



CPAC

1541 Porter Street
Ft Detrick, MD 21702
301-619-2247

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The CPAC Quarterly

Issue 2013-1

February 2013

NOTEWORTHY

2012 W-2 Tax Statement

Employees' 2012 W-2 tax statements are available on the My Pay website and may be viewed and/or printed. <https://mypay.dfas.mil/mypay.aspx>

2013 Annuity Payment Schedule

The Annuity Payment Schedule for 2013 is available. If you need to change your address or your banking information, review this schedule so you'll know when the change will be effective. View the table at <http://www.opm.gov/retire/annuity/payment/calendar.asp>

2013 Salary Tables and Pay Adjustments

Under section 114 of Public Law 112-175, pay adjustments for the General Schedule and other Government-wide pay systems are effective the first day of the first applicable pay period beginning after March 27, 2013. The effective date will be April 7, 2013, for most DoD employees.

Pay tables will be posted on the OPM website before the April 7, 2013, effective date. View the Executive Order for 2013 Pay Schedules and additional information at <http://www.opm.gov/oca/13tables/index.asp>

Federal Benefits Open Season Ended 10 December 2012

The Federal Benefits Open Season ended at midnight on Monday, 10 December 2012. If you made an FEHB Open Season election, the time to review your changes will be on the Leave and Earnings Statement (LES) you receive on February 7, 2013. You are encouraged to carefully review your LES. If the deductions for your new FEHB plan are not reflected on your LES, please contact the Army Benefits Center-Civilian (ABC-C) as soon as possible. You may speak with an ABC-C counselor between 6:00 am and 6:00 pm Central Time, Monday through Friday, at 1-877-276-9287.

Hail & Farewell

We welcome Joy Herman, HR Specialist, to the CPAC staff.

We enjoyed getting to know Andrew DiGiaino, Labor/Management Employee Relations Intern. Andrew will be leaving us later this month as he continues his career pursuits.

We had to bid fond farewell to Kelly Majestic, Shawntay Ritzie and Irma Mabry as they continue their career pursuits. We wish them all the best.

TSP Contribution Limit Increases for 2013

Thrift Savings Plan (TSP) maximum contribution amounts for regular/Roth TSP is \$17,500 and \$5,500 for TSP Catch-Up. It is important to remember that TSP contributions are based on the calendar year in which the pay is received.

The first 2013 contribution was on pay date January 10 (January 4 for DCMA). Therefore, those wishing to spread their contributions over the full 26 pay periods, should have made TSP and TSP Catch-Up elections during the pay period that began on December 2.

TSP Catch-Up elections must be renewed each year. Eligibility for TSP Catch-Up are 1) age 50 or older during the calendar year, 2) currently employed and in pay status and 3) regular contributions to civilian or military TSP account or equivalent employer plan that will equal the maximum allowed by the Internal Revenue Code (\$17,500 for 2013).

Charts to assist with planning the amount of TSP contributions to reach the maximum for 2013 are available on the ABC-C website. Employee benefit related questions should be referred to ABC-C at 877-276-9287.

For Employees Paid by the Payroll Offices of OA and FA (block 41 on most SF50s)						
TSP Election Created by the Employee (on or between these dates)		Effective Date of Election	Pay Period #	Deduction Will be in Paycheck Received	Contribution to Ensure \$17,500 for 2013	Pay Periods Remaining
2-Dec-12	15-Dec-12	16-Dec-12	1	10-Jan-13	\$674	26
16-Dec-12	29-Dec-12	30-Dec-12	2	24-Jan-13	\$700	25
30-Dec-12	12-Jan-13	13-Jan-13	3	7-Feb-13	\$730	24
13-Jan-13	26-Jan-13	27-Jan-13	4	21-Feb-13	\$761	23
27-Jan-13	9-Feb-13	10-Feb-13	5	7-Mar-13	\$796	22
10-Feb-13	23-Feb-13	24-Feb-13	6	21-Mar-13	\$834	21
24-Feb-13	9-Mar-13	10-Mar-13	7	4-Apr-13	\$875	20
10-Mar-13	23-Mar-13	24-Mar-13	8	18-Apr-13	\$922	19
24-Mar-13	6-Apr-13	7-Apr-13	9	2-May-13	\$973	18
7-Apr-13	20-Apr-13	21-Apr-13	10	16-May-13	\$1,030	17
21-Apr-13	4-May-13	5-May-13	11	30-May-13	\$1,094	16
5-May-13	18-May-13	19-May-13	12	13-Jun-13	\$1,167	15
19-May-13	1-Jun-13	2-Jun-13	13	27-Jun-13	\$1,250	14
2-Jun-13	15-Jun-13	16-Jun-13	14	11-Jul-13	\$1,347	13
16-Jun-13	29-Jun-13	30-Jun-13	15	25-Jul-13	\$1,459	12
30-Jun-13	13-Jul-13	14-Jul-13	16	8-Aug-13	\$1,591	11
14-Jul-13	27-Jul-13	28-Jul-13	17	22-Aug-13	\$1,750	10
28-Jul-13	10-Aug-13	11-Aug-13	18	5-Sep-13	\$1,945	9
11-Aug-13	24-Aug-13	25-Aug-13	19	19-Sep-13	\$2,188	8
25-Aug-13	7-Sep-13	8-Sep-13	20	3-Oct-13	\$2,500	7
8-Sep-13	21-Sep-13	22-Sep-13	21	17-Oct-13	\$2,917	6
22-Sep-13	5-Oct-13	6-Oct-13	22	31-Oct-13	\$3,500	5
6-Oct-13	19-Oct-13	20-Oct-13	23	14-Nov-13	\$4,375	4
20-Oct-13	2-Nov-13	3-Nov-13	24	28-Nov-13	\$5,834	3
3-Nov-13	16-Nov-13	17-Nov-13	25	12-Dec-13	\$8,750	2
17-Nov-13	30-Nov-13	1-Dec-13	26	26-Dec-13	\$17,500	1

Federal Employees Retirement System-Revised Annuity Employees (RAE)

Effective 1 January 2013, a new retirement system called Federal Employees Retirement System (FERS) as Revised Annuity Employees (RAE), FERS-RAE, for new hires was established. Employees who are subject to CSRS, CSRS-Offset, or FICA-only coverage and who have an opportunity to elect to transfer to FERS will be subject to FERS, not FERS-RAE, if they elect to transfer to FERS.

Background: Public Law 112-96, Section 5001, the “Middle Class Tax Relief and Job Creation Act of 2012,” makes two significant changes to the Federal Employees’ Retirement System (FERS). First beginning in 2013, new employees (as designated in the statute) will have to pay significantly higher employee contributions, an increase of 2.3 percent of salary. Second, new Members of Congress and Congressional employees, in addition to paying higher retirement contributions, will accrue retirement benefits at the same rate as regular employees.

Coverage Determination: FERS-RAE coverage will generally apply to any individual who receives an appointment not excluded from FERS coverage on or after January 1, 2013, and who would normally be placed in FERS. There are three exceptions to this general rule, however, and the date December 31, 2012, is a key date for each of those exceptions. An individual will be excluded from FERS-RAE coverage if any of these exceptions apply:

(a) the individual on December 31, 2012, was covered under FERS

OR

(b) the individual on December 31, 2012, was performing civilian service which is creditable or potentially creditable service under FERS (for example the individual may have been covered under another retirement system from which service credit may be transferred to FERS, such as CSRS, CSRS-Offset, Foreign Service, Federal Reserve, or CIARDS)

OR

(c) the individual on December 31, 2012, was not covered under FERS and was not performing civilian service which is creditable or potentially creditable service under FERS, **but** as of December 31, 2012 had performed at least **five years** of civilian service creditable or potentially creditable under FERS, including service subject to CSRS or CSRS-Offset.

There are other influencing factors in FERS or FERS-RAE determination such as potentially creditable service, break in service, receipt of compensation while separated, performing active duty military service, or leave without pay status. Details and examples of these factors along with further information can be found at <http://www.opm.gov/retirement-services/publications-forms/benefits-administration-letters/2012/12-104.pdf>.

The above information was taken from the United States Office of Personnel Management Benefits Administration Letter, Number 12-104, Date: October 3, 2012. This letter and additional information can be found at <http://www.opm.gov/retirement-services/publications-forms/benefits-administration-letters/2012/12-104.pdf>

Federal Employee Health Benefits Program (FEHBP) Events for 2013

Service Days: Many carriers will be on hand to answer questions and/or concerns regarding employees' current coverage. Employees can also compare one health care provider program against the next in preparation for Open Season.

Dates:

Monday, February 4, 2013

Tuesday, May 14, 2013

Tuesday, August 20, 2013

Service Day Times: 9:00 am to 12:30 pm

Open Season Health Fair: During Federal Employees Health Benefits Open Season (November 12 through December 10) employees can make changes to existing plans or choose a new carrier. The Open Season Health Fair offers employees the opportunity to speak with the various carriers and compare the different benefits and plans that are offered prior to making any changes.

Date: Tuesday, October 29, 2013

Time: 8:00 am to 2:00 pm

All Events Located: Community Activities Center
1529 Freedman Drive
Ft Detrick, MD 21702

New Automated Tools Available in EBIS

Army serviced employees now have three new automated tools available through the Employee Benefits Information System (EBIS). These new tools, the latest additions in the suite of EBIS tools, appear as clickable buttons on the employee's EBIS screen and are designed to assist employees with retirement preparation and planning.

In January, the Army Benefit Center-Civilian (ABC-C) launched HR LINK, an automated means of requesting a retirement estimate. Employees within five years of eligibility for a voluntary/optional retirement can request a retirement estimate electronically by logging into EBIS, clicking on the HR LINK button and answering several questions. The request will flow into ABC-C's system to be worked by a retirement counselor. Once the estimate is complete, an email notification is sent to the employee alerting him/her that the estimate is available in EBIS. This automated tool allows for greater protection of Personally Identifiable Information (PII), reduced costs associated with paper mailings and the convenience of estimates being available as soon as they are completed.

In May, eSeminar was launched. The eSeminar module provides an additional avenue to educate employees on their benefits. The courses provide a narrative presentation with eight separate benefit topics including new employee benefits, TSP, Social Security, financial planning, insurance, retirement and Flexible Spending Accounts. The courses consist of benefits related information for early, mid-career and end of career retirement planning and range in length from 5 minutes to just over 90 minutes.

The most recent addition, eRetirement, was launched in October and allows employees within one year of voluntary/optional retirement to fill out the retirement application in EBIS. The eRetirement program is intuitive and will guide the employee through completion of the appropriate forms by determining which forms are needed based on the employee's answers to certain questions. Completing the application using eRetirement allows employees to be confident that they have completed all required paperwork for their individual situation. Once the retirement application is completed in EBIS, it must still be printed, signed and mailed to the ABC-C.

eOPF is coming. eOPF is coming. eOPF is coming!**What is eOPF?**

The electronic Official Personnel Folder (eOPF) is the electronic version of your hardcopy employee official personnel folder, the official record of your Federal work career. The Office of Personnel Management (OPM) is leading a massive project to convert our paper personnel documents into an electronic format for easier access and management of our records through the use of Government computers. The eOPF system contains your personnel documents in a secure environment, allowing you immediate access and capability to search for documents located in your record.

What are some of the features of this new eOPF system?

eOPF allows each employee to have electronic access to their own personnel folder. Some unique system features include:

- provides secure access to employment documents/official forms and information to a geographically dispersed workforce
- supports a secure environment
- eliminates even minimal risk of loss of an employee's official personnel folder during filing and/or routing
- reduces costs associated with storage, maintenance, and retrieval of records
- complies with OPM and federally mandated HR employee record management regulations
- delivers system generated email notifications to employees.

When can I access eOPF?

The Department of Army recently completed the conversion of your OPF documents to the electronic format and will be granting eOPF access to our civilian workforce in a phased approach. eOPF for Fort Detrick Appropriated Fund employees is scheduled to deploy on 6 March 2013. eOPF for Fort Detrick NonAppropriated Fund employees is scheduled to deploy on 27 February 2013.

Federal Employees and Illegal Drug Use

Since 1986, the Federal government has mandated a comprehensive drug-free workplace for all federal employees. Executive Order 12564 (Drug-Free Federal Workplace, 1986) requires as a condition of employment that all Federal employees refrain from using illegal drugs on or off-duty, regardless of whether employees encumber drug testing designated positions.

As of November 2012, 19 states in the United States have legalized marijuana for medicinal purposes, and two states have legalized it for recreational purposes. Subsequently, the burning question federal supervisors and employees have is: *Can federal employees who use or test positive for medicinal or recreational marijuana be disciplined or removed for illegal drug use, even in states where marijuana use has been legalized?*

The short answer is “yes”.

Although marijuana may be legal in certain states for either medicinal or recreational purposes, it is not recognized, for any purpose, as a legal controlled substance under federal law. Consequently, employees who test positive for marijuana--or any other illegal substance--may be disciplined, including up to removal from federal service, even in states where marijuana has been legalized, including instances where a prescription for medicinal marijuana has been issued.

2013 Appropriated Funds Pay Calendar

JANUARY 2013						
SUN	MON	TUE	WED	THU	FRI	SAT
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MARCH 2013						
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APRIL 2013						
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JUNE 2013						
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JULY 2013						
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AUGUST 2013						
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September 2013						
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OCTOBER 2013						
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November 2013						
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DECEMBER 2013						
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 Holiday
 Pay Period Begins
 Pay Day
 AF Pay Period Ending

- | | | | |
|-------------|-------------------------|-------------|------------------|
| JANUARY 1 | NEW YEAR'S DAY | SEPTEMBER 2 | LABOR DAY |
| JANUARY 21 | MARTIN LUTHER KING JR'S | OCTOBER 14 | COLUMBUS DAY |
| FEBRUARY 18 | PRESIDENTS DAY | NOVEMBER 11 | VETERANS DAY |
| MAY 27 | MEMORIAL DAY | NOVEMBER 28 | THANKSGIVING DAY |
| JULY 4 | INDEPENDENCE DAY | DECEMBER 25 | CHRISTMAS |

2013 Non-Appropriated Funds Pay Calendar

JANUARY 2013						
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FEBRUARY 2013						
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MARCH 2013						
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APRIL 2013						
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JULY 2013						
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AUGUST 2013						
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September 2013						
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OCTOBER 2013						
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November 2013						
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DECEMBER 2013						
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 Holiday

 Pay Day

 NAF Pay Period Ending

- JANUARY 1 NEW YEAR'S DAY
- JANUARY 21 MARTIN LUTHER KING JR'S
- FEBRUARY 18 PRESIDENTS DAY
- MAY 27 MEMORIAL DAY
- JULY 4 INDEPENDENCE DAY

- SEPTEMBER 2 LABOR DAY
- OCTOBER 14 COLUMBUS DAY
- NOVEMBER 11 VETERANS DAY
- NOVEMBER 28 THANKSGIVING DAY
- DECEMBER 25 CHRISTMAS

Appraisal Upload via CHRA AutoNOA Website

The CHRA AutoNOA team has an automated tool to assist managers with submitting annual performance ratings and for getting the appraisal form filed in an employee's eOPF. An annual performance award may also be requested at the same time either on the appraisal website or on the US Awards Submissions site.

1) **ACCESS:**

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

Users must have a CSU account to submit appraisals and a CSU & DCPDS account to submit an award request. First time users must click the AutoNOA link & will be redirected to an access page; access will be granted within 24hours or less. Web links for Managers are found under the MANAGERS header on the web page.

2) **APPRAISALS:**

Complete the organization's typical hard copy appraisal form or electronic appraisal form.

CURRENT FORMS INCLUDE:

TAPES

JTF-CAPMED

DCMA

DECA

Acquisition Demo/Lab Demo (filing of appraisal form only)

LN Far East (form uploaded and available to Processing Center for printing/filing)


Date & sign the form & scan/save it as a .PDF file; XFDL formats are also accepted. Navigate to the AutoNOA **Appraisal Entry** website located under the MANAGERS header. *Printable instructions* and a *Voice Guided Tutorial* are available for in-depth guidance. Select your employee & follow webpage instructions to enter the employee's rating. Upload the saved .PDF appraisal form for the employee when prompted and submit.

IMPORTANT: Ensure the correct rating & documents are uploaded as errors cannot be fixed on the webpage; errors/corrections must be coordinated through the servicing CPAC to the region's Processing Center.

3) **AWARDS:**

After the annual appraisal has been submitted, the Manager will be prompted to enter the annual **monetary** or **time off award** on the appraisal website. The requester may also wait and use the US or LN Awards submission website, also located on the AutoNOA Homepage at a later time.

Pathways Program

President Obama signed [Executive Order 13562](#) , entitled "Recruiting and Hiring Students and Recent Graduates," on December 27, 2010. This EO establishes the Pathways Programs, consisting of three excepted-service programs tailored to recruit, hire, develop, and retain students and recent graduates. As directed by the EO, OPM issued a Pathways rule to improve recruiting efforts, offer clear paths to Federal internships for students from high school through post-graduate school and to careers for recent graduates, and provides meaningful training and career development opportunities for individuals who are at the beginning of their Federal service. The rule includes the following three programs: the Internship Program (replaced the SCEP and STEP), the Recent Graduates Program, and a reinvigorated Presidential Management Fellows (PMF) Program. For additional information on the Pathways Program, please contact your servicing HR Specialist or go to www.opm.gov.

2013 Annual Weingarten Notice

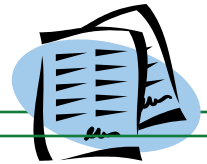
Weingarten Notice

In accordance with the requirements of 5 USC 7114(2)(B), Representation Rights and Duties, Provides:

An exclusive representative of an appropriate unit in an agency shall be given the opportunity to be represented at any examination of an employee in the unit by a representative of the agency in connection with an investigation if:

- (a) the employee reasonably believes that the examination may result in disciplinary action against the employee; and
- (b) the employee requests representation.

Any questions may be directed to the Civilian Personnel Advisory Center (CPAC) at 301-619-2247.



Voluntary Leave Transfer Program

The Voluntary Leave Transfer Program (VLTP) is a means for Federal Employees to transfer / donate Annual Leave to one another due to a medical emergency that is likely to require their absence from duty for a prolonged period of time, resulting in a substantial loss of income because of the unavailability of paid leave. The medical emergency may be for the employee or their family member. By law, **ONLY Annual Leave is allowed to be transferred / donated** (Title 5 Code of Federal Regulations, Part 630) and leave donations are **NOT** tax deductible. To apply to become a leave recipient, you need to contact your supervisor and your activity's Customer Service Representative (CSR). If you would like to donate leave, please submit an OPM-630A form to your CSR. The form can be found at <http://www.opm.gov/forms/pdf fill/opm630a.pdf>.

To obtain a current list of all current leave recipients, please contact your unit payroll representative.

Training Bulletin

PDP New Employee Training

The Personnel Demonstration Project (PDP) New Employee Training will be on-line sometime in the spring.

In the meantime, new PDP employees can go to

<https://mrmc-pdp.amedd.army.mil/index.cfm?pageId=pdp.pdptraining> for the training manual.

If you need additional information, please contact the Civilian Personnel Advisory Center at 301-619-2247.

Supervisor Development Course (SDC)

MEDCOM recently reported to HQDA a completion rate of 79% for the SDC. This figure includes both civilian supervisors, and military who supervise civilians. The goal, as set by HQDA, is to achieve 100% trained. We must continue the effort to reach this goal. The SDC is required for all supervisors (military and civilian) of Army civilians. *New supervisors must complete this course within 1 year of appointment to a supervisor position.* Individuals will enroll in the SDC through the Civilian Human Resource Training Application System (CHRTAS) at the following URL: <https://www.atrrs.army.mil/channels/chrtas>.

POC: 210-221-7245 (DSN 471)

Additional Training

If your organization has specific human resources related training needs, such as recruitment flexibilities, management/employee relations or TAPES, please contact the CPAC office 301-619-2247.



Helpful Websites:

BRAC: <http://cpol.army.mil>

Benefits: www.opm.gov/insure

Salary Charts: www.opm.gov/oca/08tables/

Pay: <https://mypay.dfas.mil/mypay.aspx> (My Pay)

NAF Vacancy Announcements: www.CPOL.Army.mil

NAF Benefits: http://www.armymwr.biz/naf_benefits.htm

Army Vacancy Announcements: www.CPOL.Army.mil or www.USAJobs.gov