



CPAC Newsletter

February 2004

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U.S. Army Civilian Personnel Evaluation Agency

The Fort Detrick Civilian Personnel Advisory Center (CPAC) will be receiving a visit from the U.S. Army Civilian Personnel Evaluation Agency (USACPEA) during the period of 8 MAR 04 through 19 MAR 04. USACPEA is a field operating agency of the Assistant Secretary of the Army (Manpower and Reserve Affairs). The mission of USACPEA is to conduct civilian personnel management and administration and Equal Employment Opportunity program surveys and special reviews Army-wide, in order to meet oversight responsibility by assessing program effectiveness, efficiency, and compliance.

Title 5 of the United

States Code mandates that the Office of Personnel Management (OPM) carry out an oversight program that ensures agencies exercise their delegated personnel management authorities in accordance with the merit system principles set forth under Title 5. The Department of the Army has a Memorandum of Understanding with OPM that USACPEA will perform the oversight responsibilities in lieu of OPM oversight.

The USACPEA review of the CPAC will cover the human resources areas of: Position Management and Classification, Recruitment and Staffing, Human

Resource Development, Management and Employee Relations (MER), Labor Relations, Benefits and Entitlements, and Personnel Automation Tools. The training program managed by the DCTEE for civilians will also be reviewed.

The USACPEA review will consist of briefs with the USAG Commander and the CPAC staff, interviews with key managers, focus groups with randomly selected supervisory and non-supervisory employees (separate sessions), and focus groups with CPAC staff. The review will also consist of randomly selected desk audits, and a review of MER case files.

Sandra Kannel Returns to CPAC

Fort Detrick CPAC is happy to announce the return of Human Resources Assistant

Mrs. Sandy Kannel to the Detrick CPAC. Mrs. Kannel previously worked at the Detrick

CPAC prior to her most recent employment at Raven Rock. Mrs.

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Kannel services
USAMRMC activities that
are participating in the
PDP, to include WRAIR,

USAMMA, USAARL,
USAHFPA, and
USARIEM. Due to her
familiarity with MRMC and
its subordinate activities,

Mrs. Kannel is quickly re-
adjusting to her CPAC
role. Mrs. Kannel may be
reached at the CPAC on
301-619-3238.



“Statements are
now available on
the TSP
website - www.tsp.gov.”

Changes to TSP Loan Program

Effective 1 July 2004, the TSP will make three changes to the Loan Program:

- A \$50.00 fee will be deducted from the amount of each new loan.
- You will no longer be able to have two general purpose loans at the same time. You will still be able to have one general purpose loan and one residential loan.
- When you pay off one loan, you will not be eligible to apply for another loan for 60 days.

The TSP is a long-term investment intended for retirement. Removing money from your account, even if you pay it back, may diminish the amount available for your retirement. The loan program is an important benefit, and some participants need access to the money in their accounts for legitimate reasons. However, participants should not tap

into their funds as if they were in a checking or savings account.

The changes in the Loan Program will reinforce the importance of borrowing from your TSP account only as a last resort. The \$50.00 fee will cover the cost of processing and servicing the loan and will ensure that these costs are paid by the participants of the Loan Program, and not by the participants who do not use the program.

In recent years the number of loans has increased significantly. Some participants constantly have two outstanding loans or taking another loan immediately after one is paid in full. The administrative expenses for processing these loans are currently charged to all TSP participants, whether or not they ever use the Loan Program.

Statements are now available on the TSP Web site. Unless you specifically request to have a paper statement mailed to you, all future statements will be available only on the Web site. You can change the way you are receiving your statements in the Account Access section of the Web site or on the ThriftLine, (504) 255-8777, or by contacting the TSP Service Office. You can request the change at any time; however, the change must be processed by the end of the statement period.

If you are new to TSP, your first statement will be mailed to you. Thereafter, it will be on the Web site.

For additional information and other important information concerning the Thrift Savings Plan, please visit their web site at www.tsp.gov

Masking the SSN on Hard Copy LES's

Effective the pay period ending January 24, 2004 (which is the pay check you will receive this week 5 Feb 2003), only the final 4 digits of the social security number (SSN) will be displayed on the hard-

copy LESs that are mailed to civilian employees' home addresses on file in the Defense Civilian Payroll System. The decision to mask part of the SSN is based upon concerns raised by

employees with respect to identify theft. This change will not impact the electronic LES available on myPay, which will continue to display the entire 9-position SSN.

Civilian Absences During Curtailment of Operations

1. When the post is affected by a curtailment of operations, the following rules should be observed in the administration of leave for civilian employees:

a. Nonemergency employees who report for duty, and who are subsequently dismissed during the workday, are not charged leave for the designated period of closure. Time and attendance cards will be annotated with the appropriate amount of administrative leave.

b. Nonemergency employees who report for duty after the declaration of the specified Installation delayed opening will be charged leave only for the period of time they are not on duty. (For example: If the Installation is operating on a two-hour delay, an employee who has a tour of duty from 0700 to 1530 and reports to work at 1000 will be charged one hour of annual leave. The employee departs at normally scheduled time.)

c. Nonemergency employees who were **on duty** when an early dismissal is announced will be charged leave only if they choose to depart before the time set of dismissal. (For example: Dismissal is set for 1400 and employee requests unscheduled leave and departs at 1300. He/she would be charged one hour of leave.)

d. If an employee is absent on pre-approved leave for the entire work shift when there is a delayed opening or an early closure, they will be charged leave for the entire work shift.

e. When the post is closed for an entire shift/day, no charge will be made to leave, even if the employee was being carried on approved sick or annual leave.

f. When there is a delayed opening for the Installation, or an early dismissal the following guidance applies:

(1) If an employee requests unscheduled leave (by calling his

supervisor from home) for the remainder of their shift after a specified opening time, they will be charged leave only for the hours they are not on duty after the specified opening time. (For example: The Installation is operating on a two-hour delay and the employee's shift is 0700-1530. The employee requests unscheduled leave due to inclement weather for the rest of the work shift. He/she would be charged six hours leave and is not charged leave for the two hours that the post was delayed.)

(2) Only those employees who report for duty will derive benefits from an early closure.

2. If an emergency employee fails to report for duty when operations are curtailed, the office chief/director will determine, based on the circumstances, whether to charge the employee LWOP, grant leave, or excuse the absence.





Additional Military Leave for Contingency Operations

Federal employees who are members of the Guard and Reserve and who are ordered to active military duty for certain contingency operations are authorized 22 days of additional military leave. Federal employees who are members of the Guard and Reserve and who are ordered to active military duty for certain contingency operations are authorized 22 days of additional military leave (effective November 24, 2003). Here are some of the key difference between the military leave newly authorized for certain contingency operations and the 15 days of military leave with which most of us are familiar.

The members receive the greater of their military pay or their Federal civilian pay. They will not receive their full civilian pay and their full military pay as they do during the 15 days of military leave covered by 5 USC 6323(a). The Reservists or members of the Guard who have been activated for one of the

specified contingency operations, such as the one in Iraq, will receive the higher of the two salaries, military or Federal civilian, for the 22 work days. Of course, they can take annual leave or compensatory time instead of military leave and receive both their civilian salary and their military pay.

This 22 days of military leave newly authorized for contingency operations is available on an annual year basis, not a fiscal year basis like the 15 days of military leave covered under 5 USC 6323(a). Employees became eligible for this military leave on November 24, 2003.

So, in calendar year 2003, they had 22 days of this type of military leave available to them. On January 1, 2004, they have another 22 days of this type military leave (under 5 USC 6323(b)) available for use during the 2004 calendar year. There is no balance to carry over from one

calendar year to the next.

The OPM has updated their Military Leave Facts Sheet: <http://www.opm.gov/oca/leave/html/military.asp> to include a paragraph on the 22 days of military leave newly authorized for contingency operations. However, to obtain a clearer understanding of the newly authorized leave, you must go to their revised "Frequently Asked Questions on Military Leave," <http://www.opm.gov/oca/LEAVE/HTML/MILQA.asp>. See, in particular, the answers to questions 1, 3, 4, and 6.

The Defense Finance and Accounting Service (DFAS) has waited until employees returned from active military duty to civilian employment to settle pay matters related to this general type (under 5 USC 6323(b)) of military leave in the past. When different, more current or more specific information on this subject is received from DFAS, it will be provided.

Army Regional Tools (ART) Users Guide Updated

The Civilian Human Resources Agency (CHRA) has updated the ART Users Guide to reflect changes in ART

that have been made over the past few months. The guide provides descriptions of and instructions for using the

tools available in ART, including such tools as Employee Data, Inbox Statistics (timelines and

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status information about personnel actions), Organization Structure (information about positions in various organizational elements), and many more tools. It is intended for use by managers, supervisors, resource management officials, administrative officers, and commanders as well as Civilian Personnel Advisory Center (CPAC) and Civilian Personnel Operations Center (CPOC) staff members. There is both

an on-line and a downloadable Word version (suitable for printing).

CHRA has a number of tools available to assist ART and Defense Civilian Personnel Data System (DCPDS) users. In addition to the ART Users Guide, there is a DCPDS Desk guide which provides how-to information about tasks and functions that end users might need to perform in DCPDS, such as initiating a Request for Personnel Action and

creating a Gatekeeper Checklist. There are also a number of "ScreenCams" (movies of recorded computer screen activity with a voice narration) showing how to perform various tasks in ART, DCPDS, and other civilian human resources applications.

The ART Users Guide, and the "how-to movies" can all be accessed from the CHRA DCPDS Training page at <http://www.chra.army.mil/mdcpds>.

"CHRA has a number of tools available to assist ART and DCPDS users."

New MSPB Appeals Notification

The Merit Systems Protection Board (MSPB) published an interim regulatory change implementing e-Appeal and e-Filing on October 20, 2003. Employees now have the option of filing their appeals electronically in addition to personally delivering the appeal or filing by fax, by private carrier, or by mail.

MSPB appeal rights are covered in 5 CFR 1201.21. In accordance with 5 CFR 1201.21, when an agency issues a decision notice to an employee, the notice must include:

- Time limits for appealing to the Board
- The address of the appropriate Board

office for filing the appeal.

- A copy or access to a copy of the Board's regulations.
- A copy of the appeal form, and
- Any right the employee has to file a grievance along with some associated particulars.

While the Code of Federal Regulations does not specifically require that employees be informed of the methods of filing an appeal, it is certainly excellent standard practice to do so, and most if not all CPACs include this information in the decision letters they prepare for deciding officials' signatures. We have developed suggested language that

includes the e-Appeal option that CPACs can use to update the information being provided in decision letters to inform employees of methods of appeal. The language, including the electronic appeal filing option, follows:

"you may file an appeal with the following Merit Systems Protection Board office by personal or commercial delivery, by facsimile, or by mail: [provide the address, phone and facsimile numbers of the appropriate Board office for filing the appeal]. In the alternative, as of October 20, 2003, an appeal may be filed electronically by using the

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Internet filing option available at the Board's website: www.mspb.gov/e-appeal.html."

This or similar language

agreed to by the servicing CPAC and the local Labor Counselor informing employees of the methods of appeal, to include e-Appeal, should be

included in future decision letters for adverse actions which are appealable to the MSPB.

"Results of the non-US citizen version of the survey will be analyzed and feedback will be provided by the end of March 2004."

Army Civilian Attitude Survey Results Coming Soon

The US-citizen version of the Army Civilian Attitude Survey closed a few weeks ago. Over 34,000 employees and over 7,000 supervisors logged on and completed the survey. The Internet survey allowed Army to conduct census of its entire US-citizen, appropriated, and non-appropriated fund civilian workforce. We are developing survey feedback reports to include performance on each survey item as well as key drivers of customer satisfaction with Civilian

Human Resource (CHR) and key drivers of employee job engagement/job satisfaction. Each report will be specifically tailored by location (e.g., results by region, major Army command, major subcommand, and installation levels). CHR Directors at each of these levels are responsible for providing results to commanders, using the results of the survey when developing organizational strategic plans and marketing this information

to employees, and providing survey feedback to all employees (e.g., forwarding by email attachment or posting on local intranets). We expect all reports to be available late February or early March 2004. The non-US citizen version of the attitude survey will remain open for all local national/foreign national employees until March 5, 2004. We will analyze results of the non-US citizen version and provide feedback by the end of March 2004.

Government Online Learning Center

The Gov Online Learning Center is a Government-wide e-Training site that offers training to Federal employees in an online environment. Gov Online provides one-stop access to high quality e-Training products that help people do their jobs and, thus, helps Federal agencies accomplish their mission.

The training courses offered on Gov Online have been selected to

meet many of the common training needs across Government, but they are not intended to provide all training needed by Government employees. The courses and tools selected focus on improving employee performance.

It's a good idea to check with your supervisor before registering and taking a training course. Policies for taking training

online vary among agencies. If your supervisor agrees that you need to take a particular training course, he or she will discuss the conditions that will work out the best in your office, such as how much time you can spend online each day or by when you should complete the course. If you are required to take a training course online, your supervisor will give you

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time to complete the training during your regular duty hours.

As a Supervisor or Manager, Get the Most from the Gov Online Learning Center:

As a first step, you should become familiar with the training courses and services available on the Gov Online Learning Center. Then it is important to:

- Determine your employee's training needs.
- Evaluate if e-Training (online web-based training) is an appropriate venue (e.g., some people do not

learn most effectively online or will need guidance to learn online effectively; or the subject matter or phase of learning necessitates instructor interaction).

- Assess the resources available on the Gov Online Learning Center and how they can meet your employee training needs.
- Provide the necessary resources to employees to complete their needed training (e.g., time, computer, Internet access, etc.).
- Upon completion of training, assess your employee's performance, reinforce the training through

guidance and/or application and determine the need for additional or follow-up training.

E-Training can be effective alone or in combination with other forms of training, such as on-the-job or classroom training - blended learning. As with any kind of training, e-Training will be most effective when time is given to learn and to apply on the job. By taking an e-Training course yourself, you can support this opportunity for training based on your own experience.

Resumix Centralization Transition—First Phase Complete

Army has consolidated all the resumes maintained by the Civilian Personnel Operations Centers into one central database. This consolidation was completed in June 2003. Please read the information below to find out what this means to you as an applicant:

One resume will be on file for all regions. There is no need to submit a new resume if you have one on file.

Resumes submitted through the Army Civilian Resume Builder (<http://cpol.army.mil/> click on

Employment, then Army's Resume Builder) will automatically flow into the centralized referral database. This is the fastest way to get a resume into the centralized referral database. If you are applying through the Army Civilian Resume Builder, you no longer need to select the individual CPOC (s). To send your resume, click on the "Central Database" button and your resume will be available to all CPOC's.

Applicants will submit a new resume after they have accepted a

permanent position. This does not apply to temporary promotions or temporary reassignments.

ANSWER (from <http://cpol.army.mil/>, click on Employment, then ANSWER) will be the method for applicant notification. It is the best way to review your most recent resume on file.

For more information about this topic, please go to our Frequently Asked Questions link at http://cpol.army.mil/employ/faq_resumix.html



Army Job Application Kit and Resume Builder

“The Army Resume Builder is designed to help ensure that your resume can be read electronically.”

The Army Job Application Kit contains information to assist you in successfully completing your Resume. The Kit has been revised as of 14 OCT 03 and The Army Job Application Kit contains information to assist you in successfully completing your Resume. The Kit has been revised as of 14 OCT 03 and provides guidelines for using the Army Resume Builder to create your resume in order to apply for Department of the Army positions under the Resumix System. You can locate the Army Job Application Kit on the web at: www.cpol.army.mil Select Employment, Select Centralized Job Kit.

The Kit explains that applying for Department of Army vacancies a two-step process. The first step is to create your Resume and supplemental data. The second step is to submit your Resume and Supplemental Data to the Army Centralized Resumix database.

The Army Resume Builder is designed to help ensure that your Resume can be read electronically. In addition, the Resume

Builder allows you to save and store your Resume for up to six months, allowing you to retrieve and update your Resume as needed. In order to receive actual consideration for vacancies, however, you must submit your Resume and Supplemental Data to the Army Centralized Resumix database. This is done by going to the e-mail Resume page, selecting Central Database and clicking on Submit. Your Resume will automatically flow into the Army Centralized Resumix database. You may then apply for vacancies by taking advantage of the quick self-nomination process. Army vacancy announcements are posted at (<http://cpol.army.mil/>). Simply click on Employment, then select Army's Vacancy Announcements to find vacancy announcements of interest to you and for which you are within the area of consideration.

It is important to ensure that your resume is properly sent to the Central Resumix database. You can check to see that your resume has been properly sent by

accessing the Army Resume Builder, and selecting "View Resume Activity Summary". This feature will allow you to see all the activity that you have had with your Army Resume, to include when you Created your resume, when you Updated your resume, where you have e-mailed your resume, and when the resume was Submitted to the Central Resumix database. If your Resume Activity Summary does not reflect the statement "Submitted to Central Database", then your resume has not yet been fully submitted to the Central Resumix database. To ensure that your resume has been fully submitted to the Central Resumix database, you will need to ensure that you have completed both steps of the two-step application process: first creating your resume and supplemental data; and second, submitting your resume and supplemental data to the Army Centralized Resumix database.

Access the Job Application Kit to learn how to make the most of your resume submission.

Resumix for Delegated Examining

Resumix for delegated examining is tentatively

scheduled to be deployed by DA in early March.

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also known as external recruitment, is the primary mechanism for U.S. citizens without prior Federal service to be considered for Army vacancies.) The new automated system is a resume-based system similar to what is used for internal merit promotion. Upon deployment, there will no longer be a need to develop KSAs and crediting plans, and applicants won't have to

respond to KSAs. One significant difference with the delegated examining version of Resumix is an embedded skill weighting mechanism. This weighting tool allows the manager to array skills from the most to least important for successful job performance; and personnelists to refer those applicants who possess the greatest percentage of the heaviest weighted skills. Referrals, along with the applicants'

resumes, will be issued electronically. Applicants can view the status of jobs to which they have applied via an on-line applicant response system. Veterans preference and the requirement to select from among the three highest ranking candidates, unique delegated examining requirements based in law, still apply.



Student Loan Repayment

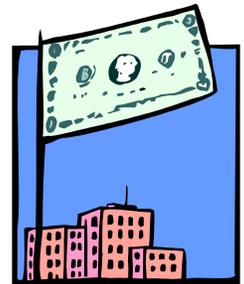
The Department of Army guidance on implementation of the authority to repay student loans can be found at www.opm.gov. At this website you will find a list of student loans which qualify for repayment, the DOD Student Loan Repayment Policy and a sample service agreement which must be signed by

employees who accept student loan repayment.

Approval of student loan repayments may be made by managers at the lowest practical level (MACOMs may provide additional guidance on approvals to commanders and CPACs); managers provide the Customer Service Representative a copy of

the signed service agreement to forward to DFAS for payment. CPOCs will be responsible for filing documentation described in the DA memo dtd 11/26/2001 in the employee's official personnel folder.

Questions may be forwarded to your servicing CPAC Specialist at (301) 619-2247.



Armed Forces Retirees Appointments

Prior guidance required ASA(M&RA)'s approval of any retired military member being appointed with 180-days of their retirement. The revised guidance allows the appointment of recently retired members of the armed forces, but imposes

a bi-annual reporting requirement. Please read this information carefully and if you have questions, contact your servicing Personnel Specialist.

When doing the memorandum requests, on the address line please

address it through proper command channels, to the Civilian Personnel Human Resource Manager - Carol Dick, and then to the MEDCOM. We, in the personnel office will flow them to the appropriate MACOM for their concurrence.

Civilian Personnel Advisory Center

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