

Nashville District Human Resources Newsletter "News You Can Use"

Issue 15-07-04
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The purpose of this newsletter is to keep Nashville District employees informed about personnel issues, concerns, and topics. You are encouraged to review the information and disseminate to your organization. If there are particular areas of interest that you would like to see addressed in future issues, an article of general interest, or general comments, please contact John Restey at 615-736-5538 or John.G.Restey@lrn02.usace.army.mil.

Coming Events:

**FEGLI (Federal Employee Group Life Insurance)-
OPEN SEASON—1 SEPT-30 SEPT 2004**

General News:

EMPLOYMENT VERIFICATION SERVICE (TALX)

NOTE: This system is mandatory for all Army employees. **Under no circumstances should supervisors or peers be providing employment or salary verification to any outside parties on any employee.**

When you use it ... Anytime you need to have your employment or salary verified, such as when you apply for an apartment lease, car loans, mortgage, and other major loans.

Who receives the information ... Any organization (your bank, loan or credit institution, a background checking company, or even a prospective employer) that YOU authorize can obtain this information by calling the "The Work Number for Everyone"© or visiting <http://www.theworknumber.com> once you give them a salary key.

Getting a salary key ... Dial 1-800-EMP-AUTH (1-800-367-2884) or go to <http://www.theworknumber.com>. You can obtain up to three Salary Keys. If unused, they will expire after six months. When prompted enter: Department of Defense Code: 10365;

Your Social Security Number and your 4-digit Pin: Month and Day of Birthday (MMDD format, for example March 27 you be entered as "0327". Then change your PIN to any 4 -8 digit number. Receive your salary key ... If using the telephone, have a pen and paper handy so you can write down the salary key (the six-digit number) that will be voiced to

you. If using the Internet, the salary key will be shown to you. Simply give this number to the organization requesting the employment or salary verification.

TYPES OF VERIFICATION BASIC: 1. Verifies that you are an Army employee, spells your name, and provides your most recent start date, and how long you have been employed. It will also spell your job title if desired.

BASIC PLUS: In addition to above, provides current salary information

FULL: This option also provides your salary history for the prior two years if available. Army employees will not have 1997 salary information as the agency converted to the providing payroll system in 1998.

If you or your verifier has any questions, please call The Work Number © Customer Service Center at 1-800-996-7566, Monday-Friday, 7am-8pm CST. The following brochures in MS Word can be saved to your hard drive, and printed:

 [Brochure 1 - page 1 <http://www.cpol.army.mil/library/benefits/talx/twn_bro1-1.doc>](http://www.cpol.army.mil/library/benefits/talx/twn_bro1-1.doc)

 [Brochure 1 - page 2 <http://www.cpol.army.mil/library/benefits/talx/twn_bro1-2.doc>](http://www.cpol.army.mil/library/benefits/talx/twn_bro1-2.doc)

 [Brochure 2 - page 1 <http://www.cpol.army.mil/library/benefits/talx/twn_bro2-1.doc>](http://www.cpol.army.mil/library/benefits/talx/twn_bro2-1.doc)

 [Brochure 2 - page 2 http://www.cpol.army.mil/library/benefits/talx/twn_bro2-2.doc](http://www.cpol.army.mil/library/benefits/talx/twn_bro2-2.doc)

TAPES FOR COOP STUDENTS

Supervisors are reminded that in accordance with 5 CFR 430.202(b)(2). Participants in the Student Career Experience Program (COOP) who are eligible for noncompetitive conversion to career conditional status are required to have written performance plans and be appraised on their performance. You may also receive a specific appraisal request from the student's college or university COOP program coordinator. Please contact the CPAC if you have any questions about performance checklists/appraisals for COOP students.

HATCH ACT GUIDANCE

The Office of Special Counsel is authorized to issue binding opinions under the Hatch Act. Questions have surfaced regarding whether it is permissible for federal employees to volunteer at the Republican National Convention for the Republican party or candidate, and whether employees may accept or purchase tickets to the numerous events that will be hosted by, for example, the delegations and the host committee during the Convention. For reasons explained below, the Hatch Act will generally allow these activities subject to certain restrictions.

The Hatch Act (5 U.S.C. 7321-7326) governs the political activity of most federal executive branch employees. The Act permits most covered employees to actively participate in partisan political management and partisan political campaigns. Covered

employees, however, are prohibited from: using their official authority or influence for the purpose of affecting the result of an election; knowingly soliciting, accepting, or receiving political contributions from any person; being candidates for public office in partisan elections; and knowingly soliciting or discouraging the participation of any political activity of any person who has business before their agency 5 U.S.C. 7323 (a) (1) - (4). The Hatch Act also prohibits covered employees from engaging in political activity while on duty, in a government building, while wearing an official uniform or insignia, or using a government vehicle 5 U.S.C. 7324. Political activity is defined as "an activity directed toward the success or failure of a political party, candidate for partisan political office, or partisan political group." 5 C.F.R. 734.101.

Therefore, in regard to activities at the convention, federal employees are permitted to volunteer for and attend the events sponsored by the Republican National Committee, so long as they comply with the restrictions set forth above.

For more information, please refer to the U.S. Office of Special Counsel's Hatch Act publication available at <http://www.osc.gov/>

Health and Benefits:

CPOL HAS CALCULATORS

To utilize a variety of calculator software go to www.cpol.army.mil <http://www.cpol.army.mil>. Below is a sample of some of the calculators you will find on this web site. When at the cpol web site go to "Tools" and the calculators are the very last link.

Severance Pay Calculator (Click on Civilian Issues, then click on Severance Pay Calculator) <https://wwwmil.acc.af.mil/dp/>

Federal Employees Retirement Calculator (both CSRS & FERS) <http://www.seniors.gov/fedcalc.html>

Social Security Benefit Calculators <http://www.ssa.gov/planners/calculators.htm>

Calculator (Projecting TSP Account Balance, Annuity Calculator & Retirement Planner) <http://www.tsp.gov/calc/index.html>

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

CSRS Retirement Calculator <http://www.finance.gsa.gov/csrs/>

Food for Thought:

Why is the man who invests all your money called a broker?