



Fort Eustis Civilian Personnel Advisory Center Bulletin

www.eustis.army.mil/cpac

August 2010

670 Lee Blvd, Fort Eustis, VA 23604-5096



BEEPERS AND STANDBY TIME

Standby duty is defined in 5 CFR Section 551.431 which states:

A. An employee will be considered on duty and time spent on standby duty shall be considered hours of work if: (1) The employee is restricted to an agency's premises, or so close thereto that the employee cannot use the time effectively for his or her own purposes; or (2) The employee, although not restricted to the agency's premises: (a) Is restricted to his or her living quarters or designated post of duty; (b) Has his or her activities substantially limited; and (c) Is required to remain in a state of readiness to perform work.

B. An employee will be considered off duty and time spent in an on-call status shall not be considered hours of work if: (1) The employee is allowed to leave a telephone number or to carry an electronic device for the purpose of being contacted, even though the employee is required to remain within a reasonable call-back radius; or (2) The employee is allowed to make arrangements such that any work which may arise during the on-call period will be performed by another person. The regulation distinguishes between off-duty employees who are on standby status and those who are on-call. Standby employees are entitled to compensation; on-call employees are not.

There is no question that the employer has the right either to place employees on standby duty or to require them to carry a beeper. The gray area is whether the employees are entitled to compensation because they are restricted to a certain location, have their activities substantially limited, or are required to remain in a state of readiness to perform work.

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- Call-back overtime is a form of irregular or occasional overtime work performed by an employee on a day when work was not scheduled for the employee or for which the employee is required to return to his place of employment after having already concluded his tour of duty and departed the work site. Employees must receive a minimum of two hours overtime compensation or compensatory time for call-back overtime. [5 USC 5542 \(b\)\(1\)](#) and [5 CFR 550.112 \(h\)](#).
- Standby hours count toward determining overtime pay if, for work-related reasons, the employee is restricted to a designated post and assigned to be in a state of readiness, with limitations so substantial that the employee cannot use the time for personal purposes. [5 CFR 550.112 \(k\)](#).
- Employees who are on-call may not generally count the time toward hours of work. [5 CFR 550.112 \(l\)](#).

Seek guidance from the Employee Relations/Labor Relations Department of CPAC if in doubt.

**PERSONAL PROPERTY ACTIVITY (PPA)
HEADQUARTERS ADVISORY PPA-10-0070;
SUBJECT: CONUS JPPSO'S SUMMER SURGE
PROCEDURES**

The Personal Property Activity (PPA) Headquarters has issued an advisory to inform MACOMS, Joint Personal Property Shipping Offices (JPPSO), Personal Property Shipping Offices (PPSO), and Personal Property Processing Offices (PPPO) that the CONUS JPPSOs have established procedures to assist with the summer surge and ensure the highest level of customer service is provided to DOD customers.

Due to the amount of short notice shipments, shipment turn-backs and Transportation Service Providers (TSP) imposed blackout dates; the CONUS JPPSOs have implemented summer surge procedures. These procedures are in place until further notice.



1. Effective immediately CONUS JPPSOs need a minimum of 3 weeks' notice for ALL shipments in Defense Personal Property System (DPS) or TOPS. This includes local moves, NTS pickups/releases and DPM shipments.
2. Remind customers to be flexible with their "requested dates".
3. For any shipment requiring pack/pickup inside the 3-week window, the PPPO will first need to contact the booking section of the appropriate JPPSO to see if it's possible to book the shipment within this time period. The PPPO will also need to provide an Emergency Impact Statement as to why the shipment needs to be picked up inside the 3-week window.
4. For shipments signed off inside the 3-week window without contacting the appropriate JPPSO first, the PPPO will be contacted to get alternate dates from the customer.
5. PPPOs should validate requests for pickup requests earlier than 3 weeks before contacting the CONUS JPPSO.

NOTE: To help customers ward off last-minute issues, recommend PPPOs attempt to contact customers to determine if they have been contacted by the TSP at least 10 days prior to their first pack date.

Ensure counselors are aware of the CONUS JPPSOs summer surge procedures and brief customers appropriately.

POCs: PPA HQ – Personal Property Solutions, email:
hqppa.psi.pps@randolph.af.mil

INTER-AGENCY CAREER TRANSITION PROGRAM (ICTAP)

The provisions of the ICTAP give special selection priority to displaced and surplus employees who apply for positions outside of the Agency. For DOD employees, this refers to positions outside of the DoD.

Who is eligible?

To receive selection priority in other agencies through the ICTAP, your current or last position must be/have been career (tenure group I) or career-conditional (tenure group II) in the competitive service, and you must fall under one of these categories:

- Reduction-in-Force
- Transfer of Function
- Directed Reassignment
- Injury Compensation
- Disability Annuitant
- RIF-Retired
- Military Technician-Disability Retired

How to request priority

1. Apply for a vacancy in the local commuting area; and
2. Attach proof of eligibility (your RIF separation notice, notice of proposed removal for failure to relocate, notice of disability annuity termination, an SF 50-Notification of Personnel Action – documenting RIF separation, agency certification of inability to place you through the RPL, etc.).
3. For more detailed information, please contact your Human Resources support team in the Fort Eustis CPAC.

References

1. Employee's Guide to Career Transition, available online at http://www.opm.gov/rif/employee_guides/career_transition.asp#ictap
2. PERMISS @ CPOL – <http://cpol.army.mil/library/permis/63133.html>

DOCUMENTING TRAINING FOR ARMY CIVILIANS

TRAINING HISTORY UPDATES TO DCPDS

There are now essentially three ways history may be updated for Army civilian employees in the Defense Civilian Personnel Data System (DCPDS).

1) CHRTAS

Training managed via the Civilian Human Resources Training Application System (CHRTAS) is processed in approximately two weeks into DCPDS. Such courses include Civilian Education System (CES) courses, CHRA-sponsored training, NDPS/DCIPS courses and others.

2) Mass Training Update Process

Training updates for any courses not processed through an Army Training Management System (ATRRS, CHRTAS, TIPs, etc.) may be processed via the Mass Training Update Process managed by CHRA's regional HRDDs. In order to use this process, read through the instruction page at link below, click on the Excel icon, fill in the spreadsheet and submit per instructions. The completed spreadsheet must be sent encrypted to the regional HRDD office as outlined in the instructions.

<http://cpolrhp.belvoir.army.mil/scr/FunctionalAreas/CHRA/hrd/massupdate.htm>

3) MyBiz

All Army employees are now able to update their own training and education to DCPDS via MyBiz. The supervisor should approve any entry made by an employee. Employee-entered training will be labeled "self-certified," whereas, training completions input via the Mass Training Update Process will be labeled as "verified."



DONATING BLOOD AND EXCUSED LEAVE

Employees who donate blood may be granted excused absence to cover travel to and from the donation site, the actual donation of blood, and recovery. This provision does not cover an employee who gives blood for his or her own use or receives compensation for giving blood.

Excused absence is an administratively authorized absence from duty without loss of pay and without charge to other paid leave. Supervisors should seek CPAC's guidance when considering placing an employee on administrative leave. The time spent on excused absence is considered part of an employee's basic workweek. The approving official's discretion in situations involves **brief** absences. Where absences are for longer than brief periods, excused absence is inappropriate unless the absence is clearly in connection with furthering a function of the Department of the Army. In addition, the Office of Personnel Management (OPM) advises limiting approval of excused absence. First, managers should ensure that the law does not specifically prohibit the granting of excused absence. Secondly, the absence should:



1. Relate to the agency's mission;
2. Be officially sponsored or sanctioned by the head of the department or agency;
3. Enhance the employee's professional development; or
4. Be in the agency's best interest.

PERFORMANCE APPRAISALS

Reminder for Supervisors: Please visit <http://www.eustis.army.mil/cpac/tapes.htm> and ensure that you and your subordinate supervisors are familiar with the Total Army Performance Evaluation System (TAPES), AR 690-400, and the various performance appraisal rating periods. Supervisors are required to ensure that their employees are under established performance standards; that employees are receiving necessary and required performance feedback; and that performance ratings are being completed and submitted to the employee and CPAC in a timely manner.

Performance appraisals must be routed through the CPAC for review prior to submitting appraisals to the processing center.

CPAC HAILS!

Ms. Toni Auen, Human Resources Specialist joined us from Department of Navy, Portsmouth, VA.



Ms. Stephanie Badger, Human Resources Assistant joined us from U.S. Coast Guard, Norfolk, VA.

Ms. Michelle Faisca, Human Resources Specialist joined us from Department of Navy, Portsmouth, VA.

Ms. Marci Robinson, Human Resources Specialist joined us from Department of Air Force, Pentagon, Washington, D.C.

Mr. Derrick Turner, Human Resources Specialist, graduating ACTEDs Career Intern.

FEEDBACK



This bulletin is designed to inform employees and supervisors of new civilian human resources issues and refresh their knowledge of existing policies 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