



SOUTHWEST CIVILIAN PERSONNEL ADVISORY CENTER

Fort Worth, Texas

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To reach the SWCPAC: <https://apps.swf.usace.army.mil/swd-cpac> (TOLL FREE) 800-453-8907
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SWD CPAC WEBSITE ADDRESS HAS CHANGED.

You can now access the site at:
<https://apps.swf.usace.army.mil/swd-cpac>

Annual Benefits Administrative Paperwork Checklist

Using this checklist to review and make the necessary modifications will help to ensure that you are aware of and in control of your options and that current benefit elections are what you intend. You will again want to check your Leave and Earnings Statement on 7 Feb 13 to ensure any Open Season changes you decide to make are reflected. Along with another birthday, an increase in optional life insurance deductions may occur. A change in your age category which occurs in 5 year increments may cause an increase in the cost of optional life insurance. Increases in amounts of coverage are not permitted without obtaining a qualifying life event, such as birth of a child, adoption, marriage, or divorce. However, decreases in coverage are permitted at any time. You may wish to review this information prior to the incremental change to reconsider your needs and the needs of your family and make appropriate changes.

This checklist also serves a reminder for you to review and possibly increase your TSP contributions to ensure you are taking advantage of the annual elective deferral limits. Electing changes earlier in the year offers you the option to spread deductions over a longer period of time.

Annual Administrative Paperwork Checklist

1. ____ Review Leave and Earning Statement (LES) for the following deductions to ensure they are accurate and the affect that any open season changes or increases in salary may have on benefit deductions.

- Federal Employees Health Benefit (FEHB)
- Federal Employees' Group Life Insurance (FEGLI) (rates increase automatically based on age in 5 year increments & salary)
- Flexible Spending Account (FSA)
- Federal Employee Dental and Vision Insurance Program (FEDVIP)
- Thrift Savings Plan (TSP). Increasing TSP based on the maximum annual allowance is easier financially if made during the 1st few pay periods of the year rather than later in the year because the deductions are spread out over a longer period of time.

2. ____ SF50 (Notification of Personnel Action) to ensure the following data is accurate. The value of these data elements may impact your leave accrual, retention standing, retirement deductions, wages, and premiums for benefits. For assistance in locating your most recent SF50, you can log onto MYBIZ or contact your CPAC.

- FEGLI Code (Block 27)*
- Service Computation Date (block 31)*
- Veterans Preference ((block 26)
- Retirement Code (block 30)*
- Duty station location (block 39)
- Pay Plan or Pay Band (block 16-19)*
- Grade and Step or level (block 16-19)*

Basic, Locality, and Total Adjusted Salary (block 20, 20A-20D)*

*Notates that this information can also be found on LES.

You can find an explanation of all blocks on the Standard Form (SF-50), Notification of Personnel Action, at <http://www.ita.doc.gov/hrm/sf50/sf50b.html>.

3. ____ Ensure your servicing payroll office via MYPAY has the most current mailing and email address in so that W2 forms, Wage and Tax Statements, insurance carrier and TSP information can be received at the proper address.

4. ____ Employee’s Allowance Certificate and applicable state tax forms. Does your tax withholding need to be adjusted due to salary increases? If so, use the IRS Withholding Calculator to determine the necessary adjustments then make any change using MYPAY. The calculator can be found at <http://www.irs.gov/individuals/article/0,,id=96196,00.html>

5. ____ Beneficiary Forms. The Federal government recognizes most recently dated beneficiary forms, assignments or valid court orders. Wills or power of attorney documents do not override these forms. If you want to ensure that your survivors receive the timely notification of benefits and payments, it is important that you complete the appropriate designation of beneficiary form in the manner in which you want those payments distributed. If beneficiary forms are not completed, the order of precedence applies at the time of death.

Beneficiary forms can be found on the ABC website <https://www.abc.army.mil/Forms/BeneficiaryForms.htm>.

SF2808, CSRS or SF3102 FERS (Use the appropriate form depending upon which retirement system you are under. The Office of Personnel Management will pay retirement funds to survivors and eligible dependents.)

SF2823, Federal Employees’ Group Life Insurance (includes payment upon death for all life insurance coverage options). Payments are made by the Office of FEGLI)

SF1152, Unpaid Compensation (includes payment for monies due employee, i.e., salary, annual leave balance, and travel reimbursements)

TSP-3, Thrift Savings Plans (used by the TSP Board to pay TSP account balance)

Your Benefit Office is: The Army Benefit Center at <https://www.abc.army.mil/>.

POC in the CPAC is Catherine Rhodes at 817-886-1190.

Veterans Recruitment Appointment

The Veterans Recruitment Appointment (VRA), formerly known as the Veterans Readjustment Appointment, is a special hiring authority that agencies may use to noncompetitively or competitively appoint an individual to a position of GS-11 or below. An agency may use the VRA authority at its own discretion, and no one is entitled to this type of appointment.

Eligibility

In order to qualify for a VRA, the individual must first be eligible based on veteran status and qualifications. According to 5 CFR Part 307, VRA eligibles must have been separated under honorable conditions and fall into any of the following categories:

- Disabled veterans; or
- Veterans who served on active duty in the Armed Forces during a war or in a campaign or expedition for which a campaign badge has been authorized; or
- Veterans who, while serving on active duty with the Armed Forces, participated in a U.S. military operation for which an Armed Forces Service Medal was awarded; or
- Recently separated veterans (within the last 3 years)

Agencies may name request potential VRA eligibles. The CPAC will review the veteran documents to ensure the individual is eligible for a VRA and determine if he or she meets the basic qualification requirements for the position based on the experience described in the résumé.

Appointment

VRA candidates are appointed in the excepted service to a position of any grade level up to the GS-11. After completing 2 continuous years of satisfactory service, the VRA appointee must be converted to a career or career-conditional appointment in the competitive service.

Appointments under this authority can also be temporary (not to exceed 1 year) or term (more than 1 year but not to exceed 4 years); however, nonpermanent appointments do not lead to conversion to career-conditional status. These appointments are made to positions that are normally in the competitive service; therefore, appointees may be promoted, demoted, reassigned, or transferred following the same merit promotion procedures as competitive service employees.

If you are interested in more information about this special hiring authority, please contact a staffing specialist at the CPAC for your servicing area. You can find detailed contact information by clicking on the "CONTACT US" link at the top of the CPAC homepage: <https://apps.swf.usace.army.mil/swd-cpac/home.asp>.
