



18 Apr 2012

Quick Shots

- April is Financial Literacy Month; learn about the Thrift Savings Plan (TSP) at www.tsp.gov
- New appraisal cycle began 1 Apr; performance plans should be completed and signed NLT 30 Apr for the coming year
- AF Single Staffing Tool became effective 1 Apr 2012; all internal job announcements moved to www.usajobs.gov and require a resume to apply
- When resigning, retiring, or PCSing, out process with required base offices. Contact the CPO for a checklist

Civilian Personnel Office
1 SOFSS/FSMC
212 Lukasik Ave, Suite 217
Hurlburt Field, FL 32544
(850) 884-5212

Customer Hours:
Mon, Tue, Thurs, Fri
0800-1600
Wed
0830-1600

Hurlburt Field Civilian Personnel News

Injury Compensation

If injured at work, employees may be entitled to injury compensation benefits under the Federal Employees' Compensation Act (FECA). Federal employees have certain rights and responsibilities:

- Immediately report any work-related injury to the supervisor. If the injury requires medical treatment, obtain care as soon as possible and obtain a Form CA -16 for authorization from the supervisor or Injury Compensation Program Administrator (ICPA). Employees have a right to choose their treating physician. They may elect to be treated by a physician at a military treatment facility (if available) or by a qualified physician of choice who is not excluded by the Office of Workers' Compensation Programs (OWCP).

- Electronically complete Form CA-1, for traumatic injury (occurred within one shift/day), or CA-2, for occupational disease (occurred over more than one shift/day) using Electronic Data Interchange at http://www.cpmosd.mil/ICUC/ICUC_index.aspx with the supervisor as soon as possible, but NLT 30 days after injury. The supervisor will transmit these forms, however it is the employee's responsibility to obtain supporting documentation.

- If temporarily unable to work, keep the supervisor informed about the medical condition, and return to work as soon as the physician allows. Light duty assignments may be available if an employee is unable to perform regular duties; if so, have the physician address ability to perform light duty.

Supervisors need to be familiar with the injury compensation system and immediately counsel employees on benefits, procedures, and leave options when an injury occurs.

For further information or assistance, please contact the base ICPA at 884-6161.

Bi-Weekly Pay Cap Waivers

At times, the agency mission may require an employee to work extended hours which would cause an employee to earn in excess of the pay cap (maximum rate for a GS-15) in a given pay period. In such cases, 5 USC 5547 and 5 CFR 550.106 authorize the agency, at its discretion, to raise the biweekly pay cap for either of two situations:

- 1) an emergency involving direct threat to life/property, including the aftermath; or
- 2) to perform work that is critical to the mission of the agency

In either case, the supervisor must submit a request and justification through the CPO and chain of command for approval. Raising the biweekly cap does not release an employee from the annual cap.

Questions regarding this authority should be directed to the servicing HR Specialist at 884-5224.

Financial Literacy Month

April is financial literacy month. OPM has developed the Federal Ballpark Estimate <http://www.opm.gov/retire/tools/calculators/ballpark/BallparkIntro.asp> as a savings goal worksheet. The Federal Ballpark Estimate (FBE) is a long-term retirement savings planning tool. Employees can use the Federal Ballpark Estimate to automatically calculate estimates of future Civil Service Retirement System (CSRS) or Federal Employees Retirement System (FERS) retirement benefits and Thrift Savings Plan account balances. It will also let you know how well you are doing in meeting your savings goal. The Federal Ballpark Estimate was developed in partnership with the American Savings Education Council (ASEC) of the Employee Benefits Research Institute.

While FBE provides a generalized estimate of retirement benefits, OPM recommends Federal employees within 3 years of retirement contact their benefits and entitlements office for an annuity estimate specific to their own service history and unique circumstances. Air Force employees should contact the AFPC Benefits and Entitlements Services Team (BEST) at 1-800-525-0102 for retirement estimates. Visit the FBE website above and start setting your savings goal today.

Classification Appeals

DoD employees can appeal the classification of their position (e.g., the pay plan, series, title, and grade level) at any time. However, if the classification resulted in a loss of grade or pay, to preserve any entitlement to retroactive correction, employees must file NLT 15 calendar days after the personnel action effective date.

A GS employee has two avenues of appeal, either to DoD or to the Office of Personnel Management (OPM). If the employee appeals first to DoD, the employee can later appeal to OPM if still dissatisfied. A Federal Wage System employee cannot appeal to OPM until they first appeal to DoD. Ultimately, an appeal to the OPM is the final administrative avenue of appeal.

Appeals require certain information:

- Employee Information
- Employer/Employee Position Address
- Current and Requested Position Information
- Copy of Official PD and Accuracy Statement
- Technical Rationale
- Employee Representative Information (if any)

Non-appealable issues include:

- (1) PD accuracy
- (2) assignment outside the official PD;
- (3) DoD classification guidance; or
- (4) position titles not prescribed by OPM classification.

For additional information, please refer to DoDI 1400.25, Vol 511 or contact your servicing HR Specialist at 884-5224.