



Fort Campbell Civilian Personnel Advisory Center (CPAC)

CHRA

July 2019

DPMAP

Inside this issue:

All Fort Campbell employees are now under the Defense Performance Management Appraisal Program (DPMAP). Below is a great web site that provides assistance to supervisors, employees, has a frequently asked questions section, and provides a guide book for every responsibility. There is a lot of new information about this program and the website provides answers to many common questions and scenarios.

<https://www.cpms.osd.mil/Subpage/NewBeginnings/DPMAP>

TIP: If an employee or supervisor leaves during the rating cycle, there are two available options that will dictate how to proceed. This will be determined by the length of time the employee has served under an approved plan and the length of time remaining in the rating cycle.

If a supervisor leaves the organization, a performance narrative statement is required when an employee has performed under an approved plan for 90 calendar days and there are more than 90 calendar days remaining in the rating cycle. This narrative statement will be considered by the incoming supervisor. This narrative is placed in the My Performance Tool, but is not a rating of record and no rating levels are indicated or stated.

A rating of record is required when an employee has performed under an approved plan for 90 calendar days and the employee or the supervisor leaves the organization with fewer than 90 calendar days left in the rating cycle. If circumstances preclude the departing supervisor from carrying out this responsibility, the higher level management official may serve as the rating official. This rating becomes the employee's rating of record, but the effective date will not be until 1 June.

Remember that if the employee is leaving Federal Service, an evaluation does not need to be completed as there is no benefit to the government.

NOTE: When submitting a monetary Performance Award, a Quality-Step-Increase or a Time-Off Award based on a DPMAP evaluation there must be a DA Form 1256 completed and approved. The DA Form 1256 is not placed into the eOPF but it should be maintained by the organization.

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Implementation of New Military Spousal (MSP) Priority Placement Program (PPP) Changes:

Military Spouse Preference (MSP) is a Department of Defense (DoD) program derived from title 10, United States Code (U.S.C.) 1784. Public Law 99-145, enacted in 1986 and codified at 10 U.S.C. 1784, and requires the Secretary of Defense to prescribe regulations that provide employment preference to spouses of active duty military members of the United States (U.S.) Armed Forces (including the Coast Guard), who relocate to accompany their sponsor on a permanent change of station (PCS) move.

This program is intended to lessen the career interruption of spouses who relocate with their military sponsors. Since 1989, military spouses have been required to register in Program S of the Priority Placement Program (PPP) which uses automated referral procedures to exercise MSP for competitive service vacancies in the U.S.

The good news is registration in the PPP is no longer required for spouses. Additionally, under Section 573 of the FY2019 National Defense Authorization Act enacted on August 13, 2018, a temporary expansion of the noncompetitive appointing authority for military spouses includes all spouses of active duty military members, even in the absence of a PCS move. Essentially, this change amends Section 3330d of title 5, USC, by affording noncompetitive appointment eligibility to a non-relocating spouse of a member of the Armed Forces using Executive Order 13473. This temporary authority expires on August 13, 2023.

Beginning April 1, 2019, Military Spouses need to exercise their MSP eligibility solely through the application-based process.

This change replaces the automated process and eliminates the mandatory requirement to register in the PPP. It allows military spouses to independently exercise their preference for a greater variety of positions without contacting a Human Resources Office (HRO) or waiting to be notified about Job Opportunity Announcements.

WHAT ARE THE ELIGIBILITY REQUIREMENTS FOR MILITARY SPOUSES?

The most fundamental requirement is marriage to an active duty member of the U.S. Armed Forces. In addition:

- You must reside within the commuting area of your sponsor's permanent duty station (PDS);
- You must provide proof of marriage to the active duty sponsor, proof of military member's active duty status, and other documentation required by the vacancy announcement to which you are applying; and
- You must meet all pre-employment criteria and be eligible for immediate noncompetitive appointment to a position in the competitive service.

For additional information, you may visit the Office of the Military Community & Family Policy (MC&FP) public website at <http://www.militaryonesource.mil/> and the Defense Civilian Personnel Advisory Service (DCPAS) public website at <https://www.dcpas.osd.mil/EC/Advise>. These websites contain Military Spouse PPP FAQs, as well as a Military Spouse PPP Fact Sheet, and a copy of the Military Spouse PPP Self-Certification Checklist.

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New Leave Provision – “Weather and Safety Leave”

A new leave, “Weather and Safety Leave”, was enacted under the provisions of the Administrative leave Act of 2016 (ACT), under section 1138 of the National Defense Authorization Act for Fiscal Year 2017. The Office of Personnel Management (OPM) issued the rules and regulations in the Federal Register 83, no. 69 (April 10 2018) governing this provision. The weather and safety leave became effective 30 days later on 10 May 2018.

Weather and safety leave is a form of paid absence from duty (without charge to leave otherwise earned) that may be granted to employees only if they are prevented from safely traveling to and from, or safely performing work at their regular worksite, telework site or other approved location due to an act of God, a terrorist attack, or an other emergent situation.

The granting of this leave follows the same procedures under current Federal law and regulation for the granting of Administrative dismissals. Commanders will have the authority to grant this leave in instances where they would have granted Administrative leave in the past.

Weather and safety leave will be charged and recorded to timekeeping systems in the same increments as annual and sick leave. DFAS has established a new code in ATAAPS for use of weather and safety leave. If weather and safety leave is approved by the Commander, employees will be able to create a leave request using the leave code “LN” (Administrative Leave), then clicking on the NATDiff/Haz/Oth tab and selecting “PS” for Weather & Safety leave from the reason code drop down menu.

Employees should only be granted weather and safety leave for hours within their official tour of duty. Employees may not receive this leave for hours during which they are out on other preapproved paid or unpaid leave. It should also not be granted for an employee who, in the opinion of the approving official’s judgement, is cancelling preapproved leave for the primary purpose of obtaining weather and safety leave.

Employees participating in telework may generally not be granted weather and safety leave. Individual exceptions may be granted when the command makes the determination that (1) the conditions leading to the need for the weather and safety leave could not be reasonably anticipated, or (2) the conditions which created the need for the leave also prevents the telework-participating employee from safely working at the approved telework site.

NOTE: These provisions are in place for the non-bargaining unit employees. However, as this new regulation impacts the CAM Reg 600-1, Dismissal and Closure Procedures, the CAM Reg is currently being updated and will require Union coordination prior to implementation for the employees covered by the Fort Campbell Collective Bargaining Agreement.

For additional question on this new leave provision you may contact your Management Employee Relations Specialist at the CPAC.

NAF CORNER

NAF Workman's Compensation Program

Workers' Compensation: The purpose of the program is to compensate employees who are injured on the job when in the course and scope of employment. The program provides wages and medical benefits.

Supervisors: The main thing to keep in mind is the fact that the supervisor is responsible for reporting employee injuries and authorizing medical treatment. A supervisor must submit the claim if the employee comes to you with an injury.

Benefits and Services: The compensation is exempt from federal and state taxes. The average weekly wage is based on wages paid 1 year before the date of the injury. The 1st day or portion thereof when the employee is injured is charged to admin leave. If the employee is injured on a Monday (admin leave) Tuesday, Wednesday and Thursday would be sick leave or annual leave for regular employees. The 4th day is worker's compensation. Compensation is not paid for the first 3 days unless the total duration of the disability exceeds 14 days.

In the event of death of an employee spouses receive 50% of the employee's average weekly wage – forever, and the payments to the spouse are made monthly. Children are covered up to age 21 and receive 16 -2/3%rd of the average weekly wage. But the total cannot exceed 66-2/3%.

Procedures and Forms: The supervisor submits the forms to the CPAC NAF HRO. We notify the claims service contractor, Army Central Insurance Fund (ACIF), and the Department of Safety. The supervisor also completes the LS-1, which is the authorization for the employee to receive medical treatment. The supervisor will explain to the employee that they may seek treatment at the Blanchfield Army Community Hospital, Occupational Health, or a physician of their choice that participates in Federal Workers Compensation. On the LS-1, question # 7 gives the supervisor an opportunity to state whether they believe the injury is related to the employee's occupation or if there are doubts. Supervisors are often unsure of their ability to challenge what they perceive to be a false claim. At any time a supervisor can submit a supervisor statement to the claims examiner expressing any concerns.

The LS 202 is completed by the Supervisor within 24 hours from the date the claim is reported, or when the supervisor gains knowledge of an on the job injury in the CCSI portal. Its is important to remember that until the LS 202 arrives at the claims service contractor, there is no claim.

The LS- 210 must be filled out by the supervisor or an admin specialist for every pay day the employee misses work.

The LS-204 Attending Physician's Supplementary Report is used for subsequent visits. This form is to be given to the employee to take to follow-up appointments.

Modified Duty Advisory: In some cases the employee may need temporary light duty. This form is completed by the supervisor if an employee returns to work after seeking treatment and is placed on restrictions. This will indicate whether or not the supervisor is able to accommodate the employee's restrictions.

Continued from page 4:

Benefit Option Form: This packet included a choice of a doctor form, a consent and authorization to re-lease information, and a leave option form. Regular employees have the option of taking their sick or annual leave and endorsing their worker's compensation checks over to the NAFI and having their sick or annual leave re-credited to their account. This is Option 1 on the form. The payroll office will require corrected time cards to re-credit sick leave. Note: employees on worker's compensation always end up in a leave without pay status. Or Under Option 2: Employee elects to take LWOP and waits to receive the worker's compensation checks. If the employee is on LWOP for 1 year, the employee may be separated.

Parking Lot Checklist: Completed by Supervisor if employee is injured off the premises or work area.

Case Examples: The claims service contractor is the only adjudicator. It is helpful for you to understand their thinking. So here are some cases:

1. Kate goes to lunch downtown at Patty's Pizzeria. She slips and falls going into the restaurant and breaks her wrist. Worker's Comp Yes or No? **Answer** No. Going to lunch is generally not covered.
2. Roger is driving from Ft. Monroe to Ft. Eustis for a meeting and is injured in an automobile accident. Worker's Comp Yes or No? **Answer** Yes. Pretty straight forward.
3. At TRADOC Organization day, Don who is watching a softball game, slips off the bleachers and sprains his ankle. Worker's Comp Yes or No? **Answer** Yes. TRADOC Organization Day is a Command sponsored event on the installation. The Commander even says that your place of duty that day is participating in the Organization Day activities.
4. While TDY to Aberdeen Proving Ground Al goes to play golf. On the par 5 fourth hole he hits a 300 yard drive. He is so happy he jumps up, falls off the tee box, and twists his ankle. Worker's Comp Yes or No? **Answer** No. Not in the course and scope of employment.

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Army Civilian Corps Creed



I am an **ARMY CIVILIAN**—a member of the Army team.

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

I will **ALWAYS** support the mission.

I provide leadership, 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.

CHRA

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"If you want to improve the organization, you have to improve yourself and the organization gets pulled up with you."

**-Indra Nooyi
Pepsi CEO**



CPAC Hours of Operation:

0800 - 1600: Monday
0800 - 1600: Tuesday
1200 - 1600: Wednesday
0800 - 1600: Thursday
0800 - 1200: Friday (1200-1600 by Appointment Only)

Closed on all Federal Holidays

Wednesday mornings closed for training.
Friday afternoons will be limited to appointments only to provide us additional time to present training to our customers.

THE ARMY BENEFITS CENTER-CIVILIAN (ABC-C) WEBSITE IS CURRENTLY UNAVAILABLE.

Employees can access their Government Retirement & Benefit (GRB) Platform directly at <https://www.ebis.army.mil/>

All benefits, retirement, injury compensation, unemployment compensation, and DODEA specialists can still be reached at 785-240-ABCC (2222).

Congratulations to the CPAC Employees of the Quarter. Their dedication to our customers have been out-standing and they are well deserving of this recognition.

CPAC APF Employee of the Quarter: Quatonya Collins
CPAC NAF Employee of the Quarter: Angelina Calligan

CPAC Departures

Sabrina Weldon
Alycia Larson
Raaya Lock

CPAC Welcomes:

Cherly Nieves
Stephanie Ladner
Lori Burchet

We are on the Web!

<https://home.army.mil/campbell/index.php/about/Garrison/civilian-personnel-advisory-center>

Drop us a line and let us know how we are doing!
https://ice.disa.mil/index.cfm?fa=card&sp=130689&s=991&dep=*DoD&sc=33

Excellence through Partnership