

# Fort Campbell Civilian Personnel Advisory Center (CPAC)

CHRA

November 2016

## Calling all Veteran Employees

Veterans who are disabled or who have served on active duty in the United States Armed Forces during certain specified periods or in military campaigns are generally entitled to preference over non-veterans both in federal hiring practices and in retention during a reduction in force. Take advantage of your benefits; verify that your Veterans' Preference is accurately noted within your personnel file.

As a Federal employee any changes or updates to your personnel record will be documented on a Standard Form (SF) 50 (Notification of Personnel Action), which is generally processed by your local Civilian Personnel Advisory Center. You can review your SF-50 in your [Electronic Official Personnel Folder \(eOPF\)](#) or by accessing my [MyBiz+](#).

You can verify your Veterans' Preference, which is noted in Block 23 of the SF-50. If you

were awarded a service-connected disability rating after you were hired, contact your [Personnel or Human Resources Office](#) to update your personnel record to reflect your change in Veterans' Preference.

To obtain a disabled veteran civil service preference letter, you should contact your local VA Regional Office at 1-800-827-1000 or generate this letter instantly using [eBenefits](#), <https://www.ebenefits.va.gov>

You can find this feature under 'Download VA Letters' in your personal dashboard. Once you verify or update your personal address, the letter is created in real time for you to print or save.

For general questions in regard to Veterans' Preference, please contact Derik Gibson at (270) 956-1087 or email [derik.d.gibson.civ@mail.mil](mailto:derik.d.gibson.civ@mail.mil)



### Inside this issue:

<i>Army Benefits Center-Civilian News</i>	2
<i>New Probationary Period</i>	3
<i>Requirement for Pre-Employment Physicals</i>	4
<i>Reasonable Accommodation</i>	5
<i>CPAC Training Announcement</i>	6
<i>CPAC Hours of Operation</i>	6

### Special points of interest:

- New ABC-C EBATS
- New time period for probationary periods
- CPAC offering HR training



## Army Benefits Center Announces—EBATS

The ABC-C is proud to announce a new feature on the ABC-C website. Until now, employees had to call the toll-free number to check on the status of actions such as retirement estimates, civilian and military deposits and retirement application processing. The Employee Benefits Automated Tracking System (EBATS) tool allows employees to view the status of their action on-line.

To access EBATS, employees visit the ABC-C website at <https://www.abc.army.mil>

and click on the EBATS icon located on the right-hand side of the webpage. Employees need to log on using their Common Access Card (CAC) from a .mil network computer and click "I Agree" on the DoD Notice and Consent Banner.

Once logged on, a page showing the employee's personal information will be displayed. Below the employee information, employees will be able to view whether an action was received, when it was completed, and any comments. Employees will also be able

to click and view documents for completed actions in EBATS. Employees who have not submitted any actions to the ABC-C will have a message stating they do not have any open or closed actions with the ABC-C.

Employees will still need to log into the EBIS to view projected benefits elections and to print election forms.

It is as easy as A-B-C!

## 2016 Civilian Employee of the Year (CEOY)



### Nominations for the 2016 Civilian Employee of the Year are now being accepted.

A nominee or team must have served the majority of the calendar year 2016 in the position for which nominated (more than 6 months). Nominations must cover the performance of official duties and self-development within the 2016 calendar year.

Employees or teams may be nominated for CEOY in consecutive years; however, once an employee or team

has been selected as the winner in their designated category, they may not be nominated again in that category for five (5) years.

Each organization may submit only one nomination in all categories, with one exception; two nominations from each organization are permitted in the Wage Grade A & B categories.

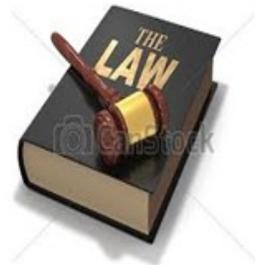
Nominations will be submitted electronically and reviewed/rated by the Incentive Awards Committee members. Winners will be announced at the awards ceremony in April 2017.

The categories are:

- Administrative Specialist
- Supervisor
- Manager
- Leader
- Technician
- Secretarial/Clerical/ Administrative Assistant
- Professional/Scientific
- Employee with a Disability
- Wage Grade A
- Wage Grad B
- Team

For more information you may contact Lisa Harden, [lisa.a.harden4.civ@mail.mil](mailto:lisa.a.harden4.civ@mail.mil) or Kensley Minor, [Kensley.k.minor.naf@mail.mil](mailto:Kensley.k.minor.naf@mail.mil)

## New Employee Probationary Period



© Can Stock Photo - cs2685133

The National Defense Authorization Act (NDAA) for Fiscal Year 2016 amended title 10, United States Code by adding section 1599e.

This new section requires that the appointment of “covered employees” within the Department of Defense (DoD) shall become final only after the employee has served a probationary period of two years rather than the previous one year requirement. Covered employees include individuals who are appointed to permanent positions in the competitive service within DoD on or after 26 November 2015.

So what does this mean to you? Basically, if you were appointed on or after 26 November 2015 and were required to serve a probationary period, it will now be two years as opposed to one year.

Other than the change in the length of the probationary period there are no changes in determining when a probationary period is required.

The two year probationary period is not a change to employee’s conditions of employ-

ment. In accordance with the law, employees appointed on or after 26 November 2015 began serving a two year probationary period as of the date of their appointment, regardless of whether they were notified at the time of their appointment.

This change in the law allows employees a greater opportunity to showcase their talents and for supervisors to properly assess their new employee’s capabilities.

Individuals who are terminated during their probationary period have limited appeal rights to the Merit Systems Protection Board (MSPB). This change in the law extends those limitations for an additional year.

This law does not affect employees other performance expectations for their positions such as within grade increases and career-ladder promotions even though they are serving on a longer probationary period.

Employees who were hired on or after 26 November 2015 will receive an email notification explaining that there will be a correction done to their initial one-year pro-

probationary period, which was documented on a Notification of Personnel Action (SF-50), to reflect a two-year probationary period. The correction will be available by logging into the CPOL Portal at this link: <http://cpol.army.mil/> and selecting the EMPLOYEE tab to retrieve the SF-50 either from MyBiz+ with the Common Access Card (CAC) or the electronic Official Personnel Folder (e-OPF APF) with their eOPF ID and password.

For additional information regarding the change in probationary period, please contact Sabrina Weldon, (270) 412-9092, [sabrina.a.weldon.civ@mail.mil](mailto:sabrina.a.weldon.civ@mail.mil)

## Requirement for Pre-Employment Physicals



Pre-employment examinations (physicals) are most commonly performed before placement in a specific job to medically assess if an applicant is physically and mentally able to efficiently perform the essential functions of the position without hazard to themselves or others. Some specific jobs also require yearly annual examinations to ensure specific medical requirements are sustained throughout an employee's employment.

The Office of Personnel Management (OPM) typically establishes occupational series that have medical requirements and require medical examinations/Pre-employment Physicals (e.g. correctional officers, fire protection and prevention, etc.). However, agencies are also authorized, and often do, establish physical requirements for individual positions without the approval of the OPM when such requirements are considered essential for successful job performance.

The requirements must be clearly supported by the actual duties of the position and documented in the position description.

When a Pre-Employment Physical is required, the selectee must pass the examination as part of his/her condition of employment prior to being hired. If the selectee passes the physical examination, the supervisor is responsible for maintaining a copy of the results.

When a yearly annual examination is required, the employee must pass the examination as part of his/her condition of employment. The supervisor is responsible for maintaining a copy of the results. However, if the employee fails the yearly annual examination, the supervisor may reassign or remove the employee from federal service.

Supervisors should immediately contact a Management Employee Relations (MER) Specialist at the Civilian Personnel Advisory Center (CPAC) to discuss their options.

Alisha Johnson,  
(270) 412-9091  
[alisha.l.johnson.civ@mail.mil](mailto:alisha.l.johnson.civ@mail.mil)  
Olivia Fenderson  
(270) 412-8740,  
[olivia.fenderson.civ@mail.mil](mailto:olivia.fenderson.civ@mail.mil)

## Reasonable Accommodation *in the workplace*

# Reasonable Accommodation

A reasonable accommodation is assistance or changes to a position or workplace that will enable an employee to do their job despite having a disability. Under the Americans with Disability Act (ADA), employers are required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship.

The reasonable accommodation process is initiated when an employee indicates the need for an adjustment or a change at work for a reason related to a medical condition. Requests can be done orally to the supervisor and does not have to be put in writing by the employee. Employees can use "plain English" to make their request and do not have to mention the ADA or use the phrase "reasonable accommodation."

Here are some examples of reasonable accommodation request:

Example A: An employee tells her supervisor, "I'm having trouble getting to work at my scheduled starting time because of medical treatments I'm undergoing." This is a request for a reasonable accommodation.

Example B: An employee tells his supervisor that he would like a new chair because his present one is uncomfortable. Although this is a request for a change at work, his statement is insufficient to put the employer on notice that he is requesting reasonable accommodation. He does not link his need for the new chair with a medical condition.

Now that an employee has requested a reasonable ac-

commodation, supervisors must consider each request for reasonable accommodation and determine: (1) whether the accommodation is needed, (2) if needed, whether the accommodation would be effective, and (3) if effective, whether providing the reasonable accommodation would impose an undue hardship on the agency. The employee and the supervisor should engage in an informal process to clarify what the individual needs and identify the appropriate reasonable accommodation. During this process, the supervisor may ask the employee relevant questions and for medical documentation that will enable them to make an informed decision about the request. The supervisor cannot ask for documentation when: (1) both the disability and the need for reasonable accommodation are obvious, or (2) the individual has already provided the employer with sufficient information to substantiate that they have an ADA disability and needs the reasonable accommodation requested.

Employees should be informed as soon as possible about the status of their reasonable accommodation request, especially if an urgent situation exists. When the request is simple and straight forward, processing of the reasonable accommodation request and provision of the accommodations should not exceed thirty (30) calendar days. If there are extenuating circumstances that will pre-

clude the supervisor from completing the request within 30 calendar days, the supervisor should notify the employee of the reason for the delay and provided the employee with the anticipated decision date.

For those employees whose reasonable accommodation requests are granted, information about the reasonable accommodation request, the accommodation provided and the date the accommodation was provided should be documented in writing and placed in the employee's file.

If an employee is unable to be accommodate or there are additional questions on how to handle a request, immediately contact a Management Employee Relations (MER) Specialist at the Civilian Personnel Advisory Center (CPAC).

Alisha Johnson  
(270) 412-9091

[alsha.l.johnson.civ@mail.mil](mailto:alsha.l.johnson.civ@mail.mil)

Olivia Fenderson  
(270) 412-8740

[olve.fenderson.civ@mail.mil](mailto:olve.fenderson.civ@mail.mil)

.

## CHRA

Fort Campbell CPAC  
6901 Desert Storm Avenue  
Fort Campbell, KY 42223-5318

Phone: 270-412-8480 (AF)  
270-956-2285 (NAF)  
Fax: 270-798-9580

A customer is the most important visitor on our premises, he is not dependent on us. We are dependent on him. He is not an interruption in our work. He is the purpose of it. He is not an outsider in our business. He is part of it. We are not doing him a favor by serving him. He is doing us a favor by giving us an opportunity to do so. ~ *Mahatma Gandhi*



U.S. Army  
Civilian Human  
Resources Agency

## CPAC Hours of Operation:

**0800 - 1600: Monday**  
**0800 - 1600: Tuesday**  
**0800 - 1600: Wednesday**  
**1200 - 1600: Thursday**  
**0800 - 1200: Friday (1200-1600 by Appointment Only)**

**Closed for all Federal Holidays!**  
**Thursday mornings we are closed for training. Friday afternoons will be limited to appointments only to provide us additional time to present training to our customers.**

## CPAC Training

The CPAC listened to our customers and we are going to conduct HR specific training. The first of our training is going to be on the Federal Employees Retirement System (FERS). Our customers have been asking for a briefing where they can ask questions and have them answered, so we are going to make that happen!

Our first briefing will be on Monday, 5 December at the Education Center Auditorium at 1300-1600. There will be a Q&A period at the end of each session. The briefing is open in ATRRS for registration. Notify your organization's Training Coordinator to register.

Other courses which will be offered in the new year are:

*Understanding Federal Leave Programs*  
*Death Benefits for Federal Employees*  
*Taking Performance Based Actions (Supervisors only)*

## CPAC Arrivals

We are excited to welcome a new member to the CPAC Staff:

Joining the Appropriated Fund Team:  
Terri Miller

## CPAC Farewells

We are sad to say farewell to Jeffrey Moore. Jeff has taken a position in Germany and we wish him and his family the best of luck with their overseas tour.



**NOTICE: The CPAC will be open the morning of 15 December and will close from 1100-1600 for training and our annual holiday celebration. Wishing all of you Happy Holidays!!**

## We are on the Web!

<http://www.campbell.army.mil/Installation/CPAC/Pages/Welcome.aspx>

Drop us a line and let us know how we are doing!

[https://ice.disa.mil/index.cfm?fa=card&sp=130689&s=991&dep=\\*DoD&sc=33](https://ice.disa.mil/index.cfm?fa=card&sp=130689&s=991&dep=*DoD&sc=33)