



# Fort Eustis CPAC Civilian Personnel Advisory Center Bulletin

**670 Lee Boulevard  
Fort Eustis, VA 23604**

[www.eustis.army.mil/cpac](http://www.eustis.army.mil/cpac)  
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## ENSURE YOU RECEIVE CONSIDERATION WHEN APPLYING TO POSITIONS THROUGH USAJOBS



We value and care about our Army employees. We want you to be considered for all the positions you apply to and are eligible/qualified for. To be considered for positions, there are requirements to submit certain required information. In order to be fair and consistent among all individuals applying for a position, we must have all applicants provide the required documentation as stated in the announcement.

Here are some Helpful Hints and Reminders when applying to announcements through USAJOBS to ensure you receive consideration.

1. Read the entire announcement before applying to ensure you submit all the required information.
2. To apply through the Application Manager on USAJOBS, you must submit a resume directly to USAJOBS and upload the required supporting documentation to verify your eligibility and qualifications.
3. Do not wait until the last day of the announcement to submit your application package.
4. If you are a current Army employee, you still **MUST** submit the documentation that is stated as required in the announcement and questionnaire. Required documentation verifying your eligibility to apply to a vacancy includes but is not limited to:
  - Current Federal employees - most recent non-award SF-50 (note: your Civilian Record Brief or print screens of MyBiz are not sufficient; it must be the SF-50)
  - NAF employees – DA form 3434
  - Former Federal employees (Reinstatement) – resignation SF-50
  - Veterans (VEOA, VRA, 30% or more compensable Vet) – DD214 member 4 copy and, if applicable, SF-15 and VA Letter
  - Military Spouse (EO 13473, EO 12721) – Sponsor’s orders and marriage certificate.

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## ENSURE YOU RECEIVE CONSIDERATION WHEN APPLYING TO POSITIONS THROUGH USAJOBS (CON'T)

5. If a position has requirements such as a driver's license or transcript, a copy of that license or transcript must also be uploaded.
6. If a position has an education requirement and you are currently in the same type of position (same series), you still must provide a copy of your transcript when applying for the vacancy.
7. Do not include photos on your resume and cover letter.
8. If you answer you are an expert to any questions on the questionnaire, indicate in the narrative box what position(s) on your resume supports your expert response (include job title, organization, and dates of employment).

Call the CPAC main line at (757) 878-2125 or your servicing CPAC HR Specialist if you have questions on how to apply.

## CPAC ICARE PROGRAM

CPAC Customer Service Program ICARE (Integrity, Compassion, Advocacy, Resourcefulness and Excellence) - The supporting behavior for the month of June is "Respect". The CPAC staff focuses on respecting the value and dignity of every customer and team member. They appreciate and respect the value of their guests' time, respect the differing needs of every customer and make every effort to accommodate their needs, and respect the boundaries of their customers and team members and act accordingly.

The CPAC staff remains committed to providing excellent customer service. We encourage our customers to take the time to provide us with their comments and suggestions by accessing the Ft. Eustis CPAC Interactive Customer Evaluation (ICE) site at [http://ice.disa.mil/index.cfm?fa=card&service\\_provider\\_id=93747&site\\_id=439&service\\_category\\_id=33](http://ice.disa.mil/index.cfm?fa=card&service_provider_id=93747&site_id=439&service_category_id=33) . We look forward to serving YOU in 2012!



## CPAC HAILS



**Ms. Sally Englund**, Human Resources Officer, joined us from National Aeronautics and Space Administration (NASA), Hampton, VA.





## CIVILIAN EDUCATION SYSTEM (CES) POLICY CHANGES

1. The Civilian Education System (CES) Program is the Army's Leader Development Program for Army civilians. CES policy has been updated to assist Army leaders, supervisors, and managers to better determine command requirements for CES, more clearly understand their civilian employees' training and leader development requirements and make appropriate recommendations for their professional development.

2. The following changes address policy updates.

2. A. CES course attendance is targeted towards specific civilian grades or pay bands. Employees will now attend the CES course targeted for their current grade or have completed an equivalent military or Civilian Leader Development course. Civilians may not enroll in a course that is higher than their current grade, although they may enroll in a course that is targeted for a lower grade. The CES courses and grade targets are indicated below:

FOUNDATION COURSE (FC) GS 01 - 15 (HIRE DATE AFTER 30 SEP 06)  
BASIC COURSE (BC) GS 01 - 09  
INTERMEDIATE COURSE(IC) GS 10 - 12  
ADVANCED COURSE (AC) GS 13 - 15 (NO CHANGE)  
CONTINUING EDUCATION (CESL) GS 14 - 15 (NO CHANGE)

Priority for attendance at resident courses for supervisors, managers, and team leaders, per AR 350-1, Army Training and Leader Development, remains in effect.

2. B. Effective 27 April 2012, the 10-year rule for equivalent course credit is rescinded. Employees who have completed specific TRADOC approved Professional Military Education (PME) courses or legacy Civilian Leader Development courses at any time in the past will have met the requirement for their target CES course. Equivalent credit requests previously submitted and subject to the 10-year rule will be automatically updated in the Civilian Human Resource Training Application System (CHRTAS) (<https://www.atrrs.army.mil/channels/chrtas/student/main.aspx><https://www.atrrs.army.mil/channels/chrtas/student/main.aspx>) to reflect the change to policy. Equivalent PME courses and Civilian Leader Development courses are listed on the CHRTAS main menu link "About CES Course Credit".

2. C. The Foundation Course (FC) is required for ALL Army Civilians hired after 30 September 2006. The FC must be completed before the employee is eligible to apply for their target CES course.

3. CHRTAS now has the capability to auto-determine CES equivalent course completion, based on completion of specific TRADOC approved Professional Military Education (PME) courses or legacy Civilian Leader Development courses. Course completion must be recorded in the employee ATRRS training history in order to be considered for meeting the CES target course requirement.

4. Civilians may view their eligibility profile and register for a CES course in CHRTAS. First time users must create a student profile in order to have access to their information or to register for a course.

5. Current CES course reservations will not be affected by these policy changes. An employee who has a current reservation in a CES course may keep that reservation, even if he or she is not grade eligible for the course. Effective 27 April 2012, new registrants for CES courses will be eligible for CES courses based on the new grade targets.



## CIVILIAN WORKFORCE CRITICAL TO ARMY'S SUCCESS

By John McHugh  
Secretary of the Army

Throughout my professional career — at the local, state and federal level — I've been fortunate to work alongside tireless, dedicated employees committed to their communities and the people they serve. That's why I'm grateful and honored by this opportunity to recognize them and say thank you during Public Service Recognition Week.

At the risk of being a bit parochial, I think the Army stands as one of the proudest examples of what an honorable and important profession public service is and can be. Our entire Army family — soldiers, family members and civilians — display a level of commitment and selfless service that is inspiring.

What many people outside the Pentagon probably don't realize is that the Army today is actually two armies:

- The operational Army often referred to as the pointy end of the spear. These are our nation's deployed forces, such as those now serving in Afghanistan.
- The institutional Army — the generating force — which prepares, trains, educates and supports our forces for current and future fights. More than half of the Army's generating force is composed of Army civilians, the people we recognize during Public Service Recognition Week.

Whether serving as secretary of the Army or, before that, as a member of Congress representing one of the Army's largest installations, Fort Drum, I've seen the commitment and passion our civilian employees bring to their jobs each and every day. They work side by side with their uniformed counterparts, ever mindful of their critical role in making our soldiers safer and our nation more secure.

And just as the Army looks to develop and retain leaders seasoned in combat, we are committed to doing all we can to recognize, develop and retain talented, committed civilian leaders and workers.

Among programs and initiatives we've implemented to help our public servants is the Civilian Workforce Transformation (CWT) effort. CWT is designed to help the Army hire the right people, and do it quickly. It ensures we manage the workforce in a career field, provide training and development, and retain those leaders in the Army.

We've already seen great progress. We launched a pilot to reduce hiring times to 80 days and assigned 99 percent of the civilian workforce to a career program, providing access to centrally funded training resources and career development advice. The Army's previous career program provided support to less than 50 percent of the civilian workforce.

Just a few weeks ago, we launched the Senior Enterprise Talent Management (SETM) program, an initiative designed to prepare civilian employees to assume positions of greater responsibility within the Department of the Army through advanced senior-level educational and experiential learning opportunities.



## CIVILIAN WORKFORCE CRITICAL TO ARMY'S SUCCESS (CON'T)

By John McHugh  
Secretary of the Army

The challenge for the civilian workforce is to keep pace with the new realities facing an Army winding down after more than a decade of conflict. We will meet that challenge by being flexible and adaptive with the right person possessing the right skills, at the right place at the right time — competent, motivated and educated.

There's really no other way to say this. Sometimes it's tough to be to be a federal employee. Since last year's Public Service Recognition Week, we faced the prospect of a government shutdown and all its uncertainty. There was similar unease over the impact of raising — or failing to raise — the government's debt ceiling. We've experienced pay and hiring freezes, and ask our workers every day to do more with less.

But through it all — the challenges and uncertainty — Army civilians remained true to their mission to support our war fighters.

Sometimes leaders and managers don't get the chance to recognize the difference that they are making, every day, for our nation, our soldiers and their families.

To those Army civilians and everyone we honor during Public Service Recognition Week, thank you for a job well done.

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## SF-50S/NOTIFICATION OF PERSONNEL ACTIONS

Did you know that employees can access, save, or print their own SF-50s/Notification of Personnel Actions? This can be accomplished through: [www.cpol.army.mil](http://www.cpol.army.mil).

- Log into the Portal by clicking the link on the upper right: Employee Portal Login (CAC).
- Click “OK” and choose a Digital Certificate, then click on the yellow “Employee” tab.
- In the section titled “My SF-50”, click “Go!”
- Click on the PDF icon next to the SF-50 that you want to access.
- From the gray menu bar at the bottom center of the screen, choose the computer disk icon to save a copy of the PDF file to your computer or removable storage media, or
- Click on the printer icon and select a printer.



## ARMY CIVILIAN RECORD BRIEF (CRB)

The Department of the Army has developed a Civilian Record Brief (CRB) for all Civilian Appropriated Fund and NAF employees. Currently there is no specific Local National version of the Civilian Record brief, but they are planning for that future capability.

The CRB is a one-page snapshot of an employee's official data pulled from various sources, such as MyBiz, Defense Civilian Personnel Data System (DCPDS), and Training Management Systems. By putting all of this information on a single, easily viewed document, employees will have an uncomplicated method for reviewing their data contained in their MyBiz and DCPDS records and taking steps, if necessary, to update or correct the data.

The 10 sections of data reported on the CRB are a concise reflection of employee's work experience, education, training, awards, professional licenses and certifications, performance ratings, foreign language proficiency, security investigation status, personal and emergency contact information, position description, current and previous assignment history, and other data regarding their federal civilian service.

Employees can review and update their CRB through the CPOL Portal by navigating to [www.cpol.army.mil](http://www.cpol.army.mil), click on the Employee tab, then "Go!" in the Employee Data portlet. The link to the Civilian Record Brief (CRB) is located in the left pane under Self Service Applications.

Keeping their CRB updated is voluntary on the employee's part, but they are encouraged to review their CRB for accuracy, and update it as necessary following the easy instructions in the following Quick Guide. Employee's supervisors may also view the employee's CRB; however, the CRB does not contain any information that is not already accessible by supervisors. It is merely an additional resource that places pertinent information on a single page making it more accessible, and reviewable, by employees and their supervisor.

Your information may be updated in a number of ways, depending on the section in the CRB. Each section of the CRB is also color coded to designate how the information may be updated. Descriptions of each field, explanations of the information they contain, and detailed update instructions can be found in the full User Guide, located at: <http://cpol.army.mil/library/help/portal/CRB-UserGuide.pdf>.

**Blue shaded sections** are updateable in MyBiz, which is a self-service Portal for all DoD civilian employees. You have ownership of this information, and the ability to correct and change it. A blue link at the bottom-left of the CRB will take you to MyBiz. The full MyBiz user guide is located at: [http://www.cpmc.osd.mil/hrbits/selfservice/selfservice\\_userguide.aspx](http://www.cpmc.osd.mil/hrbits/selfservice/selfservice_userguide.aspx).

**Tan shaded sections** are updateable through the "Update My CRB" function in the CRB self-service application in the CPOL Portal. This is your information, input by you alone. A tan link at the bottom-left of the CRB will take you to the "Update My CRB" function.

**Supervisor and Supervisor email (Section 4):** If your supervisor's name and email address are incorrect or display "Data Update Needed," please send the following link (or its contents) to your immediate supervisor and ask them to follow the simple instructions: [http://cpol.army.mil/docs/SSPH\\_Quick\\_Guide.pdf](http://cpol.army.mil/docs/SSPH_Quick_Guide.pdf).

**Home Address (Section 4):** This is your personal home address as reflected in DCPDS. It originates from your payroll record, which is found in the Defense Civilian Payroll System (DCPS). If your mailing address is incorrect, you may update it via self-service at <https://mypay.dfas.mil/mypay.aspx>. Log in, and then select Correspondence Address under the header "Pay Changes" to update your home address. This update will flow to DCPDS and be visible on your CRB within 48 hours.

**White sections** are only updateable by Army Civilian HR Professionals. Please review the full CRB User's Guide for instructions on how to submit a Helpdesk Ticket to request data corrections: <http://cpol.army.mil/library/help/portal/CRB-UserGuide.pdf>.



## ARMY BENEFITS CENTER – CIVILIAN (ABC-C) NEW BENEFIT TOOL

The Army Benefits Center – Civilian (ABC-C) has launched a new benefit tool – eSeminar. The eSeminar module is available to employees through their secure Employee Benefits Information System (EBIS) account on the ABC-C website (<https://www.abc.army.mil>) which is only accessible by Common Access Card (CAC). The eSeminar module provides an additional avenue for employees to become educated on their benefits. The courses provide a narrative presentation with eight separate benefit topics ranging from new employee benefits, TSP, Social Security, financial planning, and Flexible Spending Accounts. The courses contain benefits-related information for early, mid-career and end of career retirement planning.



Note: Some of the modules are thirty (30) or more minutes in length. It is recommended that employees obtain supervisory approval prior to viewing the modules during work hours.

For questions related to the eSeminar, contact the ABC-C at their toll-free number 1-877-276-9287 (TDD for hearing impaired at 1-877-276-9833). ABC-C counselors are available from 6:00 a.m. to 6:00 p.m. CT, Monday through Friday.

## MANAGING YOUR THRIFT SAVINGS PLAN (TSP) ACCOUNT: RECEIVING E-MAIL UPDATES



The Thrift Savings Plan offers a free e-mail subscription service. It allows you to automatically receive an e-mail when there is new or updated information on the website ([www.tsp.gov](http://www.tsp.gov)) for items of interest to you — without having to visit the website to check for changes. For example, you can request to be notified by e-mail when participant statements become available. You can then log into your account using your TSP account number or user ID and your Web password to view your statement.

This is a free service sponsored by the TSP and provided through GovDelivery. Your e-mail address will be used to notify you when updates are made; it will not be used by the TSP for any other purpose.

Source: <https://www.tsp.gov/planparticipation/managing/receivingEmailUpdates.shtml>





## GET YOUR SOCIAL SECURITY STATEMENT ONLINE



Social Security Statements are now available online at <http://www.socialsecurity.gov/mystatement>. The online Statement also provides estimates for disability and survivors benefits, making the Statement an important financial planning tool. Everyone should get in the habit of checking their online Statement each year, around their birthday, for example.

In addition to helping with financial planning, the online Statement also provides workers a convenient way to determine whether their earnings are accurately posted to their Social Security records. This feature is important because Social Security benefits are based on average earnings over a person's lifetime. If the earnings information is not accurate, the person may not receive all the benefits to which he or she is entitled. The online Statement also provides the opportunity to save or print the personalized Statement for financial planning discussions with family or a financial planner.

Source: Office of Personnel Management (OPM) Retirement Readiness NOW Tip dated May 8, 2012



## ON THE LIGHTER SIDE

### Unusual Interviews

Vice Presidents and personnel directors of one hundred of the largest corporations were asked to describe their most unusual experience interviewing prospective employees.

- A job applicant challenged the interviewer to an arm wrestle.
- Interviewee wore a Walkman, explaining that she could listen to the interviewer and the music at the same time.
- Candidate announced she hadn't had lunch and proceeded to eat a hamburger and french fries in the interviewer's office.
- Candidate explained that her long-term goal was to replace the interviewer.
- Applicant said if he was hired he would demonstrate his loyalty by having the corporate logo tattooed on his forearm.
- Candidate dozed off during interview.

The employers were also asked to list the "most unusual" questions that have been asked by job candidates.

- "Why aren't you in a more interesting business?"
- "Why do you want references?"
- "Do I have to dress for the next interview?"
- "Will the company move my rock collection from California to Maryland?"
- "Does your health insurance cover pets?"
- "Would it be a problem if I'm angry most of the time?"
- "Does your company have a policy regarding concealed weapons?"



Source: <http://www.jokesbyprofession.com/hr-jokes/unusual-interviews>



## NEW AUTOMATION TOOL FOR PROCESSING PERFORMANCE APPRAISALS AND AWARDS

A new automation tool for processing appraisals and awards, AutoNoa, was launched on 1 June 2012.



Through AutoNoa, managers can review and submit employee performance ratings into the Defense Civilian Personnel Data System (DCPDS) once they have been graded by the Manager. After submission of the appraisal, the manager will then have the immediate opportunity to approve Performance Awards and/or Time Off Awards for liaisons to enter into the same website. This process makes it easier by offering centralized features and tools for completing end of rating cycle requirements. The Civilian Human Resources Agency (CHRA)

South Central Regional Processing Cell will no longer be accepting the Quick Training Program (QTP) Spreadsheets or paper copies of the appraisals due to the transition to AutoNoa. Therefore paper and electronic copies of appraisals and QTP spreadsheet(s) will not be accepted by the Civilian Personnel Advisory Center (CPAC) after 15 June 2012.

Managers must have DCPDS access in order to obtain access to AutoNoa. Ms. Greta Alto is the CPAC POC for obtaining DCPDS access. She can be reached at 757-878-2016. The appraisal rating cycle period end date for GS13s and above is 30 June 2012 with a due date of 14 August 2012. This will be the first live opportunity for HR Liaisons to use AutoNoa to process their organization's appraisals.

NOTE: AutoNoa is only a conduit to get appraisals into eOPF and award employees. The DA 7222, DA 7222-1, DA 7223, and DA 7223-1 forms will continue to be used for ratings. HR Administrative Liaisons should set up their processes for efficiency making sure that the begin and end dates are correct and the effective dates of signatures cover the entire rating period. The Liaisons should also know the award amounts before the appraisal due date so that when they enter the appraisal, it will be a smooth transition for them into the award screen in AutoNoa.

CPAC's role is to not only answer questions regarding the administrative process of AutoNoa, but to also offer support and guidance in the Performance Management Program as a whole. For assistance with AutoNoa, contact Ms. Iris Valentine at 757-878-2538 or email [iris.b.valentine.civ@army.mil](mailto:iris.b.valentine.civ@army.mil). For assistance with the Performance Management Program, contact Ms. Valentine or Ms. Robin Roper at 757-878-1659 or email [robin.s.roper.civ@army.mil](mailto:robin.s.roper.civ@army.mil).

The AutoNoa Homepage is located at the following link:

<https://nccpoc.ria.army.mil/autonoa/HOME/Default.aspx>

## 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)