



CIVILIAN PERSONNEL ADVISORY CENTER
670 Lee Blvd
Fort Eustis, Virginia 23604-5096



EMPLOYEE/SUPERVISOR INFORMATION BULLETIN

#02-05 February 2005

We are pleased to release the first CPAC information bulletin. 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:

New On-The-Job Injury Claim Procedures
Compensatory Time for Time Spent Traveling
Recording Time and Attendance for Compensatory Travel Time
Weingarten Notice (Representation Rights)
New Resume Builder / Answer Tool
Civilian Human Resource Annual Evaluation
Department of Defense National Security Personnel System (NSPS) Update
Army CPOL Portal

BENEFITS

New On-The-Job Injury Claim Procedures

Employees injured on the job must now enter their claim electronically in the Electronic Data Interchange (EDI) system. The hand written CA-1 and CA-2 are no longer accepted. The EDI system can be accessed from the CPAC website <http://www.eustis.army.mil/cpac/FECA.htm>. Click on "**Electronic Data Interchange**" and follow the instructions. The supervisor and employee should enter the claim as soon as possible. The supervisor should enter the claim if the injured employee is unavailable or unable to jointly enter the claim. After all of the required information has been entered into EDI, the supervisor and the employee/designee should view the claim, **print a copy**, and Submit the Claim. The printed copy should be signed and sent to the Injury Compensation Program Administrators (ICPAs), located in the CPAC, 670 Lee Blvd, Fort Eustis, VA 23608-5096. The supervisor is responsible for obtaining all signatures

(employee/designee, witnesses, and supervisor). Questions should be directed to Cindy Comer 878-5749 or Judith Johnston 878-2125.

PAY & LEAVE

Compensatory Time for Time Spent Traveling

The Federal Workforce Flexibility Act of 2004 authorized the accrual of compensatory time for time spent in an officially authorized travel status. Interim regulations effective 28 January 2005, were issued by the Office of Personnel Management in Federal Register Vol. 70, No. 17, 27 January 2005. Unless performing actual work, employees exempted from the Fair Labor Standards Act (FLSA) were not previously compensated for travel time outside their tour of duty. This is a separate category of compensatory time and must be used within 26 pay periods or it will be lost. Travel compensatory time earned will NOT convert to pay at the end of 26 pay periods and will not be transferred to another agency. Employees entitled to compensation, under another rule or regulation, for time spent traveling outside their regular tour hours, will not be eligible for compensatory time covered by this act. Travel time includes the time spent traveling between the official duty station and a temporary duty station or between two duty stations and the usual waiting time. Usual waiting time is the time required to get to the airport, prior to a flight, and time waiting for a connecting flight. Meal periods are excluded. Army requires compensatory time be requested and approved in advance, therefore anticipated compensatory travel time should be based on pre-travel itineraries. Compensatory time for travel may be earned and taken in 15 minute increments. Additional information will be provided as it becomes available. Please contact your CPAC HR Specialist for assistance.

Recording Time and Attendance for Compensatory Travel Time

Modification of the Defense Civilian Pay System (DCPS) and time and attendance systems is pending. DFAS has established two digit payroll codes for this special category of compensatory time (CB earned and CF used). Once the DCPS and time and attendance systems are modified, **adjusted time and attendance must be submitted** and processed to retroactively update compensatory time earned, compensatory time used, and to compute the compensatory time balances (including the appropriate date of forfeiture). Until DFAS completes system modifications, timecard keepers **must manually track** the following data for both earned and used travel compensatory time - preferably on a spreadsheet:

- the pay period ending dates (needed to identify forfeiture date),
- the number of hours & date compensatory time earned,
- the number of hours & date compensatory time used, and
- the ending balance

Data collected on employees leaving government service during this interim period should be forwarded to the payroll office for manual posting to the pay record. Employees who separate or are placed in a LWOP status for active duty military or due to an on the job injury (receiving pay from the Office of Workmen's Compensation) are entitled to restoration of their unused compensatory travel time when they return to duty. Therefore, data collected on these employees must also be maintained.

Labor Relations

Weingarten Notice (Representation Rights)

Under Title 5, United States Code, section 7114(a)(2)(B), an employee being examined in an investigation (an investigatory examination or interview) is entitled to union representation if the examination is conducted by a representative of the agency, the employee reasonably believes that the examination may result in disciplinary action, and the employee asks for representation.

Specifically, Section 7114(a) of Title 5, United States Code states:

“(2) An exclusive representative of an appropriate unit in an agency shall be given the opportunity to be represented at---

(B) any examination of an employee in the unit by a representative of the agency in connection with an investigation if---

(i) the employee reasonably believes that the examination may result in disciplinary action against the employee; and

(ii) the employee requests representation.”

This right is commonly referred to as the “Weingarten” right, based on the U.S. Supreme Court’s private sector labor decision in *NLRB v. J. Weingarten, Inc.*, 420 U.S. 251 (1975). In addition to affording employees these “Weingarten” rights, the Statute, at 5 USC section 7114(a)(3), requires each agency to “annually inform its employees of their rights under paragraph (2)(B) of this subsection.” The Fort Eustis CPAC accomplishes the notifications through email annually and also makes it available continuously on our website at

http://www.eustis.army.mil/CPAC/_private/Labor/NOTICE%20OF%20RIGHT.doc

The employee’s right to request representation as a condition of participation in an examination is limited to situations where the employee reasonably believes the investigation may result in disciplinary action. The right does not extend to “run-of-the-mill” shop floor conversations, for example, work instructions, training, corrections of work techniques, or counseling sessions. In such cases, there normally will not be any reasonable basis for an employee to fear that any adverse impact may result from the interview. Therefore, no reasonable basis for the employee to seek the assistance of a representative exists.

The Federal Labor Relations Authority has held that the right of the union to be represented includes the right to effectively represent the employee. The union representative must be allowed as much latitude as is consistent to maintain an orderly investigative process. On the other hand, the union representative should not be permitted to substitute his/her answers to questions for those of the employee or to prevent the employee from answering questions.

Additional information regarding "Weingarten" rights can be obtained at <http://cpol.army.mil/library/permis/4122.html>.

Questions concerning the above can be addressed to your CPAC HR Specialist. In all cases, managers/supervisors should contact the CPAC for guidance before denying the rights to representation to any non-supervisory employee.

STAFFING

NEW RESUME BUILDER / ANSWER TOOL

On 18 January 2005, Army deployed a new version of our Army civilian Resume Builder and ANSWER. The deployment of the new Resume Builder modernized, simplified and shortens the application process. The new tool combines both the Resume Builder and ANSWER into one application providing a number of benefits to applicants. Users with existing Resume Builder and ANSWER accounts should log in as "Registered Users" when first accessing the new Resume Builder/ANSWER application. You will be prompted to verify/update your registration information.

Enhancements and features of our new Resume Builder / ANSWER are:

- Army Civilian Resume Builder and ANSWER now together under one login process.
- Capability to toggle between Resume Builder and ANSWER.
- User friendly/Menu driven - no more scrolling down one long page.
- Enhanced "copy/cut" and "paste" capabilities - able to copy/cut from ANSWER and paste into Resume Builder.
- Worksheet formats available for work experience, education and additional information puts information in proper format.
- New job experience entries will automatically be entered at the beginning of the resume.
- One large box for job experience versus six individual boxes - allows for more flexibility.
- Up to 12,000 characters for job experience description.
- Status tracking enhanced - only last 25 entries displayed, with option to view more.
- Enhanced "Help Menus" available for applicant's use.

HQDA will soon be adding a new ScreenCam to the Resume Builder application on their CPOLE website. In the interim, the link below may be used. For those users who do not have audio capability on their computers, a script is also included. The ScreenCam size is 11.4 MB and runs 17 minutes. It is primarily for new users.

ScreenCam: <http://www.chra.army.mil/howtomovies/Army-Resume-Builder.exe>

Script: http://www.chra.army.mil/howtomovies/Army-Resume-Builder_Script.doc

To learn more about employment with Army, visit our website at: <http://cpol.army.mil>

Frequently asked Questions and Answers follow.

Q: What is the difference between the old and new version and why the change?

A: The new version combines both the Resume Builder and ANSWER into one application providing a number of benefits to applicants. Changes and enhancements were necessary to modernize, simplify and integrate requirements of the Office of Personnel Management's new "Recruitment One-Stop" initiative.

Q: What are the changes and enhancements in the new version?

A: Since Resume Builder and ANSWER are combined, you can access both with one login. You can toggle between Resume Builder and ANSWER. There are enhanced "copy", "cut", and "paste" features. New job experience entries will be automatically entered at the beginning of the resume. Users can opt to enter job experience in one large text box versus six individual boxes - allowing more flexibility, OR you may continue to use the worksheet formats for entering work experience, education and additional information ensuring information is submitted in proper format. There are more help menus and wizards to assist you in answering questions and entering information.

Q: Will my resume in the current Army Resume Builder automatically transfer to the NEW Army Resume Builder/ANSWER Tool?

A: **NO**. Although efforts were made, the infrastructure changes are too significant to allow an automatic transfer. Your resume will not appear in the new resume builder. However, a text copy of your resume will be accessible to you through the ANSWER system.

Q: What must I do to ensure a copy of my resume is stored in the new Resume Builder?

A: Basically, you must access the new Resume Builder. If you have an existing account in the current Resume Builder, you will log in as a "Registered User." Once you have verified your registration information in the new Resume Builder, you must create your resume. We recommend you do this by first accessing your text resume from ANSWER, highlight and copy your resume into a word processing document such as Microsoft Word or Word Perfect. Be sure to save this document. When you are ready to create your resume in the new Resume Builder, you may "cut and paste" pertinent sections of your resume you saved in your word processing document into the applicable worksheet blocks in the new Resume Builder.

Q: If I already have a current resume in the centralized RESUMIX database, do I have to create a copy of my resume in the new Resume Builder?

A: **NO**. Your current resume will remain in the centralized RESUMIX database and you may continue to apply for job openings. **HOWEVER, it is to your advantage** to establish a resume in the new Resume Builder to allow you to easily change, edit and make future changes to your resume.

Q: What is the difference between the Army Resume Builder and the centralized RESUMIX database?

A: Although related, they are entirely separate systems. The Army Resume Builder is a tool for your personal use in creating, storing and sending your resume to Centralized RESUMIX to apply for jobs in Army. Centralized RESUMIX is a separate database system where resumes are received and evaluated for job openings. Although the resume you create and store in the Army Resume Builder may be accessed and edited at your leisure, you MUST ALSO submit that resume to the Centralized RESUMIX database in order to receive consideration for those vacancies for which you have submitted a self-nomination. The resume you view in ANSWER is the resume that is in the Centralized RESUMIX database.

Q: How many resumes may I have on file in the Resume Builder at one time? In centralized RESUMIX?

A: One resume in each system. When you make and save changes to your resume in the Resume Builder, you overwrite your existing resume. When you submit an updated resume to the centralized RESUMIX database, your previous resume will be replaced with the new resume.

Q: Will it still be necessary to send Supplemental Data with my resume?

A: YES. If you do not submit the Supplemental Data, or the Supplemental Data is incomplete, your resume will not be processed. The supplemental data format can be found in the new Army Resume Builder as well.

Q: How long will it take to process a resume in the new Resume Builder?

A: Resumes submitted to the centralized RESUMIX database from the new Resume Builder (PREFERRED METHOD) are flowed electronically and are normally received within 5 to 10 minutes (on rare occasions it may take an hour or more depending on the traffic). The initial implementation of Resume Builder will generate increased traffic so it may take longer until the bulk of newly submitted resumes have flowed. You will receive an immediate notification that your resume has been submitted to Centralized RESUMIX. It is very important that following receipt of that notification, you access ANSWER to determine and verify that your resume has been posted in the centralized RESUMIX database. If you choose to submit a hard-copy resume via regular mail or regular e-mail to the Centralized Resume Processing Center, it will normally take 3 workdays to process.

Q: Must I complete the Supplemental Data Information in the new Army Resume Builder if I have already done so in the old?

A: YES.

Q: How long will my current resume remain accessible to me in the ANSWER system?

A: A text copy of your resume will remain in ANSWER. You will be able to retrieve and make a copy of your resume and supplemental data information from our ANSWER system at any time.

Q: When should a resume in centralized RESUMIX be updated?

A: The important events causing you to update your resume remain the same and include: A change in position or duties such as a promotion, reassignment, detail or work schedule; a change in your personal information such as Name, Phone and Address; a change in your training and/or educational courses or degree programs; when you have accepted a permanent or temporary position offered through a RESUMIX referral. Once you are again available to apply for jobs, you MUST submit a new resume.

Q: Will there be any changes to ANSWER?

A: YES. In addition to being combined with the Army Resume Builder, only the last 25 status entries will be displayed instead of the entire history. You will have an option to view more than 25 if you wish. For those of you not familiar with our ANSWER system it stands for "Army Notification System Web Enabled Response System" and is designed to allow you to obtain information on the status of your resume, job vacancies for which you have submitted your resume, and your referral status. You may also view your resume and supplemental data.

Q: May I get a copy of my resume after I submit it?

A: YES, you can access your resume through ANSWER where you may print a copy. You may also access your resume through the Resume Builder where you can email a copy to yourself or print your resume.

Q: How do I get assistance resetting my Resume Builder password?

A: You will no longer have to make a request to have your password reset. You will be able to retrieve or change your USERID and password.

Q: Can I still submit a resume to Centralized RESUMIX by hard-copy or e-mail?

A: YES. This procedure has not changed. For complete instructions, you may access our on-line Job Application Kit at <http://cpol.army.mil/library/employment/jobkit>.

MISCELLANEOUS

Civilian Human Resource Annual Evaluation

The Civilian Human Resource FY 04 Annual Evaluation is now available <http://cpol.army.mil/library/civplans/04eval/>. The survey is based on data from the FY 03 administration of the Army Civilian Attitude Survey. Our thanks to everyone who provided input.

Department of Defense National Security Personnel System (NSPS) Update

The Department of Defense National Security Personnel System (NSPS) has moved closer to implementation. Designated Defense employee organizations, at various sites are scheduled for inclusion in the initial implementation of NSPS by groups called Spirals.

Spiral One will include approximately 300,000 general schedule employees in the U.S. which include Army, Navy, Marine Corps, Air Force, and other Department of Defense civilian employees. Spiral One will be implemented in three phases over an 18-month period beginning as early as July 2005. The first group of employees will number about 60,000. **Fort Eustis has employees designated for each of the three phases.** The affected employees were notified in December 2004 and include employees of TACOM (Watercraft Inspection Branch) and the CPAC who are scheduled for conversion in Spiral 1.1. They will be followed by employees of the US Army Aviation and Missile Command (Special Operations Directorate) in Spiral 1.2 and the US Army Medical Command (MEDDAC/DENTAC/Mid-Atlantic Veterinary Command) in Spiral 1.3. Secretary of the Navy, England, who serves as the DoD senior executive overseeing NSPS, stated the NSPS Labor Relations system is scheduled to be implemented across the Department of Defense by summer 2005.

Since NSPS was signed into law on Nov. 24, 2003, DoD officials and the Office of Personnel and Management have been working with DoD employees, to include supervisors, managers, human resources and equal employment opportunity practitioners, general counsel and financial management professionals, and union officials to develop design options for the new civilian personnel management system. The proposed regulations will appear in the Federal Register soon for the formal public comment period, as well as a period for a formal "meet and confer" process with employee representatives to discuss the proposed regulations. Upon completion of the comment period, the department will develop more specific implementing regulations, which are expected to be finalized in the spring.

The announcement of the first phase of Spiral One participants at this time allows the leadership of those affected organizations to position themselves and look ahead to help prepare DoD employees for the conversion. This will include training in what are called "soft skills," such as interpersonal communication, team building, and conflict management, to help people adjust to the change.

Army CPOL Portal

On 20 December 2004, Army deployed the [Army CPOL Portal](http://www.eustis.army.mil/cpac/) - <http://www.eustis.army.mil/cpac/>. No login is necessary to access general employment information or research the policy and guidance library. However, AKO account holders may login to the "**Employee Portal**" using their AKO account. The **Employee Portal** is a one-stop site that provides access to all the information a civilian employee may need. The Portal provides access to applications, information, news, benefits and much more.

First time users who need help navigating the Portal may access the  function to view online tips about the portal and to download short "how-to" video tutorials. In the near future, Army plans to make a "mini-OPF" (online version of the Official Personnel File-OPF) available to employees. Use the Employee Portal today and learn the latest in "**What New?**" and "**Civilian News**".