



**JOINT READINESS TRAINING CENTER AND FORT POLK
CIVILIAN PERSONNEL ADVISORY CENTER
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*“ARMY CIVILIAN PERSONNEL PROFESSIONALS--
HELPING LEADERS MEET THE MISSION”*

CPAC INFORMATION BULLETIN
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COMMERCIAL ACTIVITIES UPDATE



The Command has forwarded changes to be made to the CA solicitation relating to the Performance Work Statement (PWS) specification and the Technical Exhibits to the Army Atlanta Contracting Center (AACC). Additional changes are expected to be forwarded during the week of 8 April 2001. The responses to the questions posed by the commercial firms to the CA solicitation will also be provided to AACC for incorporation into the solicitation. The solicitation date for providing the proposals to the Contracting Officer will probably be extended for 30-60 days.

We've Been Asked

Question: What's the difference between the Independent Government Estimate (IGE) and the In-House Cost Estimate (IHCE) or are they the same thing?

Answer: The two are totally different things:

The IGE is the estimate of the costs a contractor would charge to do the work in the PWS. It's used by the contracting officer during negotiations with



contractors to ensure the contractors' cost proposals aren't buy-ins or their costs elevated. Therefore, the IGE documents costs estimates for all of the elements that contribute to the contract price.

The IHCE is the government's bid to do the work in the PWS. The IHCE is based on the most efficient organization (MEO) which is developed during the management study. The costs in the IHCE are summarized on a one-page form called the Cost Comparison Form (CCF). The independent reviewer (which is the

Army Audit Agency (AAA) for larger studies) certifies that the in-house cost estimates were based on estimating procedures in OMB Circular A-76 and related DoD and DA guidance. Then, the certified IHCE is sealed in an envelope and delivered to the contracting officer prior to the closing date for the solicitation. The sealed in-house bid remains unopened until the day of the actual cost comparison (also called bid opening or initial decision). The contents of the IHCE aren't known to any Army official (including the contracting officer) involved with the process of selecting the contractor that will ultimately compete against the in-house bid.

Question: Are the Management Study and



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Most Efficient Organization (MEO) two different documents?

Answer: No -- one document. The Management Study “tells the story” of the analyses the study team performed (the efficiencies identified and the results of their analyses of the workload data) to arrive at the MEO staffing. The MEO itself is basically a TDA of the most efficient organization broken out by FTEs, pay grades, and job series. The Management Study and MEO collectively are often referred to as simply as the MEO.



Phase I RIF Planning Major Events



We are on schedule with the execution of Phase I of our RIF plan. The data necessary to commence the MOCK RIF has been hand carried to the Civilian Personnel Operations Center (CPOC). Our CPOC partners will commence their work to conduct and complete the MOCK RIF. The MOCK RIF is scheduled to be completed by 31 Jul 01.

Our next major event will occur during the period 1 Aug 01 thru 30 Oct 01. We will prepare the Realignment Fact Sheet (RFS) and Voluntary Early Retirement (VERA) Request and synchronize the Civilian Execution Plan (CEP). These documents are required to obtain approval to conduct a RIF and offer VERA.

As is our custom, we will keep the workforce informed as developments occur.



NOTICE

WARNING

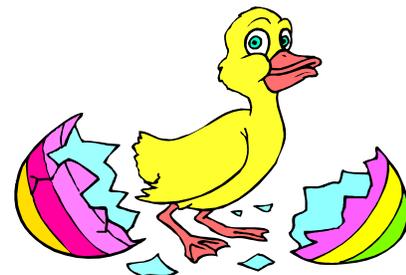
Fort Polk policy requires all civilian employees to have a valid identification card and vehicle registration. As a security measure, this requirement will be enforced immediately. Violators will be ticketed. Get your vehicle registered and an ID Card, it's the policy.



CIVILIAN PAY CORNER

DFAS Customer Satisfaction Survey:

The Defense Finance and Accounting Service (DFAS) has asked the Personnel Resources and Development Center of the U.S Office of Personnel Management to conduct an independent survey of its customer service within DoD. OPM will be sending out Customer Satisfaction Surveys on behalf of DFAS to selected civilian employees. Random selections will be made; therefore, we have no way of knowing who or how many Fort Polk employees will be selected. The surveys are scheduled to be mailed on 1 May. While participation is strictly voluntary, if you receive a survey package, we highly encourage you to follow the instructions, complete the survey and return it to the address stated in the letter.



TSP CORNER



New Investment Options

Two new TSP investment options will be available in May: the Small Capitalization Stock Index Investment Fund, or S Fund, and the International Stock Index Investment Fund, or I Fund. During April, you should receive a revised Plan Summary from your agency (if you are in Federal service) or from the TSP Service Office (if you are separated). The Plan Summary provides information about these funds and how you can invest in them.

New Contribution Limits and Eligibility Rules

— During the open season that begins next month, the TSP contribution limit for FERS employees will increase from 10 percent to 11 percent, and the TSP contribution limit for CSRS employees will increase from 5 percent to 6 percent. Also, new FERS and CSRS employees will be eligible to contribute to the TSP immediately, regardless of their date of hire.

Faster Contribution Allocations

— Beginning in May, you can reallocate your future TSP contributions among the different TSP funds at any time. It is easy and efficient to make your contribution allocation requests on the Web site or the ThriftLine; requests made this way are much less subject to error and will generally take effect within two business days of the time you initiate them. If you submit your request on Form TSP-50 to the TSP Service Office, however, your transaction will generally take effect within two business days after the TSP receives your form.



Thrift Savings Plan Innovations!!

What money can be rolled over to my TSP account? Can I roll over my regular IRA into the TSP? How about money from my mutual fund or savings account?

Public Law 106-361, signed October 27, 2000, allows direct rollovers from qualified retirement plans established by your previous employer. These plans are limited to pension, profit-sharing, and stock bonus plans, and include 401(k) plans. Public Law 106-361 also allows rollovers from conduit IRAs that were set up to accept distributions from qualified retirement plans. This benefit will be available to participants in July 2001. A more precise date will be announced at a later time. Rollover forms will be available on the Web site. However, you cannot roll over money from a regular IRA, a mutual fund, or savings account.



TSP Rates Of Return

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>
March 2001	(6.33%)	0.51%	0.45%
Last 12 Months*			
(4/2000 - 3/2001)	(21.63%)	12.61%	6.09%

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 that earnings are [compounded on a monthly basis](#).



FROM ABC-C

OPM Projects Volume Retirement



The Office of Personnel Management has projected that about 293,000 full-time, federal executive branch employees will retire by the end of 2005. The OPM estimates that about 53,000 of that number will occur this year. The OPM found more of the government's nearly 1.8 million employees are planning to retire. That will mean agencies need to plan on replacing almost one out of every five workers in a relatively short time period. From FY 2001 through 2005, 18.3 percent of technology workers are projected to retire, 19 percent of scientists and engineers, and 21 percent of employees working in acquisition and financial management. Over the last decade, most agencies have been losing more people than they have been hiring because of budget cuts and downsizing initiatives. Last year, for example, 88,000 left, and the government hired 64,000 people. That, however, was the largest number of new hires since 1991.

Retirement News



With the consolidation of personnel offices and creation of the Army Benefits Center-Civilians (ABC-C), many transactions that were once handled in person must now be mailed. The Office of the Assistant Secretary of Defense for Force Management Policy has determined that military and civilian retirement packages are official mail and may be mailed using appropriated fund postage. However, they may not be placed directly in an U.S. Post Office mailbox or they will be returned for postage. Retirement applications may be mailed through your local mail and distribution channels on the installation. Of course, employees may mail these forms at their own cost if they choose.

Is My Military Service Creditable For Retirement Purposes?



Generally, in addition to the required creditable civilian service, active duty military service is credited. If you are in receipt of military retirement pay, you cannot receive credit for any of the military service unless you waive your military retirement pay. A disability annuitant may not receive credit for military service in the annuity computation if receiving a pension or compensation from the Department of Veterans Affairs (VA) in lieu of military retired or retainer pay. Accordingly, you must waive military retired pay and renounce certain types of VA benefits paid in lieu of military retired pay in order to receive credit. For more information on determining whether you would need to renounce your VA benefits, contact your Department of Veterans Affairs representative.



If you were first hired in a covered position prior to October 1, 1982, military service is credited without a deposit required. If you choose not to make a deposit for this service, at age 62, OPM will check for Social Security eligibility. If eligible for a benefit, OPM will reduce your annuity by subtracting the military service from the overall length of service. If you were first hired in a covered position **on or after** October 1, 1982, you must make a deposit in order to receive credit for military service.

If you retired from military service based on a service connected disability incurred in combat or caused by an instrumentality of war, or retired under title 10 U.S.C., Chapter 67, you are not required to waive your military retirement.

Note: If your disability annuity is computed using the guaranteed minimum formula and includes your military service, there is no need to make a deposit.

HOW ABOUT THAT

Army Exit Survey

The Department of the Army has developed a web-based exit survey to study the reasons why civilian employees voluntarily leave Army service. The collective responses of departing employees will be used to examine the reasons for employee turnover.



Moreover, the Army wants to identify ways to become a more desirable employer and to eliminate, to the extent practicable, working conditions and other issues that adversely affect our ability to attract and retain highly qualified employees. The time, effort, and resources spent on recruiting and training Army civilian employees must not be wasted by prematurely losing qualified employees for reasons within our control.

Consequently, your reasons for leaving Army are very important to our study, as we seek to improve the overall work environment for current and new employees. Therefore, we have included completion of the exit survey as a part of the clearance process for departing employees. Workstations have been set aside at the CPAC for completion of this anonymously and confidentially submitted survey. Assistance will be available for those employees needing it. In order to obtain optimal results from the survey, it important to get maximum participation from departing employees.

Help us to become better. Complete the survey upon your departure.

The survey has been automated and will take only about five minutes to complete. Your responses are completely confidential. A personnel advisor will be available to assist you should you need assistance.



ARTICLES FOR BULLETIN

If you have any suggestions on topics or issues that you would like addressed in future bulletins, please submit them to one of the following:

1. **Civilian Personnel Advisory Center**
ATTN: Bill R. Chance
2. romerok@polk-emh2.army.mil
3. Call 531-4020/4708

Suggestions will be reviewed and addressed if at all possible.

//ORIGINAL SIGNED//
DONALD R. MALLET
Director, Civilian Personnel
Advisory Center

Happy Easter



