Act (Public Law 107-288). The act makes significant changes to the Veterans Readjustment Act, to include changing the title of the Act to "Veterans' Recruitment Appointment" (VRA).

Under the new law, the following veterans are eligible for a non-competitive VRA appointment:

- **Disabled veterans;**
- **Veterans who served on active duty in the Armed Forces during a war or in a campaign or expedition for which a campaign badge has been authorized;**
- **Veterans who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces Service Medal (AFSM) was awarded; and**
- **Recently separated veterans. Recently separated veterans are defined as those who have separated from active service within the last three years.**

These provisions are a substantial change from the previous language.

- **They provide additional flexibility by eliminating all time restrictions on appointments for veterans in the first three categories, i.e., disabled veterans and those with a campaign badge or AFSM. This means that individuals in the first three categories may be appointed or converted to a VRA appointment without regard to any time limit.**
- **Length of service requirements have been eliminated for all categories of veterans.**
- **On the other hand, veterans who are not disabled and who do not have a campaign badge or AFSM may only be appointed within the first three years after their most recent separation. This provision not only affects individuals to whom you wish to make an initial appointment, but also affects current VRA appointees whom you may wish to convert to a new appointment. For example- you appoint someone who is eligible only as a "recently separated veteran" 2 ½ years after separation. This individual may not be converted to a new VRA appointment once an additional six months have passed. Because of this, many individuals currently on the roles under VRA appointments may well not be eligible under the new criteria. Such individuals are, however, continued in their current VRA appointments and are converted to career/career-conditional appointment at the appropriate time.**

Unlike the previous VRA provisions, the new language does not specifically include the provision that the veteran must have been "released from active duty under conditions other than dishonorable." Based on the most recent guidance we have received, this should NOT be interpreted to mean that dishonorably discharged veterans are eligible for VRA appointments. Under title 38, the basic definition of a veteran is someone who has "other than a dishonorable discharge." Therefore, the reasonable conclusion is that the removal of the discharge language from the VRA provisions is an effort to remove what amounts to a redundancy, rather than a change in requirements.

Other aspects of the VRA remain unchanged. As in the past, the following provisions apply.

- **The maximum grade level at which appointments may be made is GS-11;**
- **Veterans must be "qualified," i.e., able to perform the essential functions of the position with or without reasonable accommodation for a disability;**
- **Veterans with less than 15 years of education must still receive training or education; and**
- **After two years of successful employment, appointments must be converted to career conditional**

The "VRA Frequently Asked Questions" information previously under the Staffing Advisory Section on the CPMS website has been deleted for revision, and will re-appear when all appropriate changes have been made.

Army Regional Tools

Known as ART

Although many supervisors in Army do not have (or want) DCPDS accounts, we encourage them to get a user ID for ART (Army Regional Tools). ART is a collection of different tools for different types of users. Although many are primarily for CPOCs, there are a number that are of value to supervisors.

Some of the ART tools that supervisors find most valuable include:

***Employee Data** -- provides quick and easy access to lots of information about your employees, including training, benefits, information, salary, performance appraisals, and awards. You can even get a copy of an employee's job description and see what personnel actions have been taken or are pending.

***Inbox Statistics** -- provides tracking and status information on pending personnel actions, as well as timeliness information. Also allows you to make a comment or ask a question about a pending action.

***Organization Structure** -- provides a table of your organization's positions, with the position title, pay plan, series, grade, whether vacant or encumbered, etc.

***Review and Analysis** -- provides basic population statistics about your organization, such as supervisory ratio, minority and gender statistics, education levels, career programs, etc., as well as timeliness information about personnel actions that have been processed in the past.

***Suspenses** -- provides access to upcoming suspense dates pertaining to your employees (e.g., an appointment expiring or a temporary promotion ending).



Hey, this is great...I can look at it all!

Wish I had done this earlier!

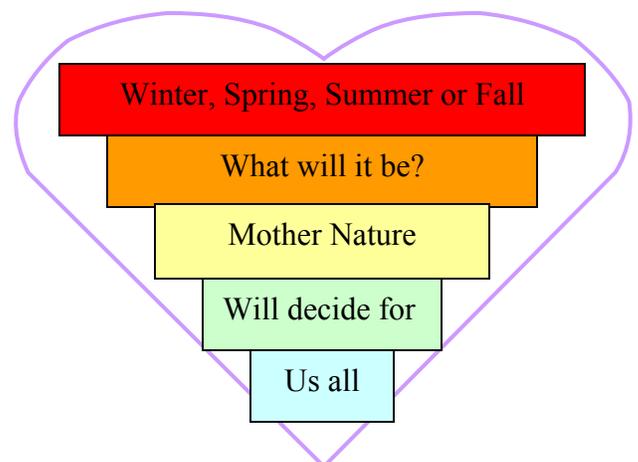
***SF50 History Database** -- provides access to personnel action documents (SF 50s) about your employees.

In addition, ART provides a common way to access various other HR management applications (including DCPDS, the CSU application, and FASCLASS). We encourage supervisors to have this program!

Modern to Modern

The wait will be coming to an end!

The Modern to Modern Transition shall be making its way through our systems again! The M2M conversion was delayed in order to process the additional 1% pay increase and is now scheduled to centralize beginning close of business on June 6 through June 23, 2003 and will be unavailable through these dates. We hope that this will be a smooth transition for us all!





What about that overtime?

AUTHORIZATION AND APPROPRIATE USE

As a general rule, overtime work means hours in excess of an employee's regularly scheduled 8-hour workday or 40-hour administrative workweek. The overtime compensation is pay or compensatory time for overtime hours are officially ordered and approved by management and performed by an employee. However, for an employee with a compressed work schedule such as 5/4/9 or 4 10-hour day work schedules, overtime hours are those hours that exceed the regularly scheduled workday or workweek.

Requests, authorizations and reports of overtime for civilian employees other than GLWACH employees at Fort Leonard Wood (FLW) are documented on a FLW 341. Overtime for FLW GLWACH civilian employees is documented on a DA Form 5172-R.

Some of the common mistakes made by management are:

- **Not having a copy of or knowing what their labor agreement requires about scheduling work, overtime or leave.**
- Allowing employees to self-schedule overtime work (without prior approval) for which they believe they are entitled to overtime compensation.
- **Not knowing which of their employees the Fair Labor Standards Act (FLSA) covers. Overtime compensation entitlements and procedures may vary under the two laws. Employees covered by the FLSA are called Nonexempt. Employees covered only by Title 5 United States Code are considered Exempt.**
- Not fully understanding that overtime pay and compensatory time are both considered as a form of compensation for the performance of overtime work, and that both should be formally documented and usage tracked.
- **Not knowing that overtime under Title 5 must be specifically ordered, approved and documented in advance (except in emergency situations) by someone with the authority to approve the overtime.**
- Not understanding that employees covered by the FLSA (Non-exempt) may be entitled to overtime pay if allowed to work overtime, even if not ordered to do so. Under the "suffer and permit" concept, such employees will be entitled to compensation if they perform overtime work for the organization and management is aware of what they are doing and does not try to stop it.
- **Not ensuring existence of sufficient organization funds prior to scheduling and approving overtime compensation.**

Employees often ask questions about whether or not their time spent in a travel status outside their normal duty hours constitutes hours of work for overtime pay purposes.

An employee's overtime entitlement while in a travel status varies depending on whether or not the employee is covered by the overtime provisions of the FLSA. Employees who are not covered by the FLSA (Exempt employees) have their overtime entitlements determined only under the provisions of Title 5 United States Code (5 USC) Section 5542. Employees can determine whether or not they are covered by the FLSA by checking their job descriptions or asking their supervisors. Job descriptions normally specify whether the position is "Exempt" or "Nonexempt" from the overtime provisions of the FLSA.

Under 5 USC Section 5542 and Title 5 Code of Federal Regulations Section 550.112 time spent in a travel status away from the employee's official duty station is not hours of work unless:

- (a) The time spent is within the days and hours of the employee's regularly scheduled administrative workweek including any regularly scheduled overtime hours; or
- (b) The travel meets one of the following conditions: (i) involves the performance of work while traveling, (ii) is incident to travel that involves the performance of work while traveling, (iii) is carried out under arduous conditions, or (iv) results from an event which could not be scheduled or controlled administratively.

Under the FLSA, time spent traveling shall be considered hours of work if:

- (a) An employee is required to travel during regular working hours;
- (b) An employee is required to drive a vehicle or perform other work while traveling;
- (c) An employee is required to travel as a passenger on a one-day assignment away from the official duty station; or
- (d) An employee is required to travel as a passenger on an overnight assignment away from the official duty station during hours on non-workdays that correspond to the employee's regular working hours
- (e) An employee who travels from home before the regular workday begins and returns home at the end of the workday is engaged in normal "home to work" travel; therefore such travel is not hours of work. When an employee travels directly from home to a temporary duty location outside the limits of his or her official duty station, the time the employee would have spent in normal home to work travel shall be deducted from hours of work as specified in paragraphs (b) and (c) above.
- (f) An employee who is offered one mode of transportation, and who is permitted to use an alternative mode of transportation, or an employee who travels at a time other than that selected by the agency, shall be credited with the lesser of: (1) The actual travel time that is hours of work under this section; or (2) The estimated travel time which would have been considered hours of work under this section had the employee used the mode of transportation offered by the agency, or traveled at the time specified by the agency.

Supervisors, both military and civilian, are responsible to properly approve, schedule and document an employee's tour of duty so that employees can be properly compensated under the numerous rigid Federal statutes, regulations, negotiated labor agreements, and Comptroller General decisions. When in doubt, supervisors should contact their organization's civilian personnel coordinator or their servicing CPAC advisor for assistance.



Did taxes hit you hard this year?? Many of us know the feeling. However, the Missouri Department of Revenue's website, <http://dort.state.mo.us/> has a withholding calculator that allows you to see how much tax will be withheld each pay period based on gross income. If you need to change your W-4 for either state or federal, you can either come to Bldg 470, Room 2205, CPAC or you can change your information on the MyPay website at <https://mypay.dfas.mil/mypay.asp>. It's your money!!!

Bill for Uncollected Payroll Premiums

In the next few weeks, some employees may receive direct bills for uncollected premiums for the Federal Long Term Care Insurance Program (FLTCIP), mailed from Long Term Care Partners.

For those who receive this letter, you may wonder why, since you are already paying your premiums out of a deduction of your Federal pay. However, for various reasons, Long Term Care Partners were unable to collect premiums for one or more months from your pay. This could have been:

- ✓ A missed deduction for a particular pay period because of timing issues (i.e. did not have the correct information to request a deduction from your payroll location before the cut-off date.)
- ✓ You briefly went into a non-pay status.
- ✓ A particular paycheck was insufficient to cover your premium.

Therefore, those employees will be billed directly for those uncollected premiums. Current and future premiums will continue to be deducted from their pay.

In order to keep your account current, you are receiving the bill for the past uncollected premium balance. Employees will receive a direct bill for the uncollected premium amount each month until the balance is paid off.

If there are any questions about the bills, please call Long Term Care Partners at 1-800-LTC-FEDS and choose option #3 for customer service.



DFAS (Department of Finance and Accounting Services) announced its adoption of the Treasury Offset Program (TOP) beginning with the pay period ending May 3, 2003. A notice to employees advising of the adoption of the TOP program will be reflected on your next two LES's (Leave & Earnings Statement).

The TOP involves the processing of debts owed other federal agencies. Under the new program, when an agency seeks to offset a DoD employee's salary for a debt owed that agency, the employee will be provided with a notice of the intent to offset salary and an opportunity to review the basis of the debt.

The notice will be 30 days prior to the offset and will include the agency claiming the debt, the amount, and a point of contact at the claiming agency to discuss the debt.

Additionally, the Financial Management Services will send the employee a notice at the time of offset containing the same information as provided in the warning letter. Although, the offset remains legal even if the employee does not receive a notice.

The only apparent change stemming from the adoption of TOP is that instead of inquiries going to DFAS, which then forwards them to the agency seeking the offset, such inquiries will now go directly to the agency. Should you have any questions concerning the TOP program, you can call 1-800-304-3107.

Installation Management Agency

ZOHHAZOTZH
REOX
ROF

On 5 Oct 03 (FY 04), the Garrison Command and the Directorate of Contracting transition to the Installation Management Agency (IMA) and the Army Contracting Agency (ACA). This initiative was prompted by a review conducted by the Secretary of Army in 1991, eventually leading the Army to pursue a more corporate structure on how to manage their assets in a more efficient and responsive in meeting a wide range of missions. In other words the Army was looking for a method to standardize the level and quality of services that soldiers and civilians can expect as they move from installation to installation. There are three OCONUS regions located in Europe, Korea and the Pacific and four CONUS regions in the United States. Fort Leonard Wood falls under the North West Region located at Rock Island Arsenal, Illinois.

The stability of the civilian workforce is a major factor during this transition. There are few if any changes in manpower at the installation levels. Employees will transition to IMA and ACA at their current geographical locations and in their current jobs and grades.

The Commanding General will remain responsible for taking care of soldiers, their families and civilian employees as well as remain the senior installation representative to elected officials. The Garrison Commander will focus on services that are common to residents of the installation. The Directorate of Contracting will continue to provide support to the Garrison Commander for the installation management mission.

Requests for Personnel Actions will be submitted for each employee being realigned to IMA and it is very possible you might not notice the change except for the Standard Form 50 that will provide notification to employees.



LEAD

The Directorate of Common Leader Training (DCLT) is looking for a few good volunteers to become Leadership Educational and Development (LEAD) Facilitators. If you are interested in expanding your knowledge on this subject and want to share what you learn with others in a meaningful way, call 563-7272 or send an email to atztlp@wood.army.mil

The following training opportunities are available:

The local LEAD course, scheduled from 16 to 20 June.
BRIEFING TECHNIQUES, scheduled for 18 June in Lincoln Hall, Room 1669.
STRESS WORKSHOP, scheduled for July 8th and 9th.

Welcome Aboard!



Don't Forget....You Can Use myPay!!

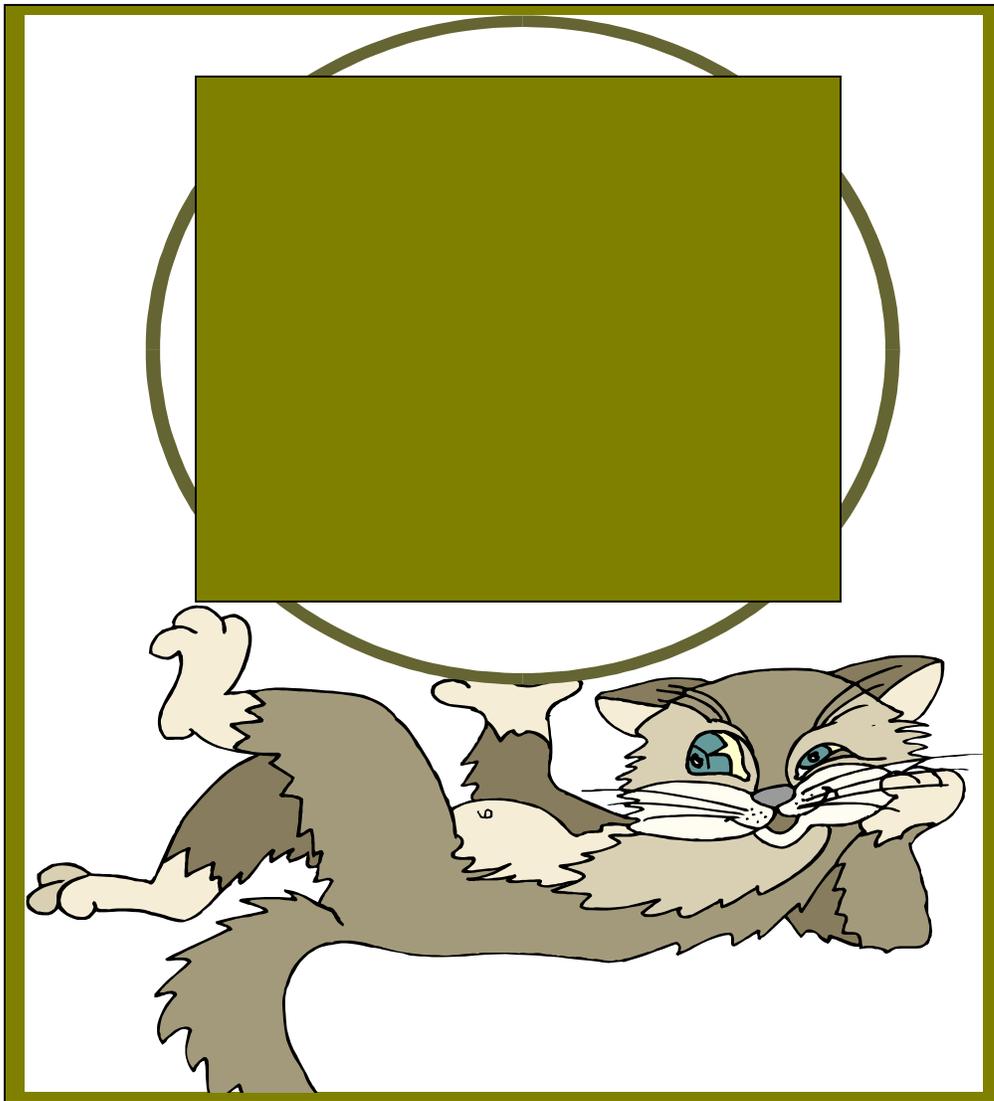
<https://mypay.dfas.mil/mypay>

myPay is easier than ever! It offers enhanced services, security, accessibility and reliability to all customers of DFAS. Available nearly 24/7, myPay means no waiting in lines at the bank or on the phone. myPay is not only for DoD Civilians, it's also for Army, Navy, Air Force Active and Reserve, Military Retirees, Marines Active and Reserve, Military Annuitants, and Non-Appropriated Fund Civilians. We would encourage you to use myPay so that you can view/make:

Federal/State Tax changes
Direct Deposit changes
Correspondence addresses

Start/change/stop EFT allotments
View/Print/Save LES
Turn on /off hard copy of LES
Savings Bonds

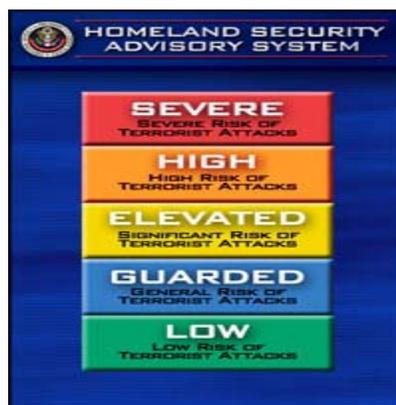
View/Print Tax statements
Change PIN
PIN letter on demand



ThreatCon Levels

The Department of Homeland Security in consultation with the Homeland Security Council, has made the decision to move the national threat level from a High risk of terrorist attack to an Elevated risk or level Yellow.

May 30, 2003



The threat level changes often, but should be taken seriously. Keep alert and in tune with what goes on around you. Report anything suspicious to the proper authorities.

EEO Corner

1. The EEO staff is ready and willing to travel to your organization to provide training to Supervisors on the following topics:

Discrimination – what is a basis, what is an issue and what constitutes an act of unlawful discrimination?;

Alternative Dispute Resolution – the possible “win-win” method to processing an informal discrimination complaint;

EEO’s role in evaluating Support Forms and Performance Evaluations;

Affirmative Employment – what is it and how does it impact your organization?

Depending on questions and answers, each of the above topics should last no more than one half hour.

2. We are also ready and willing to travel to your organization to provide training for all employees on the following topics:

Discrimination – what is a basis, what is an issue and what constitutes an act of unlawful discrimination?;

Alternative Dispute Resolution – the possible “win-win” method to processing an informal discrimination complaint.

Depending on questions and answers, this training should last no more than one hour.

3. Please contact the EEO Office at 6-0602 with your request to schedule the above training.
4. Please forward any other requests for this assistance to me via e-mail or call me at 6-0602.

Acting Director, Equal Opportunity Programs

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.

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



GLAD YOU ASKED

Your Questions are Answered



Question:

How is the pay scale calculated/adjusted when an employee moves from one grade to another (as an example, an employee is a GS5, Step 9, and is hired into a GS7 position)? How is it determined what Step that employee would be once hired into the GS7 position?

Answer:

Great question!! The law and Title 5, Code of Federal Regulation (CFR), allows much flexibility in pay setting. Fort Leonard Wood's Civilian Personnel Regulation (FLW CPR) 690-21 establishes a local pay fixing policy for each type of action where administrative discretion is permitted in the application of the pay fixing provisions set forth in various laws and regulations. This regulation can be accessed on the CPAC homepage. An explanation of the two most common promotion rules follows:

(1) The general promotion rule for employees moving from one GS position to another GS position is that the rate they receive in the new grade will exceed the amount of their current rate by an amount equal to two within-grade increases of the grade from which promoted. However, their new rate of pay cannot exceed the maximum rate of the grade to which promoted. In the instance above, two step increases in the GS-5 pay scale would amount to \$1,713 which would be added to \$32,546 equaling \$34,259. This amount falls between steps 3 and 4 of grade GS-7. The employee's pay is set at the higher rate (step 4, \$35,014).

(2) The promotion rule for employees moving from WG to WG (or any combination of WG, WL or WS) is that the new rate of pay must exceed the old rate of pay by at least 4 percent of the representative rate (always step 2 for WG, WL and WS positions) of the grade from which promoted. For example: A WG-4, step 4, earns \$12.40 ph. The representative rate for a WG-4 is step 2 (\$11.48 ph) and 4 percent of step 2 is \$.46. Adding the employee's current salary (\$12.40 ph) and 4 percent of the representative rate for WG-4 (\$.46) results in \$12.86. This amount falls between steps 2 and 3 of the WG-5 pay scale and, as in the example for GS to GS above, the employee is given the higher of the rates (step 3, \$12.88 ph). Also as stated in the GS to GS example above, the new rate cannot exceed the maximum rate of the grade to which promoted.



Your questions are always welcome

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.

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
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Army Civilian Personnel Professionals - Helping Leaders Meet the Mission



Even though yellow ribbons and United States Flags have been displayed for a while in support of our troops, continued prayers are offered for these troops and their families. We all wish the best for their safe return home.

