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**WELCOME TO FORT KNOX**



# OATH OF OFFICE

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**I, state your name, do solemnly swear (of affirm) that –**

**I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter.**

**So help me God.**

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# **Role of the Civilian Personnel Advisory Center (CPAC)**

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- Evaluate & Classify Positions**
  - Issue Vacancy Announcements**
  - Issue Referral Lists**
  - Process Personnel Actions**
  - Update & Maintain HR Database**
  - Recruitment Strategies**
  - Labor Relations**
  - New Employee Processing**
  - Workforce Education**
-

**NOTIFICATION OF PERSONNEL ACTION**

1. Name (Last, First, Middle)		2. Social Security Number	3. Date of Birth	4. Effective Date <b>01-14-2008</b>
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FIRST ACTION		SECOND ACTION	
5-A. Code <b>101</b>	5-B. Nature of Action <b>Career-Cond Appointment</b>	6-A. Code	6-B. Nature of Action
5-C. Code <b>BNN</b>	5-D. Legal Authority <b>CS Rule 6.7 - DOD NAF Agr</b>	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number						15. TO: Position Title and Number <b>HUMAN RESOURCES SPECIALIST (MILITARY) 269422 - 1325343</b>					
8. Pay Plan	9. Occ. Code	10. Grade/Level	11. Step/Rate	12. Total Salary	13. Pay Basis	16. Pay Plan <b>GS</b>	17. Occ. Code <b>0201</b>	18. Grade/Level <b>07</b>	19. Step/Rate <b>01</b>	20. Total Salary/Award <b>\$36,822.00</b>	21. Pay Basis <b>PA</b>
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay		20A. Basic Pay <b>\$32,534.00</b>		20B. Locality Adj. <b>\$4,288.00</b>	
								20C. Adj. Basic Pay <b>\$36,822.00</b>		20D. Other Pay	
14. Name and Location of Position's Organization						22. Name and Location of Position's Organization <b>US ARMY ACCESSIONS COMMAND USAREC G1, HUMAN RESOURCES DIR PERSONNEL MANAGEMENT DIV ENLISTED MANAGEMENT BRANCH FORT KNOX, KY 40121 KDB</b>					

EMPLOYEE DATA					
23. Veterans Preference					
1	1 - None 2 - 5-Point	3 - 10-Point/Disability 4 - 10-Point/Compensable	5 - 10-Point/Other 6 - 10-Point/Compensable/30%	24. Tenure	25. Agency Use
				2	0 - None 1 - Permanent 2 - Conditional 3 - Indefinite
27. EEO/1			28. Annuitant Indicator		26. Veterans Preference for RIF
C0 Basic only			9 Not Applicable		YES X NO
30. Retirement Plan			31. Service Comp. Date (Leave)		29. Pay Rate Determinant
5 Other			01-14-2008		0
32. Work Schedule			33. Part-Time Hours Per Biweekly Pay Period		
F Full-Time					

POSITION DATA					
34. Position Occupied			35. FLSA Category		36. Appropriation Code
1			N N - Exempt N - Nonexempt		33171100000
38. Duty Station Code			39. Duty Station (City - County - State or Overseas Location)		37. Bargaining Unit Status
211167093			FORT KNOX / HARDIN / KENTUCKY		AR2555
40. Agency Data		41. PON#	42.	43.	44. TDA DATA SE/W6D504//
sj 7					

45. Remarks  
**Appointment is subject to completion of one year initial probationary period beginning 14-JAN-2008.**  
**Appointment affidavit executed 14-JAN-2008.**  
**Service counting toward career tenure from 14-JAN-2008.**  
**OPF maintained by SWCPOC, 301 Marshall Ave, Fort Riley, KS 66442.**  
**Creditable Military Service: None**  
**Previous retirement coverage: Never Covered.**  
**Frozen Service: None**  
**Elected to retain coverage under a retirement system for NAF employees.**  
**Full performance level of employee's position is GS 09.**  
**Appointment is in accordance with the portability of benefits for Non-Appropriated Fund employees Act of 1990.**

46. Employing Department or Agency			50. Signature/Authentication and Title of Approving Official		
47. Agency Code	48. Personnel Office ID	49. Approval Date	AUTHORIZING OFFICIAL		
		01-24-2008			



# EMPLOYEE HANDOUTS

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- All Handouts on the **RIGHT** hand side of your folders are yours to take with you.
  
  - You should have:
    - Payroll Calendar/My Pay Handout
    - Benefits Handout
    - Supervisor's Checklist
    - New Employee Orientation Handout
    - ID Card Section Contact Numbers
    - The Work Number Handout
-

## 2010 Pay Period Calendar

Beginning of Pay Period = White on Blue  
 End of Pay Period = Red on White (Pay Period Number for Tax Year)  
 Holiday = Green on Yellow

1st Friday Pay Day = Black on Pale Blue  
 Alternate Tuesday Pay Day = Black on Tan  
 Alternate Thursday Pay Day = Black on Light Green

January							February							March							April													
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
						1 H	2 (1)							1	2	3	4	5	6													1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13 (4)	7	8	9	10	11	12	13 (5)	4	5	6	7	8	9	10 (8)							
10	11	12	13	14	15	16 (2)	14	15 H	16	17	18	19	20	14	15	16	17	18	19	20	11	12	13	14	15	16	17							
17	18 H	19	20	21	22	23	21	22	23	24	25	26	27 (5)	21	22	23	24	25	26	27 (7)	18	19	20	21	22	23	24 (9)							
24	25	26	27	28	29	30 (3)	29							28	29	30	31							25	26	27	28	29	30					
31																																		
May							June							July							August													
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
						1																			1	2	3	4	5	6	7			
2	3	4	5	6	7	8 (10)	6	7	8	9	10	11	12	4	5 H	6	7	8	9	10	8	9	10	11	12	13	14 (17)							
9	10	11	12	13	14	15	13	14	15	16	17	18	19 (13)	11	12	13	14	15	16	17 (15)	15	16	17	18	19	20	21							
16	17	18	19	20	21	22 (11)	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28 (18)							
23	24	25	26	27	28	29	27	28	29	30					25	26	27	28	29	30	31 (16)	29	30	31										
30	31 H																																	
September							October							November							December													
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
						1	2	3	4																			1	2	3	4 (25)			
5	6 H	7	8	9	10	11 (19)	3	4	5	6	7	8	9 (21)	7	8	9	10	11 H	12	13	5	6	7	8	9	10	11							
12	13	14	15	16	17	18	10	11 H	12	13	14	15	16	14	15	16	17	18	19	20 (24)	12	13	14	15	16	17	18 (26)*							
19	20	21	22	23	24	25 (20)	17	18	19	20	21	22	23 (22)	21	22	23	24	25 H	26	27	19	20	21	22	23	24 (H)	25							
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31 (H)								
							31																											

Federal: New Years Day - 1 Jan      President's Day - 3rd Mon In Feb      Independence Day - 5 Jul      Columbus Day - 2nd Mon In Oct      Thanksgiving - 4th Thurs In Nov  
 Holidays: ML King B-day - 3rd Mon In Jan      Memorial Day - Last Mon In May      Labor Day - 1st Mon In Sept      Veterans' Day Observed - 11 Nov      Christmas - 24 Dec

PPE 18 Dec 2009 - \*Standard First Friday Pay Day = PP #25; Alternate Second Tuesday Pay Day = PP #25; Alternate Second Thursday Pay Day = PP #25



# **EQUAL EMPLOYMENT OPPORTUNITY (EEO)**

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Fort Knox Equal Employment  
Opportunity Office

Building 1310, Pike Hall  
Fort Knox, KY  
502-624-2545  
DSN: 464-2545

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# FORT KNOX UNION

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AFGE Local #2302  
Bldg. 1109, Rms. 137-143  
Fort Knox, KY 40121  
0700-1700, Mon-Fri  
(502)-624-4624

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# **SICK LEAVE**

**Regardless of Years of Service**

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- Full-time (Perm, Term & Temp): 4 hrs per pay period**
- Part-time (Perm and Temp): 1 hr per 20 hrs worked**
- Intermittent: Do not earn sick leave**

## **EXCEPTION**

**Firefighters: 1 hr per 20 hrs worked**

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# Verification of Non-Wartime Campaigns or Expeditions (SF 813)

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- Retirees ONLY
  - Time that can be credited toward your Service Computation Leave Date (SCD)
  - Report any time spent for hardship tours such as Korea, Turkey, Iraq etc... **Hardship Tour: Your dependents could not join you.**
  - Please turn this form into the Civilian Personnel Advisory Center.
  - CPAC will forward your SF-813 to the Records Center in St. Louis.
    - \* After verification, the Records Center will return the SF-813 to the CPAC.
    - \* An HR Representative from CPAC will forward your information to Ft. Riley for processing.
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## ***POST 56 - MILITARY DEPOSIT***

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- Deposits Made For Periods of Military Service That Are Credited For Civilian Service Retirement and Death Benefits Purposes**
  - Info and Instructions Found at [www.abc.army.mil](http://www.abc.army.mil).**
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# SELECTIVE SERVICE

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- Males** Born After 12/31/1959 are Required to Sign a Statement of Selective Service Form.
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# **ARMY BENEFITS CENTER – CIVILIAN (ABC-C)**

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**TO SPEAK TO AN ABC-C ADVISOR**

**1-877-276-9287 (toll-free)**

**1-877-276-9833 (TDD)**

**Monday - Friday**

**6 AM to 6 PM Central Standard Time**

**Note: You must have a PIN number before contacting an  
ABC-C advisor.**

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## Army Benefits Center-Civilian (ABC-C)

"Army's Benefits Counseling and Processing Service"

### Benefits Election Guide

**NEW!**

Check out the ABC-C's New Employee Orientation Briefing!

View at: <https://www.abc.army.mil/NewEmployee/NewEmployeeOrientation.htm>

BENEFIT OPTIONS		ENROLLMENT To make an election or change, visit or call:	
 <p><b>TSP</b></p>	<p><b>Thrift Savings Plan</b> (retirement savings and investment plan)</p> <p><b>Enroll Anytime!</b></p>	<p>To begin, change or stop contributions:</p> <p>ABC-C <a href="https://www.abc.army.mil">https://www.abc.army.mil</a> 1-877-276-9287 TDD: 1-877-276-9833</p>	<p>To make investment allocations, access your account, view rates of return, etc:</p> <p>Thrift Savings Plan <a href="http://www.tsp.gov">www.tsp.gov</a> 1-TSP-YOU-FRST (1-877-968-3778) TDD: 1-877-847-4385</p>
 <p><b>FEHB</b> Federal Employees Health Benefits Program</p>	<p><b>Federal Employees Health Benefits</b></p> <p><b>60 days</b></p>	<p>ABC-C <a href="https://www.abc.army.mil">https://www.abc.army.mil</a> 1-877-276-9287 TDD: 1-877-276-9833</p>	
 <p><b>FEGLI</b></p>	<p><b>Federal Employees Group Life Insurance</b></p> <p><b>31 days</b></p>	<p>ABC-C <a href="https://www.abc.army.mil">https://www.abc.army.mil</a> 1-877-276-9287 TDD: 1-877-276-9833</p>	
 <p><b>FSAFEDS</b></p>	<p><b>Flexible Spending Accounts</b> (pre-tax accounts for out-of-pocket health &amp; dependent care expenses)</p> <p><b>60 days</b></p>	<p><b>FSAFEDS</b> <a href="http://www.fsafeds.com">www.fsafeds.com</a> or 1-877-FSAFEDS or (1-877-372-3337) TTY: 1-800-952-0450</p>	
 <p><b>FEDVIP</b> Federal Employees Dental And Vision Insurance Program</p>	<p><b>Federal Employees Dental and Vision Insurance Program</b> (supplemental dental/vision insurance)</p> <p><b>60 days</b></p>	<p><b>BENEFEDS</b> <a href="http://www.BENEFEDS.com">www.BENEFEDS.com</a> 1-877-888-FEDS or 1-877-888-3337 TTY 1-877-889-5680</p>	
 <p><b>FLTCIP</b></p>	<p><b>Federal Long Term Care Insurance Program</b> (for assisted living expenses)</p> <p><b>60 days</b></p>	<p><b>FLTCIP</b> <a href="http://www.ltcfeds.com">www.ltcfeds.com</a> 1-800-LTC-FEDS (1-800-582-3337) TTY: 1-800-843-3557</p>	

**NOTE:** Enrollment changes generally require permissible events after the initial new hire enrollment period. For more information on benefits, also visit <http://www.opm.gov/insure>.

\*Special rules apply for those hired later in the year - see <https://www.fsafeds.com/fsafeds/SummaryOfBenefits.asp#EnrollNew>.

\*\*Eligible individuals can apply at anytime subject to full underwriting.

## ARMY BENEFITS CENTER-CIVILIAN (ABC-C)

303 MARSHALL AVENUE  
FORT RILEY, KS 66442-5004  
(877) 276-9287



Home

Site Map

Contact Us

### Benefit Topics

- [Court Ordered Benefits](#)
- [Financial Literacy Education](#)
- [Forms](#)
- [Health Insurance](#)
- [Life Insurance](#)
- [Open Seasons](#)
- [Retirement](#)
- [TSP](#)
- [Uniformed Services](#)

### What's Hot!



### Announcements

The New Employee Orientation Briefing is now on-line. Three versions of the briefing are available:

To view the briefing with the slides automatically advancing, select [Automated Slide Show](#). (After opening the slide show, press F5 to activate.)

To advance the slides at your own pace, select [Self-Paced Slide Show](#). (After opening the slide show, press F5 to activate.)

To view the briefing slides without the narration, select [Slide Show for Use without Speakers, or for Hearing-impaired](#).

**EBIS access has been CAC-enabled!** You are now able to log into EBIS using your Common Access Card (CAC) and CAC PIN. Click on "Employee Benefits Information System (EBIS)", then select the "CAC Employee Login" option. **You are still required to enter your SSN and ABC-C PIN to access your personal information in EBIS.**

If you currently reside in Alaska, Hawaii, Puerto Rico, or other non-foreign area, and will be retiring before January 1, 2013, click [here](#) for information on Non-foreign Area Equity Assurance (NAREA).

### How Do I Access the ABC-C?



[Employee Benefits Information System \(EBIS\)](#)

**Problems accessing EBIS? Click [here](#) for information and assistance.**





**ARMY BENEFITS CENTER-CIVILIAN (ABC-C)**  
**303 MARSHALL AVENUE**  
**FORT RILEY, KS 66442-5004**  
**(877) 276-9287**

- Home
- Site Map
- Contact Us

**Employee Login**  
(with an AKO Account)

AKO Username:

AKO Password:

Login

**CAC Employee Login**  
(Using Common Access Card)



# EBIS

EMPLOYEE BENEFITS INFORMATION SYSTEM



Welcome to the Employee Benefits Information System (EBIS)...

## Department of Army EBIS Login

### Current Users:

Enter your SSN and your PIN.

SSN  (No Dashes)

PIN

[Reset PIN](#)

Login...

### User Information:

If you are a new user select the New User button below. Your temporary PIN is your two digit month and the last two digits of your year of birth (MMYY). If you have forgotten your PIN, you will need your latest Leave and Earnings Statement or Notification of Personnel Action to complete the information on the Reset PIN link above. Your new permanent PIN must be six numbers and cannot be in the exact order of your Social Security number, date of birth, service

# EBIS

EMPLOYEE BENEFITS INFORMATION SYSTEM



Help



Calculators



Transactions



Forms



My Profile



Inform

## Session

User:  
JENNIFER L BROWN

PIN

Logout

## Pending Transactions

FEHB:	None
TSP:	None
FEGLI:	None

## Agency News

Did you create a transaction for TSP, FEHB or FEGLI that is effective this weekend? If you did and you don't see that it is processed yet, remember that our information will not be refreshed for the weekend transactions until Monday morning. If you have concerns about your transaction, please

## Welcome to the Employee Benefits Information System (EBIS)...

### Department of Army

The Employee Benefits Information System (EBIS) is designed to provide Federal employees general and personal information regarding the retirement & benefits.

To get started - choose one of the following:



**Calculators**

Click to use a variety of retirement and TSP calculators.



**Transactions**

Click to view current coverage and/or change your TSP, FEHB, or FEGLI benefits.



**Forms**

Click to fill and/or print benefits related forms.



**My Profile**

Click to personalize your information that is used in EBIS.



# **ARMY BENEFITS CENTER – CIVILIAN (ABC-C)**

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[www.abc.army.mil](http://www.abc.army.mil) or [www.cpol.army.mil](http://www.cpol.army.mil)

- Online Benefits Enrollment Programs**
  - Provides Counseling and Processing Services for Individuals Eligible for Federal Benefits.**
  - Online Information Center**
    - **Open Season**
    - **Benefits Changes and Beneficiary Forms**
    - **Enrollment Deadlines**
    - **New Employee Benefit Orientation PowerPoint Presentation**
-



# Federal Employees Retirement System (FERS)

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- ❑ **Employees who are being appointed to the Government for the first time are automatically covered by the Federal Employees Retirement System (FERS). You can find information on FERS at <http://www.opm.gov/fers>.**
  
  - ❑ **FERS is a Three-Tiered Retirement System:**
    - **Social Security Benefits**
    - **Basic Benefit Plan (FERS)**
    - **Thrift Savings Plan**
-



# Thrift Savings Plan (TSP)

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## TSP Book 08 Thrift Savings Plan

[www.tsp.gov](http://www.tsp.gov)

- Identifies Investment Funds
- Describes Participation Rules
- Contributions Are Limited By the Restrictions Imposed By the IRS.

\*\*\* NOTE: To enroll in TSP visit [www.abc.army.mil](http://www.abc.army.mil).

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# Thrift Savings Plan (TSP) Cont.

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- When You Enroll In TSP You Will Automatically Get the Employer's Match.**
  
- If You Have a TSP Loan, You Must Inform Your New Agency That You Have a TSP Loan and Instruct Them To Continue Your TSP Loan Payments.**
  
- If You Transfer To An Agency That Has a Different Pay Cycle From Your Current Agency, You Should Reamortize Your Loan To Avoid Being in Default.**

*\*More information can be found on [www.tsp.gov](http://www.tsp.gov).*

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# HELPFUL WEBSITES

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**Civilian Personnel On-Line (CPOL)**

**<http://www.cpol.army.mil>**

**Office of Personnel Management (OPM)**

**[www.opm.gov](http://www.opm.gov)**

**CPAC Website**

**or [www.knox.army.mil](http://www.knox.army.mil)**

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**(CPAC In processing Slides can be found here)**

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# YOUR ACTION

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- ❑ **ID CARDS** – To obtain a Civilian Access Card (CAC), visit One Stop, Bldg 1384, 4-1667. Wait **two days** after in processing to ensure that your personnel action has been processed.
  
  - ❑ If you are **military personnel on terminal leave**, you must keep your current military CAC and contact your current organization's IMO for computer access. Once your retirement process is complete, you must obtain a civilian CAC.
  
  - ❑ **CAR REGISTRATION** – Your car **MUST** be registered at One Stop, Bldg 1384, 4-3939. You will need to provide proof of insurance, car registration, and your driver's license. You will also be required to show your CAC card.
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# Proof of Employment

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The Work Number

[www.theworknumber.com](http://www.theworknumber.com)

1-800-996-7566

Mon-Fri 0700-2100 CST

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# BACKGROUND INVESTIGATIONS ARE A REQUIREMENT FOR ALL FEDERAL EMPLOYEES

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- All background investigations will be processed by the Office of Personnel Management (OPM)
  - All persons privileged to be employed in the departments and agencies of the government shall be reliable, trustworthy, of good conduct and character, and of complete and unswerving loyalty to the United States. This means that the appointment of each civilian employee in any department or agency of the government is subject to investigation. The scope of the investigation will vary, depending on the nature of the position and the degree of harm that an individual in that position could cause.
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# **REQUIRED DOCUMENTS for investigation process**

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- Personnel Security Questionnaire
    - SF85 – Questionnaire for Non-Sensitive Positions
    - SF85P- Questionnaire for Public Trust
    - SF86- Questionnaire for National Security Positions
  
  - Resume (must include all work experience annotated on the questionnaire)
  
  - OF 306 Declaration for Federal Employment
  
  - Fingerprint Card
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# QUESTIONS?

**If you have any questions after this briefing,  
please contact our office at 502-624-3429 or  
visit [www.knox.army.mil](http://www.knox.army.mil).**

**Thank you,  
Fort Knox CPAC**

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# FORM REVIEW

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- SF 61 – Appointment Affidavit – (Employee signs)
  - OF 306 – Declaration for Federal Employment (Sign 17B)
  - I-9 – Employment Eligibility Verification
  - SF 144 – Statement of Prior Federal Service
  - W-4 – Tax Form
  - SF 1199 – Direct Deposit
  - SF 181 – Race and National Origin Identification
  - SF 256 – Self-Identification of Handicap
  - Selective Service Status (Males Born After 12/31/1959)
  - SF 813 – Non-Wartime Campaigns (optional)
  - Military Buyback (optional)
-