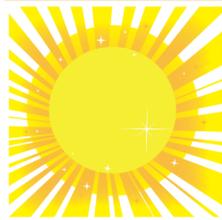




As the days turn into weeks, and the months pass by, it's hard to believe summer is upon us already. Within the past few months, many changes have been made on Fort Sam Houston. With a new Acting CPAC Director, the GS system returning, and construction popping up around post, it seems that everything is changing. In this issue the articles will be revolving around the topic of transition and what affects you, as civilian employee in the upcoming



weeks. Our new Acting Director, Audrey Blake, has made it clear that even though our leadership changed, our mission still remains: to deliver quality, professional and responsive customer service. With her previous experience working as an Operations Manager for the Europe Area CPOC, it is easy to see how the recent addition will enhance our relationship with the military counterparts on Fort Sam Houston. For a more in-depth look at Mrs. Blake turn to page 2.

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## ARMY VACANCY ANNOUNCEMENTS NEW SELF-NOMINATION PROCESS

Submitted by: Keelee Santos

Effective 10 June 2010, HQDA will implement a change to the current self-nomination process for applicants who self-nominate for Army vacancy announcements.

Currently, an applicant self-nominates by clicking on the "Self Nominate" link at the bottom of each Army vacancy announcement. Upon clicking the "Self Nominate" link, the Self Nomination Form appears and applicants enter their name, telephone numbers, e-mail address and Social Security Number (SSN). Effective 10 June, in order to self nominate for Army jobs, all applicants must have an established Army Resume Builder account and will be required to enter their Army Resume Builder password, SSN and e-mail address on the self-nomination form. An applicant will no longer have to enter his/her name or phone number since this information already exists in the ap-

plicant's Army Resume Builder account. The reason for this change into add another level of security to protect applicants from having their personal job record history shared with others who have obtained the applicant's SSN.

It is not anticipated that this will be a significant issue since the majority of applicants self-nominating for Army positions already have an Army Resume Builder & ANSWER account. For applicants who do not, an account must be established in the Army Resume Builder & ANSWER tool under the "New Users" link. The applicant does not have to use the tool to create and submit his/her resume, but must at least complete the new users registration page. After the new process is implemented on 10 June, it is expected that some applicants with an established Army Resume Builder & ANSWER account may have forgotten their password. If forgotten, an applicant can click on the "Forgot your Password?" link, enter his/her

(CONT. PAGE 5)

# Meet the Director

Monday, June 1, 2010

## Armadillo Exclusive

Ms. Audrey R. Blake assumed the position of Acting Director, Fort Sam Houston Civilian Personnel Advisory Center on 4 March 2010. As acting director, she leads a diverse and dynamic group of Human Resource professionals in servicing Fort Sam Houston commanding officers and civilian managers in executing their total human resource management program. Prior to her current assignment, Ms. Blake served in Heidelberg, Germany, as Deputy Director, CHRA-Europe Region and prior to this, Deputy Direc-

tor, Civilian Personnel Operations Center (CPOC)-Europe.

Ms. Blake is a 2001 graduate of the Army Management Staff College. She attended American Technological University, Killeen, Texas, and received a Bachelor's Degree in Social Services and Rehabilitation with a minor in Education. She also received a Master's Degree in Public Administration with an emphasis in Organizational Management from Golden Gate University, San Francisco, California. Within the Human Resources career program, Ms. Blake is also Adjunct Faculty Certified.

## HEALTH CARE REFORM

Submitted by: Linda Williams

The recently enacted health care reform bill will not impact FEHB plans especially those involving possible taxes, for several years. But the Office of Personnel Management recently indicated that at least one provision will take effect on January 1, 2011, requiring FEHB plans to provide coverage to adult children of plan members up to age 26. OPM indicated it would provide additional information on the new law's impact on federal health plans well in advance of this year's open season, which comes in November.

The new law also includes some provisions that could impact workplace policies -- for example, Section 4207 requires employers to provide reasonable breaks for women to nurse their children for up to a year after a baby's birth. The employer must provide a shielded space -- other than a bathroom -- that can be used for this purpose. Employers would not have to compensate employees for such break time. For more information on the new

health care reform bill please visit: <http://www.healthreform.gov/>

*I see training*

*In your future...*



TAPES (Total Army Performance Evaluation System) Classes are available! You can apply on CHRTAS (<https://www.atrrs.army.mil/channels/chrtas/student/logon.aspx?caller=1>) or contact Ray Mendoza at (210)221-1607 for any questions or concerns.

June

TE15	2	TAPES Employee (0730-0930)
TE 16	2	TAPES Employee (1000-1200)
TS 8	2	TAPES Supervisor (1330-1530)
TE 17	3	TAPES Employee (0730-0930)
TE 18	3	TAPES Employee (1000-1200)
TS 9	3	TAPES Supervisor (1330-1530)
TE 19	4	TAPES Employee (0730-0930)
TE 20	4	TAPES Employee (1000-1200)
TS 10	4	TAPES Supervisor (1330-1530)

# NSPS TRANSITION

Submitted by: Ray Mendoza

The National Defense Authorization Act (NDAA) for FY 2010 requires all employees to transition from NSPS by no later than January 1, 2012 with no loss of or decrease in pay upon conversion. Most employees will transition into the General Schedule (GS) personnel system. At the bottom of the pages, there is a chart of when organizations will transition. Commands will notify employees of the transition date for their organizations.



Current NSPS employees have many questions about the transition, particularly those regarding job classification and pay. Some decisions have been made:

- Classification specialists, or supervisors and managers with delegated classification authority, will determine an employee's grade

upon transition from NSPS based on the employee's assigned duties and responsibilities. For example, if a position is classified as a GS-11 under the General Schedule, then the employee's grade will be a GS-11 when he or she transitions to the GS system. NSPS employees who are paid a salary that exceeds Step 10, the highest step of their pay grade under the GS system, will retain their pay upon transition.

For additional information regarding the NSPS transition, the following link provides additional information in the frequently asked questions (FAQs): <http://www.cpms.osd.mil/nsps/docs/TransitionFAQs022210.pdf>

Current NSPS employees should take the "NSPS Transition" [GS 101] on-line course prior to their activity transition date: <http://www.cpms.osd.mil/nsps/g101/frameset.htm?module=0&lesson=0>

(Chart Submitted by: Keelee Santos )

Spiral	Eff Dt	Cmd	Gp Agcy Flag description
E09	9-May-10	ARSE	HQDA Field Operating Agencies and Staff Support Agencies (ARSE)
E23	23-May-10	AR5A	U.S. Army North (AR5A)
E23	23-May-10	ARAA	U. S. Army Accession Command (ARAA)
E23	23-May-10	ARCB	U.S. Army Criminal Investigation Command (ARCB)
E23	23-May-10	ARSO	U.S. Army South (ARSO)
E23	23-May-10	ARTA	U.S. Army Accessions Command (ARTA)
F20	20-Jun-10	ARG6	US Army Network Enterprise Tech Cmnd (ARG6)
F20	20-Jun-10	ARMC	U.S. Army Medical Command (ARMC)
F20	20-Jun-10	ARSE	HQDA Field Operating Agencies and Staff Support Agencies (ARSE)
F20	20-Jun-10	ARX8	U.S. Army Communications Electronics Command (ARX8)
F20	20-Jun-10	ARXC	U.S. Army Sustainment Command (ASC) (ARXC)
F20	20-Jun-10	ARXD	U.S. Army Contracting Command (ARXD)
F20	20-Jun-10	ARXQ	U.S. Army Joint Munitions Command (JMC) (ARXQ)
F20	20-Jun-10	ARXR	U.S. Army Research, Development and Engineering Command (ARXR)
H15	15-Aug-10	ARBA	U.S. Army Installation Management Command (ARBA)

# FEDERAL EMPLOYEES RETIREMENT

Submitted by: Aleida Fernandez

*Employees who applied for and received a refund of FERS deductions during a period of separation can now make a redeposit under FERS.*

Since FERS was enacted, the law has provided that individuals who took refunds of their FERS employee contributions irrevocably lost service credit for the period of service covered by the refund. Section 1904 of the National Defense Authorization Act for Fiscal Year 2010 permits individuals who are subsequently reemployed to make a redeposit of the amount refunded, plus interest, and to have credit for the service reinstated. For the purpose of survivor annuities, redeposit may also be made by survivors.

Interest will be based upon the same basic rules applicable to CSRS. Section 1904 applies to individuals who are employed under FERS on or after October 28, 2009.

Army Benefits Center– Civilian (ABC-C) is now accepting applications to deposit a

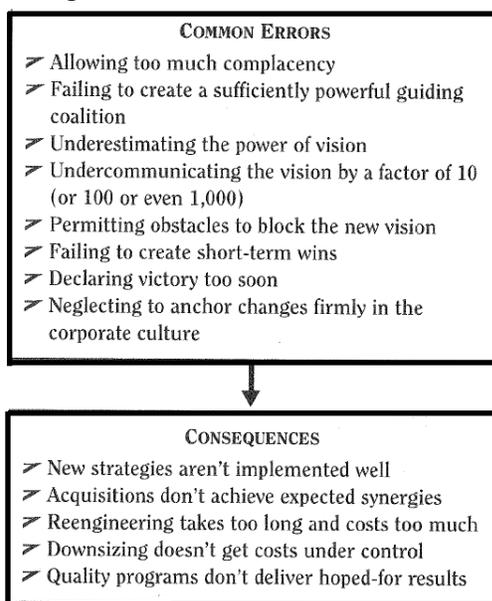
FERS refund - for more information visit <https://www.abc.army.mil/retirements/FERSDepositService.htm>.

There is also credit for unused sick leave under FERS. Unused sick leave will be used as service credit in the computation of benefits under FERS, but not for determining eligibility for a retirement annuity. Sick leave will be used in the computations in the same manner it is used in CSRS computations. Effective October 28, 2009, individuals separating with entitlement to an immediate annuity or who die leaving a survivor eligible for a survivor annuity will be entitled to credit for 50 percent of their unused sick leave. Effective for separations and deaths occurring on or after January 1, 2014, 100 percent of the unused sick leave will be used.

The provisions apply to unused sick leave to the individual's credit under a formal leave system and for which the employee has not received payment. In the case of individuals who have annuities computed under the provisions of both CSRS and FERS, only sick leave not included in the CSRS part of the calculation will be available under FERS.

## LEADING CHANGE

Don't reject or neglect change, embrace it! The chart below lists common errors that are made when organizations transform. Recognizing the warning signs will help to make the transition as smooth as possible.



(Taken From: *Leading Change* by John P. Kotter)

*We want to hear from...*

# YOU!

The Fort Sam Houston Civilian Personnel Advisory Center (CPAC) would like to hear from you, our valued customers. We welcome you to e-mail us any topics you would like addressed in future issues of the *Armadillo Advisor*. Topics should be general in nature and address a wide audience vs. questions that are personal in nature. If you have individual questions, please do not hesitate to call your staffing Human Resources Specialist at any time. We look forward to hearing from you!

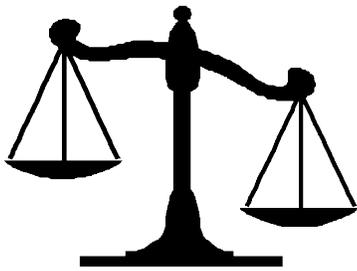
Please submit your requests to  
[Tobby.Q.Proctor@us.army.mil](mailto:Tobby.Q.Proctor@us.army.mil)

# MERIT SYSTEM PRINCIPLES

Submitted by: Ray Mendoza

The Merit System Principles are 9 principles that are established in law and provide a framework or a code of conduct for governing the federal civilian workforce. Established in law by the Civil Service Reform Act of 1978, these principles require that federal employees be hired, managed, trained and rewarded based on merit factors. These principles require that every civilian personnel decision that supervisors make reflect the integrity of a system based on merit.

The merit system principles are:



1. Recruit qualified individuals from all segments of society and select and advance employees on the basis of merit after fair and open competition which assures that all receive equal opportunity.
2. Treat employees and applicants fairly and equitably, without regard to political affiliation, race, color, religion, national origin sex, martial status, age, or handicapping condition, and with proper regard for their privacy and constitutional rights.
3. Provide equal pay for equal work and recognize excellent performance.
4. Maintain high standards of integrity, conduct, and concern for the public interest.
5. Manage employees efficiently and effectively.
6. Retain and separate employees on the basis of their performance.
7. Educate and train employees when it will result in better organizational or individual performance.

8. Protect employees from arbitrary action, personal favoritism, or coercion for partisan political purposes.
9. Protect employees against reprisal for the lawful disclosure of information in "whistleblower" situation (i.e., protecting people who report things like illegal and/or wasteful activities).

References: Title 5, Chapter 1200 and U. S. Code Title 5, Section 2302

## C. / [TECH TALK WITH TERRI] >

Attention: DCPDS USERS

JAVA has released a new update which is causing issues within DCPDS. The most common problem is with attaching documents. For example: When trying to attach a document or open an attachment, the user is directed back to the DCPDS logon and prompted to select a certificate. There is a fix!



If you are experiencing this, please contact the ISD branch at 221-0862 or 221-0963, and we will send you the fix. NOTE: You will need to contact your help desk to implement the fix since it requires elevated rights.

## ARMY VACANCY ANNOUNCEMENTS NEW SELF-NOMINATION PROCESS

(CONTINUED FROM PAGE 1)

name and SSN, and receive their password by e-mail. The password is sent to the e-mail address that was entered when the applicant completed their initial registration and is received in a matter of seconds. If the applicant does not have an e-mail address, he/she can retrieve their password by contacting the Central Resume Processing Center (CRPC) help desk at 410-306-0137 or [applicanthelp@cpsrxp.belvoir.army.mil](mailto:applicanthelp@cpsrxp.belvoir.army.mil)

HQDA will be advising the public of the new self-nomination process by placing a notification statement on CPOL.

# Q&A SPOTLIGHT: VOLUNTARY LEAVE TRANSFER PROGRAM

## A PROGRAM THAT MAKES A DIFFERENCE

Submitted by: Lou Ann Reiser

The Voluntary Leave Transfer Program (VLTP) is a program by which an employee may donate annual leave to another Federal employee who has a personal or family medical emergency and who has exhausted his/her earned leave.

### Q. How do I qualify to become an approved recipient under the VLTP?

A. A potential leave recipient's employing agency must determine that a full-time employee's absence from duty without available paid leave because of a medical emergency is (or is expected to be) at least 24 hours. For part-time employees or employees with uncommon tours of duty, the period of absence without paid leave is prorated. An employee may receive donated annual leave when he/she becomes an approved leave recipient. To apply for the program, the employee will submit an OPM Form 630, Application to Become a Leave Recipient Under the Voluntary Leave Transfer Program, with supporting medical documentation. The form may be obtained by going to the OPM web page ([www.opm.gov](http://www.opm.gov)), then to "Forms", then "OPM Forms."

### Q. If I am approved as a recipient, is there a limit of the amount of annual leave donations that I can receive?

A. No. There is no limit on the amount of 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.

### Q. Are there any limitations on the amount of leave an employee can donate?

A. In any leave year, an employee may donate not more than one-half of the amount of annual leave he/she would accrue during a leave year. For employees with "use or lose" annual leave,

the employee may donate the lesser of one-half of the annual leave he/she would accrue in a leave year or the number of hours remaining in the leave year for which the employee is scheduled to work and receive pay. An employee within an agency who wishes to donate his/her annual leave to an approved recipient should submit an OPM Form 630-A, Request to Donate Annual Leave to Leave Recipient Under the Voluntary Leave Transfer Program to the servicing CPAC. An employee from outside the agency who wishes to donate his/her annual leave to an approved leave recipient should submit an OPM Form 630-B, Request to Donate Annual Leave to Leave Recipient Under the Voluntary Leave Transfer Program to his/her servicing CPAC. Forms are available at [www.opm.gov](http://www.opm.gov)

### Q. Where can I find additional information on the VLTP?

A. An employee can review 5 U.S.C 6331-6340, 5 CFR Part 630, subpart I, or contact your servicing Management-Employee Relations Specialist.

*We* would like to introduce newly assigned individuals to the Civilian Personnel Advisory Center, Fort Sam Houston, TX

Kimberly Lundquist - Classification Specialist  
Margaret Gonzales - Staffing Specialist  
Angie Davis - Staffing Specialist  
Lisa Alderson - Chief Branch A

*Welcome to the  
CPAC family!*



## OPERATION: EMPLOYMENT

Written by: Lionel Lowery

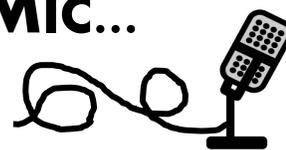
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March 8th and 9th, the Civilian Personnel Advisory Center teamed up with the Hiring Heroes Resume Writing workshop and job fair. This gave an array of potential job seekers the opportunity to gain insight into the civilian employment process. The program's mission was to provide career assignment assistance to all of our returning service men and women, Veterans and Warriors In Transition, as well as spouses, caregivers, and Non Medical Attendants of Warriors In Transition. This year the program achieved an all time high, reaching out to over 600 individuals in the course of the two day period. Day one began with CPAC members and other Fort Sam Houston organizations, such as MWR and EEO, sitting down to help refine and guide them on their resume writing skills. The volunteers demonstrated how to navigate around CPOL, USA JOBS, VETMET, and what to look for when viewing vacancy announcements. The job seekers were then given the opportunity to sit down with HR Specialists, whose subject matter expert skills helped them hone their experience into resume skills. The wealth of information didn't stop there. Gwen Hernandez and Marion Smith, took the stage in educating hiring managers from 12 various Fort Sam Houston organizations about the veterans preference pertaining to the civilian workforce and the executive order issued by President Obama. "We want people not to just provide a bulleted list about what they have done, but tell us a story about their prior career," said Jane Kisse, the CPAC Committee Representative. "It's all about educating people about the system. When you give individuals the tools that will help them succeed, it is truly a rewarding experience." The following day hosted an assortment of federal agencies, from DoD to the private sector, which

illustrated possible jobs. They were able to see possible matches and receive instantaneous feedback from the employer themselves. "Through this program it gives people hope and guidance, something that is especially needed the way the economy is today. It gives people such a sense of accomplishment when a volunteer takes their resume and passes it along to a department."

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### ON THE MIC...



### WITH TOBBY PROCTOR

Each month we are going to pick a different CPAC employee to showcase in the newsletter. These people work hard and should be recognized! If you have recently visited the CPAC and feel someone deserves to be July's 'On The Mic' just send an email to [Tobby.Q.Proctor@us.army.mil](mailto:Tobby.Q.Proctor@us.army.mil), Subject line: Armadillo 2010.

**Name:** Toby Proctor

**Nickname:** Tobbi Tob

**Hometown:** Oklahoma City, OK

**Branch:** Program Management

**What do you do at the CPAC:** Administrative Support

**How long have you been with the CPAC:** 6 months and 3 weeks

**Favorite part of working at the CPAC:** The family atmosphere in the work place. Everyday I go to work I see a smile on everyone's face.

**Something most people would not know**

**about you:** I sound like Luther Vandross when I'm singing in the shower.

**....And now some words from his supervisor,**

**Keelee Santos:** "Tobby is a pleasure to have on the team!"



# INSIDER: CAPTEC

Submitted by: Lionel Lowery

A program that originated in the Pentagon, the CAP Technology Evaluation Center (CAPTEC) is a facility dedicated to the evaluation and demonstration of assistive technologies. Whether you are hindered due to your sight or due to vision disabilities, this organization will assist you with getting the equipment you need in order to have equal access to information and employment opportunities in the DoD and throughout the Federal government. If you are seeking solutions to accessibility problems, you can visit the CAPTEC website at: <http://www.tricare.mil/cap/> for more information.



The image shows a blue banner with the CAPTEC logo on the left, which consists of a blue square with the letters 'CAP' in white. To the right of the logo is the text 'Computer/Electronic Accommodations Program'. Further to the right, in a smaller font, is the text 'Office of the Assistant Secretary of Defense (Health Affairs)', '5111 Leesburg Pike, Suite 610, Falls Church, VA 22041-2206', 'T 703-681-8818 TTY 703-681-0881 F 703-681-9075', and 'www.tricare.mil/cap'.



CAP's Technology Evaluation Center (CAPTEC) located in the Pentagon was developed as a demonstration and assessment facility. People seeking solutions to accessibility problems can see the types of equipment available, compare different solutions, and ensure that the assistive technology will be compatible with their current information environment.

## CAPTEC Services

- Managers and supervisors can learn how assistive technology enables people with disabilities to become or remain valuable employees.
- Wounded Service Members and medical/rehabilitation professionals can see how assistive technologies can provide access to the electronic and information environments for those who have sustained injuries in the course of their military service.
- Individuals unable to visit CAPTEC in person can receive needs assessments and technology demonstrations via Video Teleconferencing (VTC).

## Assistive technology available for evaluation at CAPTEC includes:

- *Deaf and Hard of Hearing Accommodations*  
Videophones, PC based TTY's, web cameras, assistive listening and personal amplification devices.
- *Blind or Low Vision Accommodations*  
Screen readers, screen magnification software, closed circuit television's (CCTV's), portable note-takers, and Braille terminals.
- *Dexterity Accommodations*  
Alternative keyboards (adjustable and compact), input devices, voice recognition, telephone headsets.
- *Cognitive Accommodations*  
Personal Digital Assistants (PDA's), scanner reader software programs and digital voice recorders
- *Communication Accommodations*  
Word prediction software, augmentative communication devices

Please contact CAPTEC at 703-693-5160 (V) or 703-693-6189 (TTY) if you have any questions or would like a consultation. Additional information and request forms are available at CAP's Web site at [www.tricare.mil/cap](http://www.tricare.mil/cap).

Real Solutions for Real Needs

## USE OF SICK LEAVE FOR FAMILY

Submitted by: Linda Williams

Employees may use a total of 12 weeks (480 hours) of sick leave, if available, in one year to care for a family member with a serious health condition. Any use of the 13 days of sick leave to care for family members for other reasons or for bereavement is subtracted from the 12 weeks. This entitlement is distinct from the 12 weeks leave without pay available under the Family and Medical Leave Act.

Only the first 40 hours of sick leave (or a proportional amount for part-time employees on those on an uncommon tour of duty) may normally be advanced. Full-time employees may be granted up to 30 days advance sick leave in the event of serious illness or injury affecting themselves or a family member, and up to three days advance sick leave for other family care or bereavement purposes. The total advanced leave available to an employee may not exceed 30 days at any one time. Advances of sick leave should not be granted if it is known the employee will not be returning to duty.

For more information on Sick Leave to Care for a Family Member with a Serious Health Condition please visit: <http://www.opm.gov/oca/leave/index.asp>



*39th Texas Folklife*

*Festival:*

*June 11-13, 2010*

*Join the Lone Star*

*Party!!*

The Texas Folklife Festival is the biggest cultural celebration in Texas! More than 40 different cultural groups in Texas are represented at the festival, and each year, more than 250 participants come together to celebrate their culture and heritage.

Located on the grounds of the Institute of Texan Cultures on the UTSA HemisFair Park Campus, the annual three-day event showcases the Lone Star State's diversity and rich heritage through a wide variety of ethnic food, music, dance, arts, and crafts.

### Hours

Friday, June 11 5 p.m. – 11 p.m.

Saturday, June 12 11 a.m. – 11 p.m.

Sunday, June 13 12 p.m. – 7 p.m.

For more information go to:  
<http://www.texasfolklifestival.org/>

## Army Civilian Corps Creed



- I am an Army Civilian – a member of the Army Team
- I am dedicated to our Army, our Soldiers and Civilians
  - I will always support the mission
- I provide stability and continuity during war and peace
- I support and defend the Constitution of the United States and consider it an honor to serve our Nation and our Army
- I live the Army values of Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage