

The CPAC NEWSLETTER

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THE FORT STEWART CIVILIAN PERSONNEL ADVISORY CENTER

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CPAC Director on the Move



The CPAC Director will be TDY from 21 May—17 August 2012 to Fort Jackson, SC. Mr. Jeffery Fortier will be the Acting CPAC Director in her absence.



Automated Requests for Retirement estimate

EMPLOYEES MAY NOW REQUEST PERSONALIZED RETIREMENT ESTIMATES THROUGH EBIS!

Electronic estimates are now a reality. Current Army-serviced employees who are eligible for a voluntary/optional retirement within the next five years can now request a retirement estimate electronically through the Employee Benefits Information System (EBIS).

To request an estimate, the employee should log into EBIS through the ABC-C web site at <https://www.abc.army.mil> and click on the "HR LINKS" button. Eligible employees will be asked a series of questions pertaining to their retirement estimate request. Once submitted, the request will flow electronically to ABC-C where the request will enter a queue to be worked. The completed estimate will be electronically returned to the employee's EBIS account and similar to the system utilized by DFAS for receipt of leave and earnings statements, an email notification will be sent to the employee that the estimate is available in EBIS.

Employees who are not within five years of voluntary retirement and click on the "HR LINKS" button will receive a notice that they are ineligible to request an electronic estimate. Employees who are not within five years of voluntary retirement eligibility but who wish to receive an estimate (Minimum Retirement Age (MRA)+10, Voluntary Early Retirement Authority (VERA), disability and deferred retirement) will not be able to use the electronic option at this time. These employees will need to request their estimate by using the ABC-C automated phone line at 877-276-9287 and speaking with a retirement counselor.

The benefits of offering this on-line option include greater protection of Personally Identifiable Information (PII), reduced costs associated with paper mailings and convenience for the employee in both requesting the estimate electronically and obtaining the estimate more quickly.

Employee Notice of CRB



The Department of the Army has developed a Civilian Record Brief (CRB) for all employees. The CRB is a one-page snapshot of an employee's official data pulled from various sources, such as MyBiz, DCPDS, NPA/SF-50s and Training

Application Systems. A sample CRB along with the CRB Quick Guide and the CRB User Guide are attached for your convenience. By putting all of this information on a single, easily viewed document, you will have an uncomplicated method for reviewing your data contained in the DCPDS 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 your work experience, education, training, awards, professional licenses and certifications, performance ratings, foreign language proficiency, security investigation status, personal and emergency contact information, current and previous position description information, and other data regarding the employee's Federal civilian service. You will be able to review and update your CRB through MyBiz and "Update My CRB" through the CPOL Portal. Keeping your CRB updated is voluntary on your part, but data accuracy is important as information contained in the automated personnel systems, as reflected on the CRB, will be used to update many other authoritative OPM and DoD applications such as OPM's Enterprise HR Integration (EHRI), the DoD payroll system and DEERS, among others. The data identified on the CRB will also soon be used to update eOPF (OPM's official and permanent electronic storage of SF-50s and SF-52s) as well as the Army Career Tracker (ACT).

As stated above, you are not required to take any steps associated with the implementation of the CRB, but you are encouraged to review your CRB for accuracy. A copy of your CRB will also be available to your supervisor; 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 you and your supervisor.



End of RESUMIX/ANSWER and USA Staffing Requirements

As of 1 May 2012, USA Staffing is the only application system for all Army and Department of Defense appropriated fund (AF) and nonappropriated fund (NAF) vacancy announcements. The Resumix application system has closed. To apply through the Application Manager on USAJOBS, you must submit a resume directly to USAJOBS and upload the required documentation for your eligibility for merit promotion announcements.

Effective 31 May 2012, you can no longer access your Resumix resume or track the status of your Resumix self-nominations in ANSWER. To move your Resumix resume to USAJOBS, you must copy it from Army Resume Builder prior to 31 May, then upload it into USAJOBS/Application Manager.

You can view the status of your self-nominations via USAJOBS - My Account - Application Status.

Continued-End of RESUMIX/ANSWER and USA Staffing

Employees can access, save or print their own SF-50s from www.cpol.army.mil:

- ◆ Log into Portal by clicking on 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 PDF icon next to the SF-50 that you want to access.
- ◆ From gray menu bar at 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.

Total Army Performance Evaluations System- Appraisals

Appropriated Fund Instructions for Appraisal Processing.

Submit all employee appraisal data on QTF Appraisal Spreadsheets to the SC Region Processing Cell, Cynthia Gilreath (Cynthia.r.gilreath2@us.army.mil) for upload into DCPDS.

Fort Stewart Appropriated Fund Official Personnel Folders (OPF's) are in the process of being scanned into the Electronic Official Personnel Folder system (eOPF). All hard copy appraisals should be sent to the South Central Region OPF file room for scanning. Please ensure that the complete SSN is shown on each appraisal in the upper right hand corner of the document. Also include a copy of the QTF Appraisal Spreadsheet. Make sure to include the Privacy Act Data Cover Sheet, DD2923. For further information please contact your HR Representative.

OPF Room address:

DEPARTMENT of the Army, United States Civilian Human Resources Agency, South Central Region Operations Center, ATTN: PECP-SCR-MSO, Sparkman Center, Bldg 5304, Redstone Arsenal, AL 35898-5222

ICARE



Fort Stewart Civilian Personnel Advisory Center (CPAC) wins ICARE for 3 consecutive months! CPAC celebrated and won the theme of Commitment from April 15 to May 15.

The Civilian Human Resources Agency, South Central Region implemented a 12-month program in January 2012 to hardwire customer excellence! The program consists of five standards of excellence and 12 supporting behaviors (Attitude, Professionalism, Commitment, Courtesy, Respect, Communication, Safety, Privacy, Stewardship, Creativity, Quality, and Ownership).

The ICARE program is designed to create a Culture of Excellence where managers, supervisors, and employees "seek-out" our HR services and CHRA SCR employees fully invest themselves in their work.

Fort Stewart CPAC has provided exemplary service and excelled above 5 other CPACs in the Medium Category. This is a direct reflection on the CPAC Director, Supervisors and the dedicated employees of our organization.

Here are a few of their astounding achievements they conveyed to win the ICARE award for the Month of Commitment.

- ◆ Completed a successful use of DOD Pipeline Program by reemploying a long-term worker's compensation claimant and achieving a projected cost avoidance of \$1.8 million.
- ◆ Embraced the USA Staffing challenge by working as a team to share ideas, assessments and lessons learned to achieve CHRA production goals.
- ◆ Constantly informed customers on their customer service culture change to include discussion of what the customer can expect from the CPAC in terms of professional service.



Awards Submission (AUTONOA)

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.

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.

Training

Knowledge
useful abilities.
backbone of co
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today

Mandatory Supervisor Development Course

Are you aware of the Army's new mandatory supervisor training requirements for all supervisors (Military and Army Civilian) who supervise Army civilians.

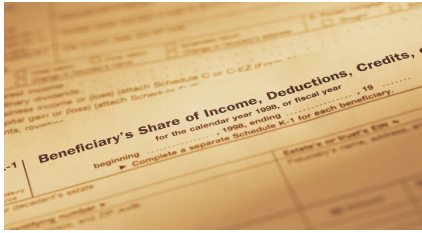
The 2010 National Defense Authorization Act (NDAA), section 1113, outlines specific requirements for mandatory supervisor training. New supervisors (supervisors with less than one year of supervising Army Civilians) are required to complete supervisor training during their one-year probationary period. Additionally, all supervisors of Army Civilians are required to complete refresher/sustainment supervisor training at least once every three years.

Enrollment in the Supervisory Development Course (SDC) is accomplished through the Civilian Human Resource Training Application System (CHRTAS) at the following URL:

<https://www.atrs.army.mil/channels/chrtas>.

Supervisors who have not completed any supervisor training and supervisors who have not completed supervisory training in the past three years are required to complete supervisor training NLT 30 Jun 12.

The CPAC will no longer be providing HR for supervisors as it has in the past. Local classroom training provided by the CPAC, such as hands on training or portions of the previous HR for supervisors curriculum is considered as supplemental training and is not intended to meet the supervisor's training requirements that are codified in Army Regulation 350-1, Army Training and Leader Development.



NAF Performance Appraisals

NAF PERFORMANCE APPRAISALS: The rating process is used to evaluate the quality of employee performance on a continuing basis against realistic performance standards. Employees must have written and signed performance standards in place a minimum of 120 days before an annual rating is authorized. Rating officials are required to issue performance standards in writing to each new employee as soon as possible but not later than 30 days after placement in a NAF position and to all other employees at the beginning of each rating period. The annual performance appraisal due dates for all NAF employees serviced by the Fort Stewart/Hunter Army Airfield CPAC NAF Division are due on a designated date each year based on assigned pay plan and grade. The rating periods are as follows: *FWS (NA, NL, and NS), and NF-3 and below, 1 April – 31 March each year; CY and NF-4 and above, 1 November – 31 October each year.* Suspense date for completion is 45 days from appraisal due date.

WHAT'S NEW IN NAF:

CIVILIAN RECORDS BRIEF (CRB): The Department of the Army has developed a Civilian Record Brief (CRB) for all employees which is now available for use. The Army Civilian Record Brief is a one-page report of your critical human resources (HR) data. It contains information retrieved from the Defense Civilian Personnel Data System (DCPDS), which is the authoritative source of HR data for DoD civilian employees, and from other sources you may update yourself via online self-service application. We strongly encourage all employees to review their CRBs for accuracy. The full MyBiz user guide is located at: http://www.cpms.osd.mil/hrbits/selfservices/selfservice_userguide.aspx

USA STAFFING (USAS) EFFECTIVE: 9 April: USAS is a single web-based point of entry for all recruitment and hiring activities. USAS will expedite the process for the applicant, HR professionals, and selecting officials. What does this mean for DFMWR and NAF? **NO MORE PAPER APPLICATIONS OR RESUMES.** The application process is fully automated. All Army announcements are available on <http://www.armycivilianservice.com> and www.usajobs.gov. Applicants may apply on <https://applicationmanager.gov>

**NAF HR Officer***Sue Faust***NAF HR Specialist***Carla Wesley***NAF HR Assistants***Vera Coats**Arlene Newton**Sharonica Tate**Diane Rodriguez**Cynthia Turner*

NAF

Electronic Official Personnel Folder (Eopf)

ELECTRONIC OFFICIAL PERSONNEL FOLDER (eOPF) coming soon!: All NAF employees have an Official Personnel Folder (OPF) that contains Human Resource (HR) records and documents related to employment. The eOPF is an electronic version of the paper OPF and a system for accessing the virtual folder(s) on-line. The eOPF system combines document management with workflow capabilities. It allows for each employee to have electronic access to their personnel folder instead of the hard copy paper folder. NAF HR is currently in the process of shipping the hard copy OPF's to be scanned into the automated system. Employees will soon have access to their OPF electronically.

This will simplify employee access to their OPF. You can use any government computer with internet access. You can print documents whenever you need them. Information regarding eOPF is available on the OPM web site at <http://www.opm.gov/egov/e-gov/EHRI/eopf.asp>. More to follow on when this new system will be accessible to employees.

MAKE A COMMITMENT TO YOUR ATTITUDE



How would you describe yourself? Positive...motivated... enthusiastic... dependable... trustworthy? Now consider-Is that how other people see you? How would your co-workers describe your attitude? Most people think that attitude is OK when conflict-related problems arise-they think, "hey it's those other people who are jerks that are hard to work with and don't live up to their commitments." They believe their own intentions are good- so, they conclude that their behavior is good as well. Don't you? However, the reality is that all of us have difficult

days when it's easy to let events drag us down. We all have times when, despite our good intentions, we just don't walk the talk. Because we are humans, we're not always at our best-but we need to strive to do our best. That's why each of us needs to take charge of building our own commitment and positive attitude. Remember-

Our lives are not determined by what happens to us but by how we react to what happens, not by what life brings to us, but the Attitude we bring to life.

Paul Sims