



Welcome to Area II, Seoul

**Director, Area II CPAC
Michael Prock**



Civilian Personnel Advisory Center



Advisory Services

ASSESSIONS

In-Processing

**Recruitment and
Placement**

Classification

SUSTAINMENT

Labor Relations

**Management-Employee
Relations**

Overseas Benefits

Civilian Personnel Records Center- Fort Riley, KS

Process Personnel Actions

Processes AutoNOA Actions

Army Benefits Center - Fort Riley, KS

Health Benefits

Life Insurance

Retirement

Survivor Benefits

Thrift Savings Plan

Workers' Compensation



Points of Contact

Sustainment

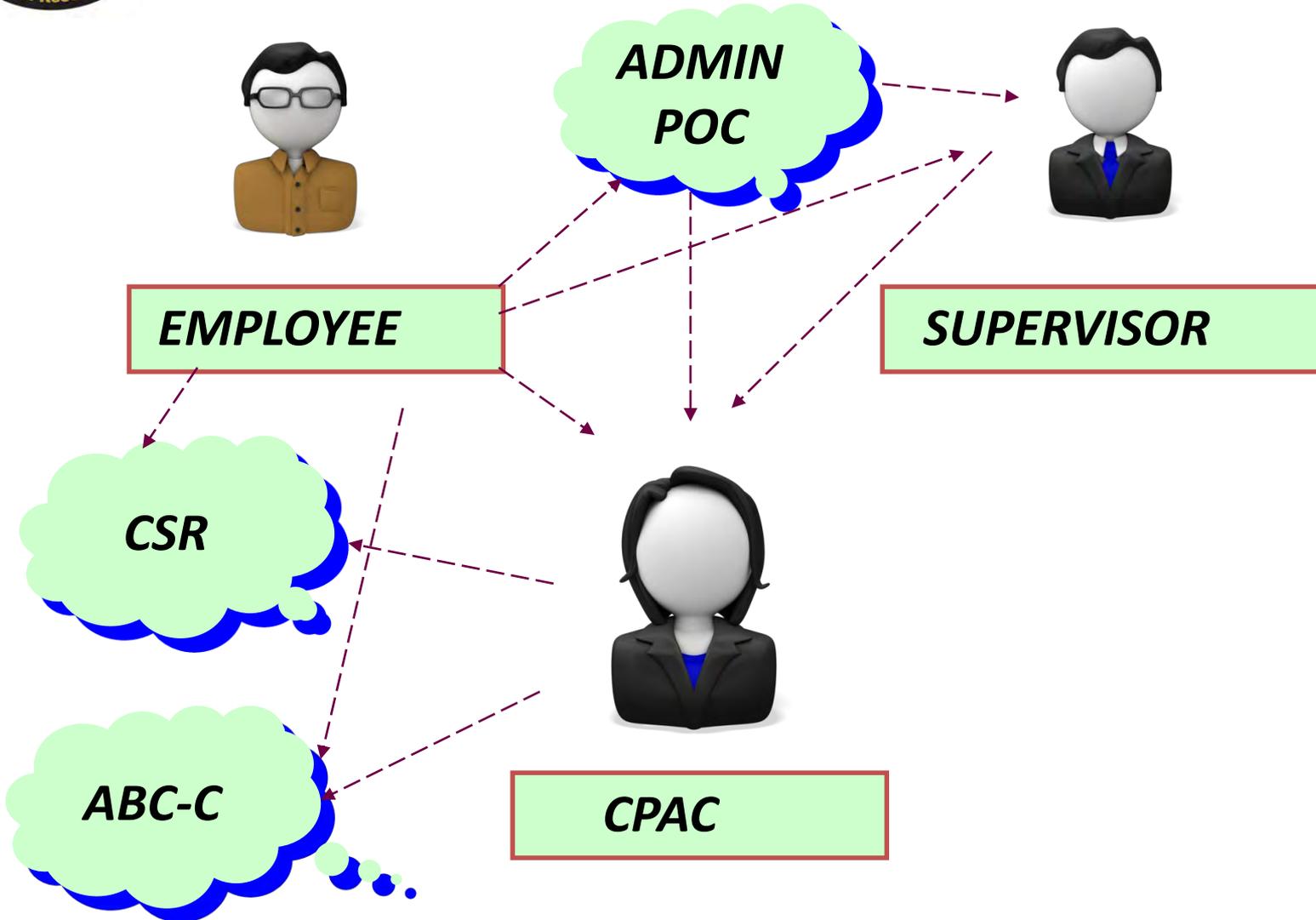
LQA/TQSA	738-6843/3006
Orders/NTS	738-3607
MER	738-3229/3291
Appraisals	738-3733/3005

Accessions

Staffing	738-3285/4430/4331
Classification	738-3435
Letter of Employment (LOE)	738-3285/4430/4331



YOU HAVE A QUESTION?

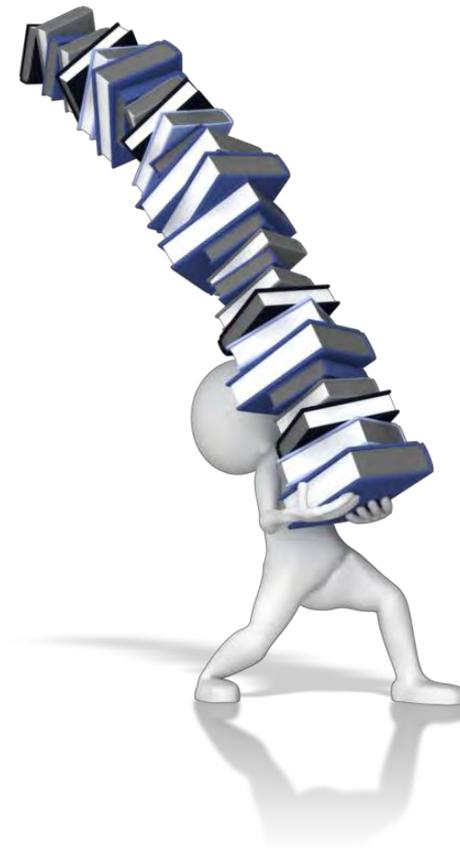




We Will cover These Topics



ABC-C Benefit Information
Civilian Pay
Leave
CAC/ID card time line
SOFA/Visa
Letters of Employment
Mandatory Training
Overseas Allowances
Unions Representation





BENEFITS

- Employees are responsible for understanding and managing their federal benefits
- Benefit elections have time limitations
 - FEGLI
 - Automatic coverage unless waived
 - Rarely has an open season. Can change if life changing events, such as a birth, marriage, etc.
 - Changes can be made during open season (2nd Monday in November through the 2nd Monday in December) or for a life changing event
 - All benefit service are out of Fort Riley at ABC-C

<http://www.abc.army.mil>

BENEFIT OPTIONS	ELECTION PERIOD (From the effective date of the appointment)	INFORMATION To learn more, visit the ABC-C website as well as the following:	ENROLLMENT To make an election, contact:
Federal Employees' Group Life Insurance (FEGLI) Emergency Essential Employees Only	31 Days 60 Days	http://www.opm.gov/insure/life/	ABC-C
Federal Employees Health Benefits (FEHB)	60 Days	http://www.opm.gov/insure/health/	ABC-C
Thrift Savings Plan (TSP) <i>(retirement savings/investment plan)</i>	Employees can enroll or make changes at any time	www.tsp.gov	ABC-C
Long Term Care (LTC) Insurance <i>(for assisted living expenses)</i>	60 Days (For abbreviated underwriting application)	www.opm.gov/insure/ltc or www.ltcfeds.com	www.ltcfeds.com or 1-800-LTC-FEDS (1-800-582-3337)
Flexible Spending Accounts (FSA) <i>(pre-tax accounts for out-of-pocket health & dependent care expenses)</i>	60 Days (Or by October 1 st , whichever occurs first)	www.opm.gov/insure/pretax/fsa / or www.fsafeds.com	www.fsafeds.com or 1-877-FSAFEDS (1-877-372-3337)
Federal Employees Dental and Vision Insurance Program (FEDVIP) <i>(supplemental dental/vision insurance)</i>	60 Days	http://www.opm.gov/insure/dental/vision/ or www.BENEFEDS.com	BENEFEDS Portal www.BENEFEDS.com or 1-877-888-3337 or TTY 1-877-889-5680
Election of FERS <i>(CSRS/CSRS Offset only)</i>	6 Months	www.opm.gov/fers_election/fers/h/h_toc.htm www.opm.gov/fers_election/html/3109.pdf	Your local Civilian Personnel Advisory Center (CPAC)



CIVILIAN PAY



- A pay period is two weeks beginning on a Sunday and ending on the second Saturday
- 26 pay periods a year
- Paid every other Thursday by direct deposit
- You are responsible for monitoring your pay
- Notify CPAC if you believe you have been over or under paid
- <https://mypay.dfas.mil/mypay.aspx>



PAY – GS



**SALARY TABLE 2015-GS
INCORPORATING THE 1% GENERAL SCHEDULE INCREASE
EFFECTIVE JANUARY 2015**

Annual Rates by Grade and Step

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	WITHIN GRADE AMOUNTS
1	\$ 18,161	\$ 18,768	\$ 19,372	\$ 19,973	\$ 20,577	\$ 20,931	\$ 21,528	\$ 22,130	\$ 22,153	\$ 22,712	VARIES
2	20,419	20,905	21,581	22,153	22,403	23,062	23,721	24,380	25,039	25,698	VARIES
3	22,279	23,022	23,765	24,508	25,251	25,994	26,737	27,480	28,223	28,966	743
4	25,011	25,845	26,679	27,513	28,347	29,181	30,015	30,849	31,683	32,517	834
5	27,982	28,915	29,848	30,781	31,714	32,647	33,580	34,513	35,446	36,379	933
6	31,192	32,232	33,272	34,312	35,352	36,392	37,432	38,472	39,512	40,552	1,040
7	34,662	35,817	36,972	38,127	39,282	40,437	41,592	42,747	43,902	45,057	1,155
8	38,387	39,667	40,947	42,227	43,507	44,787	46,067	47,347	48,627	49,907	1,280
9	42,399	43,812	45,225	46,638	48,051	49,464	50,877	52,290	53,703	55,116	1,413
10	46,691	48,247	49,803	51,359	52,915	54,471	56,027	57,583	59,139	60,695	1,556
11	51,298	53,008	54,718	56,428	58,138	59,848	61,558	63,268	64,978	66,688	1,710
12	61,486	63,536	65,586	67,636	69,686	71,736	73,786	75,836	77,886	79,936	2,050
13	73,115	75,552	77,989	80,426	82,863	85,300	87,737	90,174	92,611	95,048	2,437
14	86,399	89,279	92,159	95,039	97,919	100,799	103,679	106,559	109,439	112,319	2,880
15	101,630	105,018	108,406	111,794	115,182	118,570	121,958	125,346	128,734	132,122	3,388

<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2015/GS.pdf>



WITHIN GRADE INCREASE (WIGI)



Pay Plan

Steps

Waiting Period

General Schedule (GS) - 10
Step Scale

1 to 2 2 to 3 3 to 4

1 Year

4 to 5 5 to 6 6 to 7

2 Years

7 to 8 8 to 9 9 to 10

3 Years

Wage System (WG, WL, WS) -
5 Step Scale

1 to 2

26 Wks

2 to 3

78 Wks

3 to 4 4 to 5

104 Wks



Leave Accrual



LEAVE TYPE

HRS PER PAY PD

YRS SERVICE

ANNUAL LEAVE

4 HRS

0 TO 3 YRS

6 HRS

3 TO 15 YRS

8 HRS

15 YRS +

SICK LEAVE

4 HRS

ALL

Maximum Accumulation

ANNUAL LEAVE

240 HRS

OR

360 HRS

SICK LEAVE

NONE





Home Leave

- **Granted in addition to regular annual leave**
 - **CONUS Hires and certain local hires**
 - **May be used after 24 months of continuous service overseas**
 - **May be used in combination with other leave**
 - **Accrual Rates: Most = 5 days per year**
 - **For use ONLY in USA or US Territories**
 - **Accrues on your LES**





Status Of Forces Agreement (SOFA)



- An international agreement designed to serve the mutual interests of the US and the ROK and to protect the basic rights of US citizens who are subject to its provisions
- S.O.F.A serves as a “VISA” allowing Civilians, Contractors and Active duty dependents to be in country past the 90 day Tourist period.
- S.O.F.A. cards can be issued to a tourist passport (Non U.S. Citizens and Local Nationals check with the Passport Office before applying for S.O.F.A)
- More information can be found at:

<http://www.usfk.mil/usfk/sofa.the.sofa.and.you.360>





A-3 VISA

Address: (KIS Headquarters)

Bldg 1, Gwacheon Government Complex
47, Gwanmun-ro, Gwacheon-si, Gyeonggi-do (427-720)

*For all immigration -related service,
Please visit the jurisdictional Immigration office,
not the KIS Headquarters located in Gwacheon.*

Employees have 30 days after arrival to obtain a VISA. Failure to obtain a VISA in this timeframe may result in fines imposed by the Korean immigration office

Map



<http://8tharmy.korea.army.mil/sja/clientlegalsvc/>



SOFA Stamp Bus

1st Tuesday of each month

08:15 AM at ACS Building – bldg 4106

Must sign-up at ACS prior to the event

LIMITED SPOTS AVAILABLE

Call 738-7505 / 050-3338-7505 or stop by ACS to sign-up by July 6, 2015

Ensure you have all the proper documents prior to going to the Immigration Office

Application and Documentation checklist can be found at:

<http://8tharmy.korea.army.mil/sja/ClientLegalSvc/LegalServices/LegalServices.htm#Visa Services>



Letters of Employment (LOE)

LOEs are verification that allow employees access to several protected services and processes in Korea

- Installation (DBIDS) Access
- Access to Duty Free services: AAFES, Commissary
- A-3 Visa; SOFA Status
- ID and CAC cards
- Official Passports
- Travel and transportation benefits



Employee must immediately notify the CPAC if there are changes to any dependents listed on their LOE to avoid any over or under payment of allowances.

Mandatory Training

- Antiterrorism Awareness Training - <https://atlevel1.dtic.mil/at>
- Constitution Day - <http://constitutionday.cpms.osd.mil/>
- Computer Security Training - <https://ia.signal.army.mil/DoDIAA/default.asp>
- Ethics - [https://www.jagcnet.army.mil/JAGCNETIntranet/Databases/Administrative+Law/ethics.nsf/\(JAGCNetDocID\)/TRAINING?OpenDocument](https://www.jagcnet.army.mil/JAGCNETIntranet/Databases/Administrative+Law/ethics.nsf/(JAGCNetDocID)/TRAINING?OpenDocument)
- EEO - Classroom
- Environmental Management System (EMS) Awareness Training – <http://www.eustis.army.mil/ENRD/Training/training.htm>
- “NO FEAR” Act Training– Log into ALMS and search No Fear Act
- Operations Security (OPSEC) Training - Log into ALMS and search OPSEC
- Prevention of Sexual Harassment - Log into ALMS and search SHARP
- Subversion & Espionage Directed Against the US Army (SAEDA) - Classroom
- Supervisory Development Course (Supervisors Only) – <https://www.atrrs.army.mil/channels/chrtas/student/logon.aspx?caller=1>
- Suicide Prevention - Log into ALMS and search Suicide Awareness Prevention

Discuss these requirements with your supervisor to ensure you are scheduled to attend!!!

Questions



OVERSEAS ENTITLEMENTS



Travel Vouchers

- Travel vouchers are sent to 175th Finance Office via the following group email box:

usarmy.yongsan.19-esc.mbx.175-fmc-fmctravelvouchers@mail.mil

Packets need to include the following information:

- Copy of signed travel orders
- Travel Voucher (DD Form 1351-2)
- SF-50
- Electronic Funds Transfer (EVT)
- Copy of receipts for lodging before departure
- Receipts for any transportation that is over \$75.00 one way
- Shipping Document (POV)
- Foreign Transfer Allowance Worksheet



Advance in Pay

- Advance of Pay is intended to ease the financial burdens of the transition period by insuring that funds are available to meet required expenses and emergencies.
- It allows up to three months (6 pay periods) advance pay upon the assignment of the employee to a foreign post. The amount advanced must be paid back to the Department over a maximum of 26 pay periods.
- Deductions will begin the first pay period after receipt of the advance or following arrival at the foreign post, whichever is later.
- Received no more than 3 weeks before departure or within 60 days after arrival at post.
- New Hire Employees and/or employee not already serviced by DFAS can only request an advance of salary upon arrival at the duty station.
- Advances of pay are requested through a signed SF-1190





Foreign Transfer Allowance (FTA)



- FTA is to help defray an employee's extraordinary but necessary and reasonable costs when he/she transfers to a post in a foreign area.
- The Predeparture Subsistence Expense Portion
 - 10 days before final departure from a post in the U.S
 - The 10 days may be taken anywhere in the U.S.
 - Based on family size and actual residence in the United States
- Miscellaneous Expense Portion
 - For an employee without family \$650
 - For an employee with family \$1300
 - Filed on travel Voucher



FOREIGN TRANSFER ALLOWANCE (FTA)



- Pre-departure subsistence expense
 - Hotel
 - Meals
 - Laundry expenses
 - Local transportation not covered
- Begins no earlier than 30 days before departure
- For up to 10 days
- Can be used anywhere in the U.S but overseas travel must start from duty location



FTA



- Eligibility
 - Employee and/or family member(s)
 - Signed transportation agreement
 - Authorized PCS orders
- Reimbursement Rate
 - Based off of U.S. duty location
 - Reimbursed at the lesser of actual cost or the maximum daily family rate
 - Initial Occupant 100% (of per diem rate)
 - Family Member 12 and over: 75% (of per diem rate)
 - Family Member under 12: 50% (of per diem rate)



Temporary Quarters Subsistence Allowance



- Temporary Quarters Subsistence Allowance, referred to as TQSA is an allowance granted to an employee for the reasonable cost of temporary quarters, meals and laundry expenses incurred by the employee and/or family members at the new post in a foreign area
- TQSA is authorized for up to 60 days upon arrival or 30 days prior to departure
- Employees must show compelling reasons beyond their control to justify the approval beyond 60 days.



TQSA



- Payment is a percentage of the per diem rate applicable to duty location

	1 st 30-days	2 nd 30-days	3 rd 30-days +
• Initial Occupant	75%	65%	55%
• Family Member 12 & over:	50%	45%	40%
• Family Member under 12:	40%	35%	30%

- By statute, receipts are required for all lodging, dry cleaning

Approving Officials may require acceptable documentation as to any and all expenses presented for reimbursement at any monetary amount

- LQA and Post Allowance are not authorized during receipt of TQSA



Advance of TQSA

- Employees may request advance TQSA in 30 day increments.
- Employees may request an advance for estimate meal expenses, lodging expenses, or both
- An employee may not request an advance of TQSA for more than their daily maximum amount
- An advance of TQSA is requested on a SF-1190



TQSA Important Concepts



- TQSA is only payable for actual expenses. For meals, these expenses include tips and commissary purchases. (This does not include alcohol)
- Children count towards TQSA until they reach the age of 21
- Employees are required to keep track of all actual expenses on itemized expense sheet
- Employees are required to keep all receipts for meals
- Receipts may be required for expenses which appear to be extravagant.
- The employee is responsible for finding permanent quarters as soon as possible
- LQA and Post Allowance are not authorized during receipt of TQSA



TQSA Process

- Employee receives new employee briefing from CPAC
- Employee reads statement of understanding part 1
- Employee keeps receipts for meals and expense
- Employee is responsible for actively looking for permanent residence
- Once employee knows “move in date” to permanent residence, coordinates with CPAC to start LQA
- Employee submits itemized expense, SF-1190, and both statements of understanding to CPAC for Processing
- CPAC submits to DFAS for payment into employee bank account
- Employee receives payment 10 to 14 business days after processed



LQA



- LQA is a quarters allowance granted to an employee for the annual cost of suitable, adequate, living quarters for the employee and his/her family.
- LQA is comprised of
 - Rental portion
 - Utilities portion, such as costs associated with heat, light, fuel, water, garbage collection
- LQA does NOT include costs associated with
 - Concierge or notary fees; Agency Fees, Insurance
 - Telephone, TV, satellite dish, air condition installation, etc., and maintenance thereof;
 - Storage areas;
 - Other extraneous expenses not directly related to rent as such



LQA



- LQA rates, as determined by the Department of State, are based on employee's:
 - duty location, i.e., post of assignment;
 - employee's grade level;
 - The number of family members residing with the employee at the foreign post.
- Updated every two weeks

Note: Only sponsored family members on the employee's letter of employment will be counted



LQA



- LQA is paid biweekly into an employee's bank account unless the employee requests an advance of LQA.
- An advance of LQA is authorized for up to one year.
- The employee is financially responsible for any unused advance of LQA that is not reconciled





LQA Rates

Family Status: Rate as of 8/9/2015

	Group2 (GS14-15)	Group3(GS10-13)	Group4 (GS 1-9)
WF	\$54800	\$54800	\$54800
WOF	\$54800	\$51600	\$49000

Per additional family members (excluding employee):

2-3 persons: an extra 10%

4-5 : an extra 20%

6 or more: an extra 30%

Link: <http://aoprals.state.gov/Web920/>





LQA Process

- Employee receives new employee briefing from CPAC
 - Employee reads statement of understanding part 1
 - Employee receives mandatory housing briefing
 - Employee finds residence on their own or through an approved realtor
 - Employee verifies fair market value of potential residence with housing office
 - Employee and owner/POA sign lease at housing office.
 - Employee submits approved lease, SF-1190, and both statements of understanding to CPAC for Processing
 - CPAC submits to DFAS for payment into employee bank account
 - Employee receives payment 10 to 14 business days after processed
- *** Can be submitted through email to process



LQA Process cont'





Privately Owned Quarters (POQ)

- When the employee, or the spouse, or both own the residence in the local area, the employee's LQA will be computed based on the original purchase price of the residence.
- The original purchase price is converted to dollars based on the conversion rate on the date of purchase.
- The employee will receive up to 10 percent of the original purchase price not to exceed his/her maximum LQA rate per year for up to 10 years.

• For example: \$500,000 purchase and LQA max is \$45,000.

$\$500,000 / 10 \text{ years} / \text{is } \$50,000$

$\$50,000$ is greater than the LQA max of $\$45,000$ so $\$45,000$ is paid

$\$45,000 / 26 \text{ pay periods}$ is 1,730 paid biweekly to employee



Privately Owned Quarters (POQ)



- Only the expenses for heat, water, electricity, garbage, sewage and in rare cases land rent, may be included in the LQA utility costs.
- If you own a residence in the local area, you must reside in the residence and cannot collect LQA for a rented residence.
- After 10 years, the employee is only authorized reimbursement for utilities



LQA Important Concepts



- Children count towards LQA until they reach the age of 21
- All rental contracts must be approved through the housing office
- Employees are not authorized to alter rental contracts unless they have been approved by the housing office
- The housing office determines a fair market value of a residence. The agency pays whichever is less, Max LQA or (FMV)
- Biweekly payments are the default payment. An employee may elect to request an advance of LQA for up to one year
- The employee is financially responsible for any advance of LQA that is not used



Post Allowance

- Post Allowance is paid to compensate in part for the higher price of many goods and services in overseas areas. It is based on the employee's salary, work schedule, number of dependents, and the employee's duty station location.
- Changes in exchange rates also raise or lower the post allowance since exchange rates affect the cost of goods and services bought on the economy.
- Post allowance is not taxable.



POST ALLOWANCE



- Notify CPAC if –
 - Family member size changes
 - Family member stopped/started allowance in their own right
 - Arrival or departure of family member
 - Temporary absences of 31 days or more of self or family member
 - Family member, other than spouse, reaches 21, including full time students



Educational Travel



- This benefit permits two one way trips annually between a school attended and the foreign post of assignment.
- This benefit is primarily intended to reunite a full-time post-secondary student attending college (including the post baccalaureate level), technical or vocational school with the employee/parent serving the U.S. government in the foreign area.
- Educational travel can commence from either the school or the post, but only one roundtrip between school and post is allowed annually.



Educational Travel

- Educational travel for attendance of grade, middle, and high school is not permitted per AK 690-10. Educational support for these grades is met by DoDEA school system
- The educational travel benefit ceases once the student dependent reaches the age of 23
- The first leg of travel establishes an anniversary date in which the two one way trips may be taken. This date cannot change.
- Employees need to be able to provide the following documentation:
 - Full time student enrollment from a registrars office
 - Employee is an authorized dependent on LOE





Non-Temporary Storage (NTS)



- NTS at Government expense may be authorized for a period of not to exceed the length of the tour of duty plus 1 month prior to the time the tour begins.
- Storage also may be authorized for subsequent service or tours of duty at the same or other overseas permanent duty station.
- Individuals who place items in NTS at Government expense, must provide a copy of (DD Form 1164) or DD Form 1299 to the CPAC upon arrival
- Employees are responsible for notifying their CONUS transportation office that authorized the NTS of any change in their address.
- The CPAC is responsible for extending employees' NTS each FY if properly notified.





UNION REPRESENTATION



- Local 1363 Union
- Union President: Mr. Kenneth Pickler
Kenneth.l.pickler.civ@mail.mil
- Army professional/non-professional employees
 - Career or career-conditional status (competitive svc)
- Excluded
 - Statutory exclusions
 - Non-status employees
 - NAF employees
 - U.S. Army Audit Agency employees
 - CID/501st Military Intelligence employees
 - U.S. Army Logistics Assistance Office –Korea (LAO-K)
 - Joint US Military Affairs Group - Korea



UNION REPRESENTATION



- Collective Bargaining Agreement (Union Contract) available through DHRM website

http://8tharmy.korea.army.mil/DHRM/labor/Collective_Bargaining_Agreement.pdf

- Representation is mandatory.
- Membership is voluntary.
 - Dues may be paid by allotment (SF-1187)
 - Processed through union and CPAC to payroll
 - Effective 1st full PP after election



HR-RELATED WEB RESOURCES



- Office of Personnel Management: <http://www.opm.gov/>
- Army Civilian Personnel Online: <http://www.cpol.army.mil>
- Army Benefits Center-Civilian: <https://www.abc.army.mil/>
- PERMISS: <http://www.cpol.army.mil/library/permis/>
- USFK Publications: <http://www.usfk.mil/usfk/default.aspx>
- Employee Benefits Information System (EBIS) at:
www.ebis.army.mil