



ARMY FUTURES COMMAND

NEW EMPLOYEE RESOURCE GUIDE

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Army Futures Command Mission and Principles

Army Futures Command leads a continuous transformation of Army modernization in order to provide future warfighters with the concepts, capabilities and organizational structures they need to dominate a future battlefield.

The establishment of Army Futures Command marks one of the most significant Army reorganization efforts since 1973, when the U.S. Army disestablished the Continental Army Command and Combat Development Command, and redistributed their functions between two new commands, U.S. Army Forces Command and U.S. Army Training & Doctrine Command.

Strategic: We must create and deliver focused, prioritized concepts, organizational designs and capabilities to achieve Defense Planning Guidance objectives and meet Army Senior Leader guidance to address mid and long-term challenges.

Effective: We must deliver what warfighters need, when they need it, in a timely and affordable manner.

Innovative: We must create and cultivate a culture that front-loads smart risks through iteration and prototyping.

Agile: We must be open to new ways of doing things and not become a victim to a “that is not how we do it here” mentality.

Focus: We must stay focused on delivering for our customer, the young Soldiers that will have to fight our concept or employ the capabilities we deliver.

Trust: We must become “one team” building and nurturing trust by focusing on creating speed through shared goals and understanding, disciplined initiative, enabled decision making at the lowest possible level, and delivering valued outcomes for the Army.

Accountability: We must remain accountable to the American people, delivering maximum value for every hour and every dollar we invest in a future outcome. We must remain accountable to the American Soldier, ensuring our resources are ruthlessly aligned against the things that will enable them to fight and win on a future battlefield.

Communicate: Every member of Army Futures Command must become a “spokesperson” and take every opportunity to tell our story! We must build and maintain momentum until the entire Army is telling the story of what we have achieved – and will achieve.

Results: Process is how things get done. We must become a results focused organization, learning how to use process to achieve valued results and measure ourselves against “the value we add vice the time we spend”.

Talent: We must invest in both the talent we have and the talent that will replace us. Army Futures Command must become the place the Army’s best and brightest want to join to help create a lasting legacy.

Code of Ethics for Government Service

Any person in Government service should:

- ❖ Put loyalty to the highest moral principles and to country above loyalty to persons, party, or Government department
- ❖ Uphold the Constitution, laws, and regulations of the United States and of all governments therein and never be a party to their evasion
- ❖ Give a full day's labor for a full day's pay; giving earnest effort and best thought to the performance of duties
- ❖ Seek to find and employ more efficient and economical ways of getting tasks accomplished
- ❖ Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not; and never accept, for himself or herself or for family members, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of governmental duties
- ❖ Make no private promises of any kind binding upon the duties of office, since a Government employee has no private word which can be binding on public duty
- ❖ Engage in no business with the Government, either directly or indirectly, which is consistent with the conscientious performance of governmental duties
- ❖ Never use any information gained confidentially in the performance of governmental duties as a means of making private profit
- ❖ Expose corruption wherever discovered
- ❖ Uphold these principles, ever conscious that public office is a public trust

Army Civilian Corps Creed

I am an Army civilian – a member of the Army team.

I am dedicated to our Army, our Soldiers and civilians.

I will always support the mission.

I provide stability and continuity during war and peace.

I support and defend the Constitution of the United States and consider it an honor to serve our nation and our Army.

I live the Army values of loyalty, duty, respect, selfless service, honor, integrity, and personal courage.

I am an Army civilian.

Army Benefits Center – Civilian(ABC-C)

[ABC-C Homepage](#)

The Army Benefits Center – Civilian is located at Ft. Riley, Kansas. The ABC-C provides automated benefits support to Army-serviced appropriated fund employees through the Government Retirement & Benefits (GRB) Platform and trained benefits Specialists.

Benefits Specialists are knowledgeable on life and health insurance, Thrift Savings Plan, and retirement issues. They are available to assist you in completing your benefits transactions in GRB Platform.

Specialists are available from 7:00 am to 5:00 pm (CST), Monday through Thursday, at (877) 276- 9287 / (785) 240-ABCC (2222). Deaf and hearing impaired may contact the ABC-C at the following e-mail account: usarmy.riley.chra-hqs.mbx.abc-c-tdd@mail.mil. ABC-C Website is: <https://www.abc.army.mil>.

Government Retirement & Benefits (GRB) Platform

[GRB Login](#)

The GRB Platform is an enterprise system that provides Army-serviced employees with access to information regarding government wide benefit programs. It contains a variety of resources and tools, such as benefit program documentation, fact sheets, informational videos, electronic forms, and links to external websites.

Allows you to make benefit enrollments and changes for:

- ❖ Federal Employee Health Benefits (FEHB)
- ❖ Federal Employees Group Life Insurance (FEGLI)
- ❖ Thrift Savings Plan (TSP)

Several estimators and calculators are available so you can perform “what-if” scenarios concerning your retirement benefits. With the Platform’s features, employees will have a true “one-stop-shopping” experience for both obtaining benefits information and making benefits transactions.

The Platform eliminates the need for a username and PIN. Instead, the Platform requires the user to log in with your Common Access Card (CAC). GRB Platform Website is:

<https://www.ebis.army.mil/login.aspx>.

Federal Employees Health Benefits (FEHB)

ABC-C Health Insurance

The FEHB program offers you the following advantages and guarantees:

- ❖ An annual opportunity (Open Season) to enroll in a health benefits plan or change enrollment
- ❖ A choice of plans and options with group-rated premiums and benefits
- ❖ Guaranteed protection that cannot be canceled by the insurance carrier
- ❖ Coverage without medical examination or restrictions because of age, current health or pre-existing medical condition
- ❖ No waiting periods after the effective date of enrollment
- ❖ A temporary 31-day extension of coverage after separation from employment
- ❖ Continued enrollment for eligible family members after the death of the employee

Who is eligible for FEHB?

- ❖ Most Federal employees on permanent appointments
- ❖ Employees serving on a term appointment (that will last more than one year)
- ❖ Temporary employees who receive a provisional appointment
- ❖ Temporary employees, employees on seasonal schedules who will be working on a schedule of less than six months per year, and intermittent employees who are expected to work 130 hours per month or more for at least 90 days
- ❖ Employees converting from non-covered appointments to covered appointments
- ❖ Part-time employees – FEHB premiums are prorated based on your tour of duty
- ❖ Annuitants
- ❖ **Family Members:**
 - ❖ Your spouse (including a valid common law marriage)
 - ❖ Your child under age 26

When can I enroll in FEHB? Newly hired and newly eligible employees have **60 days** from the date of hire/eligibility to enroll for health insurance. If you do not make an election within that timeframe, you are considered to have declined coverage and you must wait until either the next Federal Benefits Open Season or until you have a Qualifying Life Event (QLE) that will allow you to make a new FEHB election.

How can I enroll in FEHB? Before beginning the enrollment process, you need to view/select available plans in your area. The Office of Personnel Management (OPM) has a FEHB Plan Comparison Tool to search and compare individual plan costs and coverages. Once you've selected your plan, you can enroll via the Government Retirement & Benefits (GRB) Platform.

When is Open Season? Federal Benefits Open Season runs every year from the second Monday in November to the second Monday in December. Changes for active employees will be effective on the first day of the first full pay period in January.

Federal Employees Group Life Insurance (FEGLI)

[ABC-C Life Insurance](#)

The FEGLI program provides group term life insurance. In most cases, you are automatically covered by Basic life insurance unless you waive coverage. There are three forms of Optional insurance you can elect; you must have Basic insurance in order to elect any of the options. The cost of Basic insurance is shared between you and the Government – you pay 2/3 of the total cost, the Government pays 1/3.

Who is eligible for FEGLI? Most Federal civilian employees are eligible to enroll in FEGLI. This includes part-time service employees. Some employees who are excluded are employees serving on temporary appointments limited to one year or less; employees on intermittent appointments; employees whose annual pay is \$12 or less; and those paid on a contract, fee, or piecework basis.

What are my FEGLI options?

- ❖ Basic Insurance Amount (BIA) – which equals your current rate of basic pay (block 20C of your SF-50) rounded up to the next \$1,000 plus \$2,000
- ❖ **Option A** – coverage is \$10,000
- ❖ **Option B** – coverage comes in 1, 2, 3, 4, or 5 multiples of your annual pay
- ❖ **Option C** – provides coverage for your spouse and eligible dependent children
 - ❖ May elect either 1, 2, 3, 4, or 5 multiples of coverage
 - ❖ Each multiple is equal to \$5,000 for your spouse and \$2,500 for each eligible dependent child

When can I enroll in FEGLI? There are no regularly scheduled FEGLI Open Seasons to elect or increase your coverage. You are automatically covered under Basic Insurance. You have **60 days** from the date of hire/eligibility to elect the types of Optional insurance you wish to carry. **You must specifically waive Basic insurance if you do not want it.**

How can I enroll in FEGLI? You can make your FEGLI election via the Government Retirement & Benefits (GRB) Platform.

The Office of Personnel Management (OPM) website contains a [FEGLI calculator](#) that allows you to see how different combinations of FEGLI options can change the cost and coverage for you and your family.

Federal Employee Dental and Vision Insurance Program **(FEDVIP)**

[OPM Dental & Vision](#)

The Federal Employee Dental and Vision Benefits Enhancement Act of 2004 provided OPM the opportunity to establish arrangements under which supplemental dental and vision benefits are made available to Federal employees, retirees, and their dependents.

Who is eligible for FEDVIP?

- ❖ If you are a federal employee eligible to enroll in FEHB, then you are also eligible to enroll in FEDVIP
- ❖ Annuitants
- ❖ Survivor Annuitants
- ❖ Recipient of monthly compensation from the Department of Labor's Office of Workers' Compensation Program (OWCP)
- ❖ Family members
 - ❖ Spouse and unmarried dependent children under age 22
 - ❖ FEDVIP rules and FEHB rules for family member eligibility are NOT the same

Temporary, seasonal, or intermittent employees whose positions are excluded are not eligible to enroll in FEDVIP, regardless of FEHB eligibility or receipt of an annuity.

When can I enroll in FEDVIP? Newly hired and newly eligible employees have **60 days** to enroll in FEDVIP. If you do not make an election within that timeframe, you must wait until either the next Federal Benefits Open Season or until you have a Qualifying Life Event (QLE) that allows you to enroll outside of Open Season.

How do I enroll in FEDVIP? You must use [BENEFEDS](#) to enroll or change enrollment in a FEDVIP plan. If you are currently enrolled in FEDVIP and do not want to change plans or options, your enrollment will continue automatically. Opportunities to cancel FEDVIP coverage are extremely limited.

You can compare dental and/or vision plans in your area by visiting the OPM website.

Federal Long Term Care Insurance Program (FLTCIP)

[OPM Long Term Care](#)

The Federal Long Term Care Insurance Program (FLTCIP) provides long term care insurance to help pay for costs of care when enrollees need help with activities they perform every day, or you have a severe cognitive impairment.

Who is eligible to apply for FLTCIP? Most Federal employees and annuitants, active and retired members of the uniformed service, and their qualified relatives are eligible to apply for coverage. If you are eligible to enroll in the FEHB program, you are eligible to apply for FLTCIP coverage.

- ❖ Annuitants do not have to be eligible or enrolled in the FEHB program

When can I enroll in FLTCIP? You can apply for FLTCIP at any time as long as you are able to pass medical underwriting. There are two different applications for FLTCIP.

- ❖ If you apply within **60 days** of becoming eligible, you can utilize the FLTCIP 2.0 Abbreviated Underwriting Application
- ❖ If you apply after the initial 60 days, you must use the FLTCIP 2.0 Full Underwriting Application
 - ❖ Full underwriting requires that you answer more health-related questions
 - ❖ May also include a review of your medical records and an interview with a nurse

Since the cost for this insurance is generally based on your age at the time of application, your premiums will be lower the younger you are when you apply. It is important to apply for long term care insurance when you are in good health – most long term care insurance plans list certain medical conditions, or combinations of conditions that will prevent some people from being approved for coverage.

NOTE: If you are transferring/reassigning to a new agency, it is your responsibility to notify the LTC administrator of your transfer. Your payroll deductions will NOT automatically transfer to your new payroll office.

How do I apply for FLTCIP? Visit the [FLTCIP website](#) to find additional information and begin your application.

Long Term Care Partners is the administrator of FLTCIP. Representatives may be contacted at 1-800-LTC-FEDS (1-800-582-3337).

Federal Flexible Spending Account(FSAFEDS)

[OPM Flexible Spending Account](#)

Flexible Spending Accounts (FSA) allows you to save money for health care expenses that typically are not covered by your FEHB plan, your FEDVIP plan, or other health insurance coverage.

FSAFEDS also offers an account for families with young children or elder care expenses – the Dependent Care FSA. This account allows you to set aside money to pay for your day care expenses. The minimum election for all accounts is just \$100.

How do I SAVE money with a FSA? The money contributed to your FSAFEDS account is set aside **before** taxes are deducted. In most cases, you save about 30% on your Federal taxes.

Three types of FSA accounts:

- ❖ Health Care FSA (HCFSA) –used to pay for eligible medical, dental, and vision care expenses – those not covered by your health care plan
 - ❖ Carry over up to \$500 from one plan year to the next
 - ❖ Maximum election of \$2,700 (per enrollee, not per household)
- ❖ Dependent Care FSA (DCFSA) – used to pay eligible dependent care services, such as preschool, summer day camp, before or after school programs, and child or adult daycare
 - ❖ Maximum election of \$5,000 (per household)
 - ❖ Married couples filing separate returns - \$2,500 each
- ❖ Limited Expense Health Care FSA (LEX HCFSA) – helps save on eligible out-of-pocket dental and vision care expenses
 - ❖ Maximum election of \$2,700 (per enrollee, not per household)
 - ❖ Carry over up to \$500 from one plan year to the next

When can I enroll in FSAFEDS? New and newly eligible employees who wish to enroll in FSAFEDS must do so within **60 days** after they become eligible, **but** before October 1 of the calendar year. Eligible employees can enroll during the Federal Benefits Open Season or within **60 days** after a qualifying life event.

- ❖ Must actively re-enroll each year to remain enrolled
- ❖ Eligible expenses must be incurred by December 31

How do I enroll in FSAFEDS? Visit the [FSAFEDS website](#) to enroll. Customer Service Center Representatives may be contacted at 1-877-372-3337.

NOTE: If you are transferring/reassigning to a new agency it is your responsibility to notify the FSAFEDS of your transfer. Your payroll deductions will NOT automatically transfer to your new payroll office.

Thrift Savings Plan (TSP)

[ABC-C TSP](#)

The Thrift Savings Plan (TSP) is a retirement savings and investment plan for Federal employees. The TSP offers Federal employees the same type of savings and tax benefits that many private corporations offer their employees under “401(k)” plans.

It is a defined contribution plan. The retirement income that you receive from your TSP account will depend on how much you (and the agency, for FERS employees) have contributed to the TSP account during your working years, plus the earnings on those contributions. The earlier you begin to contribute, the better off you could be! TSP will make up for the largest portion of your total retirement.

Who is eligible to contribute to TSP? Employees who are covered by the Federal Employees Retirement System (FERS) and Civil Service Retirement System (CSRS) as well as members of the Uniformed Services can participate in the TSP.

❖ **FERS employees**

- ❖ Can elect to contribute to or stop contributing at any time
- ❖ If hired after August 1, 2010, you are automatically enrolled into TSP at 3% of your basic pay
- ❖ May elect to contribute any dollar amount or percentage of your basic pay
 - ❖ Cannot exceed the yearly Internal Revenue Service (IRS) maximum
- ❖ The Federal Government will contribute to your TSP account each pay period, an amount equal to 1% of your basic pay
 - ❖ Contribute up to 5% of your own money, the agency will match contributions
 - ❖ First 3% of pay contributed is matched dollar-for-dollar – the next 2% is matched at 50 cents on the dollar

❖ **CSRS/CSRS Offset employees**

- ❖ Same eligibility as FERS employees
- ❖ However, employees do not receive any agency automatic (1%) or matching contributions

How do I enroll in TSP? You can make your TSP election via the Government Retirement & Benefits (GRB) Platform. There are no Open Seasons for TSP – elections to start, change, stop, or resume contributions can be done at any time.

Retirement Systems

ABC-C Retirement

Federal employees are covered by one of two main retirement systems: 1) Civil Service Retirement System (CSRS) and 2) Federal Employees Retirement System (FERS). CSRS was replaced by FERS for Federal employees who first entered covered service on or after January 1, 1987.

Federal Employees Retirement System (FERS)

- ❖ Became effective January 1, 1987
- ❖ Applies if you were hired on or after January 1, 1987, but prior to January 1, 2013
- ❖ Eligibility for retirement is determined by your age and number of years of creditable service
- ❖ Contribute 0.8% of salary to retirement and social security
- ❖ Can contribute to and receive matching contributions for TSP
- ❖ Receive credit for unused sick leave to increase total creditable service for annuity computation purposes only

FERS – Revised Annuity Employees (FERS-RAE)

- ❖ Applies to new employees hired on or after January 1, 2013, but prior to January 1, 2014
 - ❖ Also applies to employees who are rehired with less than 5 years of civilian service that is potentially creditable under FERS
- ❖ Contribute 3.1% of salary to retirement and social security
- ❖ Can contribute to and receive matching contributions for TSP

FERS – Further Revised Annuity Employees (FERS-FRAE)

- ❖ Applies to new employees hired on or after January 1, 2014
 - ❖ Also applies to employees who are rehired with less than 5 years of civilian service that is potentially creditable under FERS
- ❖ Contribute 4.4% of salary to retirement and social security
- ❖ Can contribute to and receive matching contributions for TSP

Designation of Beneficiary

ABC-C Beneficiary Forms

Completing beneficiary forms is an option available to every civilian employee. If you complete beneficiary forms, it becomes your responsibility to ensure the forms are current. A change in marital status or family status DOES NOT automatically change a beneficiary form that you previously submitted, nor does it prevent the beneficiary from receiving the death benefits that you designated.

Types of beneficiary forms available to designate:

- ❖ **SF 1152** – Designation of Beneficiary, Unpaid Compensation of Deceased Civilian Employee. File with your local CPAC or HR Representative.
- ❖ **SF 2808** – Designation of Beneficiary, Civil Service Retirement System (CSRS). Mail to OPM at the address at the bottom of the first page.
- ❖ **SF 2823** – Designation of Beneficiary, Federal Employees' Group Life Insurance Program (FEGLI). 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 on the form.

NOTE: Do NOT erase, cross-out, or white-out anywhere on these forms. If there is an error, complete a new form.

If you choose to not complete beneficiary forms, your death benefits will be distributed in the order of precedence. The order of precedence is as follows:

1. Court order property settlement (if applicable)
2. To the widow or widower
3. If no widow or widower, to the child or children in equal shares, with the share of any deceased child distributed among the descendants of that child
4. If no child or children, to the parents in equal shares or the entire amount to your surviving parent
5. If none of the above, to the executor or administrator of your estate of the decedent
6. If no executor or administrator, to the next of kin under the laws of the State in which the decedent was domiciled at date of death

You should make copies of your beneficiary forms prior to submitting them to the appropriate offices. Each form has detailed instructions for its completion. Witness signatures must be completed prior to submitting.

Military Buyback Post-56 Deposit

[ABC-C Post-56](#)

If you performed active military service after 1956, a deposit to your retirement system may need to be made to receive creditable retirement credit. **Military service deposits must be paid in full prior to the date of separation or retirement.** Because processing time requires approximately 120 days, employees anticipating retirement should plan accordingly.

Federal Employees Retirement System (FERS):

- ❖ For periods of active duty service prior to 1999, the deposit will equal 3% of your based pay earned during the Post-56 military service
 - ❖ Periods of service performed in 1999, the deposit equals 3.25% of base pay
 - ❖ Service performed during 2000, the deposit equals 3.4% of base pay
 - ❖ After 2000, the deposit will be 3% of military base pay
- ❖ The earliest interest begins to accrue is January 1, 1989, **or** your second anniversary of entry into a FERS position
 - ❖ No interest is charged if you pay the deposit in full before the first interest accrual date (IAD)

The sooner you pay the deposit, the less interest you will have to pay!

Your leave Service Computation Date (SCD) does not pertain to military deposits. In order to receive additional leave accrual credit for your military service, you must provide your DD 214 to your local CPAC or HR representative to have your leave SCD adjusted.

Your retirement SCD will not be re-calculated once there is proof of a military deposit. It will be re-computed at the time you submit a retirement application. Your retirement SCD may be different from your leave SCD.

Paying Military Deposits

[OPM RI 20-97](#)

Step 1:

- a. 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 214s
 - ❖ See [DFAS](#) for mailing addresses
 - ❖ If you already have your estimated earnings, go to Step 2
- b. When completing the RI 20-97, verify that you have the appropriate dates for your military service
 - ❖ For periods of military service that are NOT under USERRA rules, use the dates from your DD 214
 - ❖ For periods of military service that ARE under USERRA rules, base your dates off of:
 - i. If on Leave Without Pay – Uniformed Service (LWOP-US) before your military service begins, use the date you entered active duty
 - ii. If on LWOP-US after your military service started, use the date you went on LWOP-US
 - iii. If on Return to Duty (RTD) before military service ended, use the date of the day before your RTD
 - iv. If on RTD after your military service ended, use the end date on your DD 214
- c. If your military service is USERRA, you will need to specify periods of military service when you were on paid leave from your civilian position (military leave, annual leave, credit hour or compensatory time)
- d. U.S. Air Force Reservists with USERRA service will need to take the RI 20-97 to their Reserve unit to get the estimated military earnings if they had periods of paid leave during the military service; **OR** if they are documenting the military service with certified military orders instead of a DD 214
- e. If you have service with more than one branch of the military, you will need to complete a separate RI 20-97 for each and mail appropriately

Step 2:

Upon receipt of the estimated military earnings, complete the SF 2803 (CSRS) or SF 3108 (FERS), Application to Make Service Credit Payment. Mail the application along with the completed RI 20-97 and DD 214 to:

**Army Benefits Center – Civilian (ABC-C)
305 Marshall Avenue
Fort Riley, KS 66442-5004**

Paying Military Deposits, continued

Step 3:

The ABC-C will receive the application; review for accuracy; and calculate an estimate of the amount of the military deposit and send to DFAS

- ❖ Army/DCMA employees will receive a notice from eOPF that your military deposit estimate has been uploaded into your record. Log into eOPF to view
- ❖ National Guard employees will receive a letter with the copy of the calculation from ABC-C
 - ❖ ABC-C will also submit a copy to your State, which will scan a copy into your eOPF
 - ❖ Once in eOPF, you will receive a notice from eOPF that your military deposit estimate has been uploaded into your record

Step 4:

When you receive the response from DFAS, you must make arrangements with DFAS to pay the deposit. If the letter is not received from DFAS, you may still begin paying the deposit when the amount of the military deposit shows in Block 20 of your Leave and Earnings Statement (LES).

❖ **Payment Options:**

- ❖ Lump Sum Payment – make check payable to DFAS-CL-DSSN 8522.
 - ❖ Check must have “Catch-62 Military Deposit” and your Social Security Number on it
 - ❖ Mail to: **DFAS Cleveland**
ATTN: J3DCBB/559
1240 E. 9th Street
Cleveland, OH 44199
- ❖ Partial Payment – any amount you choose to be made along with payroll deductions. Must be a minimum of \$25.00 per pay period
- ❖ Payroll Deductions – any amount you choose, but must be a minimum of \$25.00 per pay period
 - ❖ Must be a request in writing submitted to your payroll office, including your (1) Social Security Number; (2) name; (3) amount of deduction per pay period; (4) date to start the deduction; and (5) signature
 - ❖ Fax request to 1-866-401-5849
- ❖ Online Payment – <https://www.pay.gov>. Type in MSD8522 in the search engine and follow instructions.

Step 5:

Once military deposit is paid in full, you MUST request proof of payment. Contact your local Customer Service Representative (CSR) and have a Remedy ticket sent to DFAS requesting proof of payment. Upon receipt of proof of payment, provide a copy to your servicing CPAC or HR representative to be placed in your eOPF.

Leave Administration

OPM Leave Fact Sheets

Annual Leave – may be used for vacations, rest and relaxation, and personal business or emergencies. Must be approved in advance by your supervisor.

- ❖ Earned and credited on a biweekly basis at the rate of 4, 6, or 8 hours per pay period, depending on the amount of creditable Federal service you have
 - ❖ Less than 3 years of service = 4 hours per pay period (104 hours annually)
 - ❖ 3 years of service, but less than 15 = 6 hours per pay period (156 hours annually)
 - ❖ 15 or more years of service = 8 hours per pay period (208 hours annually)
 - ❖ ****Part-time employees earn annual leave on a prorated basis****
- ❖ There is a 240 hour maximum limit to the number of annual leave hours you may carry over from one year to the next
 - ❖ If you have in excess of the 240 hour limit and fail to use it before the end of the leave year, you will forfeit the excess hours (use or lose)
- ❖ Exceptions to routine leave accrual include organizations who work uncommon tours of duty (such as firefighters); they are charged for an hour-for-hour basis for time off

Sick Leave – an employee is entitled to use sick leave for:

- ❖ Personal medical needs
- ❖ Family care or bereavement
- ❖ Care of a family member with a serious health condition
- ❖ Adoption-related purposes

Full-time employees earn sick leave at the rate of 4 hours per pay period. Part-time employees earn sick leave at the rate of 1 hour for each 20 hours in a pay status. There is no limitation on the amount of sick leave that can be accumulated. Sick leave for medical appointments should be requested as far in advance as possible. Unscheduled sick leave must be requested to the supervisor as soon as possible.

Family & Medical Leave – under the Family and Medical Leave Act of 1993 (FMLA), Federal employees are entitled to a total of up to 12 workweeks of unpaid leave during any 12-month period for the following purposes:

- ❖ The birth of a son or daughter of the employee and the care of such son or daughter
- ❖ The placement of a son or daughter with the employee for adoption or foster care
- ❖ The care of a spouse, son, daughter, or parent of the employee who has a serious health condition
- ❖ A serious health condition of the employee that makes the employee unable to perform the essential functions of his or her position
- ❖ Any qualifying exigency arising out of the fact that the spouse, son, or daughter, or parent of the employee is on covered active duty

An employee who takes FMLA leave is entitled to maintain health benefits coverage. Must provide notice of intent to take FMLA not less than 30 days before leave is to begin, or as soon as possible in cases of emergencies. FLMA is not in addition to entitled sick leave, but is an entitlement available to employees.

Leave Administration, continued

Advanced Annual Leave – the maximum amount of annual leave that can be advanced is the amount of annual leave the employee will accrue for the remainder of the leave year.

- ❖ Supervisor will determine whether or not to grant request for advanced annual leave with consideration of employee's duty status (i.e., ability to repay advanced of leave, organization/work situation, and employee's needs).
- ❖ Defense Finance and Accounting Service (DFAS) will be utilized by supervisor to find affected employee's most recent balances of leave.

Requires additional documentation prior to supervisor approval. Please see Human Capital for more information.

Advanced Sick Leave – may advance sick leave to an employee, when required by the exigencies of the situation, for the same reasons it grants sick leave to an employee.

- ❖ May advance up to a maximum of 240 hours (30 days) of sick leave to a full-time employee (for part-time employees, amounts are prorated)

Medical documentation is required. Please see Human Capital for more information

Leave Without Pay (LWOP) – is a temporary non-pay status and absence from duty that, in most cases, is granted at the employee's request, and with management approval. Being in a LWOP status has various effects on your entitlement to or eligibility for certain Federal benefits.

Requires additional documentation prior to supervisor approval. Please see Human Capital for more information.

Visit [OPM Leave Administration](#) for more information on how it impacts your entitlements.

Voluntary Leave Transfer Program (VLTP)

[OPM VLTP Fact Sheet](#)

Under the Voluntary Leave Transfer Program (VLTP), a covered employee may donate annual leave directly to another employee who has a personal or family medical emergency, and who has exhausted his or her available paid leave. Each agency must administer a voluntary leave transfer program for its employees.

There is no limit on the amount of donated annual leave a leave recipient may receive from the leave donor(s). However, any unused donated leave must be returned to the leave donor(s) when the medical emergency ends.

In any leave year, an employee may donate no more than one-half of the amount of annual leave he or she would accrue during the leave year. An employee with “use or lose” annual leave may donate the lesser of one-half of the annual leave he or she would accrue in a leave year, or the number of hours remaining in the leave year for which he or she is scheduled to work and receive pay.

Military Leave

[OPM Military Leave Fact Sheet](#)

An employee is entitled to time off at full pay for certain types of active or inactive duty in the National Guard or as a Reserve of the Armed Forces.

- ❖ Any full-time Federal civilian employee whose appointment is not limited to 1 year is entitled to military leave
- ❖ Military leave is prorated for part-time career employees and employees on an uncommon tour of duty

Types of Military Leave

- ❖ 5 U.S.C 6323 (a) - 15 days per fiscal year for active duty, active duty training, and inactive duty training. Can carry over a maximum of 15 days into the next fiscal year
- ❖ 5 U.S.C. 6323 (b) - 22 workdays per calendar year for emergency duty as ordered by the President, the Secretary of Defense, or a State Governor
- ❖ 5 U.S.C. 6323 (c) – unlimited military leave to members of the National Guard of the District of Columbia for certain types of duty ordered or authorized under title 49 of the District of Columbia Code
- ❖ 5 U.S.C. 6323 (d) – Reserve and National Guard Technicians only are entitled to 44 workdays of military leave for duties overseas under certain conditions

Military Leave, continued

Disabled Veterans Leave (DVL) – established under the Wounded Warriors Federal Leave Act of 2015. 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
- ❖ 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

Military Retiree Service Credit for Leave Accrual

[OPM SF813](#)

A military retiree's service performed in a non-wartime campaign or expedition for which a badge/medal was authorized, may be used to credit such service for leave accrual rate and reduction-in-force purposes.

This time must be verified by using Form SF 813, Verification of a Military Retiree's Service in Non-Wartime Campaigns or Expeditions. The employee must complete **Blocks 1-7** of the SF 813, and along with your DD 214, provide it to your servicing CPAC or HR representative for processing.

NOTE: It may take up to 6 months to receive the verification from Air Force and US Marines. It may take up to 12 months for the Navy.

Injury Compensation

[ABC-C Injury Compensation](#)

If you are injured at work, you may be entitled to injury compensation benefits provided under the Federal Employees' Compensation Act (FECA). Federal employees have certain rights and responsibilities in filing for these benefits.

Immediately report any work-related injury to your supervisor. If your injury requires medical treatment, obtain care as soon as possible. If you sustain a traumatic injury, you must submit a Form CA-16, Authorization for Examination and/or Treatment.

To protect your rights to certain benefits, complete one of the following forms as soon as possible, but not later than **30 days** after your injury:

- ❖ Form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation
- ❖ Form CA-2, Federal Employee's Notice of Occupational Disease and Claim for Compensation

The Department of the Army migrated to the new Employees' Compensation Operations & Management Portal (ECOMP) on November 2, 2015. ECOMP is a Department of Labor application that will allow you to file CA-1 and CA-2 forms electronically.

It is your responsibility to observe safe work habits! Report unsafe working conditions to your supervisor immediately.

Employee Assistance Program (EAP)

[OPM Work-Life EAP](#)

An Employee Assistance Program (EAP) is a voluntary, confidential program that helps employees (including management) work through various life challenges that may adversely affect job performance, health, and personal well-being to optimize an organization's success.

Services include:

- ❖ Assessments
- ❖ Counseling

Referrals for additional services, such as stress, financial issues, legal issues, and alcohol and substance abuse may be available.

Unemployment Compensation

[ABC-C Unemployment Compensation](#)

The Unemployment Compensation for Federal Employees program provides benefits for eligible unemployed civilian Federal employees. It is administered by the States as agents of the Federal government. The law of the State, under which the claim is filed, determine benefit amounts, number of weeks benefits can be paid, and other eligibility conditions.

The claimant will need the SF-8, Unemployment Compensation for Federal Employees (UCFE) Program Notice to Federal Employee about Unemployment Insurance. It is the full responsibility of the claimant to provide all documents needed for supporting their request for benefits when filing for unemployment.

Social Security Administration(SSA)

[SSA](#)

Social Security is an insurance program that provides retirement, survivors, and disability insurance benefits to retired and/or disabled employees, their dependents, and their survivors. Eligibility for benefits varies based on the type of benefit, the age of the beneficiary, and the period of time the person has worked.

The Social Security Amendments of 1950 (Public Law 89-97) established two related health insurance programs for persons aged 65 and over

- ❖ A hospital insurance plan providing protection against the costs of hospital and related care
- ❖ A medical insurance plan covering payments for physicians' services and other medical and health services, not covered by the hospital insurance plan

The Social Security Amendment of 1983 covers social security benefits for Federal employees hired on or after January 1, 1984. Prior to this amendment, some Federal employees were not covered by Social Security. Social Security tax is withheld from an employee's wages (Federal Insurance Contributions Act (FICA)).

Medicare

[Medicare](#)

Medicare is our country's health insurance program for people age 60 or older and certain disabled persons younger than age 65. The program helps with the cost of health care, but it doesn't cover all medical expenses or the cost of most long-term care.

A portion of the payroll taxes (FICA) paid by workers and their employers cover most Medicare expenses. Monthly premiums, usually deducted from Social Security checks also cover a portion of the costs.

Old-Age, Survivors, & Disability Insurance (OASDI)

[OASDI](#)

Old-age survivors and disability insurance (OASDI) is funded through SS tax. It replaces a portion of earnings lost as a result of retirement, disability, or death. As an employee with FERS coverage, you have OASDI coverage. You also are covered under Social Security's Medicare Hospital Insurance program. This pays a portion of hospital expenses incurred while you are receiving Social Security disability benefits or retirement benefits at age 65 or older.

The OASDI tax does not apply to your annual income above a certain amount. This amount adjusts with inflation each year. The size of the deduction from your paycheck for OASDI taxes depends on the OASDI employee tax rate. You do not get to claim tax deductions to reduce your OASDI tax like you do your federal income taxes.

Pay Administration

[OPM Pay Fact Sheets](#)

Pay Systems

- ❖ General Schedule (GS) – covers the majority of civilian white-collar Federal employees
 - ❖ Has 15 grade levels – GS-01 (lowest) to GS-15 (highest)
 - ❖ Each grade has 10 step rates (steps 1-10)
- ❖ Federal Wage System (FWS) – covers Federal appropriated fund and non-appropriated fund blue-collar employees who are paid by the hour
- ❖ Civilian Acquisition Workforce Personnel Demonstration Project (AcqDemo)/Army Research Laboratory Personnel Demonstration Pay (LabDemo) – pay band equivalents compared to GS pay scale
 - ❖ Pay band is determined by job title on a “band” of I-V, with a maximum equivalent to GS-15

Within-Grade Increases (WGIs) – are periodic increases in an employee’s rate of basic pay from one step of the grade of his or her position, to the next higher step of that grade. WGIs generate automatically, but they are not guaranteed. They can be postponed or denied by your supervisor based on performance.

Required waiting periods for GS employees:

For advancement to:	Waiting period required:
Steps 2, 3, and 4	52 calendar weeks
Steps 5, 6, and 7	104 calendar weeks
Steps 8, 9, and 10	156 calendar weeks

Pay Periods – pay periods are two full weeks, beginning on Sunday and ending on Saturday (14 days total).

Defense Finance and Accounting Service (DFAS) – provides finance and accounting services for civil and military members of the Department of Defense. For more information, visit [DFAS](#).

myPay – allows users to manage pay information, view leave and earning statements (LES), and view W-2s. Within myPay, you can add/change pay allotments, change your correspondence address, direct deposit information, and change your federal/state tax withholding. For more information, visit [MyPay](#).

Work Schedules

[OPM Work Schedules](#)

Aside from the basic 40-hour workweek, some agencies may offer flexible and compressed work schedules. Please see Human Capital for more information.

Telework may also be available for employees to perform duties and responsibilities of an employee's position, or other authorized activities, from an approved worksite other than the location from which the employee would otherwise work. Telework training is required and you must be on a Telework Agreement (DD 2946) prior to performing telework.

These different types of work schedules vary by organization and supervisor approval.

Federal Holidays

[OPM Federal Holidays](#)

Federal law established public holidays for Federal employees. When a holiday falls on a non-workday – Saturday or Sunday – the holiday is usually observed on Monday (if the holiday falls on Sunday) or Friday (if the holiday falls on Saturday).

Date	Holiday
1 st of January	New Year's Day
3 rd Monday of January	Martin Luther King, Jr.'s Birthday
3 rd Monday of February	Washington's Birthday
Last Monday of May	Memorial Day
4 th of July	Independence Day
1 st Monday of September	Labor Day
2 nd Monday of October	Columbus Day
11 th of November	Veteran's Day
4 th Thursday of November	Thanksgiving Day
25 th of December	Christmas Day

Performance Evaluation

A performance plan consisting of elements/objectives (what you are supposed to do) and standards (how well you are supposed to perform to be at a fully successful level), should be presented to you by management within 30 days and will be used for rating during your performance evaluation. Specific time frames for evaluations are determined by each organization and will be explained to you by your supervisor.

General Information

Probationary or Trial Periods. An employee must serve a probationary period (or trial period) during the first year or two years of his/her initial permanent Federal appointment. This time period is used to determine the employee's fitness for continued employment.

An employee may be terminated during this time period if he/she fails to demonstrate fully the qualifications for continued employment. During this period, supervisors will continually evaluate the employee's performance and work behavior, as well as character, conduct and attitude as it affects job performance.

Tenure. Competitive service and excepted service employees are grouped in tenure groups for reduction in force purposes.

- ❖ Tenure 1 – employees serving career appointments
- ❖ Tenure 2 – employees serving career-conditional appointment and career employees serving initial appointment probation
- ❖ Tenure 3 – employees serving under temporary, term, and indefinite appointments
- ❖ Tenure 0 – employees who are not in tenure groups 1, 2, or 3

MyBiz. MyBiz is a web-based self-service HR module that grants access to your official personnel information. You can use MyBiz to view your personnel information from your workstation (i.e., provide input on performance appraisals, update education, and view/print Notification of Personnel Actions (SF-50s)).

Employment Verification. Self-Service Employment Verification is provided via MyBiz to allow employees to email employment and/or salary information to an external organization (business, bank, credit union) directly from the Defense Civilian Personnel Data System (DCPDS).

To provide employment verification:

- ❖ Log into the DCPDS Portal at <https://compo.dcpds.cpms.osd.mil/> via CAC card
- ❖ Select My Biz
- ❖ Select Request Employment Verification and follow further instructions

Personnel Folder. The Electronic Official Personnel Folder (eOPF) is a file containing records that cover a civilian federal employee's employment history. The eOPF provides Web-enabled access for federal employees to view the file, vice a paper copy.

You can access the eOPF portal <https://eopf.nbc.gov/opm/>.

Important Point of Contacts

Director Human Capital – COL Jeanine White

Deputy Director Human Capital – Mr. Ernest Rivera

Front Office Senior Specialist – Mr. Robert Ortiz

Chief Talent Management – Ms. Cami McClain

Talent Management Senior Specialist – Ms. Yomaris Correa

Administrative Division – Mr. Ronald Galloway

Administrative Division – Mr. Scott Dewlen

Administrative Division – Ms. Jennifer Benjamin

ATAAPS Coordinator – Ms. Wilma Crawley

Important Links

Army Benefits Center – Civilian (ABC-C)

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

Army Futures Command

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

Army Knowledge Online (AKO)

<https://www.ako2.us.army.mil/local/acceptance.html>

Automated Time Attendance and Production System

https://ataaps.csd.disa.mil/ataaps_AR2/ControllerServlet

Civilian Personnel Online (CPOL)

<https://acpol.army.mil/ako/cpolmain/>

Defense Finance and Accounting Service (DFAS)

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

Electronic Official Personnel File (eOPF)

<https://eopf.opm.gov/army/>

Government Retirement & Benefits (GRB) Platform

<https://www.ebis.army.mil/login.aspx>

MyBiz

<https://compo.dcpds.cpms.osd.mil/>

myPay

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

Office of Personnel Management (OPM)

<https://www.opm.gov/>

USA Jobs

<https://www.usajobs.gov/>