

JOINT READINESS TRAINING CENTER AND FORT POLK
CIVILIAN PERSONNEL ADVISORY CENTER
FORT POLK, LOUISIANA 71459-5341



*"ARMY CIVILIAN PERSONNEL PROFESSIONALS--
HELPING LEADERS MEET THE MISSION"*

CPAC INFORMATION BULLETIN
NUMBER 25

JUNE 2000

**DELEGATION OF
AUTHORITY
MEMORANDUMS**

The CPAC will no longer accept Delegation of Authority Memorandums prepared by directorates to specify brief periods of time employees spend performing duties outside their official job descriptions. This change is due to recent notification from the CPOC specifying that the memorandums are not appropriate for filing in Official Personnel Folders (OPFs), based on guidance in The Office of Personnel Management Operating Manual, The Guide to Personnel Recordkeeping.

Currently, supervisors issue the original memorandum to the employee, maintain a copy, furnish the memorandum to individuals with a "need to know", and forward a copy to the CPAC. In a majority of situations, the employee is acting on behalf of a supervisor or key personnel in their absence, and the memorandum specifies the period of time the employee performed those duties (i.e., one hour, one day, etc.). The period of time is not sufficient to submit as a detail because the service is less than 30 days. It is also too brief to be used in qualification determinations. General Schedule positions

require at least one year of specialized experience at a certain grade level, and Wage Schedule positions require a length of time that shows the individual has acquired the ability to perform the duties of the position.

Even though this document may no longer be placed in the OPF, it will serve as a valuable tool by assisting the employee in determining if the total periods of service are sufficient for qualification determinations and should be included in his/her OPF. If it is decided that sufficient experience has been gained, the employee will complete an update describing the duties performed, the periods of service, and all other information required on an update. Simply attaching the memorandum to the update will not prove beneficial during qualification determinations. If an employee is updating duties performed while in his/her current position, supervisory certification is also required on the update. The update will be submitted to the CPAC for review and will then be forwarded to the CPOC for filing in the employee's OPF. The employee will use one of the following methods of submitting updates:

(1) On plain bond paper titled "Update to Resume on File in OPF";

CONTENTS

Delegation of Authority Memorandums	Page 1
Federal Employees' Group Life Insurance: Portability	Page 2
Final Regulations on Sick Leave	Page 4

ABC-C Deployment	Page 4
Reading Between the Lines	Page 5
TSP Rates of Return	Page 6
Articles for Bulletin	Page 6

(2) On plain bond paper titled "Update to OF-612 on File in OPF";

(3) On plain bond paper titled "Update to SF-171 on File in OPF"; or

(4) A Standard Form-172, Amendment to Application for Federal Employment (obsolete, but may still be used at this time)



FEDERAL EMPLOYEES'
GROUP LIFE INSURANCE:
PUBLIC LAW 105-311 -
PORTABILITY

Pub. L. 105-311, Federal Employees Life Insurance Improvement Act, enacted October 30, 1998, made numerous changes to the Federal Employees' Group Life Insurance (FEGLI) Program. One of these changes is a 3-year demonstration project allowing the portability of Option B.

Portability is the ability to continue (or to "port") coverage that would otherwise terminate.

Portability became effective April 24, 1999. This means that employees who separated on or after April 24, 1999, and employees who completed 12 months in nonpay status on or after April 24, 1999, were able to port their Option B coverage.

***WHAT COVERAGE CAN BE
PORTED?***

Only Option B can be ported. Basic insurance, and Option A and Option C coverage cannot be ported.

***WHO IS ELIGIBLE TO PORT
OPTION B?***

There are 2 requirements for porting Option B coverage:

- The employee's FEGLI must be terminating due to separation from service or completion of 12 months in nonpay status, *and*
- The employee must meet the 5-year/first opportunity requirement (i.e., the employee either must have had the coverage for the 5 years immediately preceding the separation or completion of 12 months in nonpay status or must have had the coverage for the entire time he/she was eligible, if that's less than 5 years)

If the employee has assigned his/her coverage, it is the assignee who has the right to port.

***SPECIAL NOTE REGARDING
COMPENSATIONERS***

Compensationers remain insured as employees until separation or the completion of 12 months in nonpay status. At the end of 12 months in nonpay status, a compensationers can continue insurance as a compensationers if the individual meets the 5-year/first opportunity requirements *as of the date he/she began receiving compensation*. The 12 months in nonpay status cannot be used to meet the 5-year/first opportunity requirement.

If the compensationers doesn't meet the 5-year/first opportunity requirement, insurance normally terminates at the end of the 12 months in nonpay status. However, those 12 months in nonpay status CAN be used to meet the 5-year/first opportunity requirement for portability. If using the 12 months in nonpay status does allow a compensationers to meet the 5-year requirement, the compensationers will be able to port Option B; other FEGLI coverage will still terminate.

HOW MUCH OPTION B CAN A PERSON PORT?

A person can port the highest number of multiples that meet the 5-year/first opportunity requirement.

A person can also choose to port a lesser number of multiples.

CAN A PERSON CHANGE THE AMOUNT OF OPTION B THAT HE/SHE PORTED?

A person with ported coverage can reduce the number of multiples, but he/she cannot increase the number of multiples.

An individual who wishes to reduce the number of multiples can do so by writing to Metropolitan Life Insurance Company (MetLife) at:

Metropolitan Life Insurance Company
Voluntary Benefits Group
Administrative Services
P.O. Box 2006
Aurora, IL 60507

The letter must include the full name of the insured, his/her Social Security Number, and a phone number.

This action is a voluntary cancellation of those multiples and may affect the amount of insurance the person will have if he/she returns to Federal Service.

If the insurance has been assigned, only the assignee can cancel multiples.

HOW MUCH DOES THE PORTED OPTION B COST?

The cost of the ported Option B is the same as the cost of Option B for active employees.

There is also a \$1.75 per month administrative fee.

WILL SALARY CHANGES AFFECT THE AMOUNT OF COVERAGE FOR AN EMPLOYEE IN NONPAY STATUS?

No. Unlike what happens for an active employee or an employee during the first 12 months of nonpay status, salary changes will have no effect on the amount of ported Option B coverage.

DOES THE PORTED COVERAGE REDUCE WHEN THE PERSON REACHES AGE 65?

No. Ported coverage works differently from the coverage carried as an active employee.

Ported coverage REDUCES BY 50% at the beginning of the 2ND calendar month after the individual reaches AGE 70.

Ported coverage STOPS at the beginning of the 2ND calendar month after the individual reaches AGE 80. The person will then have the 31-day extension of coverage and right to convert.

WHAT HAPPENS TO THE PREMIUMS WHEN THE COVERAGE REDUCES AT AGE 70?

When the coverage reduces to 50% at age 70, the premium is also reduced. The individual will pay premiums only on the amount of coverage that is still in effect.

WHAT IF THE PERSON IS ALREADY 70 OR OLDER WHEN HE/SHE PORTS?

If the person is already 70 or older at the time he/she ports Option B coverage, the 50% reduction will take place the 2ND month AFTER the effective date of the ported coverage.

If the person is already 80 or older, the ported coverage will terminate the 2ND month AFTER the effective date. Such an employee may want to consider converting, instead of porting, since the ported coverage would not last very long.

WHAT ABOUT DESIGNATIONS OF BENEFICIARY?

If an individual has a valid designation of beneficiary on file at the time he/she ports Option B coverage, that designation remains in effect.

Individuals with ported coverage may change designations under the same rules that apply to active employees.

Persons with ported coverage may obtain the designation of beneficiary form (SF 2823) from MetLife. They must file their designations with MetLife at the address given earlier.

The SF 2823, along with other information, is also available on the FEGLI web page: www.opm.gov/insure/life.



FINAL REGULATIONS ON SICK LEAVE TO CARE FOR A FAMILY MEMBER WITH A SERIOUS HEALTH CONDITION

On Saturday, June 10, President Clinton announced that the Federal Government is establishing an expanded sick leave policy for Federal employees. To implement this policy, the Office of Personnel Management (OPM) issued final regulations on June 13. The final regulations became effective on June 20, 2000. Under the final regulations, an employee may use a total of up to 12 weeks of sick leave each year to care

for a family member with a serious health condition. This benefit broadens the options available for employees to meet their family responsibilities.

The definition of "family member" for sick leave purposes remains unchanged. It includes the following relatives of the employee: (a) spouse and parents thereof; (b) children, including adopted children, and spouses thereof; (c) parents; (d) brothers and sisters, and spouses thereof; and (e) any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship. "Serious health condition" has the same meaning as found in OPM's regulations at 5 CFR 630.1202 for administering the Family and Medical Leave Act of 1993 (FMLA).

You may view a copy of the regulations on OPM's web site at <http://www.opm.gov/fedregis/index.htm>.



ARMY BENEFITS CENTER - CIVILIAN DEPLOYMENT

In the May, 2000, issue of the CPAC Information Bulletin, we notified the Fort Polk workforce of the New Army Benefits and Entitlements Center (ABC) which was opened on a trial basis at Fort Riley in late October, 1999. The name has now been changed to the Army Benefits Center-Civilian (ABC-C), and on 11 September 2000, the ABC-C will be deployed in our region. This means that the responsibility for certain benefits and entitlements servicing will transition from the CPAC and CPOC to the ABC-C. The new center will be responsible for information and transactional processing for Federal Employees Health Benefits (FEHB), Federal Employees' Group Life Insurance (FEGLI), Thrift Savings Plan (TSP), retirements, and

survivor benefits (death and dismemberment claims). The goal is to give employees a convenient self-help system that provides quality and timely service. The ABC-C will enable employees to have the necessary tools to make sound decisions and better manage their own benefits portfolio. Transactions will be processed by accessing the ABC-C homepage at <http://www.abc.army.mil>. Currently, you may visit this site for detailed information regarding the center. We will provide more information as the deployment date approaches.



READING BETWEEN THE LINES: WHAT EMPLOYERS AND JOB CANDIDATES ARE REALLY SAYING

Here are some of the terms found in many job ads regarding skills, qualifications, and personal traits. The following is a humorous look at the "true meaning" of what *EMPLOYERS* are really looking for, and what *JOB CANDIDATES* are really saying:

EMPLOYERS:

Competitive Salary

What it really means: "We remain competitive by paying less than our competitors."

Join Our Fast-Paced Company

What it really means: "We have no time to train you; you'll have to introduce yourself to your coworkers."

Seeking Enthusiastic, Fun, Hard Working, People.....

What it really means: "...who still live with their parents and won't mind our internship-level salaries."

Some Overtime Required

What it really means: "Some time each night and some time each weekend."

Duties Will Vary

What it really means: "Anyone in the office can boss you around."

Must Have An Eye For Detail



What it really means: "We have no quality control."

JOB CANDIDATES:

I'm Extremely Adept At All Manner Of Office Organization

What it really means: "I've used Microsoft Office."

I'm Extremely Professional

What it really means: "I carry a Day-Timer."

I Am Adaptable

What it really means: "I've changed jobs a lot."

I Am On The Go

What it really means: "I'm never at my desk."

I'm Highly Motivated To Succeed

What it really means: "The minute I find a better job, I'm outta here."

I Look Forward To Hearing From You Soon

What it really means: "Like, I'm gonna hold my breath waiting for your form letter thanking me "for my interest" and wishing me "luck in my future career."



TSP RATES OF RETURN

Rates of Return as of June 8, 2000.

The monthly C, F, and G Fund returns represent the actual total rates of return used in the monthly allocation of earnings to participant accounts. The returns are shown after deduction of accrued TSP administrative expenses. The C and F Fund returns also reflect the deduction of trading costs and accrued investment management fees. The most current C, F, and G Fund rates of return are shown below. Percentages in () are negative. RETURNS ARE UPDATED AFTER THE MONTHLY ALLOCATION OF EARNINGS, USUALLY BY THE 7TH BUSINESS DAY OF THE MONTH.

	<u>C Fund</u>	<u>F Fund</u>	<u>G Fund</u>
May 2000	(2.05%)	(0.03%)	0.54%
<u>Last 12 Months*</u> (6/1999 - 5/2000)	10.35%	2.15%	6.50%

*The C, F, and G Fund returns for the last twelve months assume, except for the

crediting of earnings, unchanging balances (time-weighting) from month to month and assume earnings are compounded on a monthly basis. Additional information on the TSP can be obtained by accessing the Army Civilian Personnel Online at <http://cpol.army.mil> home page, clicking on PERMISS, then click on the Master Index of topics, click on T, click on Thrift Savings Plan. For the monthly returns for the last 12 months, see the C, F, and G Fund Monthly Returns Fact Sheet. For the monthly returns from January 1988 through December 1999, see Historical Rates of Return. If you have questions about the information presented on the Rates of Return page, read Questions about Rates of Return.



ARTICLES FOR BULLETIN

If you have suggested topics or articles you would like addressed in future bulletins, submit them to :

Civilian Personnel Advisory Center
7041 Radio Road,
Fort Polk, LA 71459-5341
ATTN: Bill R. Chance or
Nora Fletcher

Or you can call 531-4020/4708. If at all possible, suggested topics will be addressed.

DONALD R. MALLETT
DIRECTOR, CIVILIAN PERSONNEL
ADVISORY CENTER

