



CPAC

1541 Porter Street
Ft Detrick, MD 21702
301-619-2247

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The CPAC Quarterly

Issue 2012-2

May 2012

NOTEWORTHY

OPM Announcement: Federal Employee Work/Life/Wellness Survey

The U.S. Office of Personnel Management (OPM) is planning to administer the first-ever Federal Employee Work/Life/Wellness Survey (Survey) in the next few months. The government-wide Survey is intended to measure how well Federal Work/Life programs meet the needs of agencies and employees by assessing whether beneficial outcomes are achieved. Research studies have provided strong evidence that Work/Life programs directly benefit both organizations (e.g., employee attraction/retention, improved performance) and employees (e.g., improved wellbeing, reduced stress). The information provided from the Survey will be unique and critical to ensuring an effective Federal workforce.

New Employee Out-processing Form

In a continued effort to make out-processing at Fort Detrick more efficient, a revised out-processing form has been created and was forwarded to the organizational Admin Officers via email. While we understand that several organizations have their own out-processing forms that need to be completed for the organization, this revised Fort Detrick Civilian Personnel out-processing form is mandatory and needs to be completed in addition to any organization specific forms.

For off site employees, the form may be modified as necessary and the completed form, along with any site specific out-processing forms can be emailed or faxed to the Fort Detrick Civilian Personnel Office.

The new form is dated 29 March 2012. Please discontinue use of any previous CPAC out-processing forms and begin using the revised form immediately.

2012 Annual Weingarten Notice

In accordance with the requirements of 5 USC 7114(a)(3), this is to advise bargaining unit employees that:

An exclusive representative of an appropriate unit in an agency shall be given the opportunity to be represented at any examination of an employee in the unit by a representative of the agency in connection with an investigation if:

- (a) the employee reasonably believes that the examination may result in disciplinary action against the employee; and
- (b) the employee requests representation.

Any questions may be directed to the Civilian Personnel Advisory Center (CPAC) at 301-619-2247.

USA Staffing is Here!

As part of the Department of Defense (DoD) hiring reform initiative, all DoD components transitioned to a web-based software owned by the Office of Personnel Management to fill internal and external vacancies. The Department of the Army deployed USA Staffing (USAS) to replace our current Resumix system. Fort Detrick deployed on 30 April 2012.

The vision of the Army Civilian Human Resources community is to provide a single point of entry for all recruitment and hiring activities. USAS will expedite the process for applicants, HR professionals, and selecting officials through an efficient web-based interface. It automates the recruitment and hiring process including developing position based assessments, creating and posting vacancy announcements, collecting and reviewing application materials, rating and ranking candidates, issuing referral lists for qualified applicants, making selections, and notifying applicants of their status throughout the recruitment process.

You may contact your servicing HR Specialist and/or access the following links for more information:

Managers- <http://www.chra.army.mil/hr/tools/gps/view.asp?ID=523>

Employees - <http://www.armycivilianservice.com/>

NOTE: Effective 31 May 2012, the Army Resume Builder will no longer be available. Resumes cannot be electronically transferred to USAJOBS/Application Manager. Applicants must manually extract their resume data prior to the system going off-line. Applicants are encouraged to pre-position their resume into USAJOBS to apply for Army positions. Applicants will be able to view the status of self-nominations from the old system via USAJOBS - My Account - Application Status.

CPAC Web Page Updates and New Website

Please check out our new CPAC website on the Fort Detrick Extranet. Ft. Detrick employees will now be able to access a wealth of information about Employment, New Employee In-Processing, Compensation (Pay and Leave), Benefits (Insurance and Retirement), Personal Wellness, and Veterans. We encourage you to check us out regularly as new enhancements will be added in the future, including resource pages for supervisors and managers.

The CPAC world-wide web page has also been updated with new AF and NAF employment links and is still available at the following address: <http://www.detrick.army.mil/cpac/index.cfm>

Personalized Retirement Estimates Through EBIS

Electronic estimates are now a reality! Employees may now request personalized retirement estimates through EBIS. Current Army-serviced employees who are eligible for a voluntary/optional retirement within the next five years can now request a retirement estimate electronically through the Employee Benefits Information System (EBIS).

To request an estimate, the employee should log into EBIS through the ABC-C web site at <https://www.abc.army.mil> and click on the "HR LINKS" button. Eligible employees will be asked a series of questions pertaining to their retirement estimate request. Once submitted, the request will flow electronically to ABC-C where the request will enter a queue to be worked. The completed estimate will be electronically returned to the employee's EBIS account and, similar to the system utilized by DFAS for receipt of leave and earnings statements, an email notification will be sent to the employee that the estimate is available in EBIS.

Employees who are not within five years of voluntary retirement eligibility, but who wish to receive an estimate (Minimum Retirement Age (MRA)+10, Voluntary Early Retirement Authority (VERA), disability and deferred retirement) will not be able to use the electronic option at this time and when they click on the "HR LINKS" button will receive a notice that they are ineligible to request an electronic estimate. These employees will need to request their estimate by using the ABC-C automated phone line at 877-276-9287 and speak with a retirement counselor.

The benefits of offering this on line option include greater protection of Personally Identifiable Information (PII), reduced costs associated with paper mailings, and convenience for the employee in both requesting the estimate electronically and obtaining the estimate more quickly.

Federal Employee Health Benefits Program (FEHBP) Events for 2012

Service Days:

Dates:

Thursday, June 7, 2012

Tuesday, September 4, 2012

Service Day Times: 9 AM to 12:30 PM

Location:

Community Activities Center

1529 Freedman Drive

Ft Detrick, MD 21702

Open Season Health Fair

Date: Tuesday, October 30, 2012

Time: 8 AM to 2 PM

Location: Community Activities Center

1529 Freedman Drive

Ft Detrick, MD 21702

Reminder of the Hatch Act and Excused Absence for Voting

HATCH ACT

With the 2012 election cycle in full-swing now it's time to review the restrictions on political activity defined under the Hatch Act. Although Army civilian employees are generally permitted to take an active part in political campaigns, there are definite limitations and restrictions on political activity of which we should all be aware. Army has posted Hatch Act information at:

<http://cpol.army.mil/library/general/Hatch-Act.html>, and the U.S. Office of Special Counsel (OSC) has also posted extensive user-friendly information on the topic at: <http://www.osc.gov/hatchact.htm>. OSC's website includes FAQs, a list of political restrictions and examples of prohibited and permitted activities. As the agency with primary responsibility for enforcement of the Hatch Act, OSC has also set up a telephone hot-line for direct support at (800) 85-HATCH (800-854-2824).

EXCUSED ABSENCE FOR VOTING

Generally, where the polls are NOT open at least 3 hours either before or after an employee's regular work hours, an agency may grant a limited amount of excused absence that will permit the employee to report for work 3 hours after the polls open or leave from work 3 hours before the polls close, whichever requires the LESSER amount of time off.

Normally, where the polls are open either three hours before or three hours after the employee's regularly scheduled duty hours, no time off is granted. This is the case in most jurisdictions.

For example, if an employee is scheduled to work from 8:00 a.m. to 4:30 p.m. and the employee's polling place is open from 7:00 a.m. to 8:00 p.m., the employee should not be granted excused absence for voting, since the employee would still have at least 3 hours after the end of his or her work schedule to vote. However, if an employee is scheduled to work from 8:00 a.m. to 4:30 p.m. and the employee's polling place is open from 7:00 a.m. to 7:00 p.m., the employee may be granted ½ hour of excused absence from 4:00 p.m. to 4:30 p.m., if requested.

REFERENCES

PERMISS:

<http://cpol.army.mil/library/permis/5012f.html>

OPM Memorandums:

<http://www.chcoc.gov/Transmittals/TransmittalDetails.aspx?TransmittalID=1543> (Sept 11, 2008)

<http://www.chcoc.gov/Transmittals/TransmittalDetails.aspx?TransmittalId=1652> (Oct 31, 2008)

AutoNOA Tool

AutoNOA is an automated system that uses a software program called Quick Test Professional (QTP) to simulate human keystrokes and mouse movements. User actions are recorded and executed to process Requests for Personnel Actions (RPAs), Awards, and to make data element changes in the Defense Civilian Personnel Data System (DCPDS).

Visit: <https://nccpoc.ria.army.mil/autonoa>

Access to the website is for Managers who have DCPDS accounts ending with -MGA, -MGR, or -RMM. Record view is based on the Managers' current CSU access. Requester/Authorizer access is also based on the Managers' established DCPDS privileges.

Managers can create NOA 840-Performance Awards, 849-Special Act or On-the-Spot Awards, or 846 Time-Off Awards individually or in mass on the website. Easily select employees from a drop down list. Add the effective date, NOA, Award Type, Amount, and the Authorizers. Click "Submit" and the selected Authorizer receives an email notification requesting approval. Upon approval, the Auto NOA team is signaled to create & process the RPAs through a QTP script. The Awards script runs 24 hrs 7 days a week to quickly process the award action.

In addition, Managers can update office symbols, Para/Line, AMS/APC or perform SWC updates. They can also delete old RPAs (i.e. that have been open for 120 days or more without action and are in the Manager's DCPDS inbox) or enter RPAs for retirements and career ladder promotions.

For additional information on Auto NOA, you may contact your servicing HR Specialist.

Voluntary Leave Transfer Program

The Voluntary Leave Transfer Program (VLTP) is a means for Federal Employees to transfer / donate Annual Leave to one another due to a medical emergency that is likely to require their absence from duty for a prolonged period of time, resulting in a substantial loss of income because of the unavailability of paid leave. The medical emergency may be for the employee or their family member. By law, **ONLY Annual Leave is allowed to be transferred / donated** (Title 5 Code of Federal Regulations, Part 630) and leave donations are **NOT** tax deductible. To apply to become a leave recipient, you need to contact your supervisor and your activity's Customer Service Representative (CSR). If you would like to donate leave, please submit an OPM-630A form to your CSR. The form can be found at http://www.opm.gov/forms/pdf_fill/opm630a.pdf.

Helpful Websites:

<http://cpol.army.mil>

Benefits: <https://www.abc.army.mil/>

Salary Charts: <http://www.opm.gov/oca/12tables/index.asp>

My Pay: <https://mypay.dfas.mil/mypay.aspx>

NAF Benefits: http://www.army.mil/fmwrc/naf_benefits.htm

Vacancy Announcements: www.CPOL.Army.mil or www.USAJobs.gov



Training Bulletin

PDP New Employee Training

The Personnel Demonstration Project (PDP) New Employee Training will be conducted in year 2012 on the following dates: 4 Apr, 6 Jun, 1 Aug, 3 Oct and 5 Dec.

The training will be held in Building 810, Second Floor, Conference Rooms #1 & #2 beginning at 1:30pm.

New PDP employees, located at Fort Detrick, will attend the training in Building 810 and new PDP employees who are not located at Fort Detrick will attend the training via VTC.

Attendees are reminded to bring a copy of the PDP Training Manual with them to the training as the Training Manual will be the sole document discussed/briefed during the class. The 132 page Training Manual may be downloaded at:

<https://mrmc-pdp.amedd.army.mil/index.cfm?pageId=pdp.pdptraining>

Building 810 is a secure building, on-site Fort Detrick attendees will need to arrive in Building 810 no later than 1:15pm in order to be escorted to the training.

Mandatory Supervisory Training for All Supervisors (Military and Civilian) Supervising Army Civilians

MEDCOM has published Fragmentary Orders ([FRAGO-1](#) and [FRAGO-2](#) to OPORD 11-51) with a **new suspense date of June 30, 2012** for completion of the TRADOC on-line *Supervisor Development Course (SDC)* found at <http://www.train.army.mil> (course number ACCP 131 F21). Once SDC on-line registration is available again (on/after October 1, 2011), all MEDCOM supervisors who have not taken the courses, or those who cannot show evidence of having taken the course within the past 3 years, will need to complete the required mandatory supervisory training in order to ensure compliance with the National Defense Authorization Act and DoD reporting requirements NLT June 30, 2012. Supervisors who have taken the course less than 3 years ago will take the SDC again 3 years from that date.

Documentation: All completed supervisor training will be documented in the DTMS using MEDCOM Task number: MC - 00185, the Course Name is: MC - CES - Supervisory Development Course (SDC). This task number will be used for both SDC and the HR for Supervisors Course.

Additional Training

If your organization has specific human resources related training needs, such as recruitment flexibilities, management/employee relations or TAPES, please contact the CPAC office 301-619-2247.

