



# Fort Eustis Civilian Personnel Advisory Center Bulletin

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

June 2006

670 Lee Blvd, Fort Eustis, VA 23604-5096



## REMINDER: NSPS Town Hall Meetings

Town Hall meetings are planned for all employees interested in hearing more about NSPS:

### Fort Eustis Town Hall Meetings

Where: Jacob's Theater  
Bldg. 647

Located at the corner of Monroe and Jackson Avenues

### Dates and Times:

- 5 Jun 2006, 1330-1500
- 20 Jun 2006, 0930-1100
- 27 Jun 2006, 1330-1500

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### Fort Story Town Hall Meetings

Where: Sandpiper Recreation Center  
720 New Guinea Road  
Fort Story, VA

### Dates and Times:

- 22 Jun 06, 0830-1000
- 22 Jun 06, 1030-1200

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## Within-Grade Increases (WGI's)

Within-grade increases (WGI's), also referred to as "step" increases, are periodic raises in the rate of basic pay from one step in an employee's pay grade to the next higher step. An employee is generally advanced to the next step within a grade, following completion of the required waiting period if the supervisor certifies that the employee is functioning at an acceptable level of competence. Such is reflected in a performance appraisal that is rated at least "fully successful," or equivalent. Within grade increases may be delayed and denied in certain situations. If a denial of a within grade is still maintained after any agency reconsideration, the employee may appeal the denial to the MSPB, unless the denial is covered under the terms of a negotiated grievance procedure in a labor agreement that covers the employee.

Waiting periods for within grades for General Schedule (GS) employees are as follows: One-year waiting period to reach step 2, 3, and 4; two-year waiting period to reach steps 5, 6, and 7; and three-year waiting period to reach steps 8, 9, and 10.

The waiting periods for advancement to the second, third, fourth and fifth rates for Federal Wage System (WG, WL, WS) employees are as follows: Rate 2 is 26 calendar weeks (6-months) of credible service in rate 1; Rate 3 is 78 calendar weeks (18-months) of credible service in rate 2; and Rates 4 and 5 is 104 weeks (24 months) of creditable service in each of steps 3 and 4.

For additional information or assistance regarding WGI's contact your CPAC representative or visit the CPAC website

<http://www.eustis.army.mil/cpac/Pay/wigi.htm>

## **ANSWER: Here's what to do if you have questions about the status of your application or qualification determinations.**

If you apply for Army vacancy announcements and have questions about your qualification determinations, 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 inquiries 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, 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), the Civilian Personnel Operation Center (CPOC) or the Civilian Personnel Advisory Center (CPAC).

## **Careers-Telephone Interviews**

Telephone interviews are becoming more popular in today's market. Telephone interviews give you the chance to focus on what is being said and not worry about your appearance, locating the building and so on. This type of interview usually occurs in the initial stages of the hiring process and is obviously an effective way for selecting officials to begin eliminating candidates and keep those who sound making the most of this chance to sell your qualifications over the phone? Before the phone interview, confirm the time and calling details. Check the time zone and plan to use a land line or be sure you have excellent mobile service. If you have to use a cell phone ensure the battery is charged, cell phones dying during the phone interview is a sure way to never be considered any further. Anticipate what the interviewer might need, perhaps your latest resume version, be prepared to email any relevant work samples, letters of recommendation, etc.

The real differentiator between a telephone interview and a face-to-face interview is to make a strong verbal impression. How can you do that? Think through your main selling points. Rambling in a live interview can be deadly, but on the phone you could lose your interview's attention and you won't even know it.

You can prepare three accomplishments that focus on your strongest assets. Keep it brief and concentrate on the results you achieved. You will be ready to respond to a number of questions by flexing these responses as needed. Also make a list of intelligent questions you have for the interviewer. The questions should reflect your knowledge of the organization's mission and your understanding of the job itself. Hint, as long as you are not shuffling papers, you can keep some notes handy.

Your voice counts more than ever since you and the interviewer do not have the non-verbal cues to play off, so practice varying your voice tone. Don't be afraid of a few seconds of silence. You can collect your thoughts and so can the interviewer. In fact, by pausing briefly before and after your thoughts you allow the listener to catch up.

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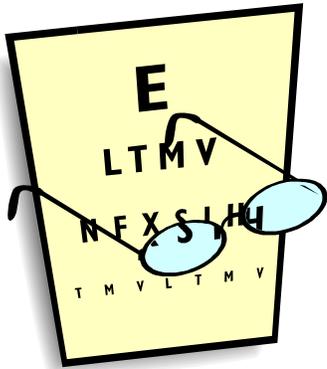
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Please see *Careers* on page 3

*Careers* from page 2

Remember to smile. You project more energy when you are flashing that grin, so why not give it a try? Another tip, push your chair away, your voice sounds stronger and more confident when you are standing vs. sitting. Remember to eliminate distractions so put the dog and kids in another room and beware the flushing toilet. Make the phone your ally and you will be winning that new job soon.

## Federal Employee Dental and Vision Insurance Program (FEDVIP)



The Federal Employee Dental and Vision Benefits Enhancement Act of 2004 signed into law by President Bush on December 23, 2004 requires the Office of Personnel Management (OPM) to establish arrangements under which supplemental dental and vision benefits will be made available to federal employees, retirees, and their dependents, and it gives OPM broad contracting authority to leverage the purchasing power of federal enrollees.

OPM selected MetLife, GEHA, United Concordia, Aetna, GHI, CompBenefits, and Triple-S to offer dental benefits and Vision Services Plan, BCBS Vision, and Spectera to offer vision benefits under the new Federal Employee Dental and Vision Insurance Program which will begin December 31, 2006. The new program will be offered during this year's Open Season which begins November 13.

In addition to enrolling for comprehensive dental benefits, comprehensive vision benefits or both, employees covered by the program will be able to use pre-tax payroll deductions to acquire their additional dental and vision benefits.

## Do You Know What To Do If You Are Injured On-the-Job?



The Federal Employees' Compensation Act (FECA) was passed in 1916 and provides compensation to Federal employees who have been injured on the job or who become disabled. The FECA is administered by the U.S. Department of Labor, Employment Standards Administration, Office of Workers' Compensation Programs (OWCP). If you have an on-the-job injury it is important to know what steps you need to follow in order to file a timely injury claim. No matter how small or big the injury is you should always report it to your supervisor immediately, and file a CA-1 for Traumatic Injury or CA-2 for Occupational Disease and Claim for Compensation. Timeliness in filing a claim is key to getting certain benefits that you may be entitled to for an approved Workers' Compensation claim.

Log onto the CPAC website (<http://www.eustis.army.mil/cpac/Feca/CA10.pdf>) to obtain a copy of the CA-10, What a Federal Employee Should Do When Injured At Work. This form provides information for Federal employees to become familiar with procedures that should be followed if injured on the job. Make yourself aware of these procedures by reading the CA-10 and keep a copy of it close at hand to refer to it if you should have an on-the-job injury.

The Injury Compensation Program Administrator servicing Fort Eustis and Fort Story Federal employees is Karri Dobson. If you have questions, call Mrs. Dobson at 757-878-1368. Report all injuries to Mrs. Dobson as soon as they happen. She will be available to help you and your supervisor with filing a timely claim for an on-the-job injury.

## Civilian Education System



Civilian Leader Development

The transformation of the Civilian Leader Development is critical to the Department of Army. For this reason, the Army is developing the Civilian Education System (CES).

CES is a centralized, progressive, and sequential education system that consists of foundation, basic, intermediate, and advanced courses. The implementation of these courses is scheduled for Jan 07.

To facilitate the development and implementation of CES, the current Civilian Leader Development courses and programs will be phased out and transitioned into the CES curriculum.

- Sustaining Base Leadership and Management (SBLM) reduced Class 06-2; cancelled Class 06-3
- Personnel Management for Executives I & II ends 30 Dec 06
- Strategic Leadership for Executives cancelled
- Organizational Leadership for Executives ends 30 Jun 06
- Leadership Education and Development (LEAD) Train-the-Trainer ends 30 Jun 06; LEAD Course ends 30 Dec 06
- Intern Leadership Development Course (ILDC) continues until Dec 07

Additional information on Civilian Leader Development is available at: <http://cpol.army.mil/library/train/> or <http://amsportal.belvoir.army.mil/>.

## CAC Surrender



DoD civilian employees must surrender their CAC upon termination of employment or CAC expiration. The servicing CPAC is responsible for ensuring that the individual's CAC is accounted for and returned to the nearest DEERS/RAPIDS CAC issuance facility. All departing civilian employees should out process through the CPAC before leaving the installation and return the CAC card prior to departure from the post.

## My Biz – What Is It and What Can It Do For You?

It's a new web-based Self Service application within the Defense Civilian Personnel Data System that allows employees to access and view their electronic personnel data 24 hours a day, 7 days a week from their office computer. You can view data related to your position, salary, performance, awards, benefits, etc. In addition, you can update certain personal information such as your email address, phone number, foreign language proficiency, Race and National Origin (Ethnicity and Race Identification) designation, handicap codes, etc.

My Biz will be implemented in waves, with complete implementation scheduled by the end of June 2006. You will be notified of your authorization to access My Biz via AKO e-mail. The email will give you a link to the "My Biz Marketing Material" which includes instructions for logging into the Portal and how to find further guidance to help you navigate within My Biz. If you find any discrepancies while in My Biz, you can create a "Request Correction to your Personnel Record" helpdesk ticket.

At this point, **the use of My Biz is voluntary**. However, you will probably want access to the My Biz system if for no other reason than to check that your personnel data is accurately reflected in the system.

## What is the Weingarten Rule?

The Weingarten rule is based on a Supreme Court decision in NLRB v. Weingarten, Inc., a private sector case. It established the right of a bargaining unit employee to have a union representative present during "investigative interviews" that could lead to disciplinary action if such representation is requested by the employee. This right has been incorporated in statute at 5 U.S.C. Chapter 71 Section 7114(a)(2)(B).

The Weingarten case was set into motion in June 1972 when an employee at the Weingarten Department Store was suspected of theft and interrogated by a management representative. The employee's requests for assistance of the Union steward were denied. Although the employee was not disciplined, the Union filed an unfair labor practice charge. The National Labor Relations Board agreed that the employer's denial of the employee's request that a Union representative be present at the investigatory interview, which the employee reasonably believed might result in disciplinary action, constituted an unfair labor practice, because it interfered with, restrained, and coerced the employee's right to have access to Union representation. The Court of Appeals reversed the decision. However, upon appeal to the Supreme Court, the decision was again reversed in favor of the Union.

Therefore to determine whether an employee has a right to have a union representative during a management investigation (examination) all of the following conditions must be met:

- The meeting is for **management** to examine the bargaining unit employee in connection with an investigation;
- The bargaining unit employee **reasonably believes** that disciplinary action may result from the meeting; and
- The bargaining unit employee has **requested** representation by the Union.

If all three conditions are met, the **employee** has the right to have a representative present and supervisors should:

- Terminate the examination until a Union representative is given an opportunity to be represented at any further examination of the employee; or
- Terminate the examination and carry out the investigation or other management action on the basis of information that is otherwise available.

The right discussed here accrues to the employee – if the employee does not want the Union present at the examination, there is no obligation to allow union representation.

Contact your CPAC representative if you need clarification on whether or not the Weingarten Rule applies. Remember your CPAC representative should also be present at any investigatory meeting held between management and an employee.

## WELCOME a New CPAC Staff Member

Please join us in welcoming Stephanie Williams, to the CPAC staff. Stephanie reported for duty in May. She previously worked for the Department of the Army, CPAC at Fort Richardson, Pacific Region and will be assigned to service the Army Training Support Center activities.

## 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 your print and post on Bulletin Boards throughout your organization for those employees who do not have access to our web page.

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Welcome  
Stephanie

