

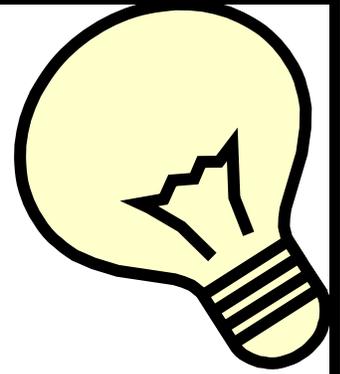
The

# Illuminator

Shedding Light on the HR World

1-2010

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this publication is issued to ensure the Fort Benning commanders, managers, supervisors, and employees are kept informed of employment and staffing issues. Monthly issuances will contain updated information on specific employment topics (i.e., compensation, recruiting procedures, travel entitlements, classification issues, the fate of NSPS, the Maneuver Center of Excellence (MCOE) civilian transition, etc.).

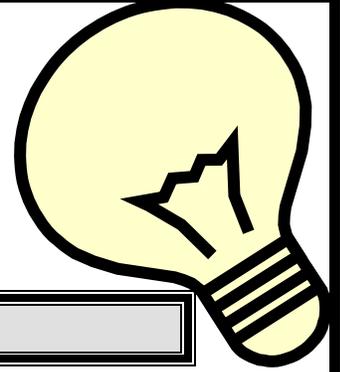
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***Retirement, Life/Health Insurance, TSP, Social Security and Such***

**Recent Retirement Changes Summarized.** Below is a compilation from a recent CRS report summarizing changes in federal retirement benefits enacted as part of two laws earlier this year:

## Thrift Savings Plan Enhancement Act of 2009

On June 22, 2009, President Barack Obama signed into law H.R. 1256, the Family Smoking Prevention and Tobacco Control Act of 2009 (P.L. 111-31).

Sections 101 through 110 of Title I of Division B of H.R. 1256 are titled the "Thrift Savings Plan Enhancement Act of 2009."

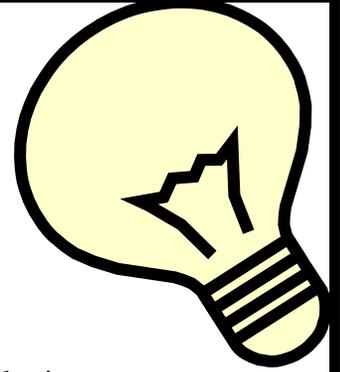
## Automatic Enrollment in the Thrift Savings Plan

Federal employees initially hired into permanent employment on or after January 1, 1984, participate in the Federal Employees' Retirement System (FERS). The FERS comprises three elements: the FERS basic retirement annuity, Social Security, and the Thrift Savings Plan (TSP). Employees can contribute up to \$16,500 to the TSP in 2009. Employees aged 50 and older can contribute an additional \$5,500. Each employee's employing agency automatically contributes an amount equal to 1% of pay to the TSP on his or her behalf. In addition, employee salary deferrals up to 5% of pay are matched by the employing agency dollar-for-dollar on the first 3% of pay contributed to the TSP and at fifty cents on the dollar for the next 2% of pay contributed. The Federal Retirement Thrift Investment Board reports that 52% of employees enrolled in FERS voluntarily contribute to the TSP program in their first year of eligibility and that 86% contribute by their sixth year of employment.

Prior to enactment of the Thrift Savings Plan Enhancement Act, federal employees were required to elect to defer salary into the TSP. P.L. 111-31 requires newly hired federal employees to be enrolled automatically in the TSP at a default contribution rate of 3% of pay. The Federal Retirement Thrift Investment Board, which oversees the operations of the Thrift Savings Plan, is authorized to set the default rate of contribution no lower than 2% of pay and no higher than 5% of pay. The TSP government bond (the "G" fund) will be the default investment fund for employees who are automatically enrolled in the TSP. Employees will have the option to increase or decrease their contributions, to direct their contributions to one or more other funds within the TSP, or to opt out of participating in the TSP.

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### Qualified Roth Contribution Option

P.L. 111-31 directs the Thrift Board to add to the TSP a qualified Roth contribution program. Prior to enactment of the Thrift Savings Plan Enhancement Act, all employee salary deferrals into the TSP were made on a pre-tax basis. Income taxes are deferred on these deferrals until money is withdrawn from the account. Under a qualified Roth contribution program, employee salary deferrals are made with after-tax income. Under federal tax law, only employee contributions can be allocated to a designated Roth account. Employer matching contributions must be allocated to a pre-tax account. Qualified distributions that are attributable to an employee's designated Roth contributions and investment earnings on those contributions will be tax-free. The part of the distribution that is attributable to employer matching contributions and investment earnings on the employer contributions will be subject to income taxes.

### Authority to Establish a Mutual Fund Window

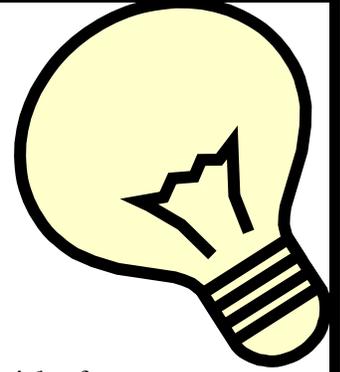
New investment funds can be added to the TSP only if authorized by Congress. P.L. 111-31 gives the Federal Retirement Thrift Investment Board the authority, in consultation with the Employee Thrift Advisory Council, to include in the TSP a service that allows participants to invest in mutual funds "if the Board determines that such addition would be in the best interests of participants." Any expenses charged for use of the mutual fund window must be borne exclusively by participants who invest in investment options offered through it.

### Reporting Requirements

P.L. 111-31 requires the Federal Retirement Thrift Investment Board to submit to Congress each year a report on the operations of the TSP. The report must include information on the number of participants, the median balance in participants' accounts, demographic information on participants, the percentage allocation of amounts among investment funds, the status of the implementation of self-directed investment options, the diversity demographics of any company retained to manage or invest assets of the TSP, and whatever other information that the Board considers appropriate. A copy of the annual report will be made available on the TSP website. The law requires the Board to include in employees' TSP statements the amount of investment management fees, administrative expenses, and any other fees or expenses paid with respect to each investment fund in the Thrift Savings Plan. The statement also is required to inform participants how they can access the annual report submitted to Congress by the Board.

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### Acknowledgment of Risk

Participants in the Thrift Savings Plan who invest in funds that are subject to risk of investment loss, i.e., all funds other than the government bond ("G") fund, must sign an acknowledgement of risk. P.L. 111-31 extends this requirement to any new TSP investment funds that are subject to risk of investment losses.  
Subpoena Authority

P.L. 111-31 provides the executive director of the Thrift Savings Plan with authority to issue subpoenas requiring the recipient "to produce designated books, documents, records, electronically stored information, or tangible materials" that the executive director may need to carry out his or her responsibilities under chapter 84 of title 5 of the United States Code.

### Amounts in Thrift Savings Funds Subject to Legal Proceedings

P.L. 111-31 provides that amounts in an individual's Thrift Savings Plan account may be subject to court orders for restitution or forfeiture or for the payment of alimony or child support.

### Accounts for Surviving Spouses

P.L. 111-31 provides that, subject to certain limitations, the surviving spouse of a deceased Thrift Savings Plan participant can maintain in the TSP the portion of the decedent's account to which the surviving spouse is entitled.

### Treatment of Members of the Uniformed Services Under the Thrift Savings Plan

Members of the armed forces can contribute to the Thrift Savings Plan, but they do not receive matching contributions from the Department of Defense.

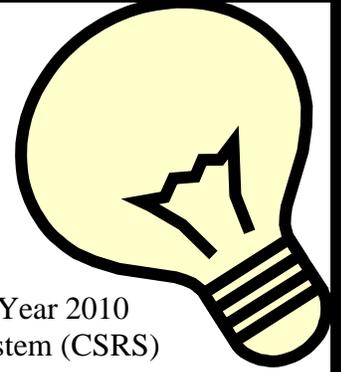
P.L. 111-31 requires the Secretary of Defense to report to Congress on the estimated cost of providing a matching payment with respect to contributions made to the Thrift Savings Fund by members of the armed forces and the effect that such a matching payment would have on recruitment and retention.

### Survivor Indemnity for Surviving Spouses of Members of the Armed Forces

P.L. 111-31 increases the monthly indemnity allowance for surviving spouses of deceased members of the armed forces who are affected by the required survivor benefit plan annuity offset for dependency and indemnity compensation.  
Provisions of the National Defense Authorization

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Title XI and Title XIX of the National Defense Authorization Act for Fiscal Year 2010 (P.L. 111- 84) contain provisions that affect the Civil Service Retirement System (CSRS) and the Federal Employees' Retirement System (FERS).

### Part-time Reemployment

Individuals who are receiving retirement annuities under either the Civil Service Retirement System or the Federal Employees' Retirement System may be reemployed by the federal government. In general, however, an individual may not simultaneously collect a federal civil service retirement annuity and a salary for current employment with the federal government. Before 1990, there were no exceptions to the prohibition on concurrent receipt of a federal salary and a federal retirement annuity.

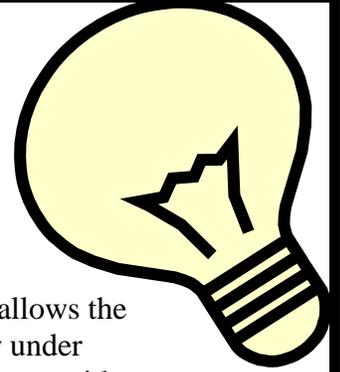
The Federal Employees' Pay Comparability Act of 1990 (P.L. 101-509) delegated to the Director of the Office of Personnel Management (OPM) authority to waive this prohibition in certain exceptional circumstances, and thus allow a reemployed annuitant to receive both a federal salary and a federal retirement annuity concurrently. Under the 1990 law, the head of an executive branch agency may request that the Director of OPM temporarily waive the prohibition on concurrent receipt of a federal salary and a federal retirement annuity on a case-by-case basis for employees in positions for which there is exceptional difficulty in recruiting or retaining qualified employees. If a federal annuitant is reemployed under a waiver that allows concurrent receipt of a federal annuity and a federal salary, he or she accrues no new retirement benefits under CSRS or FERS.

The National Defense Authorization Act for Fiscal Year 2004 delegated to the Secretary of Defense authority to hire federal annuitants without reducing their salaries by the amount of their annuities. The approval of the Director of OPM is not required. Under this law, a federal annuitant hired by the Department of Defense is entitled to receive both a federal annuity and the full salary for the position into which he or she is hired. The reemployed annuitant does not accrue additional CSRS or FERS retirement benefits during the period of reemployment. Except for cases in which a waiver has been granted by the Director of OPM or the Secretary of Defense, a reemployed annuitant's retirement annuity continues during the period of reemployment, and his or her pay is reduced by the amount of the annuity.

Reemployed annuitants earn additional retirement benefits while reemployed, unless hired under a waiver granting simultaneous receipt of salary and pension. If the period of reemployment lasts one year or more, the individual is eligible for a supplemental annuity when he or she retires. If the period of reemployment lasts five years or more, the individual can elect a redetermined annuity.

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The National Defense Authorization Act for Fiscal Year 2010 (P.L. 111-84) allows the head of a federal agency to appoint an individual who is receiving an annuity under CSRS or FERS to a temporary, part-time position in civilian federal employment without the offset to salary otherwise required by law. Employment under this authority is limited to 520 hours of service performed in the six months after the date when the annuity begins;

- 1,040 hours of service performed in any 12-month period; and
- 3,120 hours of service performed over the individual's lifetime.

The total number of individuals appointed by the head of an agency under this authority may not exceed 2.5% of the total number of full-time employees of the agency. If the total number of appointments exceeds 1% of the number of an agency's full-time employees, the agency must submit to Congress a report explaining the reasons that the number of appointments exceeds this threshold. GAO will report to Congress within three years of enactment on the use of this authority by federal agencies.

### Credit for Unused Sick Leave Under FERS

P.L. 111-84 amends chapter 84 of title 5 such that unused sick leave will be added to the length of service of any individual retiring under the Federal Employees' Retirement System who is eligible for an immediate annuity.

Unused sick leave will be used only for computing the amount of the annuity.

It would not be used for determining either the individual's average pay or date of retirement eligibility. The law provides that through December 31, 2013, one-half of an individual's unused sick leave will be added to his or her length of service for purposes of calculating an annuity under FERS.

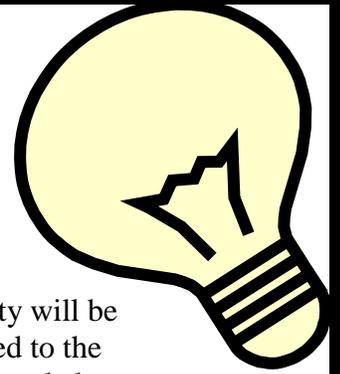
After December 31, 2013, all unused sick leave will be added to an individual's length of service for purposes of calculating his or her annuity under FERS.

### Forgiveness of Interest Due on Certain Deposits under the Civil Service Retirement System

Under the Civil Service Retirement System, employees who leave federal service and withdraw their contributions to the CSRS can re-establish credit under the CSRS if they are later reemployed by the federal government by redepositing their prior contributions plus interest to the Civil Service Retirement and Disability Fund (CSRDF). Prior to enactment of The Omnibus Budget Reconciliation Act of 1990 (P.L. 101-508), no credit was granted in the computation of a CSRS annuity unless the individual made the required redeposit with interest to the CSRDF. P.L. 101-508 provided that if the period for which a redeposit is required ended before October 1, 1990, and the individual does not make a redeposit with interest to the CSRDF, partial credit will be granted for the

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period of service for which a redeposit is owed. The employee's CSRS annuity will be actuarially reduced, based on his or her age at retirement and the amount owed to the CSRDF. If the period of service for which a redeposit is owed to the CSRDF ended on or after October 1, 1990, no credit is granted toward a CSRS annuity for that period of service unless the individual makes the required deposit, including interest, to the CSRDF.

P.L. 111-84 provides that if the required redeposit is the result of a refund of CSRS contributions to an employee that was made during the period from October 1, 1990, to February 28, 1991, no interest is required to be paid on the redeposit to the CSRDF. This provision is applicable only to annuities paid to individuals who retire on or after the date of enactment of P.L. 111-84.

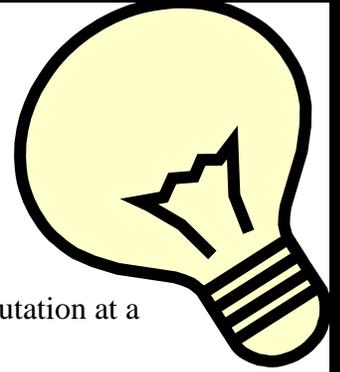
## Computation of CSRS Annuities for Individuals with Part-Time Service

Under both CSRS and FERS, retirement annuities are based on an individual's length of service and the average of their highest three consecutive years of basic pay, called "high-three" average pay. For employees under FERS, part-time service is credited toward an annuity on a prorated basis, and an individual's high-three average pay is always the pay applicable the grade and step for his or her position. The employee's length of service is prorated for any period of part-time service. For example, if an employee's federal career consisted of 22 years of full-time service and three years of half-time service, his or her FERS annuity would be based on a career equal to 23.5 years of full-time service.

Prior to enactment of P.L. 111-84, employees under CSRS were subject to a further reduction in their annuities if their careers include part-time service. Regulations published by the Office of Personnel Management in the 1980s applied two measures of high-three pay to the annuity calculation of employees under CSRS whose careers include part-time service. Under the OPM regulations, all service prior to April 7, 1986 (the date on which Congress amended the law governing computation of annuities based on part-time service) was included in the annuity computation at the high-three average pay actually received by the individual, while service after that date was credited at the high-three pay for the position that the individual occupied. For example, an employee might have worked full-time for 24 years and switched to part-time for six years before retiring. The person's high-three average pay at the end of those 24 years may have been \$60,000. This is both the high-three average pay for the position the individual occupied and the high-three pay he or she actually received. Assuming that he or she switched to a half-time schedule for the final six years of his or her career, and that over those six years the high-three average pay for his or her position increased to \$70,000, there will be a difference in the high-three average for his or her position and the high-three pay he or she actually received (\$70,000 vs. \$60,000). In this case, all service performed before April 7, 1986, would be included in the annuity computation at a high-three average pay

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of \$60,000 and service after that date would be included in the annuity computation at a high-three average pay of \$70,000.

P.L. 111-84 requires OPM to calculate annuities under CSRS for employees whose careers include part-time service in the same manner as annuities are calculated for employees with part-time service under FERS. An employee's high-three average pay in all cases will be the high three average pay for the position he or she occupied, and the employee's length of service will be prorated to its full-time equivalent length of service. Redeposits Under the Federal Employees' Retirement System

Under both the CSRS and FERS, employees are vested in a future retirement annuity after five years of service. The service of employees who separate from federal employment continues to be credited toward a future retirement annuity unless they withdraw their contributions to the Civil Service Retirement and Disability Fund. If a former employee left his or her contributions in the CSRDF and is later re-employed by the federal government, his or her prior service is combined with the re-employment service in determining both retirement eligibility and the amount of the retirement annuity.

Employees under CSRS who leave federal service and withdraw their contributions to the CSRS can re-establish credit under the CSRS if they are later re-employed by the federal government by redepositing their prior contributions, plus interest, to the CSRDF. In order to discourage departing employees from withdrawing their deposits to the CSRDF, and thus potentially forfeiting any future retirement annuity they may have earned, the 1986 FERS statute prohibited employees who have previously separated from federal employment and withdrawn their contributions to the CSRDF from redepositing those contributions into the CSRDF in the event that they are re-employed by the federal government.

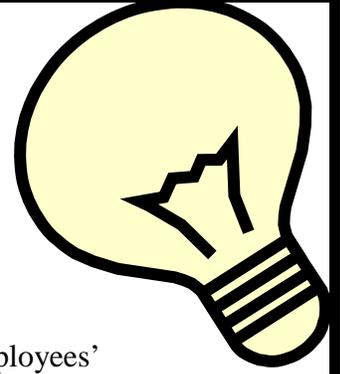
P.L. 111-84 allows reemployed individuals under FERS who withdrew their contributions to the CSRDF when they separated from federal employment to re-establish title to a FERS annuity for their prior federal service by redepositing their earlier contributions, plus interest, to the CSRDF.

### Retirement Credit for Employees of the District of Columbia Government

Under the Balanced Budget Act of 1997 (P.L. 105-33), some employees of the District of Columbia were made federal employees. P.L. 111-84 credits certain service these individuals performed as employees of the District of Columbia as federal service for purposes of determining their retirement benefits.

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**Federal Workers Compensation 101: Know the Basics.** The Federal Employees' Compensation Act (FECA) provides benefits to all federal employees of the United States Government. These civilian employees of the U.S. government include the Departments of Agriculture, Commerce, Defense, Education, Health & Human, Services, Homeland Security, HUD, Justice, Interior, Labor, State, Transportation, Treasury, Veteran's Affairs, Federal Judiciary (Court System), U.S. Postal Service, U.S. Capitol Police, Legislative Branch, TSA, NASA, Forest Service, Border Patrol, National Guard, et al.

FECA is administered by the Office of Workers' Compensation Programs (OWCP), U.S. Department of Labor, with 12 District Offices located across the United States. FECA is financed by the Employees' Compensation Fund, appropriated by Congress directly and indirectly through a chargeback system.

FECA can be found on the U.S. Department of Labor, Employment Standards Administration, Office of Workers' Compensation Programs website, [http://www.dol.gov/esa/owcp\\_org.htm](http://www.dol.gov/esa/owcp_org.htm) or at <http://reduceyourworkerscomp.com/workers-compensation-laws-and-regulations-federal.php> and by reviewing "The Federal Employee's Compensation Procedure Manual," and the 20 Code of Federal Regulations (C.F.R.) Part 700 to 799.

FECA's law provides payment of benefits, including loss wage compensation, schedule awards, medical benefits, and vocational rehabilitation services for employment-related injuries and occupational disease sustained in the performance of duty by civilian employees.

FECA also provides payment of monetary compensation to specified survivors of an employee whose death resulted in a work-related injury with payments of certain burial expenses subject to the provisions of 5 U.S.C. § 8134. FECA, however, is not a retirement system.

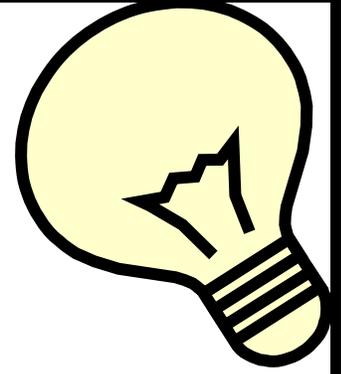
FECA, passed in 1916, is remedial in nature and non-adversarial. It is the sole remedy since a federal employee or surviving dependent is not entitled to sue the U.S. Federal Government or recover damages for injury or death under any other law.

There are four (4) types of claims:

1. Traumatic Injury
2. Occupational Disease/Illness

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3. Recurrences
4. Death

Five (5) Conditions of Coverage must be met:

1. Time
2. Civilian Employee
3. Fact of injury
4. Performance of Duty
5. Causal Relationship

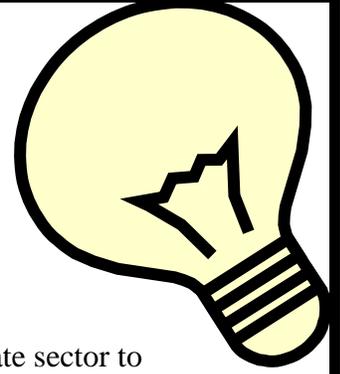
The employee is responsible for establishing the essential elements of the claim. Office of Workers' Compensation Program (OWCP) will help the employee to meet this responsibility, termed "*burden of proof*," by requesting evidence needed to establish these elements if such information is not included with the original submittal. This assistance does not relieve the employee of his or her burden of proof. Agencies are required by law to provide medical and factual evidence requested by OWCP to adjudicate a claim. To minimize delays in the adjudication of claims, OWCP gives the employee and agency a specific period to submit required evidence in claim.

One of the biggest challenges facing federal employers under the FECA is reemployment when medical evidence shows disability has ended. Agencies are encouraged to reemploy, regardless of how long the injured worker (IW) has received compensation. The IW is expected to return eventually to work within medical restrictions when light duty is offered, pending full recover. If residuals of the injury prohibit the IW from returning to the position held at the time of injury, and IW has received compensation for more than one year, agencies can return IW to (1) the position held at time of injury with modifications to accommodate the IW's limitations; (2) employment in another position at the same salary as the position held at time of injury; or, (3) employment in another position at a lower salary than the position held at the time of injury. If any loss of wages incur due to return to work in lower position, OWCP compensates the difference in pay.

One of the many services FECA provides is vocational rehabilitation services to assist IW in returning to gainful employment. One such service is "Assisted Reemployment." OWCP may reimburse an employer who was not the employer at the time of injury for part of the salary of the reemployed IW. This wage subsidy is intended to assist in reemploying workers who are found to be difficult to place with their former employers. It is also available to other Federal employers as well as to State and local governments and the private sector. (workersxzcompzkit)

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Federal agencies continue to partnership with local government and the private sector to accomplish this agreement within agencies and do the right thing by working together as a community to reemploy those who are not totally disabled, by Protecting Our Workers and Ensuring Reemployment.

**Federal Employees and Retirement: About 45% of Readers Plan to Delay Retiring.** This article was posted in FEDSmith. The survey discussion points contained herein pertains to the readers of said publication.

Are you going to be able to retire at the time you had planned or have you delayed your retirement? As noted in *The Reality of "Generation U"*, a number of Americans who are eligible to retire are still working (unless they have been forced into it by lay-offs at their company).

In a survey of approximately 3000 readers:

- 44.9% indicated they are delaying their retirement plans.
- 11.4% are undecided
- 43.7% are not delaying their retirement.

There is a difference between the responses from those in the CSRS system and those under FERS. 49.8% of those in the CSRS system indicated they are delaying their retirement plans. 41.3% are not delaying their plans and 8.9% are still undecided.

Among those in the FERS system, 45.8% are not planning on delaying their retirement. 40.6% are delaying their retirement and 13.6% are still undecided.

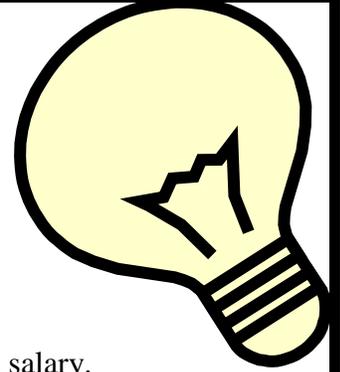
That seems contrary to what some would have expected as those under CSRS are not as dependent on their thrift savings plan. The reality may be that people who are closer to retirement or eligible to retire continue working when faced with an immediate decision.

People give a number of reasons for their decision. Here are some of the typical reasons listed by readers.

- Current economy means fixed income will be adversely affected by inflation. Also doing challenging work keeps me active, interested and intellectually engaged. Why not do something that's fun and enjoyable as well as helpful.
- Obama scares me and I don't know how much I'll be taxed which means I can't calculate how much net income I'll have to live on...inflation and taxes are killing my plans.

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- Bad economy caused my delay in retiring
- Retirement amount is too small in comparison to my regular full time salary.
- The dollar is falling and inflation is taking over .
- The new President is not right in many areas and I question his moral and ethical love of this country. You cannot date the terrorist!
- Why would I retire to take another job with lower pay and benefits?
- Worried about money
- I don't want to HAVE to get another job when I retire, so I am delaying retirement (I was eligible 2.5 years ago)

Many readers do not plan on getting another job after retirement.

- 39.5% do not plan on taking another job.
- 26% do plan on working.
- 24.5% are still undecided.

Among those who are in the FERS system, it is just about equally divided between those who plan on taking a job and those who do not. 37.8% plan on working and 37.4% do not plan on working. 42.3% of those in CSRS do not plan on working.

### **What is (or will be) your primary reason for deciding when to retire?**

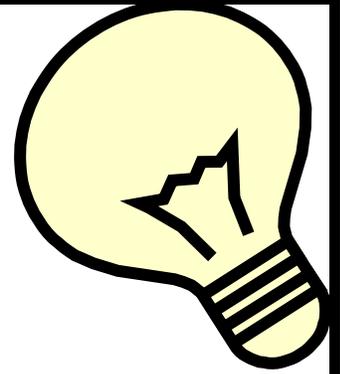
- The biggest reason among CSRS retirees for retiring is spending more time on projects that are of interest. (27.8%)
- spend more time with family/friends: 18.6%
- dissatisfaction with my job: 16.8%
- health issues: 6.1%
- desire to travel: 7.2%
- other: 23.5%

For FERS employees, there are some differences with health issues becoming a more important issue and job dissatisfaction not being quite as important

- spend more time on projects/topics of interest me: 26.3%
- health issues: 10.8%
- desire to travel: 8.8%
- spend more time with family/friends: 15.9%
- dissatisfaction with my job: 15.3%

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- other: 22.9%

Here are some of the typical comments sent in by readers to this question:

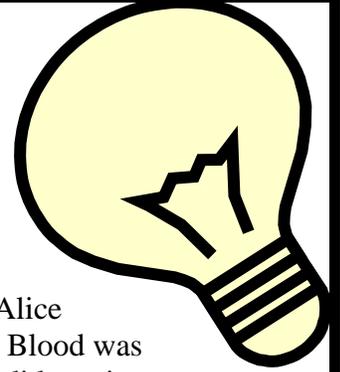
- I have worked for 37 years and it's just about time to call it quits!
- My job was contracted out. Tax payers are no longer getting their money's worth out my continued employment.
- When I first started my job it was about the quality of the product now it's the quantity at the expense of quality.
- As soon as the sick leave is gone, so am I.
- My TSP-kitty got big enough (\$400k)
- After 39 years of fed. service I'm more than ready to get out. Things seem to be getting worse, not better in the work place so its time to go.
- The time is right...have worked long enough.
- For years and years I counted down the years, months and days until I could retire. I felt trapped in my job because I was under CSRS and the government owned my soul. I can't wait until the day I can walk out the door and not look back.
- Tired of dealing with the same BS different day. Also tired of the federal employee bashing by "outsiders." With over 31 years of service to my country - I have provided excellent service and would appreciate a few thanks now and then.
- After 3 decades of great management and environment, the current situation stinks. I can't wait to get out!
- Desire to have more time to do some of the things I've always wanted to do.
- Health issues are primary but I also am not getting very much satisfaction with my job now that we are required to have such large workload that I have to work almost every Saturday available.

**Electing a Survivor Annuity: Follow Legal Requirements or Lose the Benefit.** A recent appeals court decision underscores the need for federal retirees to be careful when they make and communicate with the Office of Personnel Management decisions about survivor annuity elections. ([\*Dorsey v Office of Personnel Management\*](#), C.A.F.C. No. 2009-3071 (nonprecedential), 11/25/2009)

The petitioner in this case tried without success to convince OPM, the Merit Systems Protection Board and the appeals court that her deceased husband had made an election to provide her with a survivor's annuity.

# *The Illuminator*

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More than 11 years after retiring from federal service, James Blood married Alice Dorsey. By law, in order to provide for a survivor's annuity for his new wife, Blood was required to send OPM something in writing stating his intention to do so. He did receive a package of forms from OPM, which he filled out and returned to make Dorsey his beneficiary for life insurance and for any sums due him under the retirement system.

But Blood failed to state in writing that he wanted to elect a survivor's annuity for his wife. The court found that Blood was informed by OPM of this requirement in writing. (Opinion pp. 2-4)

When Blood died, his widow petitioned OPM to begin paying her a survivor's annuity. Because Blood had not made the required election in writing within two years of his marriage, the petition was denied. The MSPB affirmed and Ms. Dorsey took her case to the federal appeals court. (pp. -2)

As the court explained in refusing to overturn the OPM decision, no particular form is required in order to make the required election. All Blood had to do was send a signed letter to OPM indicating his intent within 2 years of his marriage. (p. 3)

Dorsey argued that Blood's signature on the forms (SF 2808 and 2823) to make her beneficiary under his retirement and life insurance plans was enough to prove his intent on the survivor annuity. Not so, ruled the court: "The forms submitted by Mr. Blood relate to other benefits and do not elect a survivor annuity benefit." (p. 3) SF 2808, which relates to lump-sum retirement benefits specifically states that it "does not affect the right of any person who is eligible for survivor annuity benefits. Do not confuse this form with designation forms used for other types of benefits. ..." (p. 3)

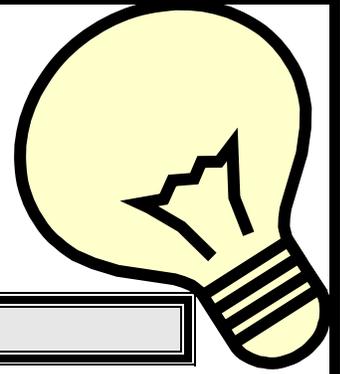
The court appeared sympathetic to Dorsey's argument that Blood had suffered from Alzheimer's disease for the last ten years of his life. Nevertheless, the court pointed out that the two-year window requiring a written statement of intent on the survivor's annuity is a statutory requirement that the court "simply does not have the authority to ignore. ..." (p. 4)

In short, there is simply no way for Dorsey to receive a survivor's annuity under the facts of this case.

There is a harsh lesson in this case for federal retirees and their surviving spouses.

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## *Employment-Related News*

**Agencies Sending More Civilians to Afghanistan.** The Agriculture and State departments plan to send hundreds of employees to Afghanistan by early 2010 to bolster the military surge and help stabilize the troubled country.

The State Department now has at least 627 diplomats, lawyers, agronomists, development specialists and other experts in Kabul and other areas around the country. Paul Jones, State's deputy special representative for Afghanistan and Pakistan, said Dec. 7 at a Dec. 7 forum sponsored by the American Enterprise Institute that the department will have at least 1,000 employees on the ground by early 2010, and said more will follow. State employees will work with the military in provincial reconstruction teams and will set up new consulates in Mazar-e-Sharif and Herat.

And Agriculture will increase its presence from the 27 agricultural experts currently in Afghanistan to 64. Agriculture said 10 experts will be stationed in Kabul and 54 experts will be in the field teaching Afghan farmers new techniques and encouraging them to grow crops besides opium, which helps fund the insurgency.

The Defense Department now has 1,363 civilian employees in Afghanistan, but is not yet sure how many additional employees it will send as part of the civilian surge. The Defense, Commerce and Justice departments also are planning to send more employees, but could not yet say how many.

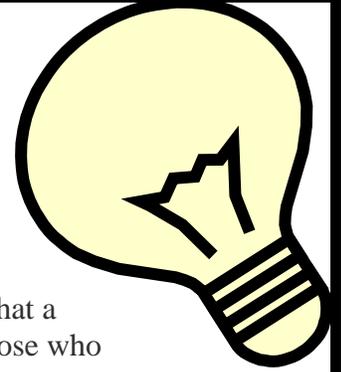
President Barack Obama on Dec. 1 said increasing the federal civilian presence in Afghanistan is one of the "core elements" of his surge policy.

**Guidance Issued on Sunday Pay.** OPM has sent guidance to agencies on the effects of a court decision issued May 26 ruling that part-time employees are eligible for Sunday premium pay. Agencies are required to begin paying Sunday premium pay for part-time employees from that date, OPM said. In addition, employees, separated employees and retirees may file claims for back pay reaching back as far as six years from the date the claim was filed with the agency they worked for during that period.

**Two Economies: Government Workers Optimistic, Private Sector Not.** Government employees are much more bullish about the economy than those who work in the private sector. That's a big change from the beginning of the year when those on the public payroll were a bit more pessimistic than private sector workers.

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Data from the [Rasmussen Consumer Index](#) from the past seven days shows that a plurality of government workers think the economy is getting better while those who work in the private sector tend to have the opposite view. Those in the government sector are also more upbeat about the current state of the economy and their own personal finances.

Today, 46% of government employees say the economy is getting better while just 31% say it's getting worse. Among those who work in the private sector, the numbers are reversed: 32% say better and 49% worse.

Twenty-four percent (24%) of government employees rate the economy as good or excellent while just nine percent (9%) of those in the private sector are so upbeat.

Fifty-five percent (55%) in the private sector rate the economy as poor, a pessimism shared by 38% of those on the public payroll.

Forty-four percent (44%) of government employees rate their own personal finances as good or excellent while 33% of private sector workers do the same. Among those on the government payroll, 31% say their finances are getting better, and 40% say they're getting worse. The comparable private sector numbers are 23% better and 47% worse.

These figures reflect a dramatic change from January 2009, with a growing optimism among government workers. During the course of this year, there has been a significant increase in government spending and a government takeover of General Motors.

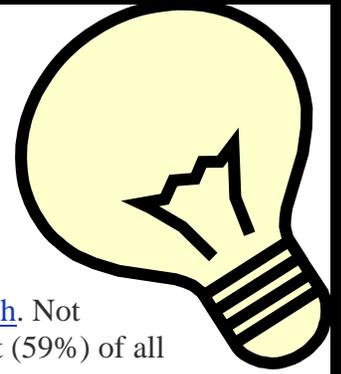
The Obama administration estimates that federal spending will reach 28% of GDP in 2009, up from 19% a decade ago. It's the largest share of the economy consumed by the federal government since the fighting stopped in World War II.

In the private sector, such growth would be considered boom times for any industry, and government employees have undergone a remarkable change in attitude over the course of the year. In January, just 22% of government workers thought the economy was getting better, a figure that has jumped to 46% today. The number of government workers who think the economy has gotten worse has fallen in an equally dramatic manner, from 61% in January to 31% today.

Among those who work in the private sector, however, the change has been far less significant. In fact, the number of private sector workers who think things are getting better has improved just six points, from 26% up to 32%.

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Most Americans (51%) believe that government employees are paid too much. Not surprisingly, those who work for the government disagree. Fifty-nine percent (59%) of all Americans say the average government worker earns more annually than the average taxpayer.

Fifty-five percent (55%) of government workers expect to have the same employer in five years. Only 27% of those who work for someone else expect such job longevity. Sixty-six percent (66%) of voters nationwide expect government spending to go up during the Obama years, but 59% believe that an increase in government spending will hurt the economy.

Most voters say tax cuts are a better way to create jobs and fight unemployment

**Getting into SES: Do you Have What it Takes?** The Senior Executive Service, or SES, is a group of people responsible for administering public programs at the top levels of the Federal government. Because these jobs are so limited and so well compensated they are highly sought after positions.

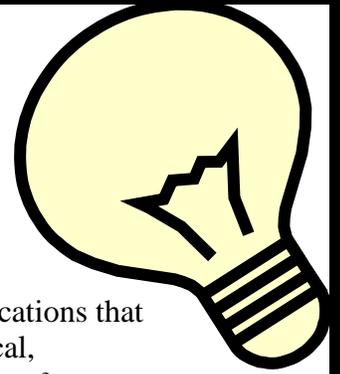
Although there is only one hire per job posting, there may be many who will apply. So what are the requirements necessary to obtain an SES position?

All SES candidates must meet two distinct types of requirements before being considered for any SES position. Every SES position requires candidates to meet Executive Core Qualifications, or ECQs, and each individual job posting must be met with qualifications that are specific to that particular job. Here is a further breakdown:

- **ECQs:** The ECQs are made up of five core components that all candidates must possess in order to qualify for an SES position. These components are:
  1. **Leading Change:** This is the ability to organize thoughts and execute the visions during an ever changing environment.
  2. **Leading People:** This means that the candidate must display that they can not only lead people in a work environment but also have the ability to help develop others, incorporate teamwork amongst co-workers, and settle disputes quickly.
  3. **Results Driven:** This is the ability to analyze risk and problems and be able to come up with a decision that will produce high quality results.
  4. **Business Acumen:** This is the ability to be able to strategically handle human resources, financial resources, and information resources all at the same time.
  5. **Building Coalitions:** This is the ability to work with different levels of the government at the Federal, state, and even local levels and get all to work in unison towards the same goals.

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- **Job Specific:** Depending on what the job is there may be specific qualifications that must be met in order to qualify for that job. The requirements may be technical, educational, or professional. If there are specific requirements that must be met for a specific SES position then those requirements will be listed on the job posting which is found at different agencies vacancy announcements. It is recommended that if you do not have the specific qualifications that are being asked for on a particular job posting that you don't even apply for the position. Again, there will be many who apply and only those that meet all the qualifications will be considered.

A review board will take all the completed applications and review the ECQs and job specific qualification to help determine who is best suited for the position that is being filled. If you are in consideration for one of these positions then you will know that you are among the best of the best.

If you are considering applying for an SES position and you possess all the ECQs and can meet job specific qualifications then go ahead and apply for the spot. Just be sure that you are filling out the application the right way and that you have all the proper paperwork accompanying your application as another qualification to getting an SES position is following all the red tape procedures to the letter.

**Information Age Requires New Breed of Federal Supervisors.** By 2014 one-half of the permanent, full-time federal workforce will be eligible to retire—and many are already retiring. The majority of those retirees will be supervisors, according to a [new report](#) prepared by the Merit Systems Protection Board (MSPB).

Because supervisors tend to be older and have more years of service, MSPB researchers believe supervisors are likely to retire at faster rates than other federal employees. And they will leave big holes, if not shoes, to fill.

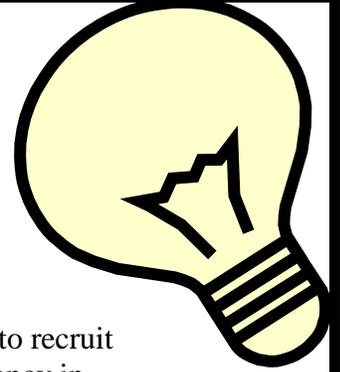
In the report, titled “As Supervisors Retire: An Opportunity to Reshape Organizations,” MSPB sees potential in this workforce change. The report discusses how the next generation of supervisors will have to demonstrate a different set of competencies than may have been needed in the past.

The way work is accomplished and the nature of supervision has become more complex in the Information Age. More federal jobs are becoming knowledge-based, and information technology workers are among the critical knowledge workers.

According to the MSPB, this changes what supervisors should be doing and calls for different duties, skills, training, and recruitment strategies. A knowledge-based workforce requires greater supervisory flexibilities, such as telework, and improved supervisory communication.

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The report recommends that agencies use the retirement wave as an impetus to recruit supervisors capable of managing a modern workplace. For example, competency in supervising independent, educated and internally motivated workers should be assessed when selecting supervisors.

But the report concludes that, in order to engage employees, supervisors must also have strong management support and the time to devote to supervision.

**Survey: Feds Save More Money than Average Americans.** Federal employees saved more money between March and September than the general population, according to a new [survey](#) from a financial firm.

On average, fed workers contributed \$2,289 per month to their savings -- either through short-term, long-term or retirement savings accounts -- during the six-month period studied by First Command Financial Services, a firm that serves military and public sector employee families. That figure represented an increase of 56 percent, compared with the previous six-month period from September 2008 to March 2009. Military families' savings increased by 23 percent, to \$2,385 per month from March to September 2009, according to the survey.

Overall, Americans with similar incomes saved \$1,923 per month between March and September, a decrease of 11 percent from the previous six-month period.

Retirement savings this year increased by 85 percent among federal employees to \$1,388 per month, while contributions to retirement accounts from the general population dropped 25 percent to \$765 per month.

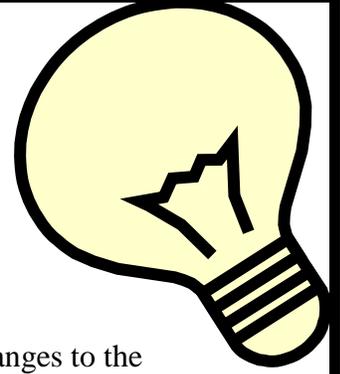
The results, released on Tuesday, are based on two surveys that First Command Financial Services conducted: a monthly assessment of about 1,000 U.S. citizens with annual household incomes of at least \$50,000, and a semi-annual survey of approximately 410 federal employee households. The study also found that federal employees were slightly more optimistic about the economy than their private sector counterparts.

Mark Leach, a spokesman for the company, said it was difficult to pinpoint why savings among federal employees rose, but it could be a reflection of feds' relative job security compared with that of most Americans.

"They're in situations where they feel fairly certain and confident that their employment is going to continue," Leach said. "Like all good Americans, they understand that they're in an environment where it's wise to pursue a frugal lifestyle."

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Another reason federal employees are putting away more could be due to changes to the Thrift Savings Plan. As part of the 2009 Family Smoking Prevention and Tobacco Control Act, Congress automatically enrolled all new employees into the Thrift Savings Plan and expedited the start date for employee contributions. TSP administrators say the changes contributed to a boost in enrollment of more than 100,000 this year, as well as a bump in the TSP fund balances.

The Executive Summary and full report are available online at [www.iwpr.org](http://www.iwpr.org).

### *Management-Employee Relations*

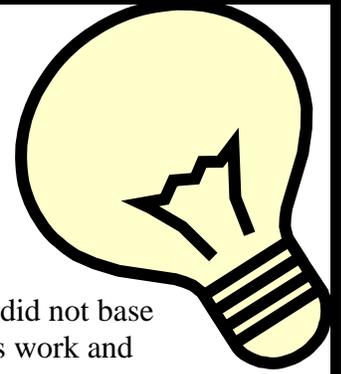
**Discrimination against Applicant.** The EEOC recently ruled that the State Department discriminated against an applicant for a junior office position with the Foreign Service because he was regarded as mentally disabled. *Bitsas v. State Department*, EEOC Appeal No. 0120051657 (9/30/09). In its final agency decision, the State Department had concluded that only 34 percent of posts worldwide would be able to provide adequate medical care for the complainant if he were to suffer a relapse of his psychiatric conditions. On appeal to the EEOC, the applicant contended that he should have been granted a waiver of the worldwide availability standard, asserting his extraordinary skills and qualifications were needed by the Foreign Service, and that agency personnel improperly regarded him as disabled without completing an adequate medical background investigation in his case.

In its decision, the EEOC first determined that the complainant was not an "individual with a disability" and didn't have a "record of" a disability which was substantially limiting, although he had prior psychological episodes. However, it found "that the agency regarded complainant as having one or more chronic impairments which, if they were to relapse, would substantially limit his ability to care for himself and to interact with others." The nurse practitioner who was the chief of medical clearances made this determination without having ever met the applicant and not remembering his specific case. The EEOC held that the complainant has "shown that numerous agency personnel who were involved in denying his application for employment regarded him as having impairments which rendered him substantially limited in the major life activities of caring for himself and/or interacting with others."

The EEOC found that the complainant was "medically fit to serve in any post worldwide" as he was fluent in a number of foreign languages and could communicate with foreign medical providers and therapists if necessary. In addition, there was no evidence that the applicant posed a "direct threat" as his "medical history suggests that

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the severity of the potential harm would in fact be low." Because the agency did not base its decision to reject the complainant on substantial information regarding his work and medical history and the agency psychiatrist never spoke to him, the EEOC concluded that "the agency failed to conduct an individualized assessment, jumping to conclusions based upon on their own unfounded assumptions and fears." Therefore, the EEOC ordered that the State Department retroactively offer the complainant a position in the Foreign Service and not use the prior medical assessment. If he does not obtain a medical clearance, the agency must assess the complainant's application pursuant to its waiver process.

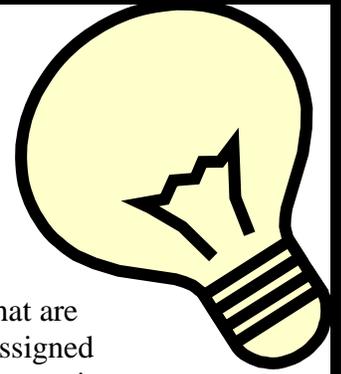
This information is provided by the attorneys at Passman & Kaplan, P.C.

**“Performs Other Duties As Assigned”**. These five words are found on position descriptions for civilian employees in the Federal workplace today. The “performs other duties as assigned” or PODAA statement in the position description (PD) is one of the most important parts of a position description. This short, concise statement is added to advise that, based on the needs of the organization, an incumbent may be called upon to perform duties not specifically stated. It is intended to make it clear from the first day [on the job] that the duties of the job *are not limited* to what is contained in the position description and may include other non-recurring tasks. Inevitably because PODAA tasks are not specific, occasions may arise when an employee is reluctant or even refuses to perform assignments covered under this caveat. Employee reticence may be based on the erroneous assumption that they are not required to perform any duty that is not clearly outlined in the job description, however, as a general rule, with few exceptions, employees *are* required to perform an assigned duty, even if it is not specifically listed in the PD.

While a position description defines the major duties, employee responsibilities, and supervisory relationships necessary to the accomplishment of the mission via individual positions, a supervisor has full authority to assign duties and responsibilities outside the details of the PD but those he still considers within the scope of the organization. The PD does **not** restrict the supervisor from the assignment of incidental duties. Accordingly, the employee is responsible for carrying out their assigned duties, whether specifically addressed in the PD or verbally instructed as other duties as assigned to the best of their ability [as both are constitute assigned work]. Supervisors should however refrain from assigning incidental duties that are illegal, immoral, violate safety, and/or are inappropriate to a position or specific qualifications. For example, a stenographer should not be expected to solve a problem requiring knowledge of engineering or to perform tasks requiring strenuous labor. Neither would a chemist be expected to transcribe dictation nor under normal circumstances to perform janitorial duties.

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Employees may sometimes be asked to perform minor or occasional duties that are generally associated with higher or lower grade levels. If the employee is assigned higher or lower level tasks for a prolonged period of time and it is expected to continue, the PD must be revised as the addition of substantially higher-level duties could result in reclassification of the position to a higher grade. Likewise, if the new tasks performed are at a lower grade and the grade controlling duties have been removed from the basic PD, the employee could be reclassified to a lower level.

In emergency situations, incidental duties not normally assigned to an employee's position may also have to be assigned. For instance, when an employee is on vacation or out sick, the supervisor may choose to delegate "other duties as assigned" to other employees on a temporary basis. Insofar as these incidental duties do not become regular and recurring, there is no need for the PD to be reviewed.

For additional information, please contact your servicing HR Specialist.

**Pilot Projects to Test Expanded Bargaining.** An executive order President Obama has signed establishing a national, federal labor-management relations council calls for using pilot projects to evaluate the impact of bargaining over so-called "permissive" subjects that unions have long wanted a say in but have largely been kept out of.

Permissive subjects are described in federal labor law as the numbers, types, and grades of employees or positions assigned to any organizational subdivision, work project, or tour of duty, or on the technology, methods, and means of performing work.

Agencies carrying out the pilot projects will elect to bargain over permissive subjects and waive any objection to participating in impasse procedures based on the subjects being permissive.

The order calls on the council to – within 150 days -- develop recommendations for evaluating the impact of the pilots on organizational performance, employee satisfaction, and labor relations.

The council is to recommend methods for evaluating the effectiveness of dispute resolution procedures adopted and followed in the course of the pilot projects.

The pilot project concept is a step back from what the Clinton administration attempted, with uneven success, and which federal unions urged Obama to reattempt: requiring bargaining on all "permissive" subjects government-wide.

The labor-management council is to be co-chaired by the deputy director for management at OMB, the OPM director, and include the chair of the Federal Labor Relations

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Authority and the presidents of several federal employee unions and federal employee organizations including the Senior Executives Association and the Federal Managers Association. It will terminate in two years unless extended.

### **FMA: Second Line Managers Should be Involved in Labor-Management Forums**

The Executive Order also calls on the federal labor-management council to help create department or agency-level labor-management forums to promote partnership efforts between labor and management in the executive branch.

The forums should allow employees and their union representatives to have pre-decisional involvement in all workplace matters to the fullest extent practicable, without regard to whether those matters are negotiable subjects of bargaining, the order said.

However, the national president of the Federal Managers Association, Darryl Perkinson, cautioned that first and second line managers and supervisors must be included in the agency-level forums for them to be successful.

FMA said similar labor-management partnerships established under the Clinton administration failed on an agency level when front-line managers were not included.

"As those responsible for carrying out the policies of the agency, managers and supervisors bring a unique and vital perspective to the table," Perkinson said, adding, "FMA believes that any forum allowing maximum participation of stakeholders, prior to decisions being made, improves the chances for success exponentially."

The president of the National Treasury Employees Union predicted that the forums would help reduce labor-management disputes including grievances, unfair labor practices and court cases.

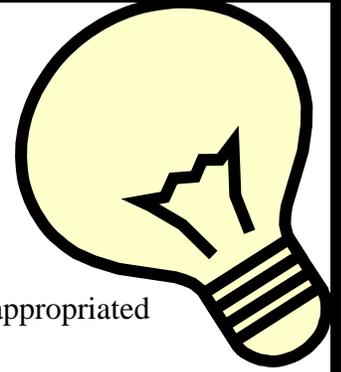
"When employees are included at the beginning of the process, with meaningful pre-decisional involvement, both parties take ownership of the issue, making implementation easier," she said.

### ***Training, Self-Development, and Personal Improvement***

**Human Resources (HR) for Supervisors Course.** The HR for Supervisors Course encompasses instruction applicable to the National Security Personnel System (NSPS) and the Legacy (i.e. GS) System. The course is 4.5 days long, includes lecture, class discussion, exercises; and, is designed to teach new civilian and military supervisors of appropriated fund civilian employees about their responsibilities for Civilian Human

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Resource Management. This instruction does *not* cover supervision of non-appropriated fund (NAF) or contract employees.

Instruction includes the following modules:

- Introduction of Army CHR which includes coverage of Merit System Principles and Prohibited Personnel Practices, CHRM Life Cycle Functions, Operation Center and CPAC Responsibilities
- Planning
- Structuring – Position Classification
- Acquiring – Staffing and Pay Administration
- Developing – Human Resources Development
- Sustaining – Performance Management, Management Employee Relations, Labor Relations

Training dates for the next several iterations of this course are below. Registration information will be disseminated electronically three weeks before each class start date.

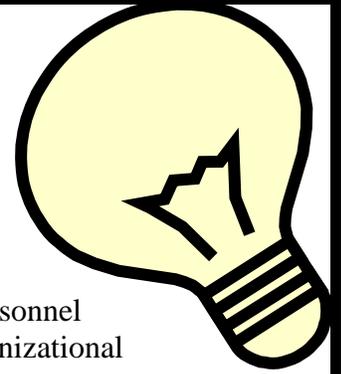
1– 5 Mar 10  
14-17 Jun 10  
13-17 Sep 10  
6-10 Dec 10

**RPA and ART Workshop.** The Fort Benning CPAC HR specialists are available to conduct RPA and ART desk-side walkthroughs and/or workshops to assist HR liaisons, managers/supervisors, and new DCPDS account holders with accessing and using DCPDS, ART, initiating RPAs, forwarding and tracking RPAs, generating reports and printing SF 50s. Training can be accomplished via individualized sessions or activity specific workshops upon request. If you desire training of this nature, please contact your servicing HR specialist to arrange for scheduling.

**Job Aids Available on the Web.** Lotus ScreenCams (how-to-movies) are available to assist DCPDS users with DCPDS, Army Regional Tools (ART), Oracle 11i and other automation tools. ScreenCam movies ART Logon, Ghostview, Gatekeeper, Inbox Default, Initiating an RPA, Logging On, Navigator, RPA Overview and RPA Routing are available on the web at: <http://www.chra.army.mil/>. Click on HR Toolkit and then click on the name of the movie to download or play it. Managers/supervisors and administrative personnel responsible for initiating RPAs are encouraged to review this site and check out these new tools. ART Users Guide has been updated and provides descriptions of and instructions for using tools available in ART, including such tools as

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Employee Data, Inbox Statistics (timeliness and status information about personnel actions), Organization Structure (information about positions in various organizational elements), and many more tools. It is intended for use by managers, resource management officials, administrative officers, and commanders as well as CPAC and CPOC staff members. There is both an on-line and downloadable Word version (suitable for printing).

In addition, to the ART Users Guide, there is a Defense Civilian Personnel Data System (DCPDS) Desk Guide which provides how-to information about tasks and functions that end users might need to perform in DCPDS, such as initiating a Request for Personnel Action (RPA) and creating a Gatekeeper Checklist. The ART Users Guide and the Desk Guide can be accessed from the CHRA web page at: <http://www.chra.army.mil/>, by clicking on HR Toolkit. In addition to these tools the Fort Benning CPAC staff is available to assist you in accessing DCPDS, ART, initiating RPAs, creating a Gatekeeper Checklist, forwarding and tracking RPAs, generating reports and printing an SF 50. If you have any questions or need assistance, please contact your servicing HR specialist to arrange a time so we can come to your office to help you.

**National Security Personnel System (NSPS) Sustainment Training.** A 1 ½ -day Performance Management Course will be offered to military and civilian first and second line supervisors of NSPS employees. This training is designed to familiarize supervisors of their HR responsibilities under NSPS and includes lecture, class discussion and exercises. Prerequisites for attendance include completion of the on-line NSPS 101 tutorial and iSuccess.

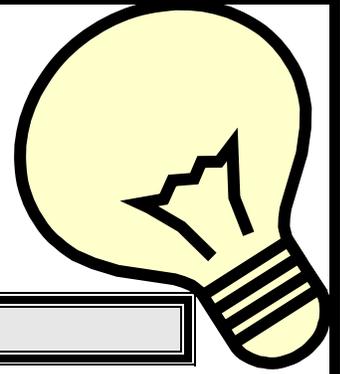
The course is recommended for (1) supervisors who attended the HR for Supervisors Course prior to Jul 08 and have subsequently joined an NSPS organization/assumed NSPS employees; (2) supervisors who have not yet attended the HR for Supervisors course; (3) employees new to NSPS; and, (4) anyone desiring a refresher in the intricacies of NSPS. Class size is limited to 30.

The training will be conducted in Jan, May and Sep 10 with specific registration requirements provided electronically three weeks prior to each class start date. Instruction modules include:

- Overview - Introduction of NSPS
- Classification - Structuring your organization, FLSA, Delegated Classification Authority
- Staffing - Acquiring Your Workforce, Compensation Options & Changes
- Performance Management - Planning, Monitoring, Rating, Pay Pool Processes

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## *The NAF Corner*

**Increasing Workplace Morale.** In this busy and stressful environment of competing demands to the workforce, supervisors should continuously focus on effective ways to build and motivate employees. Accomplishing such a task can be difficult; however, leaders who take the time to understand the value of motivating employees frequently find themselves in the midst of successful organizations. Now more than ever, supervisors/managers recognize that employee behavior plays a vital role in determining workplace morale. Employee confidence; cheerfulness, discipline, and willingness to perform a particular task or job function is what is sought. Accordingly, overcoming the many challenges associated with increasing morale has prompted NAF managers and supervisors to seek creative strategies to establish, improve, and maintain high performance in their employees. There is no single factor that consistently explains good or poor morale; rather a combination of multiple factors leads to workplace morale. Below are a few pointers to be considered when tackling morale issues:

**Consequences of not Addressing Morale Issues in the Workplace:** Managers and supervisors who fail to address morale issues in the workplace face factors such as decreased productivity due to absenteeism, increased customer dissatisfaction as well as an increased employee turnover rates.

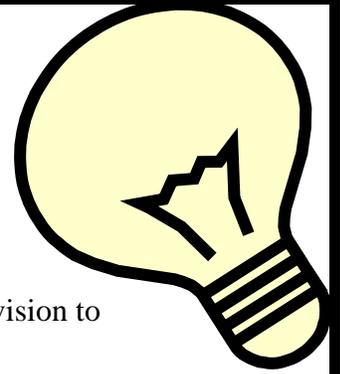
**Causes of Low Morale:** Unchallenging environments with little or opportunity for professional growth and advancement tend to lower employee morale. In addition, poor communication, lack of empowerment, a lack luster/ energized staff, distrust and poor interpersonal relations, and inflexible working conditions have also been identified as contributors of low morale. Consequently, low workplace morale can also contribute to workforce reduction, contract disputes, an increased need for labor negotiations contract, changes in leadership, unclear expectations and an ambiguous business direction.

**Signs of Low Morale:** Recognizing employee's morale or the lack thereof depends on a meaningful, productive, and fulfilling role between the employee and the supervisor. Satisfied employees typically display visible signs that include cheerfulness and attentiveness to the needs of customers, a willingness to go the extra mile, and a positive attitude. On the other hand, employees with low morale frequently display signs of increased absenteeism, conflict with co-workers, insubordination, decrease productivity, disorganization, an unkempt work environment, and increased workplace complaints.

**Effective Communication:** Employing effective communication is a critical leadership competency when it comes to improving employee morale. Communication that lacks clarity, focus, important details, or is too infrequent can contribute to morale problems in

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the workplace. Highly effective leaders and supervisors communicate their vision to ensure their employees share the same vision.

***Energizing Staff:*** Energizing staff is an equally important competency that can be directly linked with increasing employee morale. Managers and supervisor can energize employees by demonstrating good work ethics, and acting enthusiastically and optimistically about goals and organizational objectives.

For additional information on improving workplace morale, please contact your local servicing HR Office.

**Life Events that May Affect Employment.** Many employees experience life events that could affect their employment. Such life events may include address, name, or marital status changes as well as changes in bank accounts. Although these occurrences may appear simple to most, it is imperative that employees keep their supervisors as well as their servicing NAF Human Resources (HR) Office informed of such changes.

*Address Changes* - If an employee moves from one resident to another, the employee should complete a Change of Address Form. This form may be obtained via the employee's HR Liaison or by visiting the NAF HR Office. It is highly recommended that employees update their address change within 24 hours of the move or as soon as possible. Failure to do so will impede the receipt of important information such as W-2 Forms and other documents that could affect benefits and pay.

*Name Changes* – In the event an employee's name is legally changed due to marriage, adoption, divorce, or other reasons, the employee must provide a copy of the new social security card or a verification letter reflecting the new name. It is necessary that verification of the name change be provided as the HR Office is prohibited from changing an employee name unless the documented name change has been administered through the Social Security Administration (SSA). If an employee chooses not to take the necessary steps to change their name via the SSA, employment records and payroll documents will continue to reflect his or her former name.

*Marital Status Changes* – A marital status change precipitated as a result marriage, divorce, or death should also be immediately reported. The NAF HR Office will subsequently update emergency contact information and any designation of beneficiary data as appropriate. An employee who participates in any of the NAF Benefits Program is required to add or delete the covered spouse within 31 days from the date of the qualifying life event. Supporting documentation is also required.

*Change in Bank Accounts* - If an employee elects to change banks or make changes bank accounts, the NAF HR Office should be notified. Upon notification, an HR

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Representative will provide the employee instructions for completing the new Direct Deposit Form as well as provide the employee with the pay date he or she can expect his or her pay to be deposited into the new account. In the event an employee is considering closing one account to open another, be mindful not to close the old account too soon. If an account is closed too soon as a result of changing banks, this may cause a delay in receipt of the payroll check.

For questions or inquiries regarding life events that may affect employment, please contact your local servicing NAF Human Resources Office.

*BLANCHE D. ROBINSON*

*Human Resources Officer*

*Fort Benning CPAC*

*Phone: 545-1203 (Coml.); 835-1203 (DSN)*

*E-Mail:*

*[blanche.d.robinson@us.army.mil](mailto:blanche.d.robinson@us.army.mil)*