Fort Eustis CPAC

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CHANGES TO THE USAJOBS WEBSITE (www.usajobs.gov)

1. On 1 October 2011, the Office of Personnel Management (OPM) assumes control of USAJOBS, the government's official site for posting vacancy announcements and hiring information. Previously content management of USAJOBS was provided via contractor. Most changes to USAJOBS are transparent to job seekers.

2. Three secret questions: The new and improved USAJOBS will have stronger security requirements than the current USAJOBS, and will require you establish a new password following the transition.

3. Mobile assistance on the road to success – the USAJOBS iPhone/iPad app.

The latest version of the USAJOBS app is now available.

- Search for Federal Government jobs easily – anytime, anywhere
- Save job opportunities that interest you
- Get your notifications wherever you are
- View informational videos from OPM
- Share jobs, searches and videos with friends through major social networks

To enjoy all the benefits of the app, you will need a USAJOBS account. Download the free USAJOBS app for the iPhone, iPad or iPod Touch at http://itunes.apple.com/us/app/iusajobs/id386297670?mt=8.

MYPAY CAC LOGIN IS HERE!

Military members and DoD civilian employees can now access their personal MyPay account using a Common Access Card (CAC). Simply click on the "DoD CAC Login to MyPay" link to get started. Remember, all MyPay customers will still be able to access MyPay using a login ID and password, regardless of whether you have a CAC or have access to a CAC-enabled computer.

CIVILIAN HUMAN RESOURCES AGENCY (CHRA) GUIDANCE FOR PROCESSING THE DEATH OF A DEPARTMENT OF THE ARMY CIVILIAN EMPLOYEE

CHRA has established procedures for providing timely reporting, processing, and responsive counseling to surviving family member (s) of deceased Department of the Army civilian employees. The following procedures apply to all South Central Regional Director's (SCRD) staff, Civilian Personnel Advisory Center (CPAC) staff, managers, supervisors, Religious Support Office (RSO), Employee Assistance Office (EAO), and organizational POCs.

Responsibilities:

1. Manager:

(a) Immediately notifies the CPAC, organization commander/director, RSO, and the EAO, the name of the deceased, Social Security Number (SSN), date and place of death, next of kin and emergency address, phone number, and any other relevant information available.

(b) Notifies the Emergency Operations Center (EOC) when there is a death while on duty and the EOC notifies the Command Group.

(c) RSO notifies the next of kin.

(d) Prepares the Request for Personnel Action (RPA) and Time and Attendance Sheet on the first workday after the death.

(e) Arranges for turn-in of any government property assigned to the deceased, e.g., government credit card, civilian ID, keys to the office, issued equipment, etc.

(f) Assists the CPAC in providing information to the Public Affairs Office (PAO) when and if requested.

2. CPAC:

(a) Notifies the Army Benefits Center – Civilian (ABC-C) immediately via the Death Reporting option on the ABC-C web site. The data sheet for reporting death cases to the ABC-C is available at the following link: https://www.abc.army.mil/CPACCPOC/InServiceDeathReporting.htm. Telephone number is (1-877-276-9287 or 1-877-276-9833) for survivors.

(b) If CPAC was notified of death through other channels, CPAC advises manager/supervisor to

CIVILIAN HUMAN RESOURCES AGENCY (CHRA) GUIDANCE FOR PROCESSING THE DEATH OF A DEPARTMENT OF THE ARMY CIVILIAN EMPLOYEE (CON'T)

complete RPA and forward to ABC-C.

(c) Ensures installation leadership has been notified.

(d) Offers personal visit to the survivor, either in-home or at the CPAC, during a pre-arranged discussion with the assigned ABC-C counselor, to assist with completion of claims, counseling and questions. In cases where the survivor is outside of the geographic vicinity of the servicing CPAC, the nearest CPAC will be contacted to conduct the personal visit in conjunction with the telephonic support of an ABC-C benefits counselor.

(e) Provides information to PAO and EOC as required.

(f) Follow-up to ensure RPA has been processed.

NOTE: To report the death of an annuitant (retiree), the survivor submits an online notice to the Office of Personnel Management (OPM) at https://apps.opm.gov/retire/death/death.cfm. If the requested information is not available to the survivor, he/she should call OPM at (724) 794-2005 or toll free 1-888-767-6738 to report the death. OPM will need the retiree's name; civil servant annuity number or social security number; date of birth; date of death; and name, address and

CIVILIAN HUMAN RESOURCES AGENCY (CHRA) HAS LAUNCHED A NEW WEBSITE!

The Civilian Human Resources Agency (CHRA) has launched a new website (http://www.chra.army.mil) with a new look! The "Employment/Job Seekers" icon takes you directly to the Army Civilian Service website which includes jobs and career opportunities. The "Supervisors/Managers" icon takes you to a site with links to general information on the CHRA mission, vision, strategic objectives, footprint and updates; recruitment strategies; Defense Civilian Intelligence Personnel System (DCIPS); tools/resources; training; and miscellaneous links.

We hope you find the new CHRA website to be a resourceful tool that meets your needs in finding employment and managing your employees, whatever the case may be.

LEAVE DONATION

Currently, there are Army employees in the Voluntary Leave Transfer Program (VLTP) due to certified personal and/or family medical emergencies who have exhausted all their available paid leave. Some of these employees may not receive the amount of leave donations necessary to remain in a paid status. Because their medical emergencies prevent them from returning to work for a prolonged period of time, these employees may experience a substantial loss of income. As we approach the holiday season, these financial hardships are especially noticeable.

All employees, especially those employees with "use or lose" leave, are encouraged to consider donating leave to individuals in the VLTP.

Section 630.908 of Title 5, Code of Federal Regulations, limits the amount of leave an employee may donate to other employees. In general, an employee may donate up to half of the amount of annual leave they would be entitled to accrue during the current leave year.

100 PERCENT COVERAGE TO QUIT SMOKING

There has never been a better time to quit smoking. All Federal Employees Health Benefits (FEHB) plans now offer 100 percent coverage to help you quit once and for all!

Beginning in plan year 2011, all FEHB plans must cover:

1. Four tobacco cessation counseling sessions of at least 30 minutes for at least two quit attempts per year. This includes proactive telephone counseling, group counseling and individual counseling.
2. All seven FDA-approved tobacco cessation medications.
3. These benefits must be provided with no copayments or co-insurance and not subject to deductibles, annual or life time dollar limits.

While FEHB plans currently cover smoking cessation treatment programs, these programs often

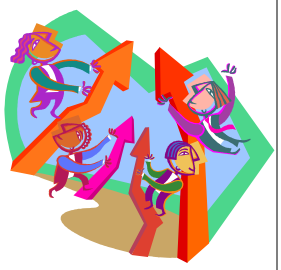
include copayments, coinsurance and annual or lifetime coverage limits. The benefit covers all

forms of tobacco use, including cigarettes, snuff, and chewing tobacco. Read the full article and

see all FEHB benefits at http://www.opm.gov/insure/health/nosmoking/officers.asp.

ADDRESSING POOR PERFORMANCE THROUGH AN IMPROVEMENT PLAN

It is the supervisor's responsibility to monitor the performance of employees throughout the rating period. For those employees whose performance is not meeting expectations, e.g., the performance of a job objective is at the unacceptable level, the supervisor must take timely remedial actions. This process usually includes discussing with the employee about the deficiencies, providing the employee a reasonable opportunity to improve performance, providing training, and possibly placing the employee on a Performance Improvement Plan (PIP).



Supervisors should strive to place an employee who is failing to meet expectations on a PIP **before** the annual rating cycle ends.

Under the Total Army Performance Evaluation System (TAPES), a PIP is required before

initiating a performance based adverse action under 5 U.S.C. Chapter 43. In certain circumstances, adverse actions for performance may be effected under 5 U.S.C. Chapter 75 and the requirement for PIP is encouraged but not mandatory. The requirement for a PIP is optional under the NSPS. However, supervisors still must document their efforts to assist employees in improving their performance before initiating any performance based adverse action under 5 U.S.C. Chapter 75.

If a supervisor places an employee on a PIP, he or she must do so in writing. The PIP must contain specific areas in which the employee is not meeting performance expectations.

This is necessary as employees cannot be expected to improve their performance without knowledge of their deficiencies. The PIP should also be as descriptive as possible about what constitutes an acceptable level. The employee needs to know how his or her performance is being assessed, and what specific actions are required of him or her in order to improve.

A reasonable opportunity period to improve performance is normally 90 to 120 days. If training or other measures could assist the employee in improving his or her performance, they should be included in the PIP. Lastly, a PIP must contain the proposed consequences if the performance does not improve, or is not sustained at an acceptable level once improved.

Additional information about PIPs may be found on Civilian Personnel Online at http://www.cpol.army.mil/library/permiss/52241.html. Managers should contact the Labor-Management/Employee Relations Team in the CPAC Office at 878-3052 for assistance in preparing PIPs.

FEEDBACK

This bulletin is designed to inform employees and supervisors of new civilian human resources issues and refresh their knowledge of existing polices and procedures. We welcome your feedback; contact your servicing Human Resources Specialist. The bulletin is available on our web page, http://www.eustis.army.mil/cpac Request you print and post on Bulletin Boards throughout your organization for those employees who do not have access to our web page. The CPAC uses the Interactive Customer Evaluation (ICE) and we would appreciate you taking the time to rate us and provide feedback on the service you receive from our office. Just click on the following website: http://ice.disa.mil/index.cfm?fa=site&site_id=439