



CHRO News

Give us 5 Minutes, and we will give you all the HR news you need to know now!

October 2020

MCAGCC Civilian Human Resources Office, Building 1433, Twentynine Palms, CA 92278
<https://www.29palms.marines.mil/Staff-Offices/Civilian-Human-Resources/>

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



cdc.gov/coronavirus

316917C August 6, 2020 7:39 PM

Mid-Year Progress Reviews Are Due in October!

Just as a reminder, it is time to begin the Performance Appraisal Progress Reviews (Mid-year reviews). Progress Reviews should be completed NLT October 31, 2020 for those employees that have been on an approved plan for a minimum of 90 days.

Although performance plans were to be completed by 30 April or upon 30 days of hire, if your plan has not been established please taken action with your supervisor to complete soonest!

A Defense Performance Management and Appraisal Program (DPMAP) Guide has been placed on the HRO website for your convenience at <https://www.29palms.marines.mil/Staff-Offices/Civilian-Human-Resources/>
Additional DPMAP resources can be found at: <https://www.cpmc.osd.mil/Subpage/NewBeginnings/DPMAP>

2020 Federal Benefits Open Season

COVID-19 did not impact the Open Season schedule. The effective date of Open Season elections will not be delayed due to COVID-19. The following OPM Open Season events timeline is in effect.

Date	Event
Early Oct. 2020	2021 rates announced on OPM website
Early Nov. 2020	Information posted on OPM website
Nov. 9 –Dec. 14, 2020	Open Season

The Federal Benefits Open Season runs from Monday, November 9 – Monday, December 14, 2020. During this period, you have the opportunity to enroll, change plans or plan options, change enrollment type, or cancel enrollment for the Federal Employees Health Benefits (FEHB) Program and the Federal Employees Dental and Vision Insurance Program (FEDVIP). You also have the opportunity to re-enroll or newly enroll in the Federal Flexible Spending Account (FSAFEDS) Program. Please review the chart below to learn more about your options during this Open Season. Please note that the 2020 Open Season information (i.e. premiums, plan brochures) will be posted on the OPM website at www.opm.gov/openseason by early November.

	What are my Open Season options?	What if I do nothing?	What should I know?	How do I make a change?	Effective Date of enrollment or change
FEHB Health Insurance	<ul style="list-style-type: none"> • Enroll • Change plans • Change plan options • Change enrollment type (to Self, Self Plus One, or Self and Family) • Cancel coverage 	Your current coverage will automatically continue. However, you must change plans if your plan has ended coverage in your area or your plan is terminating participation in the FEHB Program.	Visit www.opm.gov/openseason to get more information about plans available in your area.	Visit www.opm.gov/healthcare-insurance/healthcare/enrollment/ for instructions. Make your health insurance election on the GRB Platform at https://www.civilianbenefits.hroc.navy.mil/ on a government computer with a “.mil, .edu, or .gov” email address using your Department of Defense Common Access Card (CAC).	The first day of the first pay period that begins on or after January 1, 2021 and which follows a pay period during any part of which you (if an employee) are in pay status.
FEDVIP Dental and Vision Insurance	<ul style="list-style-type: none"> • Enroll • Change plans • Change plan options • Change enrollment type (to Self, Self Plus One, or Self and Family) • Cancel coverage 	Your current coverage will automatically continue. You do not need to take any action if you are satisfied with your current FEDVIP plan, dental and/or vision.	Visit www.benefeds.com for more information about eligibility and enrollment.	www.benefeds.com or call 877-888-FEDS (877-888-3337) TTY: 877-889-5680 International: +1-571-730-5942 Customer Service is open Monday through Friday from 9 a.m. to 7 p.m. ET.	January 1, 2021

FSAFEDS Flexible Spending Accounts	<ul style="list-style-type: none"> •Enroll/Reenroll in Health Care FSA (HCFSA), Limited Expense Health Care FSA (LEX HCFSA), and Dependent Care FSA (DCFSA) • Increase or decrease your election 	<p>Your election will not automatically continue. You must reenroll to continue your account(s) for the next benefit year.</p> <p>NOTE: A condition of being eligible to carry over up to \$500 from this plan year's HCFSA or LEX HCFSA is re-enrolling in either of these two plans in the subsequent year.</p> <p>DCFSA's are ineligible for carryover.</p>	<p>Visit www.fsafeds.com</p> <p>Currently the minimum annual election amount for all FSAFEDS accounts is \$100. The contribution maximum for the Health Care or Limited Expense Health Care FSAs is \$2,750 per participant. The maximum for the Dependent Care FSA is \$5,000 per family.</p> <p>The contribution maximums for Flexible Spending Accounts are determined by the Internal Revenue Service and are subject to change. If FSAFEDS adopts new maximums, notification will be provided on www.opm.gov/openseason</p>	<p>www.fsafeds.com or call 877-FSAFEDS (877-372-3337), TTY Line: 866-353-8058</p> <p>Benefits Counselors are available Monday through Friday from 9 a.m. until 9 p.m. Eastern Time.</p> <p>Verify your account login now to save time when you're ready to make your 2021 elections.</p> <p>Visit www.FSAFEDS.com, enter your Username and Password, and select "LOG IN." If you don't remember your Username and/or Password, select "Forgot Username or Password?" for assistance.</p>	<p>January 1, 2021</p>
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If you have questions about Federal Benefits Open Season or any other questions about your benefits, contact Benefits Line at 888-320-2917.

ANNUAL MANDATED TRAINING UPDATE

Thank you for the last minute push to complete your annual training. You may have noticed that your regular annual training requirements have been removed from TWMS.

- SECDEF Security training is an active, **past-due** requirement, if it shows up in your TWMS training requirements, you have not received credit. Any course except TWMS-681499 – which meets all 4 requirements - has to be manually loaded.
- FY21 training requirements should post before November 1st. November newsletter will have more guidance.

Academic Degree Program (ADP)

The time to submit for the 2nd quarter (January – March) is now! The ADP training reimbursement program was implemented to enhance and empower the civilian APF workforce in educational and career development. The goal is to partner with civilian employees in their quest to acquire specialized, essential knowledge and to promote effective recruitment and retention of civilian personnel. This opportunity may be able to assist with the pursuit of a formal degree, a license or professional credentials. Reimbursement is based on funding availability. More information is available at: <https://www.29palms.marines.mil/Staff-Offices/Civilian-Human-Resources/Career-Development/AcademicDegreeProgram/>

Email SMBPLMSHROTRAINING@usmc.mil with questions.

Defense Performance Management and Appraisal Program (DPMAP) Progress Reviews Due NLT 31 October 2020

It's almost time for the mid-year progress performance reviews for civil service employees which are due **NLT 31 Oct 2020**. They are performance discussions that must be documented in the MyPerformance appraisal tool. The employee is not given a performance narrative or performance element ratings at a progress review. The supervisor and employee should engage in meaningful communications throughout the appraisal cycle to review and convey: Organizational goals and priorities; Performance elements and standards, including ensuring the performance plan accurately reflects the work being evaluated; Supervisor's expectations; Employee's accomplishments and contributions; Employee's level of performance including any areas that need improvement; Barriers to success; and the Employee's developmental needs and career goals.

DPMAP 2020-2021 APPRAISAL PERIOD

ACTION/EVENT	DATE
Start of 2021 DPMAP appraisal period	1 April 2020
Performance plan reviewed, approved, and acknowledged by employee	NLT 30 April 2020
Mandatory progress review completed (higher level review is optional); progress review must be acknowledged by the employee	1-31 October 2020
End of 2021 rating period	31 March 2021
Performance appraisal reviewed, approved, and acknowledged by employee	30 April 2021

Individual Development Plans (IDP) at 41% Compliance

The FY21 Performance cycle is already into the seventh month, past the halfway point. As a reminder, MARADMIN 133/17 **requires** that all civilian employees establish an Individual Development Plan (IDP) in TWMS within 30 days of coming onboard and then at the beginning of a new performance cycle. An individual development plan is a Marine Corps required tool to assist employees in career and personal development; to help employees reach short and long-term career goals as well as develop the specific skills and competencies necessary to meet job performance objectives. Supervisors and employees should collaborate to develop the IDP. Considerations include, but are not limited to: employee competency strengths and weaknesses, competency needs and proficiency levels, performance goals and responsibilities, and career development opportunities and learning resources (e.g. Leadership courses).

IDP Guides for individuals and supervisors can be found at <https://www.29palms.marines.mil/Staff-Offices/Civilian-Human-Resources/>

For employees without computer access, the supervisor enters data into TWMS, prints two copies for signature. Employee is provided a copy. If TWMS is not utilized, the IDP must be forwarded to HRO with quarterly updates for manual reporting to higher headquarters.

California Shake Out

<https://www.shakeout.org/california/>

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Register Here! Why Participate? Who is Participating? How to Participate Resources News & Events Partners & Sponsors

GET READY TO SHAKEOUT!

International ShakeOut Day is always the third Thursday of October (this year: October 15). While COVID-19 has brought many uncertainties and challenges, one thing's for sure: ShakeOut is still happening this year!

As always, you can hold your #ShakeOut drill when and where you want. You can choose another date or several dates, and include people in multiple locations (home, work, or school), perhaps through video conferencing.

It's actually a good idea to practice earthquake safety in different situations each year, and ShakeOut Organizers are here to support you.

Shake Out Considerations for COVID-19

- Will your drill be at **home, work, or school?**
- Follow COVID-19 **health and safety guidelines.**
- Choose your own **date (or multiple dates).**

Join Us **October 15** [ShakeOut.org](#)

Start here to be included in the **2020 Great California ShakeOut!**

LEARN THE LATEST

[ShakeOut Participant Resources](#)
"Drill Broadcast" recordings, manuals, earthquake safety videos, posters, graphics, and much more

[Media / PIO Resources](#)
B-Roll, PSAs, Drill Broadcasts, Web resources, Key Messages, Media Venues, and more.

[ShakeOut Calendar](#)
See events, or add to the list

[Frequently Asked Questions](#)

4.7 million registered 20 days 0 hours until the 2020 California ShakeOut

PLAN YOUR DRILL

Why Drop, Cover, and Hold On?

DROP! COVER! HOLD ON!

How to plan your drill:
Select your category: Go

Regional Earthquake Information:
Select your area: Go

[Shake Out Shop](#)

CHECK THE STATS

4.7 million participants and counting!
(Over 15.5 million worldwide)

Participants in 2019: Total: 10.8 Million

Click the map for details about each area

PLAY AND SHARE

[FEMA Mobile App](#)

[Beat the Quake Game](#)

[Red Cross Mobile Apps](#)



Home | Register | Login | Why? | Who? | How? | Resources | News & Events | Share the ShakeOut | Partners & Sponsors | Contact Us | Privacy | Plugins | Other ShakeOuts



EASY SCHEDULING

It's easy to schedule some time with one of our DONCEAP Field Consultants. To get started, log on to your EAP website today!

- ▶ Visit your DONCEAP website at www.magellanascend.com
Use the code DON if have not yet registered



Counseling

- ▶ Click on the Counseling Icon
- ▶ Scroll down to find your worksite and click
If your worksite is not listed, call 844-DON-CEAP

Meet with a Field Consultant:

Field Consultants are highly trained, licensed professionals who are familiar with the culture of your agency, and specialize in working with Federal employees and their family members.

Click on a location below to schedule an appointment or call this case team to be connected to an EAP provider:

- Joint Base Annapolis/Beltway - Washington, DC
- Joint Base Pearl Harbor - Pearl Harbor, HI
- Naval Air Station Jacksonville - Jacksonville, FL
- Naval Air Station Patuxent River - Patuxent River, MD
- Naval Air Warfare Center - Point Mugu, CA
- Naval Air Warfare Station China Lake - Daguerre, CA
- Naval Surface Warfare Center Dahlgren - Dahlgren, VA
- Navy Region Southwest - San Diego, CA
- Norfolk Naval Shipyard - Portsmouth, VA
- Fleet Support Naval Shipyard - Groton, NH
- The Mark Center - Alexandria, VA
- The Pennington - Arlington, VA

- ▶ Choose the option you are comfortable with
Due to COVID-19, EAP Field Consultants may have limited In Person sessions availability. Please consider scheduling phone or video sessions.

- ▶ Select from available dates and times

- ▶ Provide your information



844-DON-CEAP

National Disability Employment Awareness Month

Reflecting a commitment to a robust and competitive American labor force, the 2019 National Disability Employment Awareness Month (NDEAM) theme is "America's Workforce: Empowering All." Observed each October, NDEAM celebrates the contributions of workers with disabilities and educates about the value of a workforce inclusive of their skills and talents. NDEAM dates back to 1945, when Congress declared the first week in October "National Employ the Physically Handicapped Week." As the Nation's largest employer, DoD employs thousands of workers with disabilities. DoD has long been a leader in recognizing the strengths and values Individuals with Disabilities (IwD) bring into the workforce. The DoD remains committed to providing every person opportunities for a meaningful career.



Removal of Expiration Dates for Certain Time-Off Awards

On June 19, 2020, the Under Secretary of Defense, Personnel and Readiness, signed the memorandum (provided below) which provided an exception to policy for time-off awards (TOAs) issued by Department of Defense Components between March 13, 2019, and September 30, 2020. The Defense Finance Accounting Service anticipates that the necessary system updates will be completed, and restoration of impacted TOAs will have taken place by Friday, September 25, 2020.

Employees can expect to see restored TOAs reflected on their Leave and Earning Statement (LES) for pay period ending September 26, 2020. This LES will be available in MyPay between September 28, and October 2, 2020. Employees should contact their Command representative to resolve any discrepancies in restoration.

Social Security Payroll Tax Deferral

In order to provide relief during the COVID-19 pandemic, a Presidential Memorandum was issued on August 8, 2020 and guidance followed from Internal Revenue Service on August 28, 2020, to temporarily defer Social Security (Old Age, Survivors, and Disability Insurance (OASDI)) tax withholdings. This change is effective through the end of the 2020 calendar year.

Civilian Employees - Effective pay period ending September 12, 2020, DFAS will temporarily defer your 6.2% OASDI tax withholding if your wages, subject to OASDI are less than \$4,000 in any given pay period. Employees can use the "Taxable Wages" on the LES as a good reference for whether they will have OASDI tax deferred. The OASDI deduction is found on your LES under the deductions tab/section.

Civilian employees are not eligible to opt-out of the deferral if their Social Security wages fall within the stated limits. The deferral will happen automatically.

Per IRS guidance, collection of the deferred taxes will be taken from your wages between January 1 and April 30, 2021 for both military members and civilian employees. Additional information on the collection process will be provided in the future.

If a military member or civilian employee separates or retires in 2020 before the Social Security tax can be collected in 2021, they are still responsible for the Social Security tax repayment. Additional information on the collection process will be provided in the future.

For questions on the temporary deferral of the 6.2% OASDI withholding Visit the IRS page: <https://www.irs.gov/newsroom/guidance-issued-to-implement-presidential-memorandum-deferring-certain-employee-social-security-tax-withholding>

For more information on financial readiness: Visit www.finred.usalearning.gov.

Still have questions? See the FAQs for more information at: <https://www.dfas.mil/taxes/Social-Security-Deferral/>



CDC Worker Resources:

https://www.cdc.gov/niosh/emres/2019_ncov.html

CDC Prevention and Treatment Actions:

<https://www.cdc.gov/coronavirus/2019-ncov/about/prevention-treatment.html>

Occupational Safety and Health Administration (OSHA) Guidance:

<https://www.osha.gov/SLTC/covid-19/>

OPM's Coronavirus Guidance:

<https://www.opm.gov/policy-data-oversight/covid-19/>

DoD Public Affairs Coronavirus Portal:

<https://www.defense.gov/Explore/Spotlight/Coronavirus/>

DOD DTMO COVID-19 Travel and Transportation Q&A V2, 13 March 2020 (Civilian Employees and Dependents)

https://portal.secnav.navy.mil/orgs/MRA/DONHR/Coronavirus_Documents/DoD-DTMO%20COVID-19%20Travel%20QAs%20Version%202.pdf

DOD DTMO COVID-19 Travel and Transportation Q&A V3 dtd 27 March 2020:

https://portal.secnav.navy.mil/orgs/MRA/DONHR/Coronavirus_Documents/DOD%20DTMO%20COVID-19_Travel_QAs-Version%203.pdf

DCPAS Q&As for Dealing with the Coronavirus (Communicable Diseases and Influenza):

https://portal.secnav.navy.mil/orgs/MRA/DONHR/Coronavirus_Documents/DOD%20-%20Ref%20c%20-%20QAs%20for%20Civilian%20Personnel%20%20Novel%20Coronavirus_031520.pdf

DCPAS - Civilian Personnel Guidance Q&As COVID-19 dtd 15 March 2020:

https://portal.secnav.navy.mil/orgs/MRA/DONHR/Coronavirus_Documents/DOD%20-%20Ref%20c%20-%20QAs%20for%20Civilian%20Personnel%20%20Novel%20Coronavirus_031520.pdf

DCPAS - Civilian Personnel Guidance Q&As COVID-19 dtd 25 March 2020:

https://portal.secnav.navy.mil/orgs/MRA/DONHR/Coronavirus_Documents/DOD%20QAs%20for%20Civilian%20Personnel%20%20Novel%20Coronavirus.pdf

OPM Questions and Answers on Human Resources Flexibilities and Authorities for Coronavirus Disease 2019 (COVID-19) dtd 7 March 2020:

https://portal.secnav.navy.mil/orgs/MRA/DONHR/Coronavirus_Documents/OPM-COVID-19%20Additional%20Guidance%20Questions%20and%20Answers.pdf

Department of Labor- Families First Coronavirus Response Act FAQs:

<https://www.dol.gov/agencies/whd/pandemic/ffcra-questions>

DOD Force Health Protection Guidance – Supplement 8 dtd 13 April 2020:

<https://media.defense.gov/2020/Apr/13/2002280147/-1/-1/1/FORCE-HEALTH-PROTECTION-GUIDANCE-SUPPLEMENT-8.PDF>