



April 2008, Number 2008-2

Inside:

Injury and Unemployment Compensation	
Eleventh Annual Training Conference	2
Policy and Strategy Support Cell	
Enhanced Retention Incentives	2
Building Increased Civilian Deployment Capacity	3
Joint Leader Development	
New DoD Senior-Level Leader Development Program	3
Field Advisory Services	
CPMS Training Courses	3
Benefits and Entitlements	
Use of Scanned Images for Life Insurance	4
New Nationwide Federal Medical Evidence of Record (FEDMER) Process	4
CPMS Employment	5

About CPMS Express

Click [here](#) to be notified when new issues are published. You may also use this link to unsubscribe. We welcome your feedback; please use the icon at the end of an article to e-mail us.

We invite you to reprint or excerpt articles, with attribution as follows: Reprinted (or excerpted) from the Civilian Personnel Management Service newsletter, *CPMS Express*.



Secretary of Defense Medal for the Global War on Terrorism



On February 26, 2008, a ceremony was held at the Pentagon to unveil a new medal for civilian employees of the Department of Defense (DoD). The Secretary of Defense Medal for the Global War on Terrorism (GWOT), which was approved on August 9, 2007, was created to recognize and honor the contributions of our civilian workforce in direct support of our military members engaged in operations to combat terrorism.

Fourteen DoD civilians who had deployed in support of Operations Iraqi Freedom and Enduring Freedom became the first to receive the medal during the unveiling ceremony. An estimated 16,000 civilians are eligible for the medal.

The criteria for the medal is aligned as closely as practicable with that of the GWOT Expeditionary Medal awarded to our military members. The medal is an entitlement that shall be awarded to civilian employees of DoD who on or after September 11, 2001, participated abroad in direct support of a US military GWOT operation in a location designated as an area of eligibility for that operation.

Employees must be engaged in direct support for 30 consecutive days, 60 non-consecutive days, or regardless of time, be killed or medically evacuated from the area of eligibility while providing direct support in the designated operation and location. The employee must actually be deployed to the area of eligibility to qualify for the medal.

(Continued on page 2)

My Biz Functionality Continues to Move Forward

Accessing *My Biz*, *My Workplace*, and Human Resources Professional applications just got easier.

Beginning in January 2008, we started phasing in the Reduced Sign-On (RSO) functionality. Now you are able to access *My Biz*, *My Workplace* through the Defense Civilian Personnel Data System (DCPDS) Portal using your Common Access Card.

The DCPDS Portal eliminates the need to remember login IDs and passwords and opens the door for a more efficient and user friendly experience.

To date, the Defense Logistics Agency; National Guard; Department of Defense Education Activity; Washington Headquarters Services; and Defense Commissary Agency have successfully

(Continued on page 5)

Civilian Medal for GWOT

(Continued from page 1)

The medal was designed by the Department of Army, Institute of Heraldry and it was unanimously endorsed by the Commission of Fine Arts.



Obverse



Reverse and Label Button

The Statue of Freedom represents our goal. Laurel branches symbolize honor and achievement. Stars allude to military branches. The triangle denotes civilian service. Spears enclose and defend freedom.

The disc represents a globe with arrowheads suggesting that danger may develop anywhere. Polestar is an ancient symbol of navigation denoting direction, preparation, and planning.

Ribbon: medium blue is associated with DoD; gold represents excellence; black and red symbolize threat of terrorism; red, white and blue are for patriotism and love of freedom.

Authority has been delegated to the Component Heads to approve and administer the medal for their respective employees. The medals are available through the Defense Supply System, MSN 8455-01-545-7149.

Questions regarding eligibility for the medal should be addressed to the Component Incentive Awards Office. Additional questions may be referred to the CPMS Labor and Employee Relations Division.

-Labor and Employee Relations



Injury and Unemployment Training

The Injury and Unemployment Compensation Division's (ICUC) eleventh annual training conference will be held the week of April 14-18 at the Southbridge Conference Center in Southbridge, Massachusetts.

This year's conference, designed for injury compensation and unemployment compensation program managers, includes sessions on deployment of civilian employees to a war zone, interpreting medical evidence, base closures and how it may affect the injury compensation program, reemployment efforts and job offers, and many more new and exciting sessions.

There will also be representatives from the Department of Labor to address the audience.

The cost for the conference is \$325.00. There is no additional cost for lodging. For more information and to register, please visit the [ICUC website](#).

-Injury and Unemployment



Enhanced Retention Incentives

On February 5, 2008, the Under Secretary of Defense for Personnel and Readiness issued the [Addendum to the DoD Policy and Plan](#) authorizing the use of recruitment, relocation, and retention incentives.

The new provisions authorize payment of retention incentives when an employee's organization is subject to closure or relocation and the employee is likely to leave his or her current position for a different position in the Federal service.

The provisions also provide options for method of payment, and they establish the conditions under which the payments must be terminated.

-Policy and Strategy Support





Building Increased Civilian Deployment Capacity

The Department relies on civilian employee volunteers to meet many contingency operations mission requirements.

On February 12, 2008, the Under Secretary of Defense for Personnel and Readiness issued a [memorandum and policy guidance](#) for civilian employees who volunteer for deployment to Iraq or Afghanistan.

The policy, which will be incorporated into DoD Instruction 1400.32, provides guidance and interim policy to promote opportunities for DoD

civilians to contribute their talent to DoD's mission.

The policy also:

- requires return rights for deployed civilians, including those who volunteer for deployments
- recognizes the deployment experience as career enhancing
- outlines performance management requirements

(Continued on page 4)

New DoD Senior Leader Development Program

Late in 2008, DoD will launch a new senior leader development program.

The Defense Senior Leader Development Program (DSLDP) is the successor program to the Defense Leadership and Management Program, which is scheduled to sunset at the end of Fiscal Year 2010.

Created in response to our changing environment, DSLDP will institute a competency-based approach to the deliberate development of senior civilian leaders with the enterprise perspective needed to lead organizations and achieve results in the Joint, inter-agency, and multi-national environment.

By focusing on the enterprise perspective, we are developing DSLDP to complement, not duplicate, Component leader development initiatives. Learning opportunities will include Joint Professional Military Education, devel-

opmental assignments, and Defense-focused leadership seminars, to ensure application of critical leadership competencies in the national security environment.

The announcement for nominees for the DSLDP Class of 2009 will be released to the Components in late April 2008. A rigorous selection process is planned to ensure that the Department gets the best return on the investment made in the participants of this program.

More information on DSLDP will be forthcoming.

-Joint Leader Development



CPMS Training Courses

The following courses will be offered by Field Advisory Services (FAS) in Arlington, VA in the coming months—

BENEFITS FOR STAFFERS
May 20-23

This course provides information on the Federal benefits and retirement programs to staffing specialists, and provides hands-on experience in working benefits and retirement issues as they apply to the staffing functional area.

RETIREMENT COVERAGE DETERMINATION AND FEDERAL ERRONEOUS RETIREMENT COVERAGE CORRECTION ACT COURSE FOR DoD HR SPECIALISTS
April 15-17

This course will assist human resources specialists in gaining an understanding of retirement coverage errors, how to determine the correct coverage, and how to "fix" or correct erroneous retirement coverage determinations.

PAY SETTING COURSE FOR DoD HR SPECIALISTS
May 28-29

This course covers the essentials of pay setting for General Schedule and Federal Wage System employees. Subjects covered are pay setting for new appointments, reinstatements, promotions, change to lower grades, reassignments, the use of maximum payable rate and highest previous rate, grade retention, pay retention, and within-grade increases.

For more information and registration, please visit the [FAS training webpage](#).

-Field Advisory Services

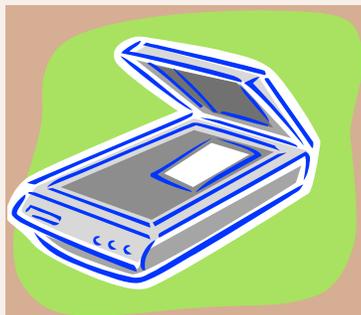




Use of Scanned Images for Life Insurance

The Office of Personnel Management (OPM) was recently informed that some agencies are not aware that OPM and the Office of Federal Employees' Group Life Insurance (OFEGLI) will accept official legible hard copies of electronic images of designation forms.

Official legible printouts of scanned images for the Standard Form (SF) 2823 (Designation of Beneficiary for the FEGLI Program), the Retirement and Insurance Form 76-10 (Assignment of FEGLI), and the SF 3102 (Designation of Beneficiary Federal Employees Retirement System) are acceptable as long as the documents are appropriately signed prior to imaging for the Electronic Official Personnel Folder (eOPF).



An appropriately signed document is one that has the original "wet signatures" of the insured and two witnesses, as well as an agency official signature or other indication of official receipt by the agency.

A watermark must be generated so that it appears when documents are printed. For example, a watermark is generated on the bottom, center margin of documents when printed from "Show All Docs", "Print Folder" and "Batch Print" functions in the Enterprise Human Resources Integration eOPF system.

The question about acceptance of scanned images for life insurance forms arose recently when the U.S. Postal Service inquired about the use of the eOPF standards in developing their electronic record-keeping system.

OPM confirmed that both they and OFEGLI will accept official legible printouts of their imaged documents. This is not a new function, but OPM wants to ensure all Federal agency representatives are aware of this information.

-Benefits and Entitlements



New Nationwide FEDMER Procedures

In an effort to improve and expedite disability claims processing, the Office of Personnel Management (OPM) and the Social Security Administration (SSA) have signed a memorandum of understanding to adopt nationwide cooperative efforts through the Federal Medical Evidence of Record Program (FEDMER).

OPM is responsible for administering the disability benefits program for Federal employees. SSA is responsible for administering the Social Security Disability Insurance Program for all United States citizens.

Under the Federal Employees Retirement System (FERS) law entitlement to Social Security disability benefits may affect an individual's eligibility to receive benefits from the OPM-administered disability program. The provisions of FEDMER mandate that both OPM and SSA are to receive the same medical records at the time of application.

Once a decision is made by either OPM or SSA, they will notify the other with the determination.

(Continued on page 5)

Guidance for Civilian Deployment

(Continued from page 3)

- Standardizes the types of appointments to be used for deployed civilians, including the requirement to issue an SF 50 for details
- emphasizes the important requirements for pre and post health assessments
- ensures Component support for deployments
- assigns accountability for compliance

For more information, visit the Iraq Provincial Reconstruction Team website at: <http://www.cpms.osd.mil/gwot/>.

-Policy and Strategy Support





New FEDMER Procedures

(Continued from page 4)

FEDMER PROCESS DESCRIPTION

When a FERS employee files an application for disability retirement, the employee must complete the "FEDMER Social Security Disability Eligibility Statement."

The statement asks the employee to provide current SSA status; informs the applicant about the SSA Adult Disability Starter Kit, and provides information to streamline the process for filing a SSA disability claim.

If the employee is receiving or has already applied for SSA disability benefits, the FEDMER procedures do not apply. The employee only needs to sign the statement and present proof of filing with SSA.

If the employee has not filed for SSA disability benefits or filed and was denied, agencies should provide the employee a photocopy of the medical evidence submitted in support of the FERS application.

The employee will need this second copy of the medical evidence when the SSA disability application is filed. A copy of the signed FEDMER Eligibility Statement, the FERS disability package, and a second copy with the medical evidence to be submitted to SSA should also be included.

-Benefits and Entitlements



My Biz Functionality Continues to Move Forward

(Continued from page 1)

implemented RSO access for their employees. The Big Three – Army; Air Force; and Navy, and the Defense Finance & Accounting Service will deploy the functionality by April 2008.

The capability for your agency to generate mass informational email notifications within **My Biz** is now available. Mass email notifications can be sent to all employees who have a Self Service email account in **My Biz**.

Do you need to remember the date for the Health Benefits Open Season? Your Component can send that information out to all the employees at one time but you have to have your email address in **My Biz** for this to work. If you haven't already updated your work email address in **My Biz**, do it now!

New for the March 2008 time frame will be the notification of personnel actions (NPAs) for Local Nationals (LN) and Non Appropriated Fund (NAF) employees. For up-to-date information at your fingertips, you and your supervisor/manager will be able to view and print your NPAs by accessing the Personnel Action Tab in **MyBiz** (LN), **MyBiz** (NAF) and **MyWorkplace**.

Comments from current appropriated fund employees indicate the feature is a big hit. What is even more amazing is the time and money saved by Components not having to print and distribute NPAs to each of their employees.

Since this view is "real time", you are able to view your NPAs as soon as they are updated! No more waiting for snail mail!

Another new capability available in the April 2008 time frame is the ability to identify your interest in being contacted after separation from Federal government based on your language proficiency.

The Defense Language Office was tasked to determine a way to identify and track civilian retirees and/or separatees with foreign language proficiencies who might be interested in serving in a position based on their language proficiency after separation.

By utilizing **MyBiz**, retiring/separating employees can consent to be contacted and possibly return to service/duty-- thus assisting DoD in meeting emerging critical foreign language requirements during times of need, crisis, and/or national emergency.

Many more exciting changes are on the horizon for MyBiz and MyWorkplace.

-HR Business, Information, and Technology Solutions



CPMS Employment

CPMS vacancies are posted on USAJOBS.

To access CPMS employment opportunities for both status and non-status applicants, click [here](#).