



# Dept of Army – CHRA Far East

CPAC Zama

Civilian HR Inprocessing: NEW HIRE/CONUS BRIEF



WELCOME TO JAPAN  
CAMP ZAMA CPAC

DA Civilian HR Operations in Japan - *Delivering Strong!*





**Civilian Human Resources Agency**



**CAMP ZAMA, BLDG 102/Okinawa Torii Station BLDG 216 Rm 124**

## **In-Processing at Military Personnel Directorate**

### **ID CARDS/DEERS & PASSPORT SECTIONS**

**DD 1172 and Verification of Employment is required.**

**Please contact your command for your DD 1172 Form**

#### **ID CARDS/DEERS SECTION ZAMA**

(DSN 315-263-4449 )

#### **ID CARDS/DEERS SECTION OKINAWA**

(DSN 315-640-1110)

**\* MON -- FRI: 0800 – 1200 and 1300 – 1600 (Camp Zama)**

*Provide following documentation (Originals) for:*

*Sponsor -- Passport /Driver license (2 picture IDs)*

*for your Spouse -- Marriage license, SSN; Passport/Driver license (2 picture IDs)*

*for your Child(ren) -- Birth Certificate(s), SSN; Passport (picture ID)*

### **PASSPORT SECTION -- SOFA application**

(DSN 315-263-4449 )

**\* MON 0800 – 1200 & THU 0800 – 1200 & TUE 1300 – 1600**

**Mon – Thu (Customer Service Desk): 0800-1530 (Walk-Ins, Pick-ups, SOFA)**

*\* All hours provided are subject to change*



## Civilian Human Resources Agency



### DESIGNATION OF BENEFICIARY

#### ORDER OF PRECEDENCE:

- To your widow or widower
- If widow(er) is deceased, to your child or children
- If none of the above, to your parents
- If none of the above, to the executor or administrator of your state
- If none of the above, to your other next of kin under the laws of the State in which you live at the time of your death

### Important Benefits Forms

Forms that need to be returned to your benefits team in CPAC:

<https://www.abc.army.mil/Forms/BeneficiaryForms.htm>

- ☐ [Designation of Beneficiary for FERS, SF 3102](#)
- ☐ [Designation of Beneficiary for FEGLI, SF 2823](#)
- ☐ [Designation of Beneficiary, Unpaid Compensation of Deceased Civilian Employee, SF 1152](#)

**Send form to TSP in Birmingham, Alabama:**

- ☐ [Designation of Beneficiary for TSP, TSP-3](#)




## Civilian Human Resources Agency



### Annual Leave Accrual

(Based on Service Comp Date/ beginning with first full pay period/ AL paid out when leaving Fed Svc)

Employee Type	Less than 3 Years	3 Years - Less than 15 Years	15 or More Years of
Full-time	4 hrs for each pay period	6 hrs for each pay period, (except 10 hrs in last pay period)	8 hrs for each pay period
Part-time	1 hr of annual leave for each 20 hrs in a pay status	1 hr of annual leave for ea 13 hrs in a pay status	1 hr of annual leave for each 10 hrs in a pay status
Uncommon tours of duty 	4 hrs times (average # of hrs per biweekly pay period) divided by 80 = biweekly accrual rate	6 hrs times (average # of hrs per biweekly pay period) divided by 80 = biweekly accrual rate	8 hrs times (average # of hrs per biweekly pay period) divided by 80 = biweekly accrual rate



## Civilian Human Resources Agency



### Sick Leave Accrual

(Regardless of Years of Service/Keep LES when leaving Fed Svc)

Full-time - (Perm and Temp)	4 hrs per pay period
Part-time - (Perm and Temp)	1 hr per 20 hrs worked
Employee with Vet Pref 30% - full-time (eff 5 Nov 2016)	104 hrs limited to 12 months
Intermittent	Do not earn sick leave

### Within Grade Increases

(Waiting Period Between Steps)

Permanent GS Employees	
Step 2-4	Eligible after 52 Weeks(1 year)
Step 5-7	Eligible after 104 Weeks (2 years)
Step 8-10	Eligible after 156 Weeks(3 years)
Temporary GS Employees	
Not eligible	
WG/WL/WS Employees	
Temporary and Permanent	
Step 2	Eligible after 26 Weeks
Step 3	Eligible after 78 Weeks
Step 4 and 5	Eligible after 104 Weeks



## Civilian Human Resources Agency



### New Beginnings – DPMAP

#### Defense Performance Management & Appraisal Program

##### Performance expectations:

- Provided within 30 days from EOD

##### New Beginnings Rating Cycle:

###### ➤ 1 April – 31 March

Provided at the end or within 90 days of below rating cycles

Level 5 – Outstanding

Level 3 – Fully Successful

Level 1 – Unacceptable

##### TAPES Rating Cycle: (previous appraisal program)

- Provided at the end or within 120 days of below rating cycles

➤ 1 May – 30 Apr GS 1 - 5/WG+WS 1 - 5

➤ 1 Feb – 31 Jan GS 6 - 8/WG+WL+WS 6 & up

➤ 1 Nov – 31 Oct GS 9 – 12

➤ 1 July – 30 June GS 13 and above

### Incentive Awards Program

#### Superior Accomplishment Awards:

- On the Spot
- Time-Off Awards
- Performance Awards
- Cash Awards
- Quality Step Increase

#### Honorary Awards:

- Decoration for Exceptional Civilian Service
- Meritorious Civilian Service Award
- Superior Civilian Service Award
- Commander's Award for Civilian Service
- Achievement Medal for Civilian Service
- Certificate of Appreciation for Patriotic Civilian Service
- Civilian Award for Humanitarian Service
- Certificate of Achievement

***Awards are not an entitlement***



## Civilian Human Resources Agency



### On the Job Injuries: Workers Compensation Program

Applies to any disability (temporary or permanent, partial or total) incurred as a result of a job-related disease or illness as well as an on-the-job injury.

Employees are eligible for these benefits:

- Medical benefits (including transportation expenses)
- Continuation of Pay (COP), Wage loss compensation
- Scheduled awards
- Vocational rehabilitation
- Death benefits

Immediately notify your supervisor for any on-the-job accident or occupational disease

Information can be found under

<https://www.abc.army.mil/HR/InjuryCompensationEmployee.html>

POC for claims - ECOMP

**Employees' Compensation  
Operations & Management Portal**

<https://www.ecomp.dol.gov/#>

### GO TO MY PAY

<https://mypay.dfas.mil/mypay.aspx>

- **CAC Login**
- **LES**
- **TAX Forms (W-2)**
- **All DoD Pay tool**
  
- **Might take 2 pay periods**





## Civilian Human Resources Agency



### Separated Military (ETS)

Military time will count for Annual Leave accrual. It can also count towards FERS retirement when a deposit is made for post 56 military service. If no deposit is made retirement annuity will be reduced.

➤ Mil service may be credited under the following conditions:

- a. Before the date of separation
- b. Active duty
- c. not included in computation of military retired pay unless retired pay is based on disability incurred in combat (US Code 67, Title 10)

**NOTE:** Active duty periods, incl. training time are credited as civilian not military service.

➤ What you have to pay to “buy back”:

- FERS 3% of base pay earned during Mil Svc
- Interest free for the first two years you become subject to FERS

**More info and procedures on ABC website: type in “POST 56”**

### Retired Military

#### LEAVE ACCRUAL

Retirees get credit only for service during a war or in a campaign or expedition for which a campaign badge has been authorized. Wars have to have been declared by Congress, e.g., World War II

Exemptions are for those whose retirement was based on disability caused by armed conflict and those who become eligible for retirement while they're civilian employees

If your campaign is not listed on your DD214 (Member 4 copy) you need to complete a SF813 and send to your HR Representative





## *Civilian Human Resources Agency*



### Disabled Veterans Leave

- Disabled veteran leave (DVL) is a separate leave category and provides 104 hours of leave upfront.
- This new leave category is a one-time benefit and is limited to a 12 month period.
- DVL not used during the benefit period may not be carried over to subsequent years and will be forfeited.
- Once an employee has exhausted the leave benefit and/or the one year has passed, he or she will not have any further entitlements to the benefit.
- The leave benefit is one time only benefit for the employee's Federal civilian service career – to include return to federal service after a break in service.



## Civilian Human Resources Agency



### WELCOME TO Camp Zama CPAC IN-PROCESSING: Benefits

ARMY BENEFITS CENTER-CIVILIAN (ABC-C), 303 MARSHALL AVENUE, FORT RILEY, KS 66442-5004  
(877) 276-9287: <https://www.abc.army.mil/index.htm>

### The ABC-C provides services in the following program areas:

- Retirement (Civil Service & Federal Employees Retirement Systems)
- Thrift Savings Plan (TSP)
- Federal Employees Health Benefits (FEHB)
- Federal Employees Group Life Insurance (FGLI)
- Survivor Benefits

### What can the Army Benefits Center-Civilian do for you?

The ABC-C provides automated benefits support to Army-serviced appropriated fund employees through the Employee Benefits Information System (EBIS), the Interactive Voice Response System (IVRS), and trained benefits counselors.

- **EBIS** is a web application that allows you to access general and personal benefits information and conduct electronic transactions using a computer. The system contains comprehensive information and personalized benefits statements.
- **IVRS** is an automated self-service program you can access from a touch-tone telephone system. Unlike the web, IVRS allows you to transfer to a benefits counselor for additional assistance.

### OVERSEAS TOLL-FREE NUMBERS

Belgium.....0800-78245  
Germany.....0800-1010282  
Italy.....800-780821  
Japan.....00531-1-20378  
Korea.....00798-14-800-4766  
Kuwait.....1-877-276-9287  
Netherlands.....0800-232739  
Saudi Arabia.....1-877-276-9287  
United Kingdom.....08-000857723

Department of the Army  
Army Benefits Center-Civilian  
303 Marshall Avenue  
Fort Riley, KS 66442-5004  
1-877-276-9287  
1-877-276-9833 (TDD)

<https://www.abc.army.mil/index.htm>

ARMY ONE STOP BENEFIT CENTER



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

**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.



## Civilian Human Resources Agency



### FEGLI – Life Insurance @ ABC-C

#### What is FEGLI

FEGLI provides group term life insurance. As such, it does not build up any cash value or paid-up value. It consists of Basic life insurance coverage and three options. In most cases, if you are a new Federal employee, you are automatically covered by Basic life insurance and your payroll office deducts premiums from your paycheck unless you waive the coverage. In addition to Basic, there are three forms of Optional insurance that you can elect. You must have Basic insurance in order to elect any of the options. Unlike Basic, enrollment in Optional insurance is not automatic -- you must take action to elect the options.

The cost of Basic insurance is shared between you and the Government. You pay 2/3 of the total cost and the Government pays 1/3. Your age does not affect the cost of Basic insurance. You pay the full cost of Optional insurance, and the cost depends on your age.

The Office of Federal Employees' Group Life Insurance (OFEGLI), which is a private entity that has a contract with the Federal Government, processes and pays claims under the FEGLI Program.

#### FEGLI - BASICS

Eligible employees are automatically enrolled in Basic Life insurance effective on EOD, unless waived before the end of first pay period

Must make changes within 60 days from entry date to waive Basic coverage or to elect optional life insurance

Must have Basic Coverage in order to elect Optional Insurance:

- |  |                              |
|--|------------------------------|
| <input type="checkbox"/> Option A (Standard)   | additional \$10,000          |
| <input type="checkbox"/> Option B (Additional) | up to 5 times your basic pay |
| <input type="checkbox"/> Option C (Family)     | up to 5 times your family    |

If Basic Coverage is waived;

You required to wait one year, then get a physical exam (at your own expense) to obtain the Office of Federal Employees' Group Live Insurance approval in order to elect coverage

**Note:** The Federal Government established the Federal Employees' Group Life Insurance (FEGLI) Program on August 29, 1954. It is the largest group life insurance program in the world, covering over four million Federal employees and retirees, as well as many of their family members

**FEGLI CALCULATOR:**

<http://www.opm.gov/calculator/worksheet.asp>



## Civilian Human Resources Agency



### FEHB – Health Benefits @ ABC-C

#### What is FEHB

It is the largest employer-sponsored group health insurance program in the world. A voluntary program, it is intended to assist you and your eligible family members with expenses of illness and accident, and is paid for through employee and employer contributions.

#### FEHB offers the following advantages and guarantees:

- An annual opportunity (Federal Benefits Open Season) to enroll in a health benefits plan or change enrollment selection
- A choice of plans and options with group-rated premiums and benefits
- Guaranteed protection that cannot be canceled by the insurance carrier
- Coverage without medical examination or restrictions because of age, current health or pre-existing medical condition
- No waiting periods after the effective date of enrollment
- A government contribution toward the cost of your plan (unless you are on a temporary appointment)
- A payroll deduction method of making premium payments
- A temporary 31-day extension of coverage after separation from employment, during which you may convert to a private non-group policy
- Continued enrollment for eligible family members after the death of the employee or annuitant
- Ability to pay premiums with pre-tax dollars. This is called [Premium Conversion \(PC\)](#).

#### FEHB - BASICS

- **Eligible employees must make initial election within 60 days of EOD in order to have health coverage, coverage is not automatic**
- **Election @ ABC-C and will be effective beginning of next pay period.**
- **Fail to elect FEHB within 60 days is considered to have declined coverage and must wait until the next open season to enroll**
- **Open season(Nov-Dec) provides an annual opportunity to enroll or to change coverage**

The only FEHB plans that provide coverage for overseas employees are the nation-wide/special group plans. These include: Blue Cross/Blue Shield, GEHA Benefits Plans, APWU Health Plan, Foreign Service, NALC, Mail Handlers, Alliance Health Plan, and Postmasters. There are no HMO plans available to overseas employees



## Civilian Human Resources Agency



### Benefits – Health Care: NEED-TO-KNOW

- **Federal Benefits for Federal Employees Health Benefits (FEHB), Flexible Spending Accounts (FSA) and Federal Employees Dental and Vision Insurance Program (FEDVIP): You Have 60days from your EOD or you must hold for the next OPEN SEASON.**

For more information, go to: <https://www.abc.army.mil/ACA/BAL10-201.htm>

Army Benefits Center: <https://www.abc.army.mil/index.htm>

- **What Are the Changes to FEHB Program Dependent Eligibility Rules Under the ACA?**

Children	Effect of ACA
Between ages 22 and 26	Children between the ages of 22 and 26 are covered under their parent's Self and Family enrollment up to age 26.
Married Children	Married children (but <b>NOT</b> their spouse or their own children) are covered up to age 26. This is true even if the child is currently under age 22.
Children with or eligible for employer-provided health insurance	Children who are eligible for or have their own employer-provided health insurance are eligible for coverage up to age 26.
Stepchildren	Stepchildren do not need to live with the enrollee in a parent-child relationship to be eligible for coverage up to age 26.
Children Incapable of Self-Support	Children who are incapable of self-support because of a mental or physical disability that began before age 26 are eligible to continue coverage. Contact the Army Benefits Center - Civilian (ABC-C) for additional information.
Foster Children	Foster children are eligible for coverage up to age 26.





## Civilian Human Resources Agency



### Vision and Dental Insurance

- Federal Employees Dental and Vision Insurance Program (FEDVIP) is available to eligible employees and their family members
- Stand alone Dental and Vision Insurance
- Can enroll in dental, vision, or both
- You may apply within 60 days of your entrance on duty date or during the Open Season
- **You do not have to enroll in FEHB to have dental and/or vision insurance.**

### Open Seasons

**FEGLI Open Season:** There is no regularly scheduled Federal Employees Group Life Insurance (FEGLI) Open Season. OPM held a Federal Employees' Group Life Insurance (FEGLI) Open Season in September 2016 with an effective date of 1 October 2017.

**Open Season:** The next Federal Employees Health Benefits (FEHB), Flexible Spending Accounts (FSA) and Federal employees Dental and Vision Insurance Program (FEDVIP) Open Season will be from **12 Nov 2018 through 10 Dec 2018**. Effective Date will be PPB 6 Jan 2019.

### Long Term Care

Federal Long Term Care Insurance Program (FLTCIP) provides long term care insurance for Federal employees and their parents, parents-in-law, stepparents, spouses, and adult children. You (and your spouse, if married) **have 60 days from entrance date of appointment for Long Term Care insurance registration**. You can enroll in long term insurance even if not enrolled in FEHB. Check with your human resources assistant for eligibility Read about the FLTCIP, and apply for it, at <http://www.opm.gov/insure/ltc>

### Affordable Care Act

Employees on temporary appointments, or seasonal schedules working a schedule of less than six months Federal Long Term Care Insurance Program (FLTCIP) provides long term care insurance for Federal employees and their parents, parents-in-law, stepparents, spouses, and adult children. You (and your spouse, if married) **have 60 days from entrance date of appointment for Long Term Care insurance registration**. Read about the FLTCIP, and apply for it, at <http://www.opm.gov/insure/ltc>





## Civilian Human Resources Agency



### Federal Employees Retirement System(FERS)

#### Social Security Benefits

Replaces a portion of earnings lost as result of retirement or disability. FERS employees have Social Security coverage and Medicare

#### Basic Benefit Plan (FERS)

Covered if you have at least 5 years of creditable civilian service (disability after 18 months) this includes Mil Svc when deposit was made.

*Social Security and Basic Benefit Plan are defined benefit programs, retirement is based on years of service and salary.*

#### Thrift Savings Plan

Contributions are voluntary, however TSP is an integral part of your retirement package. The amount you receive from this part of your retirement is up to you!!!!

### Eligibility For Retirement (FERS)

Age	Years Of Service
Minimum Retirement Age (MRA)	30
60	20
62	5
MRA (Reduced Benefit)	10

### Determining the Minimum Retirement Age (MRA)

If You Were Born In	Your MRA Is
Before 1948	55 years
1948	55 years, 2 months
1949	55 years, 4 months
1950	55 years, 6 months
1951	55 years, 8 months
1952	55 years, 10 months
1953 - 1964	56 years
1965	56 years, 2 months
1966	56 years, 4 months
1967	56 years, 6 months
1968	56 years, 8 months
1969	56 years, 10 months
After 1969	57 years



## Civilian Human Resources Agency



### Thrift Savings Plan: TSP



Percent of Basic Pay Contributed to Your Account (FERS Employees Only)			
You put in:	Your agency puts in:		Total Contribution:
	Automatic (1%) Contribution	Agency Matching Contribution	
0%	1%	0%	1%
1%	1%	1%	3%
2%	1%	2%	5%
3%	1%	3%	7%
4%	1%	3.5%	8.5%
5%	1%	4%	10%
Amounts that you contribute above 5% are not matched.			

### TSP Funds

	G Fund	F Fund*	C Fund*	S Fund*	I Fund*	L Funds**
<b>Description of Investments</b>	Government securities (specially issued to the TSP)	Government, corporate, and mortgage-backed bonds	Stocks of large and medium-sized U.S. companies	Stocks of small to medium-sized U.S. companies not included in the C Fund	International stocks of 21 developed countries	Invested in the G, F, C, S, and I Funds
<b>Objective of Fund</b>	Interest income without risk of loss of principal	To match the performance of the Barclays Capital U.S. Aggregate Bond Index	To match the performance of the Standard & Poor's 500 (S&P 500) Stock Index	To match the performance of the Dow Jones U.S. Completion TSM Index	To match the performance of the Morgan Stanley Capital International EAFE (Europe, Australasia, Far East) Stock Index	To provide professionally diversified portfolios based on various time horizons, using the G, F, C, S, and I Funds



## Civilian Human Resources Agency



### Thrift Savings Plan: TSP

#### Tax Treatment of Your Contributions -- Traditional and Roth Contributions

You can choose between two tax treatments for your TSP contributions:

**Traditional** (pre-tax)—You defer paying taxes on your contributions and their earnings until you withdraw them. If you are a uniformed services member making tax-exempt contributions, your contributions will be tax-free at withdrawal but your earnings will be subject to tax.

**Roth** (after-tax)—You pay taxes on your contributions as you make them (unless you are making tax-exempt contributions), and your earnings are tax-free at withdrawal as long as you meet certain IRS requirements.

If you want to make contributions, you must submit via <https://www.abc.mil> what portion of your pay you want to contribute and how you want to designate them between traditional and Roth. You cannot convert any portion of your existing traditional TSP balance to a Roth balance.

You can make both traditional **and** Roth contributions if you want. You can contribute in any percentages or amounts you choose [subject to IRC limits](#) and change your election at any time.

If you are FERS, your Agency Matching Contributions are based on the total amount of money (traditional and Roth) that you contribute each pay period. All agency contributions are deposited into your traditional balance.

#### **IRC (Internal Revenue Code) limits for 2019:**

**\$19,000 (Regular Contributions) & add \$6,000 (Catch-Up Contributions) if age 50 or older**





# CHRA-Far East Region

Camp Zama CPAC

## **OVERSEAS BENEFITS (OS) & ENTITLEMENTS** **For eligible employees**



### **REGULATORY BASIS:**

- 5 United States Code, Section 5923-5928 and 6304-6305
- Title 5, CFR Part 630, Subpart F
- Department of State Standardized Regulations (Government Civilians, Foreign Areas) (DSSR)
- DODI 1400.25, Volume 1250 (Overseas Allowances and Differentials)

- ☐ Foreign Transfer Allowance (FTA - SE)
- ☐ Advance of Pay
- ☐ Temporary Quarters Subsistence Allowance (TQSA)
- ☐ Miscellaneous Expenses (FTA – ME)
- ☐ Non-temporary Storage of HHG
- ☐ LQA
- ☐ Post Allowance
- ☐ Employee Responsibilities
- ☐ Educational Travel
- ☐ Service Now

DA Civilian HR Operations in Japan - *Delivering Strong!*



## Civilian Human Resources Agency



### Tours/ 5 Yr Rule

**Tours:** For most positions, it is necessary to sign a rotation agreement for the length of the overseas tour. Normally, the initial tour of duty is 36-months, but there are exceptions. Subsequent tours are up to two years in length. Tour extensions are NOT automatic nor are they an entitlement. Extensions must be requested by the supervisor and agreed to by the employee.

**New 5yr Rule:**

- 2 Yrs in states (nor longer 1 yr)
- Return right to ALL DOD (not just Army).
- Approval process, past 5 yrs, is with a DOD component (Your G1 working delegation issues)

### Return Rights (RR)

**Return Rights:** When the time comes for an employee to return to the CONUS, the employee may exercise Return Rights. Most current **permanent DoD employees** hired from the CONUS will have some form of return rights to either the specific position left, the installation, or a geographic area for up to five years:

- RR for DoD employees hired AFTER July 26, 2012
- RR for Army Employee (and all with signed letter) before 26 July 2012

The CONUS CPAC should explain these entitlements when an employee prepares to leave the CONUS. They will also be discussed when the employee prepares to return.

**5 Yr Rule Link:** <http://www.dtic.mil/whs/directives/corres/pdf/140025v1230.pdf>

### PPP

The employee may be eligible for registration in the [DOD Priority Placement Program \(PPP\)](#), often called the Stopper List. If an employee does not have return rights when the time comes to go home or if the return rights are to a lower grade, the employee will probably be eligible for registration in PPP for jobs back in the CONUS. There are many details about this program that will be explained by the CPAC when the time comes to return to the U.S.

### Out-Processing

While the employee is preparing to leave Japan to go to another Community or country, he/she is required to out process with several facilities in their area. There are several mandatory facilities to out-process (Vehicle Reg, Bank, Post Office, CPAC) and several facilities the supervisor can verify. An out-processing sheet is provided by your organization along with your orders.





## Civilian Human Resources Agency



### Home Leave

- ☐ Home leave is special leave earned in one-day increments.
- ☐ An employee must have served continuously at least one 24 month period at an overseas post before it can be used.
- ☐ Home leave must be taken in the U.S. or its territories or possessions.
- ☐ Home leave must be taken if the employee will return to duty at an overseas area.

### Renewal Agreement Travel (RAT)

- ☐ RAT is a government paid trip back to CONUS when the employee is recruited from CONUS, completes an overseas tour and the employee signs a renewal agreement to stay on for another tour.
- ☐ RAT covers the transportation expenses of the employee and his/hers dependents to the place of actual residence.
- ☐ RAT can only be taken during a specific time-frame. The window extends from 6 months before the end of the current tour to a point where the employee must have at least 12 months remaining on the renewal tour after return from RAT.
- ☐ If RAT is not taken during this window, then eligibility for it is forfeited.







## Civilian Human Resources Agency



### Educational Travel

- Full time college students, under age 23 and in undergraduate school, may be eligible for one round trip each 12 month period from overseas area of sponsor's assignment to college location.
- One round trip per 12-month period is at government expense
- Student must report to sponsor's duty location for at Least 14 consecutive days prior to authorized return travel to CONUS.

### Non-temporary Storage of HHG

- ☐ May be authorized for the period of tour
- ☐ May be removed from storage when exercising RAT
- ☐ You must notify your servicing HR office if you have stored HHG in NTS in order for the government to provide a yearly fund cite to cover the cost.
- ☐ Submit NTS Request through the Service Now Portal
  - ☐ You must provide Service Order for Personal Property (form DD 1299)

### Advance of Pay

**Up to 3 months salary (max. 6 pay periods) when an employee is assigned to a foreign post (If Qualified).**

Advance of Pay can be received no more than 3 weeks before departure or within 60 days after arrival at post. (Request for Advance of Salary 3 weeks before departure does not apply to 1st duty station traveler and/or employees not already serviced by DFAS).

**Request must be submitted NLT 60 days after the reporting date.**

Pay back over a maximum period of 26 pay periods.



## ***Civilian Human Resources Agency***



### **Predeparture Subsistence Expense Portion (FTA)**

- ☐ Assist employee with the cost of temporary lodging, meals, laundry, and dry cleaning that are incurred when an employee transfers to a foreign post from a post in the U.S.
- ☐ Granted 10 days before final departure, beginning not more than 30 days after the employee vacates permanent residence. The 10 days may be taken anywhere in the U.S. as long as the employee or family members have not begun travel on orders AND final departure is from the U.S. post of assignment.

### **Miscellaneous Expenses**

- ☐ Assist with certain extraordinary costs such as converting household appliances and obtaining auto registration and drivers license.
- ☐ Normally a flat rate, \$650 for employee w/o family - \$1300 for employee with family
- ☐ Employee can itemize and claim reimbursement for 1 weeks salary (w/o family) or 2 weeks salary (with family) not to exceed the salary of a GS-13, step 10.



## Civilian Human Resources Agency



### **Temporary Quarters Subsistence Allowance (TQSA)**

- ☐ Employees may receive TQSA for up to 90 days after arriving at your new permanent duty station, and up to 30 days immediately before final departure from the post of assignment.
- ☐ The amount of TQSA payable is a percentage of the per diem rate applicable to the post of assignment, or actual cost, whichever is less.
- ☐ Per diem rates and percentage payable are established by the DSSR.
- ☐ TQSA will normally be terminated after 90 days. On the 91st day, LQA will replace TQSA at the rate applicable to the post of assignment until permanent quarters are secured. If TQSA is not extended (see below), employee requires to submit a SF-1190 and request LQA at the daily rate until permanent quarters are obtained.
- ☐ The 90 and 30 day TQSA periods may be extended up to but not more than an additional 60 days if it is determined by the head of the agency that compelling reasons beyond the control of the employee require continued occupancy to temporary quarters. Submit written request and provide evidence to commander who will have to approve extension. Rates for approved extensions will not exceed the maximum rates allowed for third 30 day period.
- ☐ **Instructions on how to submit a claim are available in your in-processing packet.**
- ☐ **Receipts are required for all lodging, dry cleaning and any single meal costing \$75.00 and over or your Organizations rule**
  - The Approving Official at your organization has been granted the authority to require acceptable documentation as to any and all expenses presented for reimbursement.



## Civilian Human Resources Agency



### **Living Quarters Allowance (LQA): Employee Responsibilities**

#### **Employee Responsibilities**

- ☐ Claim is submitted via SF-1190, expenditure worksheet, rental contract or purchase contract, USAG-J Form 85, HQAJ Form 3814 and receipts. If actual expenditures for utilities are known, provide last year end bills, estimates for utilities are only authorized if actual amounts are not known.
- ☐ Provide receipts for actual utilities expenses within 12 -15 months after occupying permanent quarters, or have payment of LQA utility expenses suspended.
- ☐ Make payments on time according to the contract with the landlord or property owner. Failure to do so may be grounds for terminating LQA and recouping the amount of LQA already paid.
- ☐ Nonpayment of obligations documented on SF 1190 while drawing LQA may be construed as misuse of LQA, depending on the circumstances.
- ☐ Proven misuse of LQA may result in adverse disciplinary action against the employee, to include separation from Federal service.

#### **Report changes that have an impact on the allowance such as:**

- ☐ Reduction/Increase in family size
- ☐ Change of residence
- ☐ Family member reaches age limit
- ☐ Leave orders are issued
- ☐ Sharing quarters
- ☐ Change in duty Location

