



Performance Appraisals Due

TRADOC and MEDCOM employees here at Carlisle Barracks who transitioned out of NSPS earlier this year will be due an annual performance appraisal when the rating cycle ends on 31 October 2010. Employees received an interim appraisal before transitioning out of NSPS and at that time were placed on performance objectives under the Total Army Performance Evaluation System (TAPES).

Completing this appraisal will ensure employees receive a 2010 rating of record. Below are a few points to keep in mind when preparing the performance appraisal:

1. In order to receive a performance appraisal under TAPES, employees must have been under signed, approved TAPES standards for a minimum of 120 days.
2. The rating period is 1 October 2009 through 31 October 2010 for employees who were on board during the entire rating cycle.
3. The NSPS interim appraisal can be considered in completing the annual rating.
4. Checklists for ratings under the base and senior systems can be found at:

Base System (Grades GS-08 and below):

<http://cpol.army.mil/library/permis/52222b.html>

Senior System (Grades GS-09 and above):

<http://cpol.army.mil/library/permis/52222a.html>

5. Under TAPES, hard-copy, completed performance appraisals (which include the performance objectives) are signed and dated by the rater, senior rater, and employee (in that order). The employee receives the original appraisal, the supervisor retains a copy, and a copy with the objectives must be sent to:

CHRA, Northeast Region (Carlisle Team)
Room 150
314 Johnson Street
Aberdeen Proving Ground, MD 21005

to be filed in the employee's Official Personnel File (OPF). For further information contact your servicing HR Specialist or the MER Specialist at 245-4742.

Annual Health Benefits Fair

Carlisle Barracks' Annual Health Benefits Fair will be held on 9 November 2010 from 1000 to 1400 in the Root Hall Gym. This event coincides with the Appropriated Federal Employees Health Benefits Open Season, which will run from 8 November thru 13 December 2010.

Representatives from various insurance carriers will be on hand to answer provide information and answer employees' questions.

FAQ on Health Benefits Open Season

<http://www.opm.gov/insure/openseason/factsheet.asp>

Question: What is Open Season?

Answer: This is the time for you to think about your health, dental, vision, and tax-saving needs and to make changes to or enroll in one of the Programs. The programs that participate in the annual Open Season are the:

- * Federal Employees Health Benefits Program (FEHBP),
- * Federal Employees Dental and Vision Insurance Program (FEDVIP), and
- * Federal Flexible Spending Account Program (FSAFEDS).

Question: Why should you care?

Answer: This is the time to make elections you usually can't make any other time of the year. All health or dental or vision plans are not alike. Open Season is about exercising your right of choice. Failure to consider your health plan choices could leave you without the healthcare services or supplies you need or with a premium you can't afford; dental and/or vision coverage can fill in the gaps of any coverage you now have or pay for services you now don't get; and a flexible spending account lets you save money and pay less tax.

Question: Can you sit out this Open Season and do nothing?

Answer: If you are already enrolled in FEHBP and FEDVIP; enrollments will continue automatically (although benefits and premiums may change. Also, be sure to check that your plan is still participating.) If you do nothing this Open Season and are later unhappy with your 2010 benefits or premiums, you cannot cancel or change your enrollment until the next Open Season.

Health Care Reform: The Affordable Care Act

Adult children up to age 26 will be eligible for health insurance coverage at the start of the next benefit plan year. The effective date of this provision is the first day of the plan year that is six months following enactment of the law. For the Federal Employees Health Benefits (FEHB) Program, that means January 1, 2011. It's important to keep in mind that:

*If you already carry the family plan and not changing insurance carrier you will just need to contact your insurance carrier and add eligible adult child to plan.

*If you DONOT have the family plan you will need to go into Employee Benefit Information System through ABC-C and sign up for the family plan and any eligible family member(s); to include the adult child, to the list of members you wish to cover.

DELEGATED TRAINING AUTHORITY (DTA) TRAINING

DTA Training is required for managers and supervisors who are delegated authority to approve training for civilian employees (Section E of SF-182). While this training is mandatory for those exercising DTA, it is also available to training coordinators and others who have a need for this training in their organization.

This 2-hour training will be provided via video tele-training on Wednesday, 13 October, from 1000-1200, in Room 202 on the 2nd floor of Anne Ely Hall (Bldg 46).

The training will cover the laws and regulations which must be considered when reviewing and approving requests for training, and topics such as: Army Delegation Policy, E-Learning Policy, Non-Government Training, Accommodating Employees with Disabilities when attending Training, Merit Systems Principles, Academic Degree Policy, Long-Term Training, Professional Credentials, Purchasing Guidelines, Authorizing Funds for Training, Successfully Completing Training, Continued Service Agreements, Attending Conferences (for training purposes), Accepting Outside Contributions, Overtime for Training and Travel (FLSA and FLSA-Exempt), Comp Time for Travel (to attend training), Civilian Education System (CES) - Policy and Registration, Supervisor Development (SDC) and Manager Development (MDC), Roles & Responsibilities.

For information on how to register for this training contact the CPAC at 245-4755 or 245-4750.

DA and DOD Launch Wellness Websites

Employee wellness is a growing priority among federal employers and so it's no surprise that both the Department of Army and Department of Defense are focusing on this priority as well. Information about the DA program is available at: <http://cpol.army.mil/library/general/wellness/>.

Personal wellness includes all of the things you can do to maintain your physical and mental health. Your fitness, attitude, and outlook have a direct bearing on how well you can do your job -- and on how well you can live your life! The DOD Personal Wellness section contains information, tools, and resources to help you work and live as fully as possible. (see <http://www.cpms.osd.mil/wellness/>)

TSP Automatic Enrollment

Automatic enrollment applies to all FERS or CSRS/CSRS Offset employees who are newly hired or rehired on or after August 1, 2010. You will be enrolled in the Thrift Savings Plan (TSP) at a rate of 3% of your basic pay. The automatic contributions will be placed in the G Fund (government securities fund), until you make a contribution allocation with the TSP. If you were on the rolls prior to August 1, you **will not** be automatically enrolled in TSP.

New employees and rehires will be given an opportunity to terminate the automatic enrollment or make a TSP election. You would need to submit the TSP-1 to be included in your in-processing package. The TSP election will be made effective the same day as the effective date of your appointment. Any other TSP elections or terminations will be made through the ABC-C automated telephone system or the Employee Benefits Information System (EBIS).

To apply for a refund of your automatic enrollment deductions, you will need to submit the TSP-25 Automatic Enrollment Refund Request to the TSP at the address provided on the instruction page of the form. The TSP must receive this form no later than 90 days from the date of your first contribution.

The CPAC welcomes your feedback as well as your suggestions for future topics of interest to our workforce. Please call 245-4742 or email your comments to karen.meinhart@us.army.mil