



# Fort Eustis

## Civilian Personnel Advisory Center Bulletin

[www.eustis.army.mil/cpac](http://www.eustis.army.mil/cpac)

APRIL 2008

670 Lee Blvd, Fort Eustis, VA 23604-5096



### CAC Enabling DCPDS, MyBiz, My Workplace – Effective 29 April 08

To All Army Appropriated Fund, Nonappropriated Fund, Wage Grade, and their military supervisors.

At 06:00 Eastern Daylight Time on Tuesday, 29 April 2008, you will be required to login to My Biz, My Workplace, and the Defense Civilian Personnel Data System (DCPDS) using your common access card (CAC).

What this means to you is that starting on 29 April, to login to My Biz, My Workplace, and DCPDS you will need a valid DoD issued CAC and a “CAC equipped” computer that is connected to a military (.mil) or government (.gov) network. You will be unable to login to these three applications without your CAC. In addition, you will be unable to login to these applications if you are connected to Internet networks such as .com, .org, .net, or .edu.

\* PLEASE NOTE \* Starting on 29 April, you must also complete a one-time “self-registration” process to activate your CAC access to My Biz, My Workplace, and DCPDS. We encourage you to thoroughly read the instructions for the CAC registration process. The instructions for self-registering your account can be found online at the Civilian Personnel Online (CPOL) portal home page, which is at <http://www.cpol.army.mil>. Once you are there, in the leftmost column click on “CAC enable DCPDS/My Biz/My Workplace.” On the following screen, click on “User Guide for CAC enabling DCPDS/My Biz & My Workplace” to obtain a copy of the document.

If you do not have a DoD issued CAC, or if you do not have a CAC equipped computer that is connected to either a .mil or .gov network, and you want to continue to use My Biz, My Workplace, or DCPDS, please forward your concerns to your chain of leadership, local Information Technology (IT) support office, or local Civilian Personnel Advisory Center (CPAC).

Starting on 29 April, if you encounter a problem with the one-time self-registration process, or if you have a problem logging in to the CAC enabled applications, you can request assistance online by submitting a Help Desk ticket via the CPOL portal. When you submit a Help Desk ticket via the CPOL portal, your ticket will automatically be routed to a Human Resources (HR) specialist at your servicing civilian personnel office.

To submit a Help Desk ticket, go to the CPOL portal homepage at <http://www.cpol.army.mil>. From there, in the “Employee Portal” section, click on “Employee Login” (to login with your Army Knowledge Online, or AKO, user id / password), or “CAC Employee Login” (to login with your CAC). Next, click on the “Contact” button, which is on the top menu bar of the page, and then follow the instructions to enter a new Help Desk ticket.

Thank you for preparing now for this more secure, and much easier to use, CAC login to My Biz, My Workplace, and DCPDS!

### INSIDE THIS ISSUE

1 CAC Enabling DCPDS, MyBiz, My Workplace

2 NSPS Updates

2 Warriors to Work Program (WOW)

3 Employment Verification

4 New CPAC Deputy Director

4 The Importance of Checking Employment References

5 Civilian Human Resources Training Application System

5 Feedback

## NSPS updates: And the answer is....



Does the manager have to provide an updated PD or a new PD to reassign someone with a pay increase?

Answer: "A new position description is not required to support a reassignment. The new responsibilities, projects, duties must be communicated by the supervisor to the employee and documented either through the employee's position description or performance plan.

A request for personnel action (RPA) is required for all reassignments that include an increase in salary.

Clearance of the Priority Placement Program (PPP) is not required as long as the position does not have higher promotion potential (for example, reassign within PB 2 with target to PB-3).

CPAC's are not required to verify that a change of duties occurred.

CPAC's will ensure that the reassignments with pay increases have the appropriate higher level approval. The gatekeeper checklist will be used to document the approval"

## Warriors to Work

Wounded Warrior Project's Warriors to Work (WtoW) program helps individuals recovering from severe injuries received in the line of duty connect with the support and resources they need to build a career in the civilian workforce. It can be tough to transition into civilian life. It's even tougher to adjust to life after a serious injury.

Warriors to Work is a free service for the new generation of service men and women who have been injured in the line of duty. Go to [Getting Started](#) to contact our Warriors to Work manager for career guidance.

Our 2007-2008 Warriors to Work corporate sponsor, CSX has provided funding to help make this program a success. Go to [Featured Sponsor](#) to learn more about a career with CSX.



Ryan Kules, Warriors to Work Program Director  
7020 AC Skinner Pkwy, Suite 100  
Jacksonville, FL 32256  
Phone: 202-425-9272

Fax: 904-296-7347

Email address: <https://wtow.woundedwarriorproject.org/>

# Employment Verification

Anytime you need to have your employment or salary verified, such as when you apply for an apartment lease, car loans, mortgage, and other major loans, direct your bank, loan, or credit institution; background checking company; or even a prospective employer to the online Employment Verification Service.

What Information can be provided to a Lender/Verifier?

**Prove Your Employment - The Work Number** allows any third-party to easily, quickly, and securely verify your employment. Typically, employment verifications are needed when you are looking for a new job or applying for smaller amounts on a loan or credit application. Proof of employment contains information about you like your name and information about your employment like job title and length of service. It does not contain confidential income information. It does not contain performance reviews or other "subjective" information.

**Prove Your Income With a Salary Key - Employment & Income** verification allows anyone that you authorize to get quick, easy, accurate, and secure access to your employment and income information. Typically, this information is needed when you apply for larger loans, in connection with major financial transactions like buying a house or car, or when applying for a lease or other large extension of credit.



The proof of employment and income verification contains information on you, your job title, and length of employment as well as pay rates and amounts from your employer. It does not contain performance reviews or other "subjective" information.

To provide someone with proof of your employment and/or income follow the instructions below.

What is required to Access the Information?

To access employment information, provide the lender/verifier with:

- Department of Defense Code: 10365
  - Your Social Security Number
  - The number to call for their express verification 1-800-367-5690
2. To access employment and income information, provide the lender/verifier with:
- Department of Defense Code: 10365
  - Your Social Security Number
  - A Salary Key
  - The number to call for their express verification 1-800-367-5690.

How is a Salary Key Obtained?

You dial 1-800-EMP-AUTH or go to <http://www.theworknumber.com> when prompted, enter:

- The Department of Defense Code: 10365
- Your Social Security Number
- Your PIN: Your Temporary PIN is your Birthday (MMDD format). Do not include year. For example, if your Birthday is March 27 you would enter "0327". After you get in with your Temporary PIN, you can change it to any 4 -8 digit number. NOTE:

Your PIN should be a numerical digit if you plan to access the system by telephone.

Record the six-digit Salary Key for future reference. This key is to be given to the lender/verifier in order to access your employment and income information.

## New CPAC Deputy Director



As of March 31, 2008 the new Deputy Director of the Ft. Eustis Civilian Personnel Advisory Center (CPAC) is Mrs. Debbie Kelley. Ms. Kelley started her career with HR in 1976 at Fort Eustis, VA. She worked in a traditional CPO setting as a Staffing Clerk; in a combined personnel setting (Peninsula Civilian Personnel Support Activity) as Staffing Clerk/Assistant and advanced to Staffing Specialist servicing Forts Monroe, Eustis, and Lee as well as HQ DECA at Fort Lee. Army HR regionalization, and she was assigned to Fort Benning, GA where she served as a Lead Staffing Specialist. In February 2000, she was offered the opportunity to serve as a Generalist HR Specialist with the Army COE in Savannah, GA near Hunter Army Airfield where her husband was stationed. It was there that she received the call that once again she had the chance to be back at Fort Eustis and she returned in December 2004. While at Fort Eustis, she has been successful in passing the Professional HR Certification Exam. She enjoys being able to spend more time with her family now, as this is home. She is excited about the opportunity she now has in the CPAC as Deputy Director and plans to continue her career here at Fort Eustis.

### The Importance of Checking Employment References

Reference checking is a useful but underused tool in the hiring process. Communication with a candidate's reference should not be limited to confirming dates of employment and positions held. Ideally, it should include specific information that can form part of the overall assessment of a candidate's fitness for a position whenever possible. Failure to inquire about specific information concerning a candidate's past performance and abilities is a lost opportunity that may eventually lead to undesirable results.

Managers may be reluctant to discuss their experiences with a current or former employee. One concern seems to be fear of the potential for liability in a defamation suit. This concern has led many private sector employers to limit their references to confirming objectively verifiable information, such as dates of employment and salaries. However, federal employers do not have the same potential for exposure as private sector employers. Federal employers usually enjoy qualified immunity when checking references or providing references, as long as the discussion is limited in good faith to job-related matters in an effort to assess a candidate's fitness for the legitimate requirements of the contemplated position.



The key to giving and checking a reference is to keep the discussion specific, factual and job-related. When giving a reference, you should stick to the facts you personally observed. By focusing the discussion on facts, rather than opinions, allows prospective employers to form their own opinions. Similarly, when seeking a reference, you should ask probing questions about the work and work habits of the candidate. By drawing specific examples out of the former employer, you will obtain enough information to form your own judgment.

You may be concerned about the requirements of the Privacy Act when it comes to employment references. The Privacy Act protects certain types of information that is stored in a system of records, but it does not protect most job-related information that is independently based on your own personal observations in the workplace. If you stick to the employee's performance and work habits, it will be hard to dispute. For instance, it is never appropriate to discuss such things as disabilities, sick leave usage, religious practices, family circumstances, EEO complaints and other matters that are not strictly related to job requirements. In contrast, it is appropriate to discuss an employee's performance, without speculating as to the cause of any performance deficiencies. Appropriate subjects also include: the quality of an employee's work; the depth of an employee's knowledge of a subject matter; an employee's job skills and expertise; the timeliness of an employee's work; and the extent of an employee's compliance with rules.

Another relevant consideration in giving references involves settlement agreements. If we have settled a case with a former employee, the settlement agreement may provide for a "clean record" or a neutral reference. You should get detailed guidance from the CPAC on how to comply with a settlement agreement.

# Civilian Human Resources Training Application System

YOUR LEARNING PORTAL FOR THE FUTURE.....



Civilian Education System Leader Development Training  
Foundation Course  
Basic Course  
Intermediate Course  
Advanced Course

CHRTAS is now the on-line method for submitting your FY09, CES application. Beginning with the November 08 classes, your CES leader development experience begins here at <https://www.atrs.army.mil/channels/chrtas>.

## 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.