

**BENEFITS
BASELINE VIEW**

NEW TASK #	Old Task	#	E	C	C	CURR	PROPO	COMMENT	
			M	M	SHAD	P	PAB	RESO	
Counsel employee on options and verify that employee									
151	151		X	X					
Coordinate FEGLI - OWCP									
Counsels employees regarding effects of OWCP on									
152	152		X						
Coordinate FEGLI Assignments									
Provide information and counsel employee of right to									
153	153		X						
Coordinate FEGLI - Living Benefits									
Counsels employee on requirements and advise to									
154	154		X						
Coordinate General FEGLI Actions									
Coordinates answers with payroll (DFAS), CPOC, and									
155	ABC-C		X	X					
to resolve problems									
Dissuss issues with employee to prevent future reoccurrence required approvals.									

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#	NEW TASK	OLD TASK	CURR PROPO		COMMENT				
			E M M	C C SHAD PPAB	RESO	D F OW	O A C - URCE	A TASK	SED TASK
R L EMPL	C CCC	MGT	S	LIST	LIST				

BENEFITS AND ENTITLEMENTS (CONTINUED)

Issue AF 163 pertaining cases - system errors

Retirement - Process

General

Publishes periodic information bulletins, newsletters

156	156 pertaining to these programs	X	X					
157	157 activity unique, when needed							
158	Processes reinstatements and back pay actions attributed to misinformation	X						
159	Educes supervisors about the need to submit RPA promptly	X						
160	Files copies of pending requests for firefighter, law enforcement, and air traffic retirement coverage on left side of OPF	X						
161	Files approvals/disapprovals on right side of the OPF and notifies the affected employees	X	X					
162	Monitors LWOP and intermittent service and adjusts SCD-retirement accordingly			X	MANUAL PROCESS			
163	Makes PC RETIRE available to CSRS employees doing financial planning so they can complete own annuity estimates							

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NEW TASK #	Old Task #	COMMENT																									
		E	C	C	CURR	PROPO		M	M	SHAD	P	PAB	RESO	DF	ENT	SED	G	P	OW	O	A-C-	URCE	A	TASK	TASK		
Receives requests for retirement annuity estimates from other employees, or CSRS employees who need a more detailed estimate for financial planning															X												
164	164	Submits/forwards information necessary to prepare					X																				
165	165	computations without accessing OPPF																									
166	166	Using Fed-Calc or another automated system, generates computation & forwards to employee (e-mail/fax)					X																				
Break in-service employee?																											
167	167	Inprocessing FERS, offering them an opportunity to make a "deemed" election to remain in FERS, if appropriate (included in preappointment packet if error discovered prior to EOD)					X																				
168	168	Mails eligible employees a SF 3109 and FERS transfer handbook (preappointment packet)					X																				
169	169	Receives appointee's records before EOD and reviews to determine retirement system, establishes/verifies SCD-retirement, etc.					X																				
170	170	Informs eligible CSRS and CSRS Offset employees of their opportunity to elect FERS					X																				
171	171	Informs CSRS employees where they can access the OPM Transfer					X																				
172	172	Forwards routine questions to FAS or to SAMR-CPP-CM if issues are Army unique					X																				
173	173	Ensures FERS election remarks are on NPA/ in MDCPDPS					X																				
174	174	Monitors and follows-up on the FERS elections and requests for OPFs					X																				

BENEFITS BASELINE VIEW

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		E M M SHAD P P AB RESO	C C SHAD P P AB RESO	CURR DF	PROPO SED	
NEW TASK #	Old Task #	G P OW	O A C-	URCE A	TASK TASK	
		R L EMPL	C C CCC	MGT S	LIST LIST	COMMENT
Application Submission						
186	186	Notification of intent to retire NLT 60 days	prior	X		Employee advised on necessity to go to ABC-C. Provide Access information.
187	187	Provides necessary forms to employee		X		
188	187	Reverify the accuracy of retirement information with		X		
188	188	OPF		X		
189	189	Requests DFAS verify completion of military deposit	X	X		
190	190	Completes and returns the application with appropriate forms 60 days in advance	X			#Doris prior conflict between #186 & 190 & 191 Can't notify and can't complete forms at same time
191	191	If less than 6 months before separation date, attaches and forwards SF 2803/3108 with retirement packet	X			Need step for ABC-C to handle questions regarding options w/ family member questions
192	192	Provides a TSP withdrawal packet containing options	X			
193	193	Provides Federal/State Tax Information (Job Aid 7)	X	X		
194	194	Direct Questions to OPM and caution against contacting them until notified that application was forwarded (Job Aid #6, Chapter 40)		X		
195	195	Inputs timeliness DIN showing when complete application was received		NO DIN'S ANYMORE !!!		
196	196	Receives application and performs quality control review using audit form		X		

BENEFITS BASELINE VIEW

		E NEW #	C OLD #	C TASK #	C CURR PROPO for hand book	C C RESO DF ENT SED	C C TASK TASK	C COMMENT	C URGE A LIST LIST
197	197 Complete agency checklist					X			
198	Completes and attaches the OPM Form 1510, if Discontinued Service Retirement					X X			
199	Reviews OPF and summary of Federal service to ensure completeness and accuracy					X			
200	200 Assembles the application packet IAW DA guidance					X			
201	201 Completes the NPA					X			
202	Attaches NPA to application and forwarded to DFAS minimum 14 days prior to separation					X			
203	Provides a retirement coverage letter to each employee (Job Aid #9, Chapter 40)					X		IT FLOWS TO DFAS NOW	
204	Returns applications received more than 30 days after separation					X			
205	Inputs timeliness DIN showing date when application was forwarded to DFAS					X		NO DINS ANYMORE	
206	Completes individual retirement record and forwards to OPM NLT 30 days after separation					X			
207	Disability Claims - Preliminary Application							CPAC counseled regarding APIC and other requirements and outside time beginning 10/	
207	Notification of desire to apply for disability retirement					X			

CPAC concerns regarding ABC-C and certain requirements and outside law telephone requirements

BENEFITS
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NEW TASK #	OLD TASK #		E	C	C	CURR PROPO		COMMENT			
			M	M	SHAD	P	PAB	RESO	DEF	ENT	SED
208	208	OPF							X		
209	209	Determines effective date (if leave transfer program, credit retire to beginning date of LWOP)						X	X		
210	210	Prepares Certified Summary of Federal Service							X		
211	211	Reviews OPF and Summary without dating/signing until complete application packet received							X		
212	212	When medical documentation received marries it to application							X		
213	213	If employee unavailable for signature, annotates Summary form, sends copy to employee and retains OPF until OPM's decision							X		
214	214	Forward preliminary application to DFAS							X		
215	215	Prepares agency certification of Reassignment and Accommodate Efforts format							X		
216	216	Inputs data into MDCPDS							X		
		Final - approval									
217	217	Informs employee/management and find out effective date						X			
218	218	Requests immediate RPA from supervisor							X		

BENEFITS
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		E	C	C	CURR PROPO		
NEW	Old	M	M	SHAD P	PAB RESO DF ENT SED		
TASK	Task	G	P	OW O AC-	URCE A TASK TASK		
#	#	R	L	EMPL C	CC MGT S LIST LIST COMMENT		
219	219 Assembles final packet, audits form			X			
220	220 Completes NPA			X			
221	Receives, attaches NPA to packet and forwards through DFAS to OPM			X			
222	Forwards copy of OPM disapproval letter		X				
223	Informs employee and management (letter, e-mail, fax, etc.)		X				
224	Sends copy of OPM disapproval to DFAS		X				
	BENEFITS AND ENTITLEMENTS (CONTINUED)						
	Retirement - Advise/Assist						
	Coordinate General Retirement Actions						

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NEW TASK #	Old Task		E	C	C	CURR		PROPO	COMMENT			
			M	M	SHAD	P	PAB	RESO	DF	ENT	SED	
			G	P	OW	O	A-C-	URCE	A	TASK	TASK	
			R	L	EMPL	C	CC	MGT	S	LIST	LIST	
# for the retirement program, ensuring they realize that misinformation and errors may result in reinstatements												
225	225 with back pay and lost earnings						X					Need to discuss different processes involved
226	226 ABC-C to resolve problems						X	X				Need to discuss different processes involved
227	227 employees on TSP, FEGLI, Health Benefits, SCD dates and retirements.											How is information provided to all employees by ABC-C?
228	228 all new employees						X					New employees by ABC-C?
Inprocessing												
229	229 Conducts inprocessing briefing						X					How does that happen?
230	230 If CSRS employee transfers to FERS, explains excess contributions and assists with refund form						X					Need to discuss in detail the different types of forms and our governments
231	231 Answers questions, assists with forms, and informs employees to mail forms to appropriate office, i.e. OPM						X					Who trains us to provide this training? Who funds our inprocess at training?
232	232 Prepare for, and conduct general pre-retirement counseling sessions 5 years prior to eligibility for retirement						X					multiple year cancellations of CPOC training courses.
233	233 Provides employees with pre-retirement counseling session training dates						X					ABC-C is going to come to Korea to make this presentation? At whose cost?
234	234 Presents an all-inclusive presentation of the retirement process needed for successful retirement planning						X					
235	235 Advises employees to obtain a Request for Earnings and Benefit Estimate Statement from local SS office						X					

BENEFITS
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NEW TASK #	Old Task		E	C	C	CURR SED	PROPO SED				
			M	M	SHAD	P	PAB	RESO	DF	ENT	TASK
G	P	OW	O	A-C-	URCE	A					TASK
R	L	EMPL	C	C	C	MGT	S	LIST	LIST		COMMENT
Assists employee in documenting or obtaining missing documentation											
236	236						X				
Encourages employees to request preliminary annuity estimates to do financial planning for retirement and gives them a copy of Job Aid #3											
237	237						X				
Conducts pre-retirement session--informs/educates employee that applications must be submitted 60 days beforehand in order to receive timely annuity check											
238	238						X				
Advises employees to obtain information about other benefits plans, i.e., Foreign - Service, private industry, IRAs, SS, TSP, etc.											
239	239						X				
Advises employee to inform supervisor of anticipated retirement date--or as soon as practical											
240	240						X				
Application Submission											
Answers employees questions and assists in completing necessary forms											
241	241						X				
Explains OWCP versus disability, if applicable (Chapter 102)											
242	242						X				
Explains customary exit procedures											
243	243						X				
Explains how the retirement packet is processed by personnel, DFAS and OPM											
244	244						X				

BENEFITS BASELINE VIEW

BENEFITS
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NEW TASK #	Old Task #	CURRENCE PROPOSAL									
		E M	M M	SHAD PPAB	RESO P	DF OW	ENT OAC	SED URCE	TASK A	TASK LIST	COMMENT
253	253 Completes supervisor's portion of CA-1/CA-2 form	X									
254	Signs and returns to employee receipt attached to CA-1 form	X									
255	Advises employee of right to elect continuation of pay (COP) or annual or sick leave if time loss will occur										
256	Advises employee whether COP will be controverted	X									
257	Forwards CA forms and documentation to Injury Compensation Program Administrator (ICPA) within 2 work days from date of receipt from employee	X									
258	Completes CA-7 when disability extends beyond COP or other wage loss	X									
259	Completes supervisor's portion of CA-7. Forward to ICPA within 2 work days of receipt from employee.	X									
260	Completes claim for compensation by widow, widower and/or children, et al.	X									
261	Completes supervisor's report of employee's death. Forward to ICPA within 2 work days.	X									
	Case Management										
262	Designates ICPA										
263	Forwards CA-1/CA-2 forms to OWCP within 10 working days of receipt by supervisor	X									

BENEFITS BASELINE VIEW

		E	C	C	CURR	PROPO
		M	M	SHAD	P	P AB RESO DF ENT SED
		G	P	OW	O A C-	URCE A TASK
		R	L	EMPL	C C	MGT S LIST LIST COMMENT
265	265 Uses DOD/DOL IC tracking systems				X	
266	Refers suspected fraud cases to proper investigative authorities				X	
267	Coordinates with legal office on claims involving third parties				X	
268	Ensures that ample supply of required forms are available				X	
269	Provides technical assistance to employees and managers				X	
270	Validates quarterly chargeback reports. Notifies OWCP of errors.				X	
271	Obtains current medical reports				X	
272	Coordinates with safety and occupational health				X	
273	Attends Civilian Resource Conservation Program Committee meetings				X	<i>See notes at bottom of page for details</i>
274	Ensures that FEHB and FEGLI are transferred to VA				X	
275	Monitors transfer of function cases. Requests OWCP to make chargeback changes.				X	
276	Monitors BRAC cases. Requests OWCP to make appropriate transfer of cases.				X	

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NEW TASK #	Old Task #	CURR PROPO									
		E	M	M	SHAD	P	PAB	RESO	DF	ENT	SED
G	P	O	W	O	A.C.	URCE	A	TASK	TASK	COMMENT	
R	L	EMPL	C	C	MGT	S	LIST	LIST	LIST		

OWCP - Advise/Assist

Reemployment

- Coordinate with management to establish light duty
X X

- Coordinate with management to establish light duty
286 positions

Coordinate General OWCP Actions

- Coordinates answers with payroll (DFAS), CPOC, DOL,
287 and ABC-C to resolve problems

Training issue - who trains CPAC personnel.

- Provide training to management on OWCP policy,
procedures, and requirements.

BENEFITS AND ENTITLEMENTS (CONTINUED)

Death - Process

- See other benefits package
288 288 Notification of death and initiates RPA (within 24 hours) X

X

Issues of all associated benefits coming from sponsor's employment - LAA, FRA, PA, PTS, spouse / family employment, transitioning to hospital, return of remains, etc. (Safety Assessment)

- 289 289 Determine survivor entitlements and counsel

X

KVA has a number of unique elements as well different, etc. Relative of victim, national bills, frequent issues, etc.

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Confidence letters, payments, IDEF REVISED
when need ms. or assistance or initiating all
process steps.

Abuses of ABC-C processes and contact
information.
, more info on on-site personnel
, more info on on-hand issues.

X

different, etc. Relative of victim, national bills, frequent issues, etc.

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Confidence letters, payments, IDEF REVISED
when need ms. or assistance or initiating all
process steps.

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NEW #	Old Task #		CURR PROPO																														
			E	C	C	M	M	SHAD	P	P	AB	RESO	DF	ENT	SED	G	P	OW	O	A	AC-	URCE	A	TASK	TASK	R	L	EMPL	C	CC	MGT	S	LIST
		Provides the surviving spouse with appropriate annuity																															
290	290 estimates																																
291	291 Ensures all necessary documents are attached to claims																																
292	292 Receives, attaches NPA, and forwards through DFAS to OPM																																
293	293 Death - Advise/Assist																																
294	294 Contacts potentially eligible survivors and provides counseling and forms																																
295	295 If FERS, provides the surviving spouse or qualified former spouse with payment options for death benefits and rollover information (Job Aid #10)																																
296	296 Coordinates answers with payroll (DFAS), CPOC, and ABC-C to resolve problems																																
		BENEFITS AND ENTITLEMENTS (CONTINUED)																															
		OVERSEAS BENEFITS - PROCESS																															
296	296 Overseas Benefits - Process																																
		Includes travel, tracking of reemployment rights, LOA, TQSE, TQSA, etc.																															

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Dependency determinations

All allowances determined

Ordinary resident

Allowances determined

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NEW TASK #	Old Task #	E C C		C U R R		P R O P O		
		M M SHAD	P P A B	R E S O	D F E N T	S E D	T A S K	
Overseas Benefits - Advise/Assist								
Includes travel, tracking of reemployment rights, LQA,								
297	297 TQSE, TQSA, etc.			X				
Contacts/counsels new OCONUS employees on								
298	298 eligibility to entitlements/benefits			X				
299	299 Performs calculations/reconciliation		X X					
BENEFITS AND ENTITLEMENTS (CONTINUED)								
300	Resolve Payroll Errors		X X					
					CAPA addresses issue with employee and turnarounds to close for resolution.			
301	Reconcile MDCPDS and DCPS		X					
302	Develop and Provide Training - Train HR Community		X					

**BENEFITS
BASELINE VIEW**

Question ms. o if there are any unique figures re: known injuries dismemberment

NEW TASK #	Old Task #	E M G R L	C M P P OW EMPL	C C SHAD PAB RESO	CURR DF ENT	PROPO SED	COMMENT
303	Develop and Provide Training - Train External Customers		X				

PROCESSING SEVERITY ALLOWANCES

(BELGIUM)

	1.1 Request Safety Review and Approval FromSafety & Occupational Health Office.	X					
304		X					
305	39 Submit Approval to CPOC-PMCD.	X					
306	40 Obtain organization approval (i.e., fund cite)	X					
307	41 Forward PERSACT to CPOC.	X					
308	42 1.2 CD - Review/Process request.	X					
309	43 Notify mgt & CPAC of approval/disapproval.	X					
310	44 Forward PERSACT to CPAC.	X					
311	45 1.3 DAILY - Document Exposure.	X					
312	46 Submit Daily Record to CPAC Monthly.	X					
313	47 Maintain Record of exposure for 2 Year Period.	X					

**BENEFITS
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Questions for Task 15 classification
package

NEW TASK #	Old Task #		E	C	C	CURR PROPO		COMMENT				
			M	M	SHAD	P	PAB	RESO	DF.	ENT	SED	
			G	P	OW	O	A-C-	URCE	A	TASK	TASK	
			R	L	EMPL	C	CC	MGT	S	LIST	LIST	
314	48	1.4 CPAC Review Records of Exposure.							X			
315	49	Forward to Belgian Ministry of Defense.							X			
316	50	1.5 Belgian Ministry of Defense Authorize SeverityPayment.										
317	51	2.1 Request Safety Review of work site.	X									
318	52	Obtain organization approval (i.e., fund cite).	X									
319	53	Forward PERSACT to CPAC.	X									
320	54	2.2 Verify mgt data & safety review.	X									
321	55	Results & annotate PERSACT.	X									
322	56	Forward PERSACT to CPOC.	X									
323	57	2.3 CD - Review Request and Approve/Disapprove	X									
324	58	Notify Mgt & CPAC.	X									
325	59	Forward PERSACT to RSD	X									

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NEW TASK #	Old Task #		CURRENCE PROPOSAL										COMMENT	
			E	C	C	M	M	SHAD	P	PAB	RESO	DF	FENT	SED
326	60	2.4 (IF APPROVED) Document Daily Exposure.	X											
327	61	Submit Daily Record to CPAC Monthly.	X											
328	62	Maintain Record of Exposure for 2 Year Period.	X											
329	63	2.5 (IF APPROVED) Review Records of Exposure												
330	64	Forward Records to Defense Cost Estimate Office												
331	65	2.6 Defense Cost Office Authorize Severity Payment												
332	66	PROCESSING SEVERITY ALLOWANCES (ITALY)	X											
333	67	3.1 Request Environmental Survey	X											
334	68	3.2 Review PERSACT. Forward to CPOC												
335	69	3.3 CD - Review Request and Approve/Disapprove.												
336	70	Forward Written Approval to LN Payroll.												
337	71	Notify CPAC and Mgt.												

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NEW TASK #	Old Task #		E	C	C	CURR	PROPO	COMMENT					
			M	M	SHAD	P	PAB	RESO	D	F	ENT	SED	
			G	P	OW	O	A	C-	URCE	A	TASK	TASK	
			R	L	EMPL	C	CC	MGT	S	LIST	LIST	LIST	
338	72	Forward PERSACT to CPAC.				X							
339	73	3.4 (IF APPROVED) Document Daily Exposure.			X								
340	74	Enter/Approve T&A Records. Update Internal Records			X								
341	75	3.5 Maintain Record of Approval/Disapproval			X								
		PROCESSING "FLAT RATE" SEVERITY											
		ALLOWANCES (GERMANY)											
342	76	4.1 Request Biannual Environmental Survey	X										
343	77	Determine Need for Flat Rate Severity Allowance	X										
344	78	Calculate Monthly Rate Amount	X										
345	79	Obtain organization approval (i.e., fund cite)	X										
346	70	Attach Daily Records (Last 12 Months) for justification	X										
347	81	Develop Flat Rate Written Agreements	X										
348	82	Forward PERSACT to CPAC.	X										

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NEW TASK #	Old Task #		E	C	C	CURR	PROPO	COMMENT			
			M	M	SHAD	P	PAB	RESO	DENT	SED	
			G	P	OW	OAC-	URCE	A	TASK	TASK	
			R	L	EMPL	CCC	MGT	S	LIST	LIST	
349	83	4.2 Review PERSACT.	X								
350	84	Furnish written agreement.						X			
351	85	Forward PERSACT to CPOC.						X			
352	86	4.3 CD - Review Request and Approve/Disapprove.						X			
353	87	Forward Written Approval to LN Payroll.						X			
354	88	Notify CPAC & Management.						X			
355	89	4.4 Submit PERSACT when Conditions no longer warrant Flat Rate	X								
356	90	Maintain records of hours exposed	X								
357	91	Forward monthly record to Office of Defense Cost.	X								
358	92	4.5 Print SF-50 and forward to EMPM/MT						X			
359	93	4.6 Authorize Payment of Flat Rate								ODC	
		ITALY WAGE SURVEY									
360	154	1.1 Directs Annual wage survey Italy - wide.									CPCC

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			M	M	SHAD	P	PAB	RESO	DFENT	SED	
			G	P	OW	OAC-	URCE	A	TASK	TASK	
			R	L	EMPL	C	CC	MGT	S	LIST	LIST
361	155	Establishes annual survey plan									CPCC
362	156	1.2 Receive approved survey plan									CPD
363	157	1.3 Conduct wage survey.						X			
364	158	Provide data input to Navy						X			
365	159	Participate in analysis process.						X			
366	160	1.4 Provide technical and admin support.						X			
367	161	Participate in data collection & analysis process as required						X			
368	162	1.5 NAVY - Receive all wage data input.									NAVY
369	163	Consolidation data/calculate trend lines.									NAVY
370	164	1.6 Review/approve results.									CPCC
371	165	Inform unions (National level).									CPCC
372	166	Disseminate to CPAC/CPOC for implementation.									CPCC
373	1.7	Disseminate approved results to host nation population						X			

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NEW TASK #	Old Task #	CURR PROPO										COMMENT
		E	C C	M SHAD	P PAB RESO	D DF ENT	SED	G OW	O A C-	URCE A	TASK	
R	L	EMPL	CCC	MGT	S	LIST	LIST					
UK WAGE SURVEY												
374	168	2.1	Directs annual wage survey UK - wide.			X						
375	169	Establishes annual survey plan			X							
376	170	2.2 Receive approved survey plan.										
377	171	Contract wage data collection.										
378	172	2.3 Receive all wage data input										
379	173	Consolidate data										
380	174	2.4 CPCC - Review/approve results. Disseminate to										
381	175	CPAC/CPOC for implementation.										
382	176	2.5 Apply wage results.		X								
383	177	2.6 Disseminate approved reports to host nation population.		X								
		TASK 1: Processing LQA (Starts, Stops & Changes)										
		SUBTASKS:										

- KU WAGE SURVEY PROCESS & BENEFIT CHARTER PROCESS -
IDEF REVISED

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NEW TASK #	Old Task #		E	C	C	CURR		PROPO		COMMENT
			M	M	SHAD	P	PAB	RESO	DF	
384	178	1.1 Complete SF1190			X					
		1.2 Attach copy of rental and/or receipts & LQA worksheet			X					
385	179	LQA worksheet								
386	180	1.3 Forward to CPAC			X					
387	181	1.4 Counsel employee					X			
		1.5 Tentatively determine employee's eligibility to receive allowance					X			
388	182	1.6 Preview/printout current information on LQA from DCPDS					X			
389	183	1.7 Review SF1190, worksheet and attachments for completion and initial/date					X			
390	184						X			
391	185	1.8 Forward Documents to CPOC					X			
		1.9 Review SF1190, worksheet and supporting documents for completeness					X			
392										
393	186	1.10 Make final determination of eligibility					X			
		1.11 Update DCPDS					X			
394	188									
	395	1.12 Verify data flow to DFAS					X			
396	190	1.13 File in LQA File					X			

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NEW TASK #	Old Task #		CURR PROPO											
			E M	C M	C SHAD	C P	C PAB	C RESO	C DF	C ENT	C SED	C TASK	C TASK	C COMMENT
R	L	G	P	O	A-C	URCE	A	MGT	S	LIST	LIST			
397	191	appropriate						X						
398	192	1.15 Forward LQA package to employee						X						
399	193	1.16 Calculate retro amount						X						
400	194	1.17 Notify DFAS						X						
		TASK 2: Processing TQSA Claims												
		SUBTASKS:												
401		2.1 Advance - Complete hotel expense estimate for 1st 30 days on SF1190					X							
402	196	2.2 Forward to CPAC Subsequent Action--Complete another SF1190 & TQSA worksheet for 1st 30 days of actual expenses Attach hotel bill and				X								
403	197					X								
404	198	2.3 Review/complete TQSA SF1190 and FAX to DFAS	X				X							
405	199	Review final TQSA claim					X							
406	200	Forward final claim and entire TQSA file to CPOC					X							
407	201	Review/forward LQA SF1190 with supporting documents to CPOC						X						

BENEFITS
BASELINE VIEW

#	NEW Task #	Old Task #													CURR	PROPO		
408	202		2A Review TQSA file and process final TQSA claim												X	X		
409	203		Fax TQSA SF1190 to DFAS												X	X		
410	204		Review LQA claim and process												X	X		
411	205		Update DCPDS												X	X		
412	206		Forward copy to CPAC												X	X		
			TASK 3: Processing Requests for Advance Pay															
413	207	3.1	Complete SF1190												X			
414	208		Attach copy of travel orders												X			
415	209		Forward to CPAC												X			
416	210	3.2	Review request for completeness												X			
417	211		Complete CPAC portion												X			
418	212		Prepare transmittal and forward to DFAS														DFAS	
419	213	3.3	DFAS - Process request															

BENEFITS
BASELINE VIEW

NEW TASK #	Old Task #		E	C.C.	CURR PROPO		COMMENT							
			M	M	SHAD	P	PAB	RESO	DF	ENT	SED	TASK	TASK	
			G	P	OW	O	A-C	URCE	A	MGT	S	LIST	LIST	
R	L	EMPL	C	C	CC									
420	214	Notify employee of repayment schedule												DFAS
		TASK 5: PROCESSING REQUESTS FOR PCS												
		& RENEWAL TRAVEL ORDERS	X											
421	230	5.1 Request travel orders												
422	231	5.2 Approve request for travel, forward to CPAC		X										
423	232	5.3 Review for entitlement to travel.			X									
424	233	Coordinate w/ CPOC, RSD for PCS.				X								
425	234	Coordinate w/ CONUS CPOC if exercising return rights				X								
426	235	Coordinate CPOC, ISD for renewal and student travel.				X								
427	236	5.4 USBA Issue Fund Cite				X								USBA
428	237	5.5 Complete travel order.				X								
429	238	Forward copies to employee, CPOC and CONUS CPOC as necessary.				X								
		LN TIME & ATTENDANCE REPORTING (GERMANY)												

BENEFITS
BASELINE VIEW

NEW TASK #	Old Task #	DESCRIPTION	CURR PROPO										COMMENT	
			E M	C M	C SHAD	P P	A B	RESO	D DF	E ENT	S SED	T TASK	L LIST	
430	289	4.1 Provide name of timekeepers, alternate timekeepers, supervisors authorized to verify T&A	X											
431	290	Assures supervisors and timekeepers attend T&A training.	X											
432	291	4.2 Conduct T&A training for supervisors, timekeepers and alternate timekeepers						X						
433	292	Conduct post audit of T&A reports 4.3 Timekeeper: Maintain daily T&A records	X					X						
434	293	Provide daily activity report and monthly report to supervisor for review and approval.	X											
435	294	4.4 Supervisor: Review and sign monthly report.	X											
436	295	4.5 Prepare disks, enter data in CPAC database												TIMEKEEPER
437	296	File T&A reports, back-up disk, historydisk	X											
438	297	4.6 Assures all unit T&A reports are in data base.						X						
439	298	Transmit consolidated report to ODC.						X						
440	299	4.7 ODC - Receive T&A. Prepare and disburse payroll.												