

**CPAC NEWS 2016  
MAY - JUNE**

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**TIMELY SUBMISSION OF OWCP CLAIM CA-1 AND CA-2**

Timely submission of the claim is vital to the injured worker in receiving their benefits in a timely manner and measurable to determine the effectiveness of our program by the Department of Labor (DOL). Our standard timeliness remains the same, that is, we have 14 calendar days from the reporting of the injury to the supervisor to submit the claim to the Department of Labor. Last fiscal year our reporting timeliness was 91%. The goal that has been set by the Department of Labor is to have Fort Stewart and Hunter Army Airfield at 95% submission timeliness or higher. This can be achieved by having the injured workers notify their management teams immediately of the injury and the manager sending the claim to the CPAC for processing.

**EMPLOYEE'S COMPENSATION OPERATIONS AND MANAGEMENT PORTAL**

There has been a significant change in the submission process of Worker's Compensation CA-1 and CA-2 claim forms. The Department of Labor has instituted the Employee's Compensation Operations and Management Portal also known as ECOMP. With this portal, employees and supervisors will have the ability to complete a claim and submit it to the Civilian Personnel Advisory Center (CPAC) for processing and submission to the Department of Labor. The intent of the program is to streamline the process to save time in getting the benefits the employee needs to take care of their work-related injury or illness. The CPAC will have the ability to monitor the claim as it progresses from the claimant to the supervisor and then to the CPAC for a final Quality Control review and submission to the Department of Labor.

Your CPAC Injury Compensation Specialists are Mrs. Joy Miller at 912-767-2271 and Mr. Ian McCarty at 912-767-1326 and we are available to assist you with your worker's compensation questions .

**DEFENSE PERFORMANCE MANAGEMENT APPRAISAL PROGRAM**

The Ft. Stewart CPAC employees began transitioning into the new Department of Defense three-tiered performance appraisal system, Defense Personnel Management Appraisal Program on 1 April 2016. The appraisal system consist of three tiers – employees will be rated as unacceptable, fully successful or outstanding and will be uniform across almost all DoD. The new appraisal system is also the leading edge of an effort to transform the culture of the Department of Defense into a collaborative environment between employees and managers. The new system encourages active, year-round dialogue and greater participation by employees.

Additional information on the Defense Personnel Management Appraisal Program can be found at:

<https://dodhrinfo.cpmos.osd.mil/New-Beginnings/Pages/Home1.aspx>



## VOULNTARY LEAVE TRANSFER PROGRAM

Under the Voluntary Leave Transfer Program (VLTP), a covered employee may donate annual leave directly to another employee who has a personal or family medical emergency and who has exhausted his or her available paid leave. Each agency must administer a voluntary leave transfer program for its employees. There is no limit on the amount of donated annual leave a leave recipient may receive from the leave donor (s). However, any unused donated leave must be returned to the leave donor (s) when the medical emergency ends. An employee may participate concurrently in both the VLTP and the Voluntary Leave Bank Program, if available.

Questions concerning the Voluntary Leave Transfer Program can be addressed with Ms. Carolyn Colon, HR Specialist/Labor/MER at 912-767-2180.



## HOW TO UPDATE YOUR CIVILIAN RECORDS BRIEF (CRB)

How do I update the information in my CRB?

Your information may be updated in a number of ways, depending on the section in the CRB. HR Professionals at your servicing Army Civilian Personnel Advisory Center (CPAC) are the only individuals who may update some portions of the information. You may update some information using the self-service capabilities of MyBiz and CPOL Portal. Other training related information comes from ATRRS, which may be updated by select training managers and personnel who work in the associated schools. The instructions on how to update each section are included in the description for that section. Each section of the CRB is also color coded to designate how the information may be updated:

Blue shaded sections are ONLY updateable at MyBiz: <https://compo.dcpds.cpms.osd.mil>

Tan shaded sections are ONLY updateable thru employee self-service in CPOL Portal

### WHY IS IT IMPORTANT?

Your CRB reflects the information contained in official DoD and Army HR databases. It is available to you online so that you may regularly review the accuracy and completeness of your record. The CRB allows employees to take ownership of their career and future in building professional development.

### HOW DO I ACCESS MY CRB?

If you are an Army civilian employee and have a valid common access card (CAC), you may access your CRB in the CPOL Portal at: <http://acopl.army.mil>.

For additional assistance you may contact the CPAC at 767-8358 or 767-1585.

pe.colld@usarmy.mil

US ARMY CIVILIAN RECORD BRIEF																																																					
Organization	Full Name (Last, First, Middle)	Position Title	Grade	Location	Employment Status	Employment Type	Employment Category	Employment Grade	Employment Series	Employment Position	Employment Location																																										
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### ***“HOW DO I CHANGE MY BENEFICIARY?”***

Have you updated your beneficiary forms lately? Completing beneficiary forms is an option available to every civilian employee. However, if you complete beneficiary forms, it becomes your responsibility to ensure the forms are current. A change in marital status or family status does not automatically change a beneficiary form that you previously submitted, nor does it prevent the beneficiary from receiving the death benefits that you designated. There are several types of beneficiary forms that you can complete to designate your benefits that are payable after death.

- SF 2823-Designation of Beneficiary, Federal Employees' Group Life Insurance Program-File at the local CPAC Office
- SF 3102-Designation of Beneficiary, Federal Employees Retirement System (FERS)-File at the local CPAC office
- TSP-3-Designation of Beneficiary, TSP-Mail to TSP at the address provided on the form.



### ***“HOW DO I UPDATE MY EMERGENCY CONTACT DATA?”***

#### ***EMERGENCY CONTACT DATABASE***

You can now enter this information through My Biz Access by using this link: <https://compo.dcpds.cpms.osd.mil/>

After you've logged into My Biz, click on Update My Information, Emergency Contact Information Tab, follow instruction to Add or Modify data.

If you have previously entered your information through this Emergency Contact link, your data will have been transferred into your My Biz record.

CPAC POC: Ms. Kaskha Anthony at 767-8358 or Ms. Chynelda Archer at 767-1585.



### ***ELECTRONIC OFFICIAL PERSONNEL FILE (eOPF)***

You may also use eOPF to update your emergency data. To view your Emergency Data,

Log on to eOPF at <https://eopf.nbc.gov/<agencyname>>

Read the eOPF User agreement and click accept

Enter you eOPF ID and your secure password and then Click Submit.

From the main menu, click my profile and select the Emergency Data Tab. Edit all fields as needed and click apply.

Note: It is the responsibility of each employee to ensure that their emergency contact information remains current.

## CREDITING NON-FEDERAL, CERTAIN MILITARY AND VOLUNTEER WORK FOR LEAVE ACCRUAL

Did you know, in accordance with DoD and Army policy, credit for non-federal, certain military and volunteer work authorized for civil service employees also applies to NAF employees. Credit is applicable to appointments at the NF-05 pay band level or below, FWS and CYS positions. Managers/Supervisors have the flexibility to authorize credit for annual leave accrual to a newly appointed, or reemployed/reinstated employee who has a break in service of more than 90 days. The service credit is provided on an approved discretionary basis only, and is not an entitlement to an employee. Such service credit cannot be made retroactive. Such credit may be authorized in a manner that is compatible with the referenced documents found at:

<http://cpol.army.mil/library/benefits/2011-0506-DAPE-CPZ.html>

As an additional note, appropriated fund Federal Service that is not otherwise credited by DoD 1400.25-M, SC 1406.2.2.24.3., may be credited towards NAF annual leave accrual.



## AUTONOA RECRUIT FILL TOOL

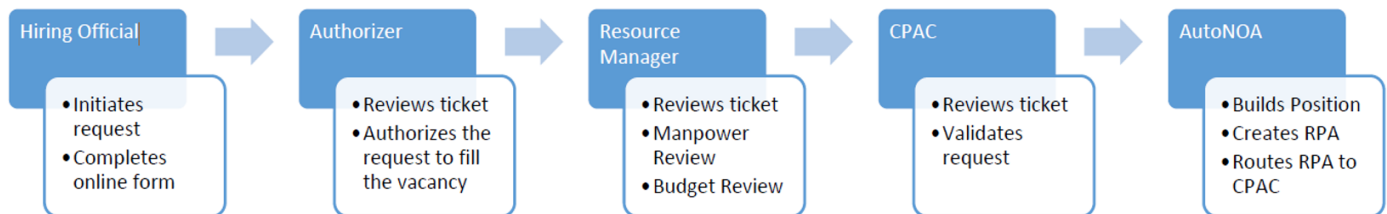
### What is the AutoNOA Recruit Fill Tool?

The AutoNOA Recruit Fill tool is an intuitive, user-friendly, web-based tool designed to capture data necessary to begin the hiring process. The tool eliminates the need for the hiring official to log into DCPDS to create and route a recruit/fill RPA.

### How does it work?

Hiring officials use the Recruit Fill tool to initiate the request to fill their vacancy. The AutoNOA website generates a web ticket for the request. The web ticket is reviewed by the Authorizer, Resource Manager, and CPAC prior to the creation of the RPA. Hiring officials can track the status of their web tickets through a dashboard feature on the AutoNOA website.

AutoNOA will build the vacant position in DCPDS, generate the RPA, and route the RPA to the CPAC after all of the necessary review and authorization steps have been completed and the data has been validated by the CPAC.



### What are the advantages of using the tool?

The AutoNOA Recruit Fill tool prompts the hiring official to provide required information about the vacancy being filled, minimizing the need for the CPAC to reach back to him/her for more information after receipt of the RPA. Users of the tool can expect to see a noticeable decrease in fill time between the creation of the RPA and the opening of the vacancy announcement.

New users should view the instructional materials and training video posted on the AutoNOA Recruit Fill website at:

[https://nccpoc.ria.army.mil/autonoa/Recruit\\_Fill](https://nccpoc.ria.army.mil/autonoa/Recruit_Fill)

The AutoNOA website also provides a Frequently Asked Question section under their Help feature that provides additional tips for using the Recruit Fill tool.

## 2016 FEDERAL EMPLOYEE'S GROUP LIFE INSURANCE (FEGLI) OPEN SEASON

OPM will hold a Federal Employee's Group Life Insurance (FEGLI) Open Season from 1 Sep 2016 through 30 Sep 2016. During this time, eligible employees can elect or increase their FEGLI life insurance coverage. The effective date for changes to FEGLI coverage under this Open Season will be delayed one full year to the beginning of the first full pay period on or after 1 Oct 2017. For additional information please visit: [www.abc.army.mil](http://www.abc.army.mil) or [OPM.gov](http://OPM.gov)

## USAJOBS - THE NEW AND IMPROVED APPLICANT EXPERIENCE

USAJOBS rolled out a redesigned application process. The redesigned process features a cleaner, more focused design with visual cues and relevant references for the applicants' and improves the process transparency about the transition from USAJOBS to the Applicant Manager module of USA Staffing.

To view the new design process, visit USAJOBS at <https://www.usajobs.gov>

## HR TIDBIT

Balancing Customer Service with Adherence to Merit System Principles:

### WHAT ARE MERIT SYSTEM PRINCIPLES?

The Merit System Principles (MSP) are nine basic standards governing the management of the executive branch workforce. The principles are part of the Civil Service Reform Act of 1978. Merit System Principles are the "do's" for taking personnel actions.

1. Recruit, select, and advance on merit after fair and open competition.
2. Treat employees and applicants fairly and equitably.
3. Provide equal pay for equal work and reward excellent performance.
4. Maintain high standards of integrity, conduct, and concern for the public interest.
5. Manage employees efficiently and effectively.
6. Retain or separate employees on the basis of their performance.
7. Educate and train employees if it will result in better organizational or individual performance.
8. Protect employees from improper political influence.
9. Protect employees against reprisal for the lawful disclosure of information in "whistleblower" situations.

### WHAT ARE PROHIBITED PERSONNEL PRACTICES?

1. Illegally discriminate for or against any employee/applicant.
2. Solicit or consider improper employment recommendations.



## HR Tidbit Continued

3. Coerce an employee's political activity.
4. Obstruct a person's right compete for employment.
5. Influence any person to withdraw from competition for a position.
6. Give unauthorized preference or improper advantage.
7. Employ or promote a relative.
8. Retaliate against a "whistleblower", whether an employee or applicant
9. Retaliate against employees or applicants for filing an appeal.
10. Unlawfully discriminated for off duty conduct.
11. Knowingly violate veteran's preference requirements.
12. Violate any law, rule or regulation which implements or directly concerns the merit principles.
13. Implement or enforce any nondisclosure policy, form, or agreement if such policy, form or agreement does not contain the following statement: "These provisions are consistent with and do not supersede, conflict with, or otherwise alter the employee obligations, rights, or liabilities created by existing statute or Executive order relating to (1) classified information (2) communications to Congress, (3) the reporting to an Inspector General for a violation of any law, rule, or regulation, or mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety, or (4) any other whistleblower protection. The definitions, requirements, obligations, rights, sanctions, and liabilities created by controlling Executive orders and statutory provisions are incorporated into this agreement and are controlling."

### References:

- 5 U.S.C. 2301 (Meriti Principles)
- 5 U.S.C. 2301 (Prohibited Practices)
- 5 U.S.C. Parts 300. 330. 332



### Civilian Personnel Advisory Center (CPAC)

#### Address

55 Soldier Pony Avenue

Bldg. 253, Suite 2013A

Phone number: 912-767-8358/1585

FAX: 912-767-2302

### Non-Appropriated Funds (NAF)

#### Address

55 Soldier Pony Avenue

Bldg. 253, Suite 2046

Phone number: 912-767-5051

Fax Number: 912-7672302/2307