



REEMPLOYED ANNUITANT CADRE NEWSLETTER

June 2015

Don Binder

Don peacefully passed away on Sunday, 31 May 2015, surrounded by family and friends. Don battled leukemia and had been in treatment for the past 5 years.

He developed the initial RAO Cadre for USACE in 2005 as an Emergency Response Program Planner, a position which he held until May 2009. From date forward he worked intermittently as an RA supporting various missions.

Don made incredible contributions to the USACE mission and he enriched the lives of many that knew him and enjoyed his friendship.

Sympathy cards may be sent to his wife:

Mary Alice Binder
2802 W. 40th Ave.
Kennewick, WA. 99337-2666

For those who may want to make a donation in Don's memory, his wife Mary recommends the following two charitable organizations:

Trios Foundation, 900 South Auburn, Kennewick, WA 99336-0123, www.trioshealth.org. To recognize and thank his "home-away-from-home" for these years, the "Trios Foundation." (Trios is the hospital where his oncologist works, where he got his chemo treatments, where he got his whole blood and platelets, and where he was for 3 hospital stays this year.)

The Hospice House, which was his final "home." Contact information: The Chaplaincy, 1480 Fowler Street, Richland, WA 99352-4717, www.tricitieschaplaincy.org. Specify the Hospice House.

Employment Verification

The Civilian Personnel Advisory Centers no longer provide employment verification.

Employment Verification (EV) is a Self Service My Biz tool allowing employees to email employment and/or salary information to an external organization (business, bank, credit union) directly from the Defense Civilian Personnel Data System (DCPDS)—via secure internet!

To email EV information to an external organization:

1. Log into the DCPDS Portal at <https://compo.dcpds.cpms.osd.mil/>.
2. Select, My Biz, Employment Verification
3. Select your Details to Share, either
 - a. Employment Information, or
 - b. Employment and Salary Information
4. Enter Recipient Email Information

5. Ensure (verify) your email address is included in the My Email field to receive the password
6. Select Continue to preview the information.
7. Select 'Acknowledge and Submit' to send your EV information
8. Confirm your submission

Step –by-step instructions on how to obtain employment verifications is at the link below.

<http://cpol.army.mil/library/benefits/EmploymentVerification/EmploymentVerificationDirections.pdf>

Have you recently moved or changed your contact info?

Please remember to notify the RAO if you change your address, email address or phone number. All contact from the RAO to you is done either by email, phone call or mail. If our office does not have your current contact information, you may miss out on important information or employment opportunities. Please send any changes to your personal contact information to ceco-c-rao-ms-as@usace.army.mil.

RAC Assignments

Assignments for cadre members are initially made for a 6 month period. If the organization requires the RA's services beyond the initial 6 month period, they may request to extend the RA's assignment. This extension of the RA's services must be approved by the Commander of the organization. The RA has no authority to continue to work beyond the not to exceed (NTE) date of the assignment. If the RA continues to work after the NTE date of their assignment, he/she will not be paid for those days worked.

Assignments are made by the Reemployed Annuitant Office (RAO). Duties, location of assignment and duration of the assignment are determined by the RAO. RA's are reminded that they cannot set parameters of any assignment and there is never a guarantee of the duration of the assignment

Constructed Transportation Costs and Per Diem Computation

As a reminder, the only item that can be included in Constructive Costs is the airfare. Constructive costs are used (1) when the traveler travels over 400 miles to/from their TDY by Rental Car or POV or (2) when they combine leisure travel with their TDY.

When we complete your travel orders we document your constructive costs under the Remarks section (page 2) so you will know the maximum that you will be reimbursed for your transportation costs. You do not have to provide the travel team with estimates of your constructive costs. The Travel Order team will get the constructed flight costs from CWTSatoTravel.

ATM Fees

Effective 1 October, ATM/bank fees are not longer a separate reimbursable expense. It was determined that these fees should be paid as an incidental expense part of the M&IE. The incidental portion of the M&IE is \$5 per day. If you are taking out money for meals, gas for a rental car, etc., recommend that you charge those directly to the govt card. Of course, you will still have the limitation on the use of the card. All expenses must be for official use only. As a reminder, gas for a POV cannot be charged to the govt card.

Defensive Driving Course

One of the requirements for being able to rent a vehicle as part of official travel or drive a government vehicle is that you must complete the authorized Defensive Driving Training Course (The National Safety Council Course) provided by the General Services Administration (Instructions below). All Reemployed Annuitant Cadre members must supply proof of completion of the authorized training. Other Defensive Driving courses, such as the AARP or others may not be substituted for this course. The training is offered on-line and is free of charge to USACE cadre members.

There is no funding available for this training. You must take it on your own time. Many insurance companies will provide you with a discount on your personal automobile insurance when you present them with proof you have completed this course. I encourage you to check with your insurer concerning its policy.

When you have completed the training, please scan and e-mail the certificate to ceco-c-rao-ms-as@usace.army.mil. If you cannot e-mail it, you may FAX it to 202-761-5861 or you may send it by surface mail to:

- >
- > US Army Corps of Engineers
- > Attn. Elaine Upson, CECO-C-RAO, Cubicle 3G53
- > 441 G Street, NW
- > Washington, DC 20314-1000

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> INSTRUCTIONS FOR ACCESSING AND COMPLETING THE DEFENSIVE DRIVING COURSE

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- > 1. Go to <http://drivethru.fas.gsa.gov/drivethru/drivethru>
 - > 2. Be sure your popup blocker is turned OFF. Some virus protectors also have a popup blocker.
 - > 3. In the Application Access section on the left side of the screen, click on Defensive Driving Course. DO NOT click on the Application Access ICON on the top ribbon.
 - > 4. Enter the Customer Number 11110096334J001 (you can copy and paste this number) and your personal e-mail address (this will appear in all caps)
 - > 5. Press SUBMIT to go to the next screen to enter your information for the course. Click on "New Student"
 - > 6. Establish your own Login ID and password (both fields require more than 4 characters) Be sure to remember these as you will need them to re-enter the course.
 - > 7. Enter your name as you would have it appear on your certificate
 - > 8. The Agency name is entered for you
 - > 9. For Bureau, select HQ (11th item in the dropdown menu)
 - > 10. Region is entered for you
 - > 11. Enter your email address as previously entered (it will also appear in upper case)
 - > 12. Click SUBMIT to begin the course (The course requires speakers and Adobe Flash Player to be able to see the videos)
 - > 13. Click on Safety and NSC Defensive Driving Course on the next 2 screens
- >
- > If you encounter problems with the website, you can contact the GSA Technical Support Team at 866-472-6711.

Medical Clearances

In addition to the annual medical certification requirement, all RAs are reminded that if you are hospitalized/have surgery of any kind and want to continue to work, you need a Doctor's release from your personal physician release sent to Tim Alderman (timothy.d.alderman@usace.army.mil) and Diane Lau (diane.s.lau@usace.army.mil).

Aircraft and Personnel Automated Clearance System (APACS)

Foreign Travel. We periodically have travelers wanting to enter (or have another group enter) the APACS information required for foreign travel. The RAO Travel Order Team should coordinate the APACS for all RAO travelers. Please contact Vickie McArthur and Connie Sexton when you have been asked to travel to a foreign country. We will send you instructions for completing your training and we will coordinate your APACS approval.

Non-Contract Flights

The JTR requires that we use the contract carrier when flying except in limited circumstances. Non-contract flights must be justified and CWTSatoTravel will not ticket a non-contract flight unless the travel order contains authorization.

Notify the Travel Order (T.O.) Team if you book a non-contract flight so orders are completed correctly and your flight can be ticketed. Also, be aware that if the non-contract fare is not guaranteed we will ask CWTSatoTravel to ticket immediately. May result in your credit card bill becoming due before your voucher is reimbursed.

Contact T.O. team prior to booking non-contract carrier for any questions.

Travel Banking and Full Flat Per Diem Rate

Employees who have access to CEFMS should check your Travel Banking Information in CEFMS Screen 10.EFT, address in CEFMS Screen 10.131 and check your Active CITIBANK Travel Card information with CITIBANK every few months in order to ensure your information is still current. Mr. Bryan Elion (901)873-9162, receives and enters all (PPD)-"Employees" Banking Information. Contact Linda Sheehan/Jackie Ruffin if you need a "Check Trace" processed on a Treasury Check Payment, after it has been "14 Days" from the date the TCheck was printed. Contact Ms. V. Wilson/Bryan Elion to see if a Treasury Check (TCheck) has been returned to The Finance Center after it has been "14 days" from the date the TCheck was printed.

Update on Full Flat Per Diem Rate (FFLT): Although the JTR does not require you to provide a lodging receipt each time you file a travel voucher when you are on FFLT, it does require you must be able to prove you had lodging expenses. Finance has asked for lodging receipts when none were provided. If you are audited and cannot prove you had official lodging expenses, you will be billed for the amount you were reimbursed. It is highly recommended that you attach a receipt with your vouchers. If you do not attach a lodging receipt, you must enter in block 15.e the daily actual cost and enter the taxes in block 18.b and c on the voucher.

RAO Staff Points of Contact (as of June 15)

Duty Station Location

Sarah Dexter, (202) 538-1757

Email: sarah.l.dexter@usace.army.mil

Mary Nelson, (202) 761-8548

Email: mary.j.nelson@usace.army.mil

Funding (Labor and Travel)

Vickie McArthur - (202) 603-5893

e-mail: vickie.k.mcarthur@usace.army.mil

Tasker/Tasker Extensions:

DiAnne Fuhrwerk, Dianne.i.fuhrwerk@usace.army.mil

Phone Number: (202) 701-9780

Joannetta Jones – Joannetta.jones@usace.army.mil

Phone Number: (202) 577-7848

Travel Orders:

Funding:

Vickie McArthur - (202) 603-5893
e-mail: vickie.k.mcarthur@usace.army.mil
FAX: (202) 207-1048
Donna Dillard – (202) 603-4301
e-mail: donna.k.dillard@usace.army.mil
Travel Orders:
Connie Sexton – (202) 407-0376
e-mail: connie.l.sextton@usace.army.mil
Brenda Reade – (202) 631-3745
e-mail: Brenda.j.reade@usace.army.mil

For Travel Arrangements:

Carlson-Wagonlit/SATO (24 hours – 7 days a week)
Toll Free Phone #: 1-800-953-7286
FAX: 1-877-634-7705
Email: vccoe@cwtsatotravel.com
Night & Weekend Emergencies: 1-888-757-4732
NOTE: Please remind the Carlson/SATO representative to email your itinerary to your personal email address **AND** to vickie.k.mcarthur@usace.army.mil

Timesheets: Fax or scan and email your time sheets to Patsy Howard. Fax (202)-315-3464
Please send timecards before noon Eastern time on the last Friday of the pay period.
Note: Timesheets not received on time will not be processed until the next pay period.
For questions about pay and other time and attendance matters, contact Patsy at patsy.c.howard@usace.army.mil

Travel voucher and Settlements: Mary Watts – (352) 685-6018
FAX – (202) 315-3516
Diane Shields – (202) 577-6834
Email: ceco-c-rao-travel@usace.army.mil

CACs/UPASS/Email: Jim Davis – (202) 549-7847
e-mail: james.j.davis@usace.army.mil

Medical Clearance: Diane Lau – (202) 407-0610
e-mail: diane.s.lau@usace.army.mil
Medical email in-box: ceco-c-rao-medical@usace.army.mil

CitiCorp Gov't Travel Credit Card: Credit Card phone number is 1-800-200-7056

Update Personal Contact Information: Dorma Fox, (202) 394-9672
e-mail: dorma.j.fox@usace.army.mil
Donna Martin – (202) 286-1535
e-mail: donna.martin@usace.army.mil
Team in-box: ceco-c-rao-ms-as@usace.army.mil

AKO: Help Desk 1-866-335-2769

RAO EMPLOYEES WORK INTERMITTENT SCHEDULES AND IN DIFFERENT TIME ZONES. THE MOST EFFICIENT WAY TO CONTACT THEM IS BY EMAIL.

RA's Supporting the USACE Mission

In support of the upcoming Navigation Lock maintenance season, the Portland-led USACE Forward Response Technical Dive / ROV Team stopped by Little Goose Dam 26 February 2015 to perform a NavLock sill sweep. Members of the team included Kraig Berberich (St. Paul), Dan Meyers (HQ RA Cadre), Todd Manny and Rick Benoit (Portland). Pictures are at the link below:

<https://www.facebook.com/media/set/?set=a.10206421632483287.1073741955.1342881821&type=1&l=afac640fc0>

RAs working on a VE study for deepening the harbor in Charleston SC



From left to right Steve Golyski - RA, Cost Engineer, Buffalo NY; Hanna Collins - Civil Engineer, Navigation Branch, CESAC; Ed Lopez - DA intern, Project Management; Alisha Timmons - Biologist, Planning Branch CESAC; Robert "Leroy" Arnold - RA, Geotechnical Engineer, Little Rock, AR; Rick Lambert - RA, Certified Value Specialist, Charleston, SC

Thank you for all you do.

Timothy D. Alderman
Program Manager