



Stuttgart Sensation

(Tools & Tips)

CUSTOMER SERVICE HOURS

Monday, Tuesday, Thursday and
Friday

0800-1600

Monday-Friday

1300-1600 Walk in Basis

Wednesday

0800-1300

CLOSED FOR INTERNAL BUSINESS

To better serve your needs, appointments are available for all other hours of operation. Please call 431-3488 for appointments.

CLOSED FOR LUNCH 12:00-13:00

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Director's Corner

"Appointments, Appointments"

Please come see us but, before you drive in, call ahead so we are prepared to give you the attention you deserve. Please call to make appointments for any LQA, TQSA or other overseas benefits. We are here to advise and assist you. We care!

New Employee Enrollment Overview

It is the responsibility of the employee to understand and manage his/her Federal Benefits. Benefit elections have time limitations. Opportunities to enroll or change enrollment are infrequent. Army-serviced employees obtain benefits counseling and processing services from ABC-C. Please visit the ABC-C website at <https://www.abc.army.mil>

- Health Insurance - enroll within 60 days of entry on duty date (enroll with ABC-C)
- Life Insurance - automatically covered under Basic, 60 days from entry on duty date to enroll in optional coverage (enroll with ABC-C)
- Retirement - automatically covered if in an approved position
- Federal Dental and Vision Insurance Program (FEDVIP) - enroll within 60 days of entry on duty date (enroll with BENEFEDS). You have ONE opportunity to enroll in dental insurance and ONE opportunity to enroll in vision insurance. You can't make multiple changes within the 60 day window.
- Flexible Spending Account - enroll within 60 days of entry on duty date (enroll with FSAFEDS)
- Long Term Care Insurance - enroll within 60 days of entry on duty date, if after 60 days employee must complete an underwriting application for enrollment (enroll with Long Term Care Partners, LTCFEDS)
- Thrift Savings Plan - enroll at any time (enroll with ABC-C)

Military Buy-Back/Post 56 Deposit:

Some veterans may not be aware of a benefit and the process to get their military time added to their current time working for the government. At the time of hire a DD 214 was submitted that was used to determine leave and sick time calculations. This does not automatically add the years to your present time for retirement. There is a process that you will need to adhere to in order to get the time added to their retirement years.

Veterans are eligible to apply for up to two (2) years once they are hired with no penalty. After that point, you will be paying an additional interest charge per year on what you may owe to buy back their years. The eligible military service time is added to the retirement date immediately upon finalizing your buy back process.

The buy back process MUST be completed prior to filling out the retirement papers for processing. It will not be accepted after you apply for retirement and you will lose the service time. This will take approximately six months to complete. You must buy back your military service time to have it added to your civil service time (3 % for FERS and 7% for CSRS of base pay).

When Is A Period Of Military Service Creditable For Retirement Purposes? A period of military service may be credited for retirement and death benefits purposes, subject to the following conditions:

1. The military service was performed before the date of separation upon which title to an annuity is based;
2. It was active duty;
3. It was not included in the computation of military retired pay, or if it was included in retired pay, the retired pay was awarded based on disability incurred in combat with an enemy of the United States or caused by an instrumentality of war and incurred in the line of duty during a period of war; or granted under the provisions of Chapter 1223, Title 10, of the U.S. Code (Reserve or National Guard retirement);
4. It was honorable service;
5. A deposit is made for Post-56 military service as required;
6. For CSRS employees, the requirements for a deposit is dependent upon whether you were first employed before 10-01-1982 or on or after 10-01-1982.

For detailed information please visit the Army Benefits Center at <https://www.abc.army.mil/retirements/retire.htm>

NEW ABC-C FEATURE—REQUEST A RETIREMENT ESTIMATE ELECTRONICALLY

The Army Benefit Center-Civilian (ABC-C) now offers the ability for current Army-serviced employees who are eligible for a voluntary/optional retirement within the next five (5) years to request a retirement estimate electronically through the Employee Benefits Information System (EBIS).

Employees may access EBIS through the ABC-C website at <https://www.abc.army.mil>. Once in their account, employees may select the new “HR LINKS” button on the top of the screen. Eligible employees who click on the “Request an estimate...” button will be asked a series of questions pertaining to their retirement estimate request. Once submitted, ABC-C will receive the request electronically and it will enter a queue to be worked.

The completed estimate will be electronically returned to the employee’s EBIS account and, similar to the system utilized by Defense Finance and Accounting Service (DFAS) for receipt of leave and earnings statements, an email notification will be sent to the employee that the estimate is available in EBIS. The employee can then log into EBIS, click on the “HR LINKS” button and then select the “View estimates...” button. Estimates will be in a PDF file format and employees may print the estimates from this screen or save the PDF file for future reference.

Employees who are NOT within five (5) years of voluntary retirement and click on the “HR LINKS” button will receive an notice that they are ineligible to request an electronic estimate. Employees who are NOT within five (5) years of voluntary retirement eligibility but who wish to receive an estimate (Minimum Retirement Age (MRA) + 10, Voluntary Early Retirement Authority (VERA), disability and deferred retirement) will not be able to use the electronic option at time. These employees will need to request their estimate by using the ABC-C automated phone line at **877-276-9287** to speak with a retirement counselor.

2012 Summer Hire Program

It is that time again! Yes, the Summer Hire Program for 2012 is here! The announcement period is March 26 through May 20. Applicants are required to submit their online applications during this period and complete and forward the in-processing packages to the CPAC office within 5 days after the submittal of their online application. Eligible candidates must be family members between the ages of 14 to 22 years old with a valid Family Member ID card. This includes spouses under 18 years of age who are still in high school. The employment period will be June 18 to July 27. We have disseminated flyers throughout the community. Please spread the news to the youth. The Summer Hire website is: <https://cpolrhp.cpol.army.mil/eur/employment/>. For questions concerning the application procedures or filling a summer hire position within your organization, please contact our Summer Hire Coordinator at DSN 431-3124. Thank you for your support!

SUMMER 18 June to 27 July HIRE 2012



Applications Accepted Online
26 March to 20 May

<https://cpolrhp.cpol.army.mil/eur/employment/>

Type of Work

Labor, Clerical, Child Care

Eligibility

Family Members (FM) between the ages of 14 to 22 years old, with valid FM ID Cards. This includes spouses under 18 years of age who are still in High School.



For more information contact your local CPAC office

STUTTGART:

DSN 431-3124

Comm. 07031-153124

DSN 431-3127

Comm. 07031-153124

Voluntary Leave Transfer Program (VLTP)

Here are some tips that will help you when submitting an application to become a leave recipient under the Voluntary Leave Transfer Program:

If an employee is not capable of completing and/or submitting application on his or her own behalf, a personal representative of the potential leave recipient may complete and/or submit the written application on his or her behalf.

Each application must be accompanied by the following Information concerning each potential leave recipient:

1. The name, position title, and grade or pay level of the potential leave recipient;
2. The reasons transferred leave is needed, including a brief description of the nature, severity, and anticipated duration of the medical emergency, and if it is a recurring one, the approximate frequency of the medical emergency affecting the potential leave recipient;
3. Certification from one or more physicians, or other appropriate experts, with respect to the medical emergency;
4. Any additional information that may be required by the potential leave recipient's CPAC.

If the application is approved, the employing agency shall notify the leave recipient (or the personal representative who made application on behalf of the leave recipient), within 10 calendar days (excluding Saturdays, Sundays, and legal public holidays) after the date the application was received (or the date the employing agency established its administrative procedures, if that date is later).

If the application is not approved, the employing agency shall notify the applicant (or the personal representative who made the application on behalf of the potential leave recipient), within 10 calendar days (excluding Saturdays, Sundays, and legal public holidays) after the date the application was received (or the date the employing agency established its administrative procedures, if that date is later).

For more information please call DSN 431-3901.

Upcoming Briefings

Family Members Briefing

16 May 2012 (0900-1100)

Benefits Refresher

30 May 2012 (0830-1130)

LOCATION: Panzer Kaserne, Building 2953, DOL Conference Room

Reminders!

Family Member Briefing

The Family Member Briefing is intended for family members currently employed who will be PCSing with their sponsor this summer. The briefing will cover employment related information in support of continued employment and include the following topics:

1. Eligibility for Terminal Leave without Pay
2. Priority Placement Registration
3. Eligibility for Executive Order 12721
4. Other employment related information when returning back to CONUS

Renewal Agreement Travel (RAT)

Here are some tips that will help you when planning to take RAT:

- An extension for a renewal tour must be approved by management and accepted by the employee by signing a renewal agreement.
- RAT can only be taken during a specific timeframe, known as the RAT Window. If RAT is not taken during this window, then eligibility is forfeited.
- Discuss your travel plans with your supervisor and receive the necessary approval for leave.
- Complete and submit the Request for Orders, a copy of your signed overseas extension form, and your approved leave request to the CPAC to prepare your RAT orders.

Upon the receipt of your RAT request, the CPAC will obtain fund cites from your Budget office. Due to the volume of requests, we encourage you to submit your request to the CPAC at least **30 days** prior to your travel schedule. Please contact your servicing HR Specialist/HR Assistant for any specific questions regarding RAT eligibility.

Student Education Travel

The summer period is the busiest season for the Student Education Travel. Here are some tips that will aide you planning your student's travel:

- Students are entitled to travel, per diem, and unaccompanied baggage. No household effects, foodstuffs, or automobiles may be transported at government expense.
- Ensure that the school attended by the dependent is qualifying for reimbursement (e.g., is an accredited school).
- Determine the anniversary date (e.g., the date of the first leg of the first educational travel, whether from overseas or the school), and ensure that the round trip travel is accomplished in the year established by that anniversary date.
- Ensure the student has not reached his/her 23d birthday (21st birthday for secondary education) before travel commences in either direction.
- Determine if unaccompanied baggage is to be transported or stored at the school's location.
- Request an exception to travel back to school in the 30-day window before the anniversary date if school scheduling requires.
- Ensure the student remains in the overseas area for 7 consecutive days before returning to school.
- Complete and forward the Request for Orders and current documentation reflecting the full-time enrollment of the student. Documentation is required each time student education travel is requested.

Due to the high volume of requests, we encourage you to submit your request to the CPAC at least **30 days** prior to your travel schedule. Please contact your servicing HR Specialist/HR Assistant for any specific questions regarding Student Education Travel.

Employee Assistance Program (EAP)

The ASAP EAP is a job-based program designed to help employees, and their family members whenever feasible, with problems that may affect their well-being and their ability to do their jobs. Supervisors are encouraged to refer civilian employees with performance, behavior, or attendance problems to the EAP for evaluation. The EAP provides assessments, referrals appropriate to the identified problem, and crisis intervention counseling. Additionally, the EAP counselor assists with consultations to management, supervisor training, and prevention education services. For Employee Assistance Program, please call DSN 431-2530 or Civilian 07031-152530.

The Stuttgart CPAC is located on Panzer Kaserne (Panzer Strasse).

- Take A81 toward SINGEN / BÖBLINGEN / SINDELFINGEN.
- Take EXIT 22 toward BÖBLINGEN-OST / SCHÖNAICH.
- Make first LEFT at traffic light onto K105
- Stay STRAIGHT to go onto PANZERSTRASSE / K1057.
- Take RIGHT at the second traffic light and then an immediate LEFT into the Panzer Kaserne entrance.

- Once through the gate, you will be on the priority road, follow the road to the LEFT, then take the first RIGHT, then turn LEFT as you proceed around the square.

- Continue on priority road to the next intersection and turn RIGHT.

- You will pass the Bowling Center on your right and CPAC is on the left, Bldg 2948.

- Please go to Room 101 to sign in.

- You may park behind the building or at the Bowling Center parking lot.



Helpful Websites:

- ABC-C: <https://www.abc.army.mil>
- Army Vacancy Announcements: [www. USAJobs.gov](http://www.USAJobs.gov)
- Benefits: www.opm.gov/insure or <https://www.abc.army.mil/>
- General information: www.ArmyCivilianService.com
- NAF Benefits: www.NAFBenefits.com
- NAF Vacancy Announcements: www.USAJobs.gov
- Pay: <https://mypay.dfas.mil/mypay.aspx> (My Pay)
- Salary Charts: www.opm.gov/oca/08tables/

Submit Your Ideas for Topics

We would like you to submit your ideas regarding topics that you would like to see addressed in this publication. Please submit your ideas to usarmy.stuttgart.hqda-cpac.mbx.stuttgart-cpac@mail.mil All submissions will be considered and are subject to approval by the CPAC Director.

