

The FSH CPAC Presents:

Ft. Sam Houston  
Vol. 4, Issue 2  
April 2011

# On A "Personnel" Note...



## DIRECTOR'S PERSPECTIVE

USA Staffing Is On The Way! It's been said that the only constant, is change, and for Army Civilian Personnel it's no different. Within the next year Army civilians will no longer apply for DoD jobs using RESUMIX, but will begin using USA Staffing. USA Staffing may be a familiar sight to those of you who have applied for jobs with other agencies through [www.usajobs.gov](http://www.usajobs.gov). The migration to the new application has already started at other Army CPAC locations and will be completed here at Fort Sam Houston early January 2012. Some differences between USA Staffing and Resumix are:

- USA Staffing uses assessments to determine the best qualified candidates. There will be no more use of Resumix skills.
- Announcements will be available only on [www.usajobs.gov](http://www.usajobs.gov)
- Applicants must apply through [www.usajobs.gov](http://www.usajobs.gov) and not the Army Resume Builder.
- Applicants must answer assessment questions for vacancies to which they will apply.
- Managers will receive referral lists by logging in to an automated system called 'Selection Manager' instead of receiving a PDF referral list via email.

Here at FSH, your CPAC will schedule sessions within your organization to introduce you to the new system. We look forward to ensuring employees and supervisors are aware of the changes and many features and advantages of USA Staffing.

Audrey R. Blake  
Director, Fort Sam Houston



## CIVILIAN DEPLOYMENT TRAVEL TO HOSTILE FIRE AREAS OR IMMINENT DANGER ZONES

Submitted by: Tobby Proctor

Recently we have learned some Commands are utilizing the Defense Travel System (DTS) for long term deployment of Department of Army Civilians into theater.

In accordance with current Department of Army policy, travel orders for civilians deploying to hostile fire areas or imminent danger zones for more than 30 days should be processed manually and not in the automated Defense Travel System (DTS). The travel order covers enroute travel as well as travel to the deployment assignment. Both travel orders and vouchers are processed manually.

Civilian deployment travel may be processed in the DTS, if it is for 30 days or less. Users/travelers, Defense Travel Administration (DTA) personnel, and routing officials must ensure that the travel is in accordance with the appropriate policy guidance. Refer to civilian deployment travel guidance provided on the Civilian Personnel Online Web site at <http://cpol.army.mil/library/mobil/>. Civilian deployment travel is normally funded by the supporting organization

The reference for this change can be found at: Army Business Rules for DTS - Appendix F, paragraph 1.1, dated 1 December 2010.

Command travel and transportation POCs may contact Army Civilian Advisory Panel (CAP) Member - Mr. Gary Buck, [gary.buck@conus.army.mil](mailto:gary.buck@conus.army.mil), 703-325-1748/DSN 221-1748 with questions.

## THRIFT SAVINGS PLAN

Source: ABC-C News

The Thrift Savings Plan (TSP) recently mailed the 2010 annual participant statements. If you did not receive your statement, you may want to verify your mailing address in myPay to make sure it is correct. MyPay is the only place you can change your mailing address. Changing it there will update your address with personnel, payroll and TSP.

## TAPES-MIDPOINT COUNSELING

By: Lou Ann Reiser

For employees under the Total Army Performance Evaluation System (TAPES), mid-point counselings are required. This is a time for the supervisor to provide informal feedback to the employee on performance expectations and accomplishments up to that point of the rating cycle. Supervisors should also inform employees of any change in their performance, specifically if their performance has declined since being on the current standards.

The standard rating cycles for Senior System employees are:

GS/WS 9-12	1 Nov-31 Oct
GS/WS 13 and above	1 Jul-30 Jun

For the Base Level employees, the common cycle for organizations serviced by the FSH CPAC is 1 May-30 Apr although some activities have established alternate cycles. Check with your supervisor for your particular cycle.

For questions related to midpoint counseling, rating cycles, or other performance related issues, contact the Labor/MER Branch at 221-9692.



## ON THE MIC...



WITH  
**HAYWOOD BANKS**

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 'On The Mic,' just send an email to [Tobby.Q.Proctor@us.army.mil](mailto:Tobby.Q.Proctor@us.army.mil), Subject line: On a Personnel Note....

**Name:** Haywood Banks

**Nickname:** "Hollywood"

**Hometown:** Greensboro, AL

**Branch:** Customer Focused Branch B

**What do you do at the CPAC:** Civilian Personnel (Staffing and Classification)

**How long have you been with the CPAC:** I have been at the CPAC since May 2009.

**Favorite part of working at the CPAC:** The wonderful colleagues and customers I interact with on a daily basis. The wealth of knowledge I'm gaining from all aspects of civilian personnel.

**Something most people would not know about you:** I was selected to give tours to the 1988 USA Olympic Team in Seoul, South Korea.

**...And now some words from his Branch B Team Lead- Yolanda Lopez:** "Haywood has been a real asset to our Branch. He brings fresh thoughts and ideas in any capacity. He is always very helpful. Haywood is ready to assist his colleagues within the CPAC. We're lucky to have him on our Team!"



## HOW TO REQUEST A RETIREMENT ESTIMATE

Submitted by: Billy Machac

Requesting an estimate of your retirement annuity is an important part of preparing for retirement.

You may request your retirement estimate no more than five years prior to your retirement eligibility date. ABC-C will compute one retirement estimate per year.

This retirement estimate will include:

- Verification of your military and civilian service that has been documented in your Official Personnel Folder (OPF). Calculation of the amount of civilian deposit and/or redeposit owed
- The impact of unpaid civilian deposit or redeposit and military deposit on your retirement annuity
- Confirmation of your current FEHB and FEGLI enrollment and your eligibility to continue these benefits into retirement.

A retirement estimate can be requested through the ABC-C telephone number (877-276-9287) by pressing "0" to speak to a Benefits Counselor. Upon request completion, your estimate will be calculated and mailed to your home address.

### LEADERSHIP QUOTE OF THE MONTH

*Leadership* is understanding

people and involving them to help you do a job. That takes all of the good characteristics, like integrity, dedication of purpose, selflessness, knowledge, skill, implacability, as well as determination not to accept failure.

- *Admiral Arleigh A. Burke*



## QUESTIONS AND ANSWERS ON ANNUAL LEAVE

Submitted by: Lou Ann Resier



### Q. What is annual leave?

A. Annual leave is an approved absence, with pay, for personal and emergency purposes and is authorized by Title 5, U.S.C., Chapter 63.

### Q. How much leave will I accrue? I have only worked in civil service for 4 years.

A. First, full and part-time employees earn annual leave. Intermittent employees (employee with no scheduled tour of duty) do not earn leave. The amount of leave accrued per pay period depends on the length of service. Full-time employees with less than 3 years of service earn 4 hours of annual leave per bi-weekly pay period; full-time employees with 3 years, but less than 15 years of service, earn 6 hours per bi-weekly pay period, and full-time employees with 15 or more years earn 8 hours per bi-weekly pay period.

### Q. What will I accrue if I work a part-time or uncommon tour of duty?

A. Accrual rates for these categories of employees are computed in accordance with Title 5, Code of Federal Regulations (CFR), Part 630.

### Q. I have heard that there is a limitation on the amount of annual leave I can "carry" forward from one leave year to the next. Is that correct?

A. Yes. The maximum amount of annual leave carried forward from one leave year to the next is generally 30 days, or 240 hours. Employees stationed outside the U.S, who meet the eligibility conditions established by 5 U.S.C. 6304(b) and 5 CFR 630.302 may carry forward a maximum of 45 days, or 360 hours.

(CONTINUED ON PAGE 7)

# CPAC PROJECTED TRAINING

April 2011	4-7 *** Human Resources for Supervisors 12 New Employee Orientation (NEO)	Trinity University, Holt Conference Center Bldg 2841, Rm 0405
May 2011	3-5 Qualifications Analysis from USDA 10-12 Delegated Examining Unit: DEU 11 New Employee Orientation (NEO) 16-19 *** Human Resources for Supervisors 17-19 Job Analysis & KSA Examining from USDA	Region 20 Trinity University, Holt Conference Center Bldg 2841, Rm 2202 Region 20 Region 20
June 2011	8 New Employee Orientation (NEO) 13-16 *** Human Resources for Supervisors *** Retirement Preparation for CSRS via VTT 21 from Army Benefits Center (0700-1000) *** Retirement Preparation for FERS via VTT 21 from Army Benefits Center (1200-1500)	TBD Trinity University, Holt Conference Center Bldg 2841, Rm 1407 Bldg 2841, Rm 1407

\*\*\*These courses require registration in CHRTAS when announced. It is necessary to create a profile at the below link before applying. A reservation is not guaranteed, please contact Lena Boutelle at (210)221-0639 or Lionel Lowery (210)221-0210 if you have any questions.

## HR FOR SUPERVISORS COURSE

By: Raymond Mendoza

The CPAC offers the HR for Supervisors course on a continual basis. This class is designed to train new supervisors of Army civilian employees in their responsibilities for Civilian Human Resource (CHR) Management. The course covers such topics as classification, staffing, employee development, performance management, and management-employee and labor relations.

In order to meet a rising demand for the training, the CPAC will begin offering this class on a monthly basis starting in April. The April class is full, however, the remaining dates for upcoming classes are:

16-19 May 11  
13-16 Jun 11  
11-14 Jul 11  
8-11 Aug 11  
12-15 Sep 11



Registration for the training is conducted through the Civilian Human Resources Training Application System (CHRTAS). The link to CHRTAS is: <https://www.atrs.army.mil/channels/chrtas/student/login.aspx?caller=1>

When registering, please note, Fort Sam Houston is in the North Central Region. The course number is **XB8AHRS**.

If this is your first time using CHRTAS, please be advised that you will be required to build a profile. This will take approximately 15 minutes to complete. Once your profile is built properly, you will be able to register for the course.

## FEHB SMOKING CESSATION BENEFITS

Submitted by: David A. Grider

There has never been a better time to quit smoking. All FEHB plans now offer 100% coverage to help you quit once and for all.

What is the 2011 FEHB Program tobacco cessation benefit? Beginning in plan year 2011, all FEHB plans must cover:

Four tobacco cessation counseling sessions of at least 30 minutes for at least two quit attempts per year. This includes proactive telephone counseling, group counseling and individual counseling.

All 7 FDA-approved tobacco cessation medications.



These benefits must be provided with no copayments or coinsurance and not subject to deductibles, annual or life time dollar limits.

While FEHB plans currently cover smoking cessation treatment programs, these programs often include copayments, coinsurance and annual or lifetime coverage limits. The benefit covers all forms of tobacco use, including cigarettes, snuff, and chewing tobacco.

How can employees and annuitants access the benefit? For more information on how to access the benefit, employees should contact their health plan or consult their plan's brochure.

For more information, see: <http://www.opm.gov/insure/health/nosmoking/officers.asp>.



## HIRING HEROES CAREER FAIR

By: Shannon Trejo

The Hiring Heroes Career Fair was held at the Sam Houston Club on Tuesday, March 8, 2011. In preparation for the fair, several of our Human Resources Specialists assisted the Wounded Warriors with their resumes through a two-day resume workshop held on March 2 & 3, 2011 at the Warrior Family Support Center.



On March 8th, a team of highly dedicated CPAC personnel manned our Fort Sam Houston (FSH) CPAC station ready to assist Soldiers, spouses, caregivers, and retirees. As the flood gates opened, a steady stream of customers approached our team with questions ranging from the Military Spouse Program, how to apply for current vacancies, resume writing, and candidate qualifications to name a few.



The cooperation between the FSH CPAC and over 40 separate agencies helped make the Hiring Heroes Career Fair a huge success by servicing over 400 Soldiers, family members, caregivers, and retirees.

# ARMY CIVILIAN EDUCATION SYSTEM (CES)

Submitted by: Raymond Mendoza

Civilian Education System (CES) Leader Development Program is a progressive and sequential leader development program that provides enhanced educational opportunities for Army Civilians throughout their careers. Army Civilians will become multi-skilled, agile leaders of the 21st Century, who personify the Warrior Ethos in all aspects, from warfighting support, to statesmanship, to enterprise management. CES provides eight levels of Civilian development: Foundation Course (FC), Basic Course (BC), Intermediate Course (IC), Advanced Course (AC), Continuing Education for Senior Leaders (CESL), Action Officers Development Course (AODC), Supervisors Development Course (SDC), and Managers Development Course (MDC). The method of delivery is distributed Learning (dL), resident instruction or blended learning, a mixture of both dL and resident instruction.

Over the next several issues of this newsletter we'll feature a different CES course. This issue will focus on the Basic Course.

Basic Course (BC) is designed to provide students an understanding of how to effectively lead and care for teams. This course is a combination of dL and 2 weeks of resident instruction. End State: Students who successfully complete this course will:

- Understand and apply basic leadership skills to lead and care for small teams
- Apply effective communication skills to build a team
- Demonstrate internal and external situational awareness
- Direct teams accordingly
- Develop and mentor subordinates

Eligibility:

- Required for Army Civilians in permanent appointments
- DoD Leaders
- Active duty Military supervisors of Army Civilians

- Local Nationals
- Prerequisites: Foundation Course, if required

## NOTES:

- Must complete course within 1 year of placement in position.
- Must complete both Resident and dL to receive CEUs.

Registration is required through the Civilian Human Resources Training Application System (CHRTAS) at <https://www.atrs.army.mil/channels/chrtas/student/logon.aspx?caller=1>

For more information or assistance you may contact the CPAC Training Staff at 221-1607 / 9345 / 0639 / 0210

(Source for article - The Army Management Staff College (AMSC) CES pages)



## SAN ANTONIO APRIL EVENTS

### Susan G. Komen San Antonio Race for the Cure

Saturday, April 30 8:00am

At Alamodome, San Antonio, TX

14th annual Susan G. Komen San Antonio Race for the Cure will be held Saturday, April 30th. This event is a 5k run/walk that raises money for breast cancer screening, treatment, education and research. Information on how to register or volunteer can be found on our website listed

<http://www.komensanantonio.org/>

### Fiesta San Antonio

April 7- April 17

Fiesta San Antonio started in 1891 as a one parade event and has evolved today into one of this nation's premier festivals with more than 100 events and an economic impact of almost \$284 million for the city. Fiesta is "The Party with a Purpose." Each event is produced by a nonprofit organization selected by the Fiesta San Antonio Commission. The funds they raise provide services to San Antonio citizens throughout the year.



## QUESTIONS AND ANSWERS ON ANNUAL LEAVE

Submitted by: Lou Ann Resier

(CONTINUED FROM PAGE 3)

**Q. I've been employed just a little over 1 year and had to use my accrued annual leave to attend to a family emergency. It is now into the new leave year and I would like to go on vacation but I don't have any annual leave accrued. Can I be advanced annual leave?**



A. Yes. The current leave year accrual of annual leave may be advanced if approved by the supervisor and if there is reasonable assurance you will be in a duty status to earn the advanced leave. Doubtful cases should be disapproved. Subsequent loss of accrual may result in an indebtedness situation. Typically, an employee separating from Federal service must repay any advanced annual leave unless the separation is caused by death, disability retirement, or a disability that prevents return to duty or continued service (see 5 CFR 630.209).

**Q. My supervisor told me that the leave I requested for a certain period of time was not approved due to mission needs, but that she would work with me to reschedule it. Is this proper?**

A. Yes. While employees have the right to accrue leave, management has the right to approve its use, subject to governing regulations and terms of any collective bargaining agreement.

For specific questions, please contact the Labor/MER Branch at 221-9692.

## CHANGE IN LOCATION OF ARMY CIVILIAN JOB ANNOUNCEMENTS

Submitted by: Lindsey Peterson

As part of the movement from Resumix to USA Staffing, the location of job announcements will be posted in one of three or more locations until conversion is complete:

[www.cpol.army.mil](http://www.cpol.army.mil)  
[www.ArmyCivilianService.com](http://www.ArmyCivilianService.com)  
[www.usajobs.com](http://www.usajobs.com)

**USAJOBS**  
"WORKING FOR AMERICA"

Upon completion of conversion to USA Staffing, [www.cpol.army.mil](http://www.cpol.army.mil) will no longer exist for job announcements. When searching for job postings, please ensure you are viewing all 3 locations until conversion is complete. Instructions are noted on CPOL as follows:



Important update: Over the next 2 years, the Army will transition from one automated recruitment tool - Resumix - to another - USA Staffing - for advertising vacant positions, accepting applications from job seekers, and evaluating the job seeker's eligibility and qualifications. During this period of transition, each job announcement will have instructions to guide job seekers through the application process for the specified recruitment tool. To maximize the capabilities of USA Staffing all announcements will migrate to Army Civilian Service and will no longer be available here. Please bookmark the url [armycivilianservice.com](http://armycivilianservice.com) and remember to save your resume in USAJobs as well as the Army Resumix system.

## REMINDER: FSH CPAC OFFICE CLOSURE

By: Rosalinda Jenkins

The Fort Sam Houston Civilian Personnel Advisory Center (CPAC) will be closed the first Wednesday of each month from 2:00pm to 4:00pm.

We appreciate your patience and support during this time. The FSH CPAC staff will return phone calls, during the next business day.

### THE FSH CPAC WELCOMES OUR NEWEST EMPLOYEES....



Jessica Johnson  
HR Specialist - LMER

Sheila Frazelle  
HR Specialist- R&P

### Farewell to...

Catherine Deane

Charity Matthew

David Glass

Magdalena Garcia

Robert Lopez



You Will Be Missed!

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 *On A "Personnel" Note*.... 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)

(Bldg 144, FSH CPAC)



## 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

Civilian Personnel Advisory Center Building 144, 1410 Stanley Road, Fort Sam Houston, TX 78234-5022