**DEPARTMENT OF THE ARMY**
**OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1**
**CIVILIAN HUMAN RESOURCES AGENCY**
**NORTH CENTRAL REGION**
**1 ROCK ISLAND ARSENAL, BUILDING 56**
**ROCK ISLAND, IL 61299-7650**

REPLY TO
ATTENTION OF

PECP-NCR-A

15 September 2008

# STANDARD OPERATING PROCEDURE
# INTERNAL DESK GUIDES

1. PURPOSE: To establish internal responsibilities and procedures relative to processing of a variety of personnel transactions.

2. SCOPE: This SOP applies to all Civilian Human Resources Agency (CHRA) Processing Centers (PC) and Civilian Personnel Advisory Centers (CPAC).

3. GENERAL: It is the policy of CHRA to process every personnel transaction in the most efficient, accurate and expeditious manner possible. In order to adhere to this policy, actions will be processed in accordance with the attached checklists, published aids and applicable Department of the Army (DA), Department of Defense (DoD) and Office of Personnel Management (OPM) Guidelines. Additional appendices may be added to this SOP as the need arises.

4. RESPONSIBILITIES:

a. Supervisors are responsible for implementation of this SOP.

b. Team Leaders are responsible for the oversight of this SOP in order to ensure compliance with procedures set forth and to monitor the quality of actions processed.

c. Human Resources (HR) technicians are responsible for finalizing the requested transaction.

5. PROCEDURES:

a. Actions will be distributed by a Supervisor or Team Leader.

b. HR technicians will:

(1) Determine that the transaction is completed accurately and in a timely fashion.

(2) Contact the employee or CPAC for additional information/documentation as necessary.

(3) Validate transactions as necessary.

(4) Distribute transactions to appropriate locations (i.e., employee copy, OPF copy, DFAS, carrier, etc.).

6. REFERENCES AND RELATED DOCUMENTS:

a. CHRA Job Aids

b. OPM Guide to Processing Personnel Actions (GPPA)

c. Title 5USC

d. 5 CFR

e. OPM Vet Guide

f. Appendices

(1) Guidance – FEGLI Termination After 12 Months Non-Pay Status

(2) Guidance – FEGLI Coverage After Break in Service

(3) Guidance – Separations

(4) Guidance – TSP

(5) Crediting Military Service for Leave

(6) Crediting Military Service for RIF
Crediting Retired Military Service for SCD Leave
Crediting Retired Military Service for SCD RIF

APPROVED BY:

Nancy A. Lane
NANCY A. LANE
Regional Director
North Central Region

Appendix 1

**Topic:** FEGLI

**Subject:** FEGLI Termination After 12 Months Non-Pay Status

**Issue:** What are the procedures for terminating the FEGLI coverage after 12 months non-pay status?

**Guidance:** FEGLI coverage may continue for up to 12 months in a non-pay status. If an employee returns to pay status for less than four consecutive months, and again goes into a non-pay status, he will continue in the same 12-month non-pay status period. If employee returns for four consecutive months, his 12 months non-pay status period will start over.

Below are the procedures to terminate the FEGLI after 12 months non-pay status:

(1) Check Portal for RTD action (292/280).

(2) If employee is still in a non-pay status,

(a) Create and process 881 FEGLI change effective the day after 12 months non-pay status. Change FEGLI Code to "A1".

(b) Process SF2821 and SF2819 (If OWCP (NOAC=460 and LAC=Q3K), SF2818 must also be sent to employee.)

(c) Mail copy of SF2821 and SF2819 (and SF2818) to employee.

(d) Provide copy of SF2821 and SF2819 (and SF2818) for OPF to file room.

(e) Check DCPS to ensure FEGLI is updated in Payroll.

Appendix **2**

**Topic:** FEGLI

**Subject:** FEGLI Coverage After Break in Service

**Issue:** How do I code the FEGLI coverage of a previous Federal employee?

**Guidance:** Some appointments are excluded from FEGLI coverage by law or regulation. To determine FEGLI eligibility go to FEGLI Handbook at http://www.opm.gov/insure/life/handbook/eligibl2.asp.

● When an employee returns to work (to an appointment with FEGLI eligibility) after a break in service of **less than 180 days,**

- they will be automatically enrolled in the same coverage that they had before they left their prior position.

- they will have to qualify to elect other coverage (open season, physical exam or life event).

● When an employee returns to work (to an appointment with FEGLI eligibility) after a break in service of **180 days or more,**

- they will be automatically enrolled in Basic and the same Optional insurance that they had in their prior position.

- they may elect more insurance (if they don't already have the maximum) within 31 days of their appointment to an eligible position.

**When you are coding a new hire action of an employee with previous Federal employment, code their FEGLI coverage the same as it was when they left Federal employment. If their break is 180 days or more, code the FEGLI Eligibility date to enable them to elect more insurance. If you cannot verify the FEGLI coverage, verify and correct when the previous OPF is received.

**This also applies when an employee is converted to an appointment or Change in Work Schedule from Intermittent **that affords FEGLI coverage**.

Example of conversion action with **more than 180 day break in service**:

09/12/2003 Resignation (FEGLI=F0)
01/05/2007 Temp Appt (FEGLI=A0)
03/28/2007 Conversion to Career Appt (FEGLI=F0)

Since more than 180 day break in service, code FEGLI Eligibility date.

Example of conversion action with **less than 180 day break in service**:

11/22/2006 Resignation (FEGLI=Y0)
01/11/2007 Temp Appt (FEGLI=A0)
03/05/2007 Conversion to Career Cond Appt (FEGLI=Y0)

Since less than 180 day break in service, DO NOT code FEGLI Eligibility date, no opportunity to elect new coverage.

Example of Change in Work Schedule from Intermittent to FT with **more than 180 day break in service**:

10/28/2005 Resignation (FEGLI=X0)
03/05/2007 Term Appt w/Intermittent work schedule (FEGLI=A0)
04/01/2007 Chg in Work Sch to FT
04/01/2007 FEGLI Chg to X0 with opportunity to make new election, code FEGLI Eligibility date.

Example of Change in Work Schedule from Intermittent to FT with **less than 180 day break in service**:

12/28/2006 Resignation (FEGLI=X0)
03/05/2007 Term Appt w/Intermittent work schedule (FEGLI=A0)
04/01/2007 Chg in Work Sch to FT
04/01/2007 FEGLI Chg to X0, no opportunity to make new election.

**One exception** - Reemployed Annuitants will be enrolled in the same FEGLI coverage they had as an annuitant. Option B is the only option they can keep under their annuity, the Basic and other options must be deducted from their employee pay. However, if their break was 180 days or more, as stated above, they can elect more life insurance within 31 days of their appointment. (See Guidance Encyclopedia - Benefits or Staffing/Reemployed Annuitants/Coding FEHB and FEGLI for new hired reemployed annuitants)

Appendix **3**

**Topic:** SEPARATIONS

**Subject:** Separation Action and NonPay Status

**Issue:** Has the employee had any non-documented non-pay status time?

**Guidance:** At the time of separation, if the employee has been in non-pay status during the current calendar year and total non-pay status during current calendar year exceeds 6 months AND IS NOT DOCUMENTED IN THE OPF, you are required to use the G31 remark.

G31 Remark states "Non-pay time not previously recorded in calendar year (year) totaled (number) hours."

Payroll sends non-pay days/hours to DCPDS through the reverse interface. The employee does not need to be placed in a non-pay status for this reverse interface to happen. The QUICK BENEFITS CHECKER has been updated to add "NONPAY HOURS SCD".

When you are processing a separation action
1) Check the NONPAY HOURS SCD field in the QUICK BENFITS CHECKER. Does this number exceed 1440 hours? If yes, then go to #2. If no, do not use G31.
2) Was the employee's non-pay time documented by LWOP actions? If, yes, do not use G31. If, no, use the G31 remark. If it was partially documented, use the G31 remark. See EXAMPLE below.

EXAMPLE:
LWOP NTE eff 01/10/07
RTD eff 05/10/07 (4 months=960 hours)
Other nonpay hours not documented/recorded
Resignation eff 12/10/07
QUICK BENEFITS CHECKER - NONPAY HOURS SCD show 1500 hours
Subtract recorded hours from total - 1500-960 = 540
Use G31 Remark with 540 hours - "Nonpay time not previously recorded in calendar year 2007 totaled 540 hours.

As in the case with intermittent hours, these non-pay hours will be one pay period behind. If you have an employee who is within 80 hours of exceeding the 6 months/1440 hours, you will need to wait for the reverse interface which will capture the pay period in which the employee separated.

It will be very rare that you will have someone exceed the 1440 hours without being placed on LWOP, but we will still check the hours on all separations.

Appendix 4

**Topic:** TSP

**Subject:** Correcting TSP Agency Eligibility Date AND TSP Status Date

**Issue:** What is the proper sequence in correcting these dates?

**Guidance:** When you are correcting TSP information in DCPDS, it is important to update in the proper sequence to ensure it flows to payroll correctly.

If updating TSP Agency Eligibility Date AND TSP Status Date, update in the following order:

1) Update TSP Status Date.
   A) Go to People Enter & Maintain>Assignment>Entries>TSP
   B) Date track to effective date of action (must be effective date of new hire action or beginning of pay period)
   C) Update TSP Status Date, select CORRECT

2) Update TSP Agency Eligibility Date.
   A) Go to People Enter & Maintain>Extra Information>US Federal Person Benefit Information>TSP Agency Elig Contr Dt
   B) Date track to the beginning of the recent pay period
   C) Update TSP Agency Eligibility Date, Save

3) CHECK DCPDS TO ENSURE DATA FLOWED CORRECTLY AND UPDATED.

Two TSP records will flow to payroll. First one will probably reject to Payroll Invalid due to an offline effective date. Second TSP record will flow the correct TSP record.

Appendix **5**

## CREDITING MILITARY SERVICE FOR LEAVE

**See retired military section for exceptions.**

All Active Duty served under Title 10 U.S.C. that ended in an honorable, general and uncharacterized discharge is creditable.
***You must remember that if the Military time is served while on LWOP-US it is counted in the civilian time only.***
The DD 214 must show the Type of Separation, Character of Service and if there was any Lost time or not.

The DD 214 must state that the Character of service was under Honorable, Uncharacterized, or General Conditions for SCD Leave. If there is lost time listed on the DD 214 that must be taken out of the calculation.

Active Duty for Training (ADT) and Active Duty Special Work (ADSW) is creditable as long as it is served under title 10.

Do not give credit based on the line of the DD 214 Total Prior Active service. We must have the documentation to back up this time. If they have been given credit based on this information we will not take it away from them.

Here are list of acceptable military proof of service documents:

- DD Form 214 (proof of active duty service).
- DA Form 1383 (proof of Army Reserve duty).
- ARPC Form 249-2-E, DARC Form 249, or AGUZ Form 115 (proof of Army Reserve duty).
- NGB Form 23, or a detailed statement of service from the State Adjutant General (proof of National Guard duty).
- AF Form 526 (proof of Air Force or air Force Reserve duty).
- NAVPERS Form 1070-611 (proof of Naval Reserve duty).
- NAVMC Form 768 (proof of Marine Corps Reserve duty).
- CG HQ Form 4973 (proof of Coast Guard Reserve duty).
- Any document providing the individual participated in a period of inactive duty training (IDT) such as DA Form 1380 or DSA Form 1379.
- School completion notices to prove completion of correspondence or extension courses.
- Any appointment or enlistment documents or notices to prove membership.
- Military pay vouchers, travel vouchers, OERs and EERs to substantiate periods of active duty training (ADT). Orders are not accepted as proof of ADT without further substantiation by the pay voucher, travel voucher, OER or EER received for the period of training; a Certification of Attendance signed by the individual's commander, or, if he/she was on ADT for points only, a copy of the DA Form 1380 he/she received.

National Guard time is normally under Title 32, U.S.C., which is not creditable. If they are called by the President or Secretary of Defense it is under title 10 and will state that on the

DD 214. There is a form SF 180 that verifies what Title National Guard time was served, it is up to the employee to submit that form to the National Records Center and provide that information to us.

Appendix **6**

## CREDITING MILITARY SERVICE FOR RIF
**See retired military section for exceptions.**

The type of discharge does not matter for SCD RIF all Military served under Title 10 creditable.

## RETIRED MILITARY INFORMATION

## CREDITING RETIRED MILITARY SERVICE FOR SCD LEAVE

Retired Military service is normally only credited for the actual Campaign time unless the retirement was based on a disability received as a direct result of armed conflict or caused by an instrumentality of war and incurred in the line of duty during a period of war as defined in 38 U.S.C. Some of the DD 214 will state what campaign time was but, in most cases, we need to get this information from the SF 813. If there is not already an SF 813 in the OPF, send one to retired military personnel along with a letter explaining the form and what they need to do with it. You will complete blocks 10 and 11 with your name and address. That letter and the form are located sat the bottom of the Murge and Purge Data Comparison web site, located at: https://ncnet.ria.army.mil/Apps/Bramnch9/benefits/MPDCO.asp. A copy of the letter must be filed on the left side of the OPF if an SF 813 was sent to the employee.

If there is a DD 214 that shows Type of Separation as Temporary Disability Retirement List (TDRL)

- These employees are treated as retired military as long as they are on this list. At some point the military will make a determination as to what this employee's separation will actually be. The employee will receive a decision letter showing what the final type of separation is. There are two choices:
    - Retirement – If this is the determination nothing will probably change for the employee
    - Release from active duty/discharge or Return to active duty – Since they are no longer considered retired military all military service is potentially creditable.

## CREDITING RETIRED MILITARY SERVICE FOR SCD RIF

Retired Military SCD for RIF is based on the eligibility for Veterans' Preference for RIF.
If they have Veterans' Preference for RIF they would also get the military time credited for SCD RIF.