

**OFFICE OF HUMAN RESOURCES
PERSONNEL NEWSLETTER**

December 1998

TSP WEB SITE—www.tsp.gov

The TSP Web site was developed to give Federal employees access to the most up-to-date materials and information about the TSP. The basic components of the site include:

- **TSP Features**—a complete description of the TSP, including the basic rules for participation, investment options, interfund transfers, the loan program, withdrawal options, spouses' rights, and other important information.
- **Rates of Return**—the most recent monthly rates of return for the C, F, and G Funds, as well as the historical returns since 1988. Rates are updated monthly, approximately 7 business days after the end of the month.
- **Current Information**—useful TSP information, updated as needed, including the current loan interest rate, the annuity interest rate index, and upcoming loan and withdrawal disbursement dates. Plan News and "What's New on the Web Site" are also in this section.
- **Calculator**—interactive account projections based on information you supply (your retirement system, your basic pay, percent contributed to the TSP, length of time until you expect to withdraw your TSP account balance, expected rate of return, and current account balance).
- **Forms & Publications**—the latest forms and materials, available for downloading via (free) Adobe Acrobat software.
- **Account Access**—a link to your personal account information.

NOTE: In order to view this information on the Web, your browser must have certain security features (i.e., it must be able to support Secure Sockets Layer (SSL) and have 128-bit encryption). The Account Access page has FAQ's that give you more frequent information.*

* Special note to U.S. Government employees stationed overseas. The TSP Web site now has upgraded encryption that provides overseas personnel with the capability to access this area of the site by using a recent browser (for example, Netscape Communicator 4.0 or Microsoft Internet Explorer 4.0 or later versions)

Account Access has the following features:

PIN's: If you do not know your Personal Identification Number (PIN), you may use the Web site to request that a new one be mailed to you. If you know your PIN, you may change it to a 4-digit number of your choice.

With your Social Security Number and PIN you can access these features—

Account Balance: View your most recent month-end account balance. TSP Account balances for a given month are available on the Web approximately 7 business days after the end of the month.

Interfund Transfers: Make, change, or cancel an interfund transfer request. Interfund transfer requests made on the Web by midnight, central time, on the 15th of the month will be effective as of the last day of that month. (If the 15th day of the month is a weekend, holiday, or other nonbusiness day, the deadline will be midnight, central time, on the next business day.) Requests made after the midnight deadline are effective as of the last day of the following month.

NOTE: If you have not acknowledged the risk of investing in the Common Stock Index Investment (C) Fund or the Fixed Income Index Investment (F) Fund, you may do so on the Web and then immediately make an interfund transfer request.

Loans: Learn the loan amount available to you as well as the current loan interest rate. You can also check the status of your loan application.

Withdrawals: Check the status of a withdrawal request to determine if payment has been made

The Federal Retirement Thrift Investment Board is continually enhancing the site with new features and information. Visit them soon and often!

HOW PART-TIME SERVICE AFFECTS RETIREMENT

In determining eligibility for retirement (not how your annuity is computed), part-time service is creditable to the same extent as full-time service. For example, if you have 20 years of part-time service and 10 years of full-time service, and are age 55, you would have the same retirement eligibility as an employee with 30 years of full-time service. Your annuity, however, may be computed differently if you have part-time service.

If your retirement will be under Civil Service Retirement System (CSRS) rules, and all of your part-time service was prior to April 7, 1986, your annuity computation will not be affected.

However, if all of your service will be computed under FERS, or some of your part-time service under CSRS or FERS is after April 7, 1986, your computation with part-time service will be different than a full-time computation. You should have an estimate of your part-time benefits prepared well ahead of your retirement date in this circumstance.

1999 FEDERAL HOLIDAYS

Federal law (5 U.S.C. 6103(a)) establishes the following public holidays for Federal employees. Please note that most Federal employees work on a Monday through Friday schedule. For these employees, when a holiday falls on a nonworkday—Saturday or Sunday—the holiday usually is observed on Monday (if the holiday falls on Sunday) or Friday (if the holiday falls on Saturday).

| | |
|------------------------------|----------------------------------|
| Friday, January 1 | New Years Day |
| Monday, January 18 | Martin Luther King, Jr.'s |
| Monday, February 15 | Washington's Birthday |
| Monday, May 31 | Memorial Day |
| Monday, July 5 | Independence Day |
| Monday, September 6 | Labor Day |
| Monday, October 11 | Columbus Day |
| Thursday, November 11 | Veterans Day |
| Thursday, November 25 | Thanksgiving Day |
| Friday, December 24 | Christmas Day |
| Friday, December 31 | New Years Day (2000) |

1999 CALENDAR YEAR

JANUARY

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| 24 | | | | | | |
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FEBRUARY

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JUNE

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AUGUST

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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END OF PAY PERIOD



PAID HOLIDAYS

COMPETITIVE PLACEMENT PLAN AREA OF CONSIDERATION

Each Competitive Placement Plan (CPP) vacancy announcement contains an area of consideration. The selecting official/supervisor determines the area of consideration. This decision is based on a number of factors: type of position, availability of FTE and funds, supervisory/nonsupervisory, and the applicant pool.

The area of consideration for full-time positions includes the following:

- ◆ Permanent NASA Lewis Research Center Employees
- ◆ NASA-Wide Permanent Employees
- ◆ NASA-Wide Permanent Employees and Civil Service Status Candidates

The area of consideration for full-time or part-time positions includes the following

- ◆ Permanent Full-Time or Part-Time (willing to job share) NASA Lewis Research Center Employees

The minimum area of consideration for all positions advertised is "Installationwide," unless otherwise specified in the announcement. This area can be extended to identify sufficient high-quality candidates.

Should you have a question about the area of consideration, please contact your servicing Human Resources Specialist.



NASA EXTERNAL AWARDS

Every quarter, the Center receives requests for nominations for a wide variety of non-NASA awards. A call letter with nomination criteria summaries is sent to the directorate offices for distribution. Please call the Awards Office at 433-2848, for specific information.

The following is a list of non-NASA External Awards solicitation due this quarter, January to March 1999:

AIAA Awards

Arthur S. Flemming Award
Catherine & Marjorie Stinson Award for Achievement
Charles Stark Draper Prize
Electrotechnology Transfer Award
Federal Executive of the Year Award
Francois-Xavier Bagnoud Aerospace Prize
Harry Diamond Memorial Award
Innovations in American Government
Institute of Navigation Awards - Thurlow, Hays, Weems,
and Superior Achievement Awards

National Public Service Awards

OPM Director's Award for Outstanding Employee Health Services Programs
OPM Director's Award for Outstanding Work and Family Programs
Public Service Excellence Award
Robert J. Collier Trophy
Thomas O. Paine Memorial Award for the Advancement of Human Exploration of Mars
Women in Science and Engineering (WISE) Awards

EMPLOYEE RELATIONS ACTIVITY FY98

Employee Relations is the personnel function which centers on establishing and maintaining employer-employee relationships that contribute to satisfactory productivity, motivation, morale, and discipline. Managing employee conduct through the use of corrective action is a significant part of the employee relations function.

A summary of the Center's FY98 Employee Relations Activity is listed below.

| <u>Disciplinary/Adverse Actions</u> | <u>Issue</u> |
|---|---|
| 1 Reprimand | Misuse of Position (re: Government American Express Card) |
| 1 Alternative Discipline Letter in Lieu of 3-Day Suspension | Misuse of Government Resources (re: computer) |
| 1 35-Day Suspension | Misuse of Government Resources (re: computer) & Exposing Others to Sexually Explicit Material |
| 2 Discharge During Probationary Period | 1 Time and Attendance 1 Inappropriate Conduct |
| 1 Resignation After Receiving Proposed Removal Notice | Misuse of Government Resources (re: computer) & Exposing Others to Sexually Explicit Material |
| 1 Change to Lower Grade | Performance |

Other Employee Relations Activity

| | |
|------------------------|---------------------|
| 1 Administrative Leave | Safety/Health Issue |
|------------------------|---------------------|

For your information, a list of employee relations disciplinary terms follows:

Adverse Action - Formal corrective action taken for disciplinary and nondisciplinary reasons ranging from suspensions of more than 14 calendar days, furloughs of 30 days or less, reduction in grade or pay, and removal.

Counseling - Placing an employee on notice that his/her conduct is inappropriate/unacceptable. This may be done orally and/or in writing.

Disciplinary Action - Formal corrective action ranging from reprimand to 14 calendar day suspension, including letters of discipline.

Leave Restriction - A notice that informs an employee that his/her use of leave is being restricted, usually requiring leave be requested in advance and sick leave absences be supported by acceptable medical documentation.

Letter of Discipline - A written disciplinary action that is taken in lieu of a formal suspension action and is temporarily recorded in the official personnel folder.

Last Chance Agreement - An agreement that provides an employee a firm choice between rehabilitation and removal. It constitutes an employee's last chance to remain employed by the Center.

Reprimand - An official written rebuke that is placed in the official personnel folder for up to 2 years.

Removal - Separation of an employee for unacceptable conduct or performance.

Suspension - Placing an employee, for disciplinary reasons, in a temporary status without duties and pay. Suspension actions are permanent records in the official personnel folder.

What a Federal Employee Should Do When Injured at Work

REPORT TO SUPERVISOR

Every job-related injury should be reported immediately to your supervisor. Injury also means any illness or disease that is caused or aggravated by the employment as well as damage to medical braces, artificial limbs and other prosthetic devices.

OBTAIN MEDICAL CARE

Request your supervisor to authorize medical treatment by use of form CA-16. Such authorization should be issued within 4 hours of your request for medical treatment and is valid for 60 days from date of issue unless otherwise terminated by the Office of Workers' Compensation Programs. You may initially select a local Federal medical office/hospital, if available, or a local private physician/hospital to provide necessary treatment. Emergency treatment may be obtained without prior authorization. Take the form CA-16 and form OWCP-1500a (also available from your employer) to the physician you select. The form OWCP-1500a, also known as form HCFA 1500, is the billing form physicians must use to submit bills to OWCP.

FILE WRITTEN NOTICE

In traumatic injuries, complete the employee's portion of Form CA-1. The form should be obtained from your employing agency, completed, and returned to them within 2 working days following the injury. No continuation of Pay will be authorized if the form is filed more than 30 calendar days following the injury; however, claim for compensation may be valid if filed within 3 years following the injury. Use Form CA-2 instead of Form CA-1 if disability results from an occupational disease. For more detailed information carefully read "Benefits..." and "Instructions..." sheets which are attached to the Forms CA-1 and CA-2.

OBTAIN RECEIPT OF NOTICE

A "Receipt" of Notice of Injury is attached to each Form CA-1 and Form CA-2. Your supervisor should complete the receipt and return it to you for your personal records.

SELECT LEAVE OR CONTINUATION OF PAY

If disabled due to traumatic injury, you may use leave, or request continuation of pay, not to exceed 45 calendar days. Thereafter compensation is claimed on Form CA-7. If disabled due to occupational disease, you may use leave, or claim compensation on Form CA-7.

The Federal Employees' Compensation Act (FECA) is administered by the U.S. Department of Labor, Employment Standards Administration, Office of Workers' Compensation Programs (OWCP). Benefits include continuation of pay for traumatic injuries, compensation for wage loss, medical care and other assistance for job-related injury or death.



LEARNING CENTER CATALOGS AVAILABLE ON-LINE

You are now able to access the following Learning Center catalogs **ON-LINE**:

**Technical and Engineering Development
Using Personal Computers
Safety Programs
Administrative Skills and Knowledge**

The links to these catalogs can be found on our home page at <http://www.lerc.nasa.gov/WWW/LC>. A link to the Acrobat Reader is also available here, which is needed to access the catalogs.

Looking for training in a particular topic? Be sure to use the search tool in Acrobat Reader by clicking on the "binoculars" icon and typing in a keyword such as "Powerpoint." Acrobat will search through the document and stop on each page the keyword appears.

For all NEW courses, continue to look at the "What's New in the Learning Center" page on our web site. Titles and descriptions of all new programs will appear here until they are included in a catalog update.

NOTE: If you would prefer a hard-copy of any Learning Center catalog, please contact us PABX 3-2996 and we will send you whatever you need. This is more economical than trying to print it yourself from the web!

The Learning Center is located in Building 21, Room 3
Hours: 7:30 - 4:30, Monday-Friday
433-2996 or 2997