



## DCSPER/G1 Sends

November 2011

*HR Info/Updates*

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**"We Can Get There From Here"**

## STANDARDS

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1. **MILITARY AWARDS:** USAMRMC and MEDCOM Standards are zero late awards.

a. References: AR 600-8-22, Military Awards, MEDCOM Pamphlet 600-8-22, DOD 1348.33-M, Manual of Military Decorations and Awards, and USAMRMC Command Policy Memorandum 2010-50.

b. Processing Timelines:

Type Award	Process Time
LOM – ETS/RET/PCS/ACH/SVC	150 days
MSM	90 days
ARCOM/AAM	60 days

2. **MILITARY EVALUATIONS:** USAMRMC and MEDCOM Standards are 95% timeliness.

References: AR and DA Pamphlet 623-3, Evaluation Reporting System, and USAMRMC Command Policy Memorandum 2011-43.

3. **SELF-REPORTING OF CRIMINAL CONVICTIONS:**

Reference: Army Directive 2011-17, Self-Reporting by Officers and Senior Enlisted Members of Criminal Convictions

4. **CIVILIAN POSITION DESIGNATION:**

References: Federal Investigation Notice Number 10-06, 10 Aug 11, Office of Personnel Management (OPM), subject: Position Designation Requirements; Memorandum, Under Secretary of Defense for Personnel Readiness, 10 May 11, Memorandum, DAPE-CPZ, Office of the Deputy Chief of Staff, G-1, 16 Sep 11; and MEDCOM Information Paper, 11 Oct 11.

## MILITARY PERSONNEL

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### Awards

- The 4<sup>th</sup> Quarter, on-time submission rate for USAMRMC was 0%. Our Command submitted 1 (one) LOM to MEDCOM; which was late.
- To assist in writing more effective Award Recommendations, our office has provided improvement guidelines and examples of DA Form 638's with bullet achievements at the below link: <https://mrmc.amedd.army.mil/> Scroll to the bottom of the page and click on Award Recommendation Improvement Guidelines.
- Upcoming USAMRMC awards board dates:  
7 Nov & 21 Nov:  
LOM's for presentation Mar 2012  
MSM's for presentation Feb 2012

### Evaluations

- **Kudos!** again for exceeding DA & MEDCOM standard for the 2<sup>nd</sup> consecutive quarter. The 4<sup>th</sup> Quarter, on-time submission rate for OER's was 98.7% and NCOER's 99%.

### Self-Reporting by Officers and Senior Enlisted Members of Criminal Convictions

- Effective immediately, all U.S. Army commissioned officers, warrant officers, and enlisted members above pay grade E-6, must report in writing via DA Form 4187 or memo, any conviction of criminal law, announced on or after 1 Mar 08. Please contact your S-1, for further information/guidance.

## CIVILIAN PERSONNEL

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### Position Designation

- Appointment of civilian employees for the Army requires a background investigation. OPM requests the use of the Position Designation Tool (PDT) to correctly document position designation.
- Effective immediately the use of the PDT to complete position designation determination is required for each Request for Personnel Action to fill civilian positions
- Contact your servicing Civilian Personnel Advisory Center for assistance.

### Amendment to the Family Medical Leave Act (FMLA)

- Effective 31 Oct 11, 5 CFR part 630 is amended to provide eligible employees up to 12 weeks of unpaid leave for any qualifying exigency purpose. Employees must invoke entitlement to FMLA.
- Amendment to FMLA include qualifying exigencies that arise when the spouse, son, daughter, or parent of an employee is on covered active duty in the Armed Forces, or has been notified of an impending call or order to active duty. This change will assist employees to manage family affairs for one or more of the following qualifying exigencies:
  - a. Short-notice deployment
  - b. Military events or related activities
  - c. Childcare and school activities
  - d. Financial and legal arrangements
  - e. Counseling
  - f. Rest and recuperation
  - g. Post-deployment activities