



CIVILIAN PERSONNEL ADVISORY CENTER
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EMPLOYEE/SUPERVISOR INFORMATION BULLETIN

#07-05 AUGUST 2005

This bulletin is designed to inform employees and supervisors of new civilian Human Resource issues and refresh their knowledge of existing policies and procedures. If you have topics you would like us to address, please contact your Human Resource Specialist.

TOPICS:

BRAC Transition Web Page

Army Civilian Drug Testing Program

Self-Identification of Handicap

Senior System Performance Ratings Due

Temporary Promotions VS Details

BRAC TRANSITION WEB PAGE

A new topic on the CPAC web page, <http://www.eustis.army.mil/cpac>, is "BRAC Transition". There you'll find a link to the Ft. Eustis BRAC Transition website, complete with the latest Town Hall slides and the date of the next scheduled Town Hall. Additionally, there is a link to the DoD website, <http://www.cpms.osd.mil/bractransition>. It includes information about various transition assistance programs and services, an employee brochure providing information on the reduction in force process, job placement programs, separation incentives, employee benefits and entitlements, a "Frequently Asked Questions" section concerning all transition assistance programs, links to military department BRAC websites, links to CARE's website, as well as links to pertinent job search websites and Department of Labor's Career One Stop. The CPAC will provide informational briefings on topics of interest during the monthly town hall meetings as well as individual counseling throughout the process. We are committed to keeping you informed and assisting those impacted.

ARMY CIVILIAN DRUG TESTING PROGRAM

The Army Civilian Drug Testing Program identifies specific positions, by title and grade, which are subject to random drug testing, reasonable suspicion drug testing and drug testing due to direct involvement with an on-duty accident that resulted in injury or damage to property. Only certain positions that meet the criteria outlined in the Army Drug Testing Plan are covered. There is a list of these types of positions in AR 600-85, Chapter 14.

Upon assignment to a Testing Designated Position (TDP), an employee is provided with a notice of being subject to random drug testing. Whenever an employee is subsequently assigned to another TDP, he/she is again given this notice. External candidates selected for TDPs may also be tested for drugs prior to appointment to the position.

Employees are randomly selected for testing using procedures similar to those in effect for military members. If positive results are received from the laboratory, and the installation's Medical Review Officer concurs with the findings, then the employee is immediately removed from his/her TDP pending investigation. The employee is referred to the Employee Assistance Program for substance abuse counseling and a determination is made regarding which disciplinary action, to include removal, would be the most appropriate.

SELF-IDENTIFICATION OF HANDICAP

Employees are reminded that the Self-Identification of Handicap Form, SF-256, is available on the General Services Administration's website, www.gsa.gov, by selecting "Federal Forms" from the "e-Tools: Online Services" heading (on the right hand side of the homepage).

If your self-identification code or status has recently changed, please remember to complete an updated SF-256 and provide it to your servicing CPAC. The form contains a code that may be selected for those not wishing to identify their specific disabilities.

SENIOR SYSTEM PERFORMANCE RATINGS DUE

As a reminder, performance ratings are due by 14 August for all GM/WS/GS-13 and above employees for the rating period 1 July through 30 June. Also, remember that the ratings must be submitted to the Civilian Personnel Operations Center (CPOC) before any awards can be processed via the

Automated Nature of Action (AUTONOA) program. In addition, performance plans/objectives for the new rating cycle are to be provided to employees within 30 days from the beginning the new rating cycle.

TEMPORARY PROMOTION VS DETAIL

Temporary Promotion

A temporary promotion is the temporary assignment of an employee to a higher graded position for a specified period with the employee returning to his/her permanent position upon the expiration of the temporary action. **The employee must meet the same qualification requirements that are necessary for a permanent promotion (specialized experience; time-in-grade; etc.).** The temporarily promoted employee receives the higher graded salary for the period assigned and gains quality experience and time-in-grade at the higher grade level.

Detail

A detail is the temporary assignment of an employee to a different position or set of duties for a specified period with the employee returning to his/her original position at the end of the detail. Officially, the employee continues to hold the position from which detailed and **keeps the same status and pay. Employees need not meet the qualification requirements (specialized experience; time-in-grade; etc.), except for any minimum educational, licensure and certification requirements, in order to be detailed.**

CIVILIAN PERSONNEL ONLINE (CPOL)

Beginning on or about 21 July 05, the CPOL home page was redesigned. The look is new, but the page still provides all the useful information you are accustomed to finding on this handy website: www.cpol.army.mil. Here is a

preview of the new look:

U.S. ARMY CIVILIAN PERSONNEL ON-LINE *Cpol*

The U.S. Army has employed civilians since 1776 in support of men and women in uniform. The Department of Defense is America's oldest, largest, busiest, and most successful "company". Today, with over 250,000 civilian employees, the Army is the Department of Defense's largest federal employer.

Employment Opportunities Around the World

Top Army Initiatives

- [NSPS Army National Security Personnel System](#)
- [Current BRAC Information](#)
- [No Fear Act Notice](#)

<h4>Employment</h4> <p>Become a Civilian Army of One. Visit our Employment page and discover countless opportunities to join the Army as a Civilian. The Army has a wealth of challenging jobs with progressive employment practices, a family friendly atmosphere, exceptional benefits, and a diverse workforce.</p>	<h4>References & Tools</h4> <p>We offer various reference information and tools to assist with questions concerning Civilian Human Resources.</p>	<h4>Employee Portal</h4> <p>The CPOL Portal is a one-stop site that provides access to all the information you may need as a Civilian supervisor or employee working for the Army.</p> <p>→ Employee Login (with an AKO account)</p> <p>→ Click Here if you need an AKO account.</p>
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System Announcements

- [Jan 30 - Application Downtimes](#)
- [Jan 26 - Army deployment of new Resume Builder/Answer tool](#)
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[Attached you will find the monthly CPAC information bulletin. 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.](#)