



Fort Eustis CPAC Civilian Personnel Advisory Center Bulletin

670 Lee Boulevard
Fort Eustis, VA 23604

www.eustis.army.mil/cpac
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IMPORTANT NOTICE OF CHANGE IN APPLICATION PROCESS FOR ARMY VACANCIES



The Army completed its transition to the DoD Enterprise Recruitment Tool (USA Staffing) effective 1 May 2012. USA Staffing will be the single hiring process and tool used by all DoD components. Effective 31 May 2012, the Army Resume Builder will no longer be available. Resumes cannot be electronically transferred to USA Staffing.

APPLICANTS MUST MANUALLY EXTRACT THEIR RESUME DATA PRIOR TO THE SYSTEM GOING OFF-LINE ON 31 MAY 2012.

Applicants will be able to view the status of self-nominations from the old system via USAJOBS – My Account – Application Status. Applicants will be able to check their status on their USAJOBS account for 12 months, but will lose their ability to pull their resume out of the Resume Builder at the end of May 2012.

CPAC ICARE PROGRAM

CPAC Customer Service Program ICARE (Integrity, Compassion, Advocacy, Resourcefulness and Excellence) - The supporting behavior for the month of May is "Courtesy". The CPAC staff focuses on treating every customer and team member as they expect to be treated. They treat every Customer as a valued family member, welcome guests with a smile and warm friendly greeting, call their customers by name, are alert and attentive to the needs of their Customers, and appreciate the opportunity to serve each and every Customer.

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. We look forward to serving YOU in 2012!



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AWARDS SUBMISSION INFORMATION FOR MANAGERS

Effective 1 June 2012, the South Central Region Information Services Division will no longer accept awards submissions on spreadsheets.



An "Awards" submission website is available for use by Managers (User's who's DCPDS accounts end with -MGR, -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. In addition, the AUTONOA Web page has many other features in conjunction with awards for managers to use i.e., Office Symbol changes, Para/LN-AMS/APC and SWC Updates, Deletion of Old RPAs, Retirement RPAs, and Career Ladder

Promotions. New features are being added frequently as they are developed.

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", AutoNOA 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.

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 link to the AutoNoa website. The link is expected to be added to the CPOL Portal page within the next few months. Instructions for processing awards in AutoNoa are available on the website.

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

Managers are encouraged to use this tool to help expedite their processes. If you have questions related to this process, contact Ms. Iris Valentine in the CPAC office at (757) 878-2538.

ATTENTION CPOL PORTAL MANAGERS



Due to a change in the CSU database, searching for ex-employees in the "NPA Tracker Ex-Employees Only" portlet now requires a comma after the last name. Please enter a comma or wildcard (%) after the last name when searching for an ex-employee.



CIVILIAN PCS TRAVEL VOUCHERS

As of April 1, 2012, Civilian PCS travel vouchers are no longer being processed at DFAS Columbus. This function is now done by DFAS Rome. They are asking that customers please ensure that all DD Form 1614s, Request/Authorization FOR DOD CIVILIAN PERMANENT DUTY OR TEMPORARY CHANGE OF STATION (TCS) TRAVEL and all amendments issued 1 April 2012 and later have the following information in SECTION II, block 27 on the reverse of the order:



CLAIMANT-FORWARD COMPLETED SETTLEMENT CLAIM TO THE FOLLOWING ADDRESS:

DFAS ROME
ATTN: Travel Pay, Civilian Relocation
325 Brooks Rd
Rome, NY 13441

There is no change to the numbers used to FAX vouchers to DFAS. FAX numbers: 216-367-3422, 3423 or 3424

There are new email and customer service phone numbers.
Email questions to: DRO-CIVREL-CLAIMS@DFAS.MIL

Travel Customer Service number: 1-800-756-4571 OPTION 3

Civilian PCS orders issued prior to 1 April 2012 will not need to be amended to correct block 27. All hard copy CIV PCS vouchers received in their office after 1 April 2012 will be scanned into DFAS Rome's database for processing. Vouchers sent by fax/email will be received in Rome. They anticipate a smooth workload transfer that will be unnoticeable by their customers.

UPCOMING SUPERVISOR/MANAGER TRAINING SESSIONS

The CPAC Labor/Management Employee Relations Team began monthly training sessions for DA supervisors and managers in April 2012. Planned topics for upcoming sessions in 2012 are listed below. Additional information will be sent via e-mail to the HR Administrative Liaisons for dissemination to supervisors/managers prior to each session. Please contact Jennifer Haggett at 878-1651 or at Jennifer.L.Haggett@us.army.mil in the CPAC office with any questions or for additional information.

- May – Performance Program
- June – Discipline
- July – Working With Unions
- August – Worker's Compensation





2012 OPM FEDERAL EMPLOYEE VIEWPOINT SURVEY (FEVS)



An OPM survey will soon be administered. Beginning this month and continuing into June 2012, all appropriated fund Army civilians with an email address in the Defense Enrollment Eligibility Reporting System (DEERS) are eligible to take the survey. Employees will receive an individual invitation to complete the survey and will be provided the link to access the survey. You are encouraged to participate in the survey when you receive the invitation. This survey has been endorsed by HQDA and DoD.

DO YOU KNOW WHAT TO DO IF A CIVILIAN EMPLOYEE IS CALLED TO ACTIVE DUTY?

If a civilian employee is called to Active Duty, there are decisions that he/she must make regarding their current civil service benefits before departing for duty. This is critical to ensuring the employee does not incur a debt upon return to duty in the civilian position.



Employees ordered to active duty for more than 30 days are placed on "Absent-US" (also sometimes called leave without pay – LWOP). In determining an employee's entitlement to, or eligibility for, continuing benefits and programs, i.e., health insurance, life insurance, leave, etc., employees must complete a checklist PRIOR to deploying.

This checklist, along with a copy of the employee's orders, is required when the employee's organization submits a Request for Personnel Action (RPA) to place the individual on Absent-US.

The Checklist for Civilian Employees Entering Extended Active Duty can be found at:

<https://www.abc.army.mil/UniformedServices/ElectionForms.htm>



For more Information on LWOP access:

<https://www.abc.army.mil/Health/LWOPInfo.htm>

The Civilian Personnel Advisory Center (CPAC) maintains records for these types of actions and is available to assist you if additional information is needed.

MAY IS SKIN CANCER AWARENESS MONTH



Protect your skin. While you enjoy the outdoors this summer, protect yourself from skin cancer by seeking shade, wearing sunglasses, a hat, and sun-protective clothing, and using sunscreen. To learn more about how you can protect your skin from the sun, visit <http://www.cdc.gov/Features/SkinCancer/>.



ANNUAL LEAVE ACCOUNTS UPON SEPARATION

An employee will receive a lump-sum payment for any unused annual leave when he/she separates from federal service or enters active duty and elects to receive a lump-sum payment. At separation, an employee is entitled to payment for all annual leave he/she has earned. This includes the regular carry-over balances from the previous year, if any; the current leave year's unused earned leave; and, any unused restored leave that has not reached the two year expiration date. Employees with annual leave that is appropriate for inclusion in separation payments may not use the leave as what is commonly referenced as terminal leave unless exigencies of the service require such action. Terminal leave is leave used just prior to an employee's departure from the federal government when the supervisor knows the individual will not return to other federal employment. There are exceptions. Some examples are:

1. If the employee is being separated due to reduction-in-force or declination of transfer of function, he/she can use the leave to extend the separation date to attain first eligibility for a retirement annuity and/or for Federal Employees Health Benefit (FEHB) annuitant coverage.
2. If the employee has applied for disability retirement; he/she may use leave.
3. If the employee returns to work on his/her last administrative workday, he/she may use leave.
4. If the employee takes leave during the final hours of the last day of employment before separation, providing he/she substantially worked the entire final pay period, including part of the last day.

If an employee receives a lump-sum payment and is then re-employed by the government before the end of the period covered by the payment, he/she must refund an amount equal to the gross compensation received for the unexpired portion of the lump sum leave period. This includes pay before deductions of any kind and, if applicable, differentials and allowances received as well.

DOD guidance on leave is found in [DOD 1400-25.M, Civilian Personnel Manual, Chapter 630](#). Click on Civilian Personnel Manuals, and then click on Chapter 600. Additional information is in the Defense Finance and Accounting regulation, [DOD 7000 14-R, Financial Management Regulation, Volume 8, Civilian Pay Policy and Procedures, Chapter 5](#).

Source: Personnel Management Information and Support System (PERMISS) at <http://cpol.army.mil/library/permiss>

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