



# Fort Eustis CPAC

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www.eustis.army.mil/cpac  
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## EMERGENCY SITUATIONS

Inside this issue:

Warmer temperatures have brought an increased risk of severe weather which could negatively impact the Federal workforce and their families. The U.S. Office of Personnel Management (OPM) is concerned about the health and safety of individuals whose lives may be affected, as are we.

Because of this, OPM recently sent a memorandum reminding human resources offices of the various flexibilities available to assist Federal employees affected by severe weather conditions and their aftermath or other emergency situations. The memorandum included a link regarding pay and leave benefits and employee and family support benefits.

OPM's *Handbook on Pay and Leave Benefits for Federal Employees Affected by Severe Weather Conditions or Other Emergency Situations* provides a general summary of the pay and leave benefits available to Federal employees prevented from working, or required to work, in an area affected by emergency situations. The *Handbook* is available at [http://www.opm.gov/oca/compmemo/2008/HandbookForEmergencies\(PayAndLeave\).pdf](http://www.opm.gov/oca/compmemo/2008/HandbookForEmergencies(PayAndLeave).pdf).

Benefits for Federal employees and eligible family members remain unchanged during emergency situations. Information about employee and family support benefits and policies is available at [www.opm.gov/pandemic/employees/benefits/index.aspx](http://www.opm.gov/pandemic/employees/benefits/index.aspx).

## COMPETITIVE STATUS

Do you know what competitive status is? Competitive status is an employee's basic eligibility for noncompetitive assignment (e.g., by transfer, promotion, reassignment, demotion, or reinstatement) to a position in the competitive service without having to compete with members of the general public in an open competitive examination. Competitive status belongs to an employee, not to a position. A person on a career or career-conditional appointment acquires competitive status upon satisfactory completion of a probationary period. It may also be granted by statute, Executive Order, or civil service rules without competitive examination, for example, former overseas employees.

Take a look at your Notification of Personnel Actions (SF-50s) often. If you are unsure of your personal competitive status, feel free to seek advice from your organization's CPAC representative or your CPAC servicing specialist.

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## MANDATORY SUPERVISORY TRAINING FOR ALL SUPERVISORS (MILITARY AND CIVILIAN) SUPERVISING ARMY CIVILIANS

The 2010 National Defense Authorization Act (NDAA) outlines specific requirements for mandatory supervisory training.

- First time supervisors with less than one year of supervising Army Civilians are required to complete supervisory training no later than 12 months after the date on which they were appointed to their current supervisory position. The Office of Personnel Management requires that supervisory training be completed as a condition of the new supervisor's one year probationary period during which the new supervisor is evaluated for qualities and characteristics essential for effective performance, and if unsuccessful, is removed from the position.

Additionally, all supervisors of Army Civilians are required to complete refresher/sustainment training at least once every 3 years.



The Army has implemented the following policies to bring all supervisors of Army Civilians into compliance with DOD and NDAA requirements:

a. The Army recognizes the TRADOC on-line **Supervisor Development Course (SDC)** as being the single method of instruction for providing mandatory supervisor training. The SDC is required for first time and refresher/sustainment supervisor training iterations. The SDC is managed by the Army Management Staff College and is located at <http://www.train.army.mil> (course number ACCP 131 F21).

b. Supervisors who have not completed supervisor training can complete either the SDC or the **Human Resources (HR) for Supervisors Course** before September 30, 2011 to satisfy the mandatory supervisory training requirement.

c. Army supervisors must submit their completed supervisor training documentation for inclusion in their civilian personnel records or official military personnel file. Commands will track compliance of supervisory training completion for all supervisors (military and civilian) within their command. All documentation of completed supervisor training (SDC or HR for Supervisors) is required to be recorded in the appropriate record system by September 30, 2011.

d. Commands are required to report 100 percent compliance of the FY11 requirements by December 31, 2011 to HQDA G-37/training directorate. This report will be a yearly requirement that will be included in the Army's report to Congress. Reporting forms will be sent to the commands in the first quarter of each fiscal year.

For FY12 and the out years, the SDC on-line course is the Army's supervisor training course and the only course that can be reported as



## MANDATORY SUPERVISORY TRAINING FOR ALL SUPERVISORS (MILITARY AND CIVILIAN) SUPERVISING ARMY CIVILIANS (Cont.)

meeting the requirement for mandatory supervisor training. Commands and supervisors are required to comply with the Army mandatory supervisory training policy.

a. First time supervisors with less than one year of supervising Army Civilians will complete the SDC on-line course during their one year probationary period.

b. All supervisors will complete the SDC on-line course at least once every 3 years to meet the refresher/sustainment training requirements.

c. All completed supervisor training will be reported to the commands and submitted for inclusion in civilian personnel records or the military official personnel files.

Additionally, in order to meet the NDAA leader development requirement, all Army Civilian supervisors are required to complete the requisite **Civilian Education System (CES) Leader Development Course** for their grade level.

- Supervisors in grades GS-5 through GS-9 must complete the CES basic course.
- Supervisors in grades GS-10 through GS-12 must complete the CES intermediate course.
- Supervisors in grades GS-13 through GS-15 must complete the CES advanced course.



## MYPAY GOES MOBILE!

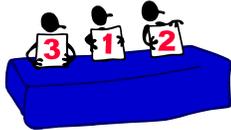
Defense Finance and Accounting Services (DFAS) has announced that many myPay on-line services can now be accessed from mobile devices with a built in web browser such as Android, BlackBerry, iPhone, or other Smartphone, or iPod touch device.

Simply visit <https://myPay.dfas.mil> and start accessing your account any-time, anywhere. Sign on with the same Login ID and Password you use to access your accounts online.





## ADDITIONAL INFORMATION ON CATEGORY RATING



The September 2010 issue of the CPAC Bulletin included an article on Federal Recruitment and Hiring which covered the category rating process. The purpose of category rating is to increase the number of qualified applicants an agency has to choose from for selection while preserving veterans' preference rights. The category rating approach gives agencies the flexibility to assess and select from among applicants in the highest quality category without regard to the "rule of three." President Obama's memorandum dated 11 May 2010, Subject: Improving the Federal Recruitment and Hiring Process stated that there is a new requirement that category rating be used when issuing delegated examining certificates. The memorandum mandated that this change be implemented by 1 Nov 2010. A Category Rating Fact Sheet can be found on the OPM website at [http://www.opm.gov/employ/category\\_rating/cr\\_factsheet.pdf](http://www.opm.gov/employ/category_rating/cr_factsheet.pdf).

## DO YOU KNOW WHAT TO DO IF YOU HAVE QUESTIONS ABOUT THE STATUS OF YOUR APPLICATION OR QUALIFICATION DETERMINATION FOR AN ARMY VACANCY ANNOUNCEMENT?

If you apply for an Army Vacancy announcement and have questions about your qualification determination, status of resumes, application procedures, etc., you may submit an inquiry to the Central Applicant Help using the Applicant Notification System Web-Enabled Response (ANSWER) system. To process the inquiry, you will need to provide specific information concerning the nature of the inquiry to include your name, last four digits of your social security number and the vacancy announcement number.



For inquires relating to qualification determinations, you must provide specific information indicating why you believe the original decision was improper; specific justification to support the claim that you met the qualification criteria described on the vacancy announcement, and any other pertinent information that would support the request and enable the reviewing office to reevaluate the decision. Inquiries lacking specific information will be returned. Depending on the nature of the inquiry, you should receive a direct response within two to four business days from the Central Resume Processing Center (CRPC) or the Civilian Personnel Advisory Center (CPAC).



## GENERAL SCHEDULE WITHIN-GRADE INCREASES

Law and regulations state that a GS employee's performance must be at an acceptable level of competence, as determined by the head of an agency (or designee), before the agency may grant a within-grade increase to that employee (5 U.S.C. 5335 and 5 CFR part 531, subpart D). An acceptable level of competence is signified by achieving a rating of record of Fully Successful (or equivalent) or higher (5 CFR 531.404(a) and 531.409). Employees with ratings of record below the Fully Successful level (or equivalent) are not eligible for within-grade increases and must not receive such increases.



Leadership is responsible for properly implementing this statutory and regulatory requirement and ensuring that within-grade increases are not granted to employees with ratings of record below the Fully Successful level. The payment of within-grade increases should never be viewed as automatic or routine. Additional information on within-grade increase eligibility and payment requirements can be found at <http://www.opm.gov/oca/pay/HTML/wgifact.asp>.

## IMPACT OF TIME IN NONPAY STATUS

Do you know the effect of extended leave without pay (LWOP) (or other nonpay status) on Federal benefits and programs? The Office of Personnel Management (OPM) has recently re-published a table reflecting various benefits and how time in nonpay status impacts those benefits. Additional information can be obtained at [http://www.opm.gov/oca/leave/html/LWOP\\_eff.asp](http://www.opm.gov/oca/leave/html/LWOP_eff.asp).

## LEAVE ADMINISTRATION

Leave is an important benefit for federal employees. When administered properly by supervisors and when properly requested and utilized by employees, there can be harmony between the need for employees to exercise their leave requests and management's need to accomplish the organization's mission. It is when supervisors fail to properly administer and monitor employee leave or when employees abuse their leave entitlements that problems arise. It is important for both supervisors and employees to understand leave entitlements, as well as their responsibilities in administering and complying with agency leave policies and procedures.



Excessive unscheduled leave is one of the major problems we see in organizations and deal with as Labor-Management/Employee Specialists. Unlike scheduled leave, excessive unscheduled leave has a detrimental impact on mission accomplishment because management cannot plan ahead to ensure they have the proper manning to meet mission



### LEAVE ADMINISTRATION (CONT.)

requirements. Employees who use excessive amounts of unscheduled leave or otherwise abuse their leave will eventually find themselves on a leave restriction (where they have to bring in medical documentation to support all sick leave absences) or facing formal disciplinary action. Supervisors need to deal with leave abusers early to correct their behavior. One rule of thumb for supervisors regarding leave abuse is that if they have an employee with zero or near zero leave balances; and that employee is not new to the federal government, or has not had a prolonged illness or a family member with a prolonged illness, then that employee is likely to be a leave abuser.



Another problem supervisors have to deal with is the tardy employee. Employees who habitually come to work late, even if it is only 5 or 10 minutes, think they are entitled to take leave to account for their tardiness or work late to make up the time. This is wrong. Employees who generally have good attendance records should be allowed to take leave or work to make up their time for an isolated instance of tardy, but employees who are habitually tardy should be counseled, marked AWOL for their lateness, and formally disciplined when they do not respond to counseling. Employees who habitually come to work late will always have an excuse as to why they are late, but it is each employee's responsibility to be at work and ready to work on time.

Supervisors or employees with questions regarding leave administration or leave entitlements may contact their servicing Labor-Management/Employee Relations (LMER) Specialist in the CPAC office for advice and guidance.

### SICK LEAVE FOR FEDERAL EMPLOYEES RETIREMENT SYSTEM (FERS) EMPLOYEES

On October 28, 2009, President Obama signed the National Defense Authorization Act for Fiscal Year 2010. The new law allows employees covered by the FERS to receive credit for unused sick leave toward their retirement annuity, as is currently the case for employees covered by the older Civil Service Retirement System (CSRS).



The provision reduces the incentive for employees to use sick leave as they approach retirement. The Office of Personnel Management (OPM) estimated in 2009 that the "use it or lose it" system resulted in \$68 million in lost productivity each year.

**NOTE:** For federal employees under the FERS system who were anticipating getting credit for their unused sick leave upon retirement, take note that the new system will not take effect immediately, but will be phased in.



## **SICK LEAVE FOR FEDERAL EMPLOYEES RETIREMENT SYSTEM (FERS) EMPLOYEES (CONT.)**

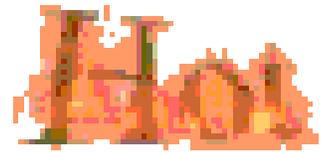
This means that until December 31, 2013, employees would receive a credit of 50 percent for unused sick leave. After this date, they would receive full credit for their unused leave.

For individuals who have transferred to FERS with a CSRS component, only the sick leave not included in the CSRS part of the calculation will be available under FERS.

## **CHANGES TO THE ARMY BENEFITS – CIVILIAN (ABC-C) WEBSITE (<https://www.abc.army.mil>)**

**1. If you have not seen the “What’s Hot” section in awhile, check out the ABC-C’S New Employee Benefits Tool Kit, the “New Employee Orientation Briefing”, and the “Retirement Forms Preparation Briefing”.**

The ABC-C is proud to offer this one-stop, streamlined page, designed to introduce new employees to the ABC-C and its services, provide information and tools on retirement and insurance benefits, and much more. The tool kit includes ABC-C’s recently-announced automated and self-paced “New Employee Benefits Briefing,” and also an email inquiry box to allow appointees to contact the ABC-C with questions prior to the entrance on duty date.



The New Employee Benefits Tool Kit will make benefits inprocessing more efficient and allow appointees to get a head start on learning about the Federal benefits available to them. Employees will have the references needed to make educated decisions regarding benefits that will protect them and their family members today and tomorrow.

The New Employee Benefits Tool Kit is now available on the ABC-C website at <https://www.abc.army.mil/NewEmployee/NewEmployeeToolKit.htm>, or from the ABC-C Homepage <https://www.abc.army.mil> -> What’s Hot -> New Employee Benefits Tool Kit.



## CHANGES TO THE ARMY BENEFITS – CIVILIAN (ABC-C) WEBSITE (<https://www.abc.army.mil>) (CONT).

2. A Link to the Office of Personnel Management's (OPM's) Life Cycle Events page has been added to the "Announcements" section (<http://www.opm.gov/insure/lifeevents/index.asp>). Life Cycle Events is a listing of common events that may occur during your federal career. It is divided into three sections: me/my family, job, and retirement. When you click on a question, you will see what actions you may need to take for each of the following programs: Federal Employees Health Benefits (FEHB) Program, Federal Employees Dental and Vision Insurance Program (FEDVIP), Federal Flexible Spending Account Program (FSAFEDS), Federal Long Term Care Insurance Program (FLTCIP), and Federal Employees' Group Life Insurance (FEGLI).

3. A new page titled "Social Security" has been added under the "Benefits Topics" section. Employees can find links to apply for social security online, frequently asked questions, Medicare information, social security and government employees, social security benefit estimator, social security webinars and what can be done online at social security.

4. The "Date of Retirement (DOR) Change/Withdrawal Form" has been posted under the "Benefits Topics" section, then select "Forms" then "Retirement", "General Retirement Forms." Employees who have submitted their application for retirement to the ABC-C and decide to change the effective date of their retirement or withdraw their application need to complete this form and FAX it to the ABC-C (FAX number is on the form).

### DEPARTMENT OF THE ARMY'S WORKERS' COMPENSATION PROGRAM

Workers Compensation is an expensive program. In the last 6 years, Army spent more than \$1 billion on Workers Compensation, and the majority of this money has gone to claimants who have not been returned to work status. There was good news in 2010: Army decreased its total bill. While our medical bill increased from \$49,011,081 in 2009 to \$50,646,986 in 2010, and our death claim payments to survivors increased from \$11,672,000 in 2009 to \$12,489,000 in 2010, the Army made a dramatic decrease in compensation, from \$121,092,000 in 2009 to \$114,099,000 in 2010. The total bill for 2010 was \$177,236,987. There are five initiatives focusing on improving program management and execution to continue Federal Employees' Compensation Act (FECA) long-term case and cost reduction.





## DEPARTMENT OF THE ARMY'S WORKERS' COMPENSATION PROGRAM (CONT.)

AG-1(CP) is beginning the third Lean Six Sigma (LSS) study on Workers Compensation. This study is again in partnership with the Office of the Assistant Secretary of the Army for Installations and Environment (OSA (I&E)), as the second study was, with additional technical support from the M&RA/G-1 LSS Deployment Center.

The Army Program Manager has written the final draft of the Army Office of Workers' Compensation Programs (OWCP) Implementing Guidance which is being released to the Commands and Civilian Human Resources Agency (CHRA) for formal coordination. The guidance places greater emphasis on returning claimants to duty as quickly as possible to prevent increases in the number of long term cases and focuses on reducing the number of existing long term claimants through return to duty initiatives using the Department of Defense Pipeline Program.



The OWCP Program Manager is working with the Civilian Information Systems Division in partnership with the DoD Civilian Personnel Management Service Injury Compensation Unit, to develop a "Dashboard" that will provide program statistics on the execution of the Workers Compensation Program by CHRA Region and by Command.

The Army Audit Agency is currently auditing the Workers Compensation Program. The Audit Team will visit USACEHQ, Aberdeen Proving Ground, IMCOMHQ, Red River Depot, Redstone Arsenal, Anniston Depot, USACE Vicksburg, Fort Lewis, and Fort Polk. A final report is expected in January 2012.

The OASA (I&E) is assembling a Synchronization Group, composed of GS-15 and Senior Executive Service (SES) leaders, to discuss workers compensation and related issues. Invitations for membership in this group have been sent out, with the first meeting date to be set soon.



## NEW AWARDS SUBMISSION WEBSITE FOR MANAGERS

Great and exciting news from the CHRA AutoNOA Team! A new “Awards” submission website is now available for use by Managers (User’s who’s DCPDS accounts end with –MGR or –MGA). This website allows for the creation and processing of (Individual or Mass) 840-Performance Awards, 846-Time-Off Awards, or 849-On-the-Spot or Special Act Awards.

Managers who already have RPA Requester access in DCPDS, will easily be able to pull their employees from a drop down list to “request” the awards. The requester must also assign an “Authorizer”. The Authorizer is someone in their organization who is already assigned as “Authorizer” in DCPDS. The Authorizer will receive an email notification to review the list of employees & Award amounts. Once the list is “Authorized”, Auto NOA will receive the signal to “CREATE” and “PROCESS” the Award RPA(s). No more creating spreadsheets and ensuring that they are in the correct format for processing.



AutoNOA will process the Awards through the already established Awards process using QTP.

PLEASE NOTE: Current performance appraisals must be on file before 840-Performance Awards are submitted or entered into the website or it will reject.

This process will expedite the awards process and head off common errors that come with incomplete RPA submissions. It is also the hope that Processors will no longer have to receive email/spreadsheets and create Mass Awards. Managers will be able to select & submit their RPA request and a one-time, easy to use shop.

Below is the link to the AutoNOA website. The instructions for processing awards are available on the websites homepage under “AutoNOA”, “Guides and Resources.”

<https://nccpoc.ria.army.mil/autonoa>



## DEPARTMENT OF VETERANS AFFAIRS AND VIRGINIA EMPLOYMENT COMMISSION ANNUAL EMPLOYER FAIR

The Department of Veterans Affairs and the Virginia Employment Commission will be conducting their annual employer fair on Thursday, August 11, 2011 from 9:00 a.m. to 12:30 p.m. at the Virginia Employment Commission Office, 5145 East Virginia Beach Boulevard, Norfolk, Virginia 23502. It is anticipated that at least 13 federal agencies and/or private sector employers will be present at this event. If your last name begins with the letter A through L please arrive between 9 and 10:30 a.m. If your last name begins with the letter M through Z please arrive on or after 10:30 a.m.



NOTE: The facility will open at 8:30 a.m. and parking is limited.

Veterans should bring the following documents to this event:

DD Form 214 (Member 4 copy)

Civil Service Preference Letter (if it applies)

Federal & Traditional style resumes (Not all employers will accept resumes, but be prepared).

**You must bring** photo identification, and a social security card or other appropriate identification.

For more information, go to [VAemploy.com](http://VAemploy.com).

### CPAC HAILS!

**Ms. Amy Andresen**, Human Resources Specialist (Classification/ Recruitment & Placement), joined us from the Civilian Personnel Advisory Center, Fort Monroe, VA.

**Ms. Lakeesha Bowser**, Human Resources Specialist (Classification/ Recruitment & Placement), joined us from the Civilian Personnel Advisory Center, Fort Monroe, VA.

**Ms. Angela Dunn**, Human Resources Specialist (Classification/ Recruitment & Placement), joined us from the Civilian Personnel Advisory Center, Fort Monroe, VA.

**Ms. Madeline Lindfors**, Human Resources Specialist (Employee & Labor Relations), joined us from the Civilian Personnel Advisory Center, Fort Monroe, VA.





**CPAC HAILS! (CONT.)**

**Ms. Theresa Smith**, Supervisory Human Resources Specialist, joined us from the Civilian Personnel Advisory Center, Fort Monroe, VA.



**Ms. Bonny Supplee**, Human Resources Specialist (Classification/ Recruitment & Placement), joined us from the Civilian Personnel Advisory Center, Fort Monroe, VA.

**Mr. Calvin Watson, Jr.**, Human Resources Specialist (Classification/ Staffing), joined us from the Civilian Personnel Advisory Center, Fort Monroe, VA.

**Ms. Erica Williams**, Human Resources Assistant (Classification/ Recruitment & Placement/Office Assistant), joined us from the Civilian Personnel Advisory Center, Fort Monroe, VA.

**Ms. Robin Roper**, Human Resources Specialist (Employee & Labor Relations), joined us from the U.S. Coast Guard, Norfolk, VA.

**CPAC FAREWELLS!**



**Ms. Stephanie Fannin**, Supervisory Human Resources Specialist

**Mr. Mike Mack**, Human Resources Specialist (Employee & Labor Relations)

**Ms. Francine Taliaferro**, Supervisory Human Resources Specialist

**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](http://ice.disa.mil/index.cfm?fa=site&site_id=439)