

The FSH CPAC Presents:

Ft. Sam Houston  
Vol. 4, Issue 3  
July 2011

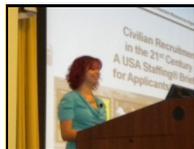
# On A "Personnel" Note...



## USA STAFFING

Written by: Lionel Lowery

Throughout the month of May and June, the Civilian Personnel Advisory Center staff conducted various sessions in an attempt to ease the transition into the new USA Staffing system, which is projected to launch at Fort Sam Houston in late February 2012. If you have looked at vacancies using USA Jobs, the sight may be familiar, but significantly different from the previous RESUMIX system.



During the seminar, the speakers elaborated on some of the new features such as the Application Manager, which helps the user load multiple resumes and regulates e-mail notices. These notices will go to the users' frequently used mailbox, rather than their AKO address. The USA Staffing system will also give you timely feedback during each stage of the application process, as well as allow you to assemble an 'Application Package', that consists of your resume, assessment questionnaire, and supporting documents.

"It will expedite the process by having the qualifications and eligibilities verified in the early stages," said Theodis Sumler, one of the team leads on the USA Staffing transition. "This process takes longer for the applicant to complete the questionnaire, but we hope to offer the managers individuals that are truly interested in the position. It is really important that we get out there and help employees become familiar with the process before we fully integrate into USA Staffing next year."

If you would like to attend one of our upcoming sessions, please visit the CPAC training page at: <http://www.samhouston.army.mil/cpac/training.aspx>.

## AREA OF CONSIDERATION

Written by: Keelee Santos

With the increased and rapid growth created at "Joint Base" Fort Sam Houston, a wealth of knowledge and experience is available to you as hiring managers. In order to reach highly-skilled and qualified candidates to fill your vacancies, it is important that hiring supervisors carefully make decisions about the area of consideration on job announcements.

Occasionally, supervisors limit the area of consideration to Army employees only. However, keep in mind that in addition to current Army employees, there are many outstanding, well-qualified candidates assigned at Fort Sam who currently work for other agencies such as Air Force, Navy, etc.

For example, as a result of Joint Basing, hundreds of former Army employees now work for the Air Force. These former Army candidates along with other agency employees are interested in obtaining employment with Department of the Army. However, when the area of consideration is limited to current Army employees, they are not eligible to compete or be selected for Army vacancies.

As hiring managers you are encouraged to expand the area of consideration on your vacancy announcements to include all DoD Federal employees. By doing so, your candidate pool increases and there is a good chance that many of them will be local so there is no PCS costs for the organization to incur.

Lastly, and most importantly, if former Army employees are selected, they will come to your organization with strong Army experiences and solid Army values.

# WHAT DO I DO IF I AM INJURED AT WORK

Submitted by: Angel Ponce

Many questions suddenly appear when an injury occurs at work, but very few know the answers before it happens to them. In the article below, we have listed the five steps one should act on if you are ever placed in this situation.

## 1. Report to Supervisor

Every job-related injury should be reported as soon as possible to your supervisor. Injury also means any illness or disease that is caused or aggravated by the employment as well as damage to medical braces, artificial limbs and other prosthetic devices



## 2. Obtain Medical Care

Before you obtain medical treatment, ask your supervisor to authorize medical treatment on the form CA-16. You may initially select the physician to provide necessary treatment. This may be a private physician or, if available, a local Federal medical officer/hospital. Emergency medical treatment may be obtained without prior authorization. Take the form CA-16 and form OWCP-1500/HCF A-1500 to the provider you select. The form OWCP-1500/HCF A-1500 is the billing form physicians must use to submit bills to Office of Workers Compensation (OWCP). Hospitals and pharmacies may use their own billing forms. On occupational disease claims, form CA-16 may not be issued without prior approval from OWCP.

## 3. File Written Notice

For traumatic injuries, complete the employee's portion of form CA-1. Obtain the form from your employing agency, complete and submit to your supervisor as soon as possible, but no later than 30 days following the injury. For occupational

disease, use form CA-2 instead of form CA-1. For more detailed information carefully read the "Benefits..." and "Instructions..." sheets which are attached to forms CA-1 and CA-2.

## 4. Obtain Receipt of Notice

A "Receipt" of Notice of Injury is attached to each form CA-1 and form CA-2. Your supervisor should complete the receipt and return it to you for your personal records. If it is not returned to you, ask your supervisor for it.

## 5. Submit Claim For COP/Leave and/or Compensation For Wage Loss

If disabled due to traumatic injury, you may claim continuation of pay (COP) not to exceed 45 calendar days or use your earned leave. A claim for COP must be submitted no later than 30 days following the injury (the form CA-1 is designed to serve as a claim for continuation of pay). If disabled and claiming COP, submit to your employing agency within 10 work day's medical evidence that you sustained a disabling traumatic injury. If disabled beyond the COP period, or if you are not entitled to COP, you may claim compensation on form CA-7 or use your earned leave. If disabled due to occupational disease, you may claim compensation on form CA-7 or use your earned leave. A claim for compensation for disability should be submitted as soon as possible after it is apparent that you are disabled and will enter a leave-without-pay status.



For additional information or assistance in filing a claim, please contact Angel Ponce at 210-221-1337 or Rosie Miller at 210-221-2420.

## PROBATIONARY PERIODS

Submitted by: Lou Ann Reiser

Did you know that all Federal civilian employees must complete a one year probationary period? A Federal employee must serve a probationary period during the first year of their initial permanent Federal appointment.

There are circumstances in which prior Federal civilian service counts towards completion of the probationary period. That prior civilian service counts when the prior service was in the same agency (e.g. Department of Army); is in the same line of work, which is determined by the actual duties and responsibilities; and contains or is followed by no more than a single break in service not to exceed 30 calendar days.

The purpose of the probationary period is to allow management to observe an employee's performance and/or conduct to determine fitness or qualifications for continued employment.

During the probationary period, the supervisor must actively evaluate and document an employee's work performance, behavior, and attitude which directly impacts performance.



The supervisor shall terminate the employee's services if the employee fails to demonstrate fully his qualifications for continued employment.

The supervisor does not have to, nor should they, wait until the probationary period has ended to take action. The probationary employee whose performance and/or conduct is unsatisfactory may be removed at any time during the probationary period.

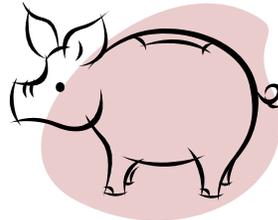
For additional information on this topic, contact a Human Resources Specialist at the Fort Sam Houston CPAC, 210-221-2692.

## FEDERAL STUDENT LOAN

### REPAYMENT PROGRAM

Submitted by: John Thompson

The Federal student loan repayment program permits agencies to repay Federally insured student loans as a recruitment or retention



incentive for candidates or current employees of the agency. The program implements 5 U.S.C. 5379, which authorizes agencies to set up their own student

loan repayment programs to attract or retain highly qualified employees.

Any employee (as defined in 5 U.S.C. 2105) is eligible, except those occupying a position excepted from the competitive civil service because of their confidential, policy-determining, policy-making, or policy-advocating nature.

Loans eligible for payment are those made, insured, or guaranteed under parts B, D, or E of title IV of the Higher Education Act of 1965 or a health education assistance loan made or insured under part A of title VII or part E of title VIII of the Public Health Service Act.

Although the student loan is not forgiven, agencies may make payments to the loan holder of up to a maximum of \$10,000 for an employee in a calendar year and a total of not more than \$60,000 for any one employee. As with any incentive, this authority is used at the discretion of the agency. Each agency must develop a plan to describe how the program will be implemented.

An employee receiving this benefit must sign a service agreement to remain in the service of the paying agency for a period of at least 3 years. An employee must reimburse the paying agency for all benefits received if he or she

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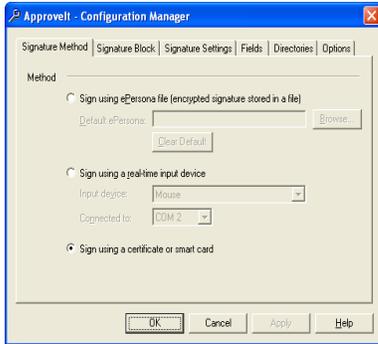
# TERRI'S TECH TIPS

Written by: Terri Wren



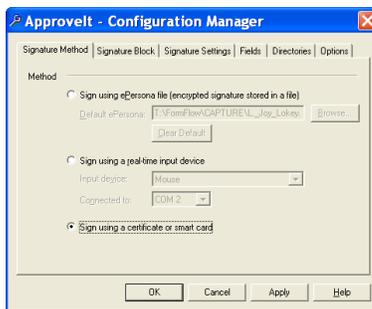
## How To Put A Digital Signature For Pure Edge:

1. "Start"
2. "PROGRAMS"
- Click: "APPROVE-IT" file folder
- Double-Click: the Icon that looks like a Wrench;
3. SELECT THE 3<sup>RD</sup> OPTION (*Sign using a*



*certificate or smart card)*

4. CLICK: APPLY
5. CLICK: O.K. to close this window.
6. Return to PURE EDGE program and LEFT-CLICK over your signature block to sign
7. Your e-mail signature and then click on "Sign" and the document should show your digital signature. It may take a few minutes as the computer searches for your digital credentials from your CAC card. If other user's credentials pop up with yours, select the one by your name



that says E-Mail.

8. To reconnect a captured signature, open the customer's T: drive and access FORMFLOW, CAPTURE, and then select their signature name.



# ON THE MIC...

WITH

CYNTHIA STOVALL

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 Q.Lowery@us.army.mil, Subject line: On a Personnel Note....

**Name:** Cynthia Stovall

**Branch:** Customer Focused  
Branch A (Staffing and Classification)



**Who inspires you as a Person:** My biggest inspiration would have to be my dad. He inspires me because he lets me know that all things are possible.

**Favorite part of working at the CPAC:** The best part of my job is that I get to help others. Within the CPAC, I like helping my co-workers with a question that they may come across that may, in turn, become a learning opportunity. I find enjoyment in seeing the final output, and that they are able to complete the job successfully. As for our Ft. Sam Houston customers, I like to see a smile on their face. When customers enter the building, they may feel that they are at the end of their ropes, but I am there to give them some encouragement and help them in the right direction.

**...And now some words from her 'Acting' Branch Chief-** Rosalinda Jenkins: "Cynthia has been an integral part of the FSH CPAC Branch A. Cynthia has taken initiative by working on various team-building activities here within the CPAC, and continues to strengthen the bond among the branches. Cynthia strives to create a positive environment in the CPAC and is a pleasure to have on the Branch A team.

## PROHIBITED PERSONNEL PRACTICES

Submitted by: Michael Carroll

Most employees at one time or another in their careers may have heard the term “Prohibited Personnel Practices,” but may not fully understand what the term means, or the agency to contact if they believe they may have been the recipient of a prohibited personnel practice. The following Questions and Answers hopefully will address the common inquiries that employees frequently ask about.

### Q. What is a “Prohibited Personnel Practice?”

A. There are twelve prohibited personnel practices, including reprisal for whistleblowing, defined by law in Title 5, U.S.C., Section 2302(b), that a Federal employee who has authority over personnel decisions may not take against an employee.

### Q. What are the 12 Prohibited Personnel Practices?

A. A Federal employee who has authority over personnel decisions may not:

- (1) discriminate against an employee or applicant based on race, color, religion, sex, national origin, age, handicapping condition, marital status or political affiliation;
- (2) request or consider employment recommendations based on factors other than personal knowledge or records of job-related abilities or characteristics;
- (3) coerce the political activity or any person;
- (4) deceive or willfully obstruct anyone from competing for employment;
- (5) influence anyone to withdraw from competition in an effort to improve or injure the employment prospects of any person;
- (6) give an unauthorized preference or advantage to anyone so as to improve or injure the employment prospects of any particular employee or applicant;

(7) engage in nepotism (i.e. hire, promote, or advocate the hiring or promotion of relatives);

(8) engage in reprisal for whistleblowing – generally, a person with personnel authority cannot take or fail to take a personnel action with respect to an employee or applicant because of a disclosure of information by the employee or applicant that he or she reasonably believes evidences a violation of law, rule or regulation; gross mismanagement; gross waste of funds; an abuse of authority; or a substantial and specific danger to public health or safety. The prohibition does not apply; however, if the disclosure is barred by law or is specifically required by Executive Order to be kept secret in the interest of national defense or the conduct of foreign affairs, except when such a disclosure is made to the Special Counsel, the Inspector General, or a comparable agency official.

(9) take or fail to take a personnel action against an employee or applicant for exercising an appeal, complaint, or grievance right; testifying for or assisting another in such a right; cooperating with or disclosing information to the Special Counsel or to an Inspector General; or refusing to obey an order that would require the individual to violate a law;

(10) discriminate based on personal conduct which is not job-related and does not adversely affect on-the-job performance of an employee, applicant, or others;

(11) take or fail to take, recommend, or approve a personnel action if taking or failing to take such an action would violate a veterans’ preference requirement; or

(12) take or fail to take a personnel action, if taking or failing to take such an action would violate any law, rule or regulation implementing or directly concerning Merit System Principles at 5 U.S.C. 2301.

*(CONTINUED ON PAGE 8)*

# CPAC PROJECTED TRAINING

July 2011	11-14	***Human Resources for Supervisors (SO7)	Trinity University, Holt
	13	New Employee Orientation (NEO)	Bldg 2841, Rm 0405
August 2011	8-11	***Human Resources for Supervisors	Region 20
	11-12	Crucial Conversation Course	Region 20
	19	New Employee Orientation (NEO)	Bldg 2841, Rm 0405 Bldg 2841, Blesse Auditorium
	29	USA Staffing Seminar (1300-1500)	
September 2011	12-15	***Human Resources for Supervisors	Region 20
	14	New Employee Orientation (NEO)	TBD
	14	CSRS Retirement by ABC	Region 20, Bexar Rm
	15	FERS Retirement by ABC	Region 20, Bexar Rm

\*\*\*These courses require registration in CHRTAS when announced. It is necessary to create a profile at <https://www.atrrs.army.mil/channels/chrtas/student/logon.aspx?caller=1> 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.

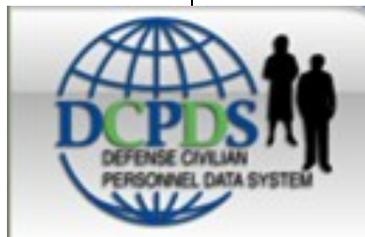
## AUTONOA AWARD

Submitted by: David Grider

Managers, no longer will you need to submit an RPA for an award. Submitting Individual and Mass Awards is now easier due to the new AutoNOA Awards Website.

The AutoNOA website is home to a host of Human Resources applications, one of which is specifically designed to make the submission of awards easier for Managers who have DCPDS accounts that end with -MGR, -MGA (ex. Jane.Doe-MGR, or John.Doe-MGA).

The new automated process can be used to submit both individual and mass awards (840-Performance Awards, 846-Time-Off Awards, or an 849 On-the-Spot or Special Act Awards); is a much easier/simpler appli-



cation for all parties involved; and will reduce processing timeframes as well as common errors associated with award actions.

Users will submit award RPAs via: <https://nccpoc.ria.army.mil/autonoa/HOME/Default.aspx>. Once at this main page, users will select "Award Submissions" under the RPAs column. The website has complete step-by-step instructions embedded within the page. Additional guidance can be found at [https://](https://nccpoc.ria.army.mil/autonoa/Home/Awards.pdf)

[nccpoc.ria.army.mil/autonoa/Home/Awards.pdf](https://nccpoc.ria.army.mil/autonoa/Home/Awards.pdf).

The AutoNOA Team looks forward to seeing your Award submissions. Further question or requests for assistance can be directed to Heidi Barber at 309-782-1210 (DSN 793), or [Heidi.Barber@us.army.mil](mailto:Heidi.Barber@us.army.mil).

## CONVERSION OF NSPS ARMY CONTRACTING EMPLOYEES TO ACQDEMO

Submitted by: Lindsey Peterson

The National Defense Authorization Act for Fiscal Year 2010 (NDAA 2010) requires the Department of Defense (DoD) to transition employees from NSPS to the Personnel System that last applied or that would have applied if NSPS had never been established no later than January 1, 2012.

The DoD Civilian Acquisition Workforce Personnel Demonstration Project (AcqDemo) was implemented on February 7, 1999, in accordance with the Federal Register notice (64 FR 1426), January 8, 1999. AcqDemo was an opportunity to re-engineer the Civilian Personnel System to meet the needs of the Acquisition, Technology, and Logistics (AT&L) Workforce and to facilitate the fulfillment of the DoD acquisition mission. AcqDemo conversion occurred on May 22, 2011. Ft. Sam serviced employees from Health Care Acquisition Activity (HCAA) and Mission and Installation Contracting Command Headquarters (MICC) had several employees affected by the conversion.

Success for the AcqDemo Project is focused on the achievement of improved management of the AT&L Workforce, improved Human Resource Management Systems, and improved mission accomplishment. In addition to these three broad objectives, the Federal Register expects increased quality in the AT&L workforce and the products it acquires, increased timeliness of key personnel processes, workforce data trends toward higher retention rates of "high contributors", and higher separation rates of "low contributors". It also anticipates an increased satisfaction of serviced DoD customers with the acquisition process and its products, and increased workforce satisfaction with the Personnel Management System.

The AcqDemo Project implemented ten Civilian Personnel System changes, or interventions, designed to overcome the limitations of the existing title 5 Personnel System. Together, the AcqDemo interventions:

- Delegated and streamlined position classification and assignment processes
- Gave managers a wider range of applicants and the ability to set pay
- Linked pay and awards to employee contribution to mission
- Rewarded high contributors
- Encouraged low contributors to improve

Similarly, AcqDemo was designed to provide the following opportunities to employees:

- Allow rapid advancement without cumbersome promotion procedures
- Provide flexibility to adequately compensate (salaries and awards) employees
- Link employee work assignments to the mission of the organization
- Expand opportunities for training and development

Informational links:

<http://www.acq.osd.mil> & <http://asc.army.mil>

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## LEADERSHIP QUOTE OF THE MONTH

Do not follow where the path may lead. Go instead where there is no path and leave a trail.



- *Harold R. McAlindon*

## PROHIBITED PERSONNEL

### PRACTICES *(CONTINUED FROM PAGE 5)*

Submitted by: Michael Carroll

**Q. What is considered to be a personnel action?**

A. A personnel action is defined in 5 U.S.C. 2302(a)(2)(A) to include appointments, promotions, reassignments, disciplinary actions, and other personnel actions.

**Q. Is there a specific Federal agency that investigates prohibited personnel practices?**

A. Yes. The Office of Special Counsel is the entity that investigates and where appropriate, prosecutes claims of prohibited personnel practices.

**Q. If I am a bargaining unit employee covered by a collective bargaining agreement, can I seek relief through the Office of Special Counsel?**

A. Yes. In accordance with 5 U.S.C. 7121(g), employees covered by collective bargaining agreements may choose only one of three possible avenues to seek relief for prohibited personnel practices: an Office of Special Counsel complaint; an appeal to the Merit Systems Protection Board, or a grievance under the collective bargaining agreement.

**Q. I believe that an adverse personnel action proposed against me is reprisal for whistleblowing. Does the Office of Special Counsel have the authority to delay the pending personnel action?**

A. Yes, it does. An individual may request that the Special Counsel seek to delay, or “stay” an adverse personnel action pending investigation. If the Office of Special Counsel has reasonable grounds to believe that the proposed action is the result of a prohibited personnel practice, the

Special Counsel may ask the agency involved to delay the personnel action. If the agency does not agree to a delay, the Special Counsel may then ask the Merit Systems Protection Board to stay the action.

**Q. Is there a website where I can obtain further information pertaining to the subject of prohibited personnel practices?**

A. Yes. The website is: <http://www.osc.gov>.

For further information, contact Michael Carroll at 221-1507, or Marisela Rivera-Resio at 221-9326.

## WELCOME NEW NAF HRO

Written by: David Grider

Great news, the Fort Sam Houston Civilian Personnel Advisory Center (CPAC) would like to announce and welcome the new Non-Appropriated Fund (NAF) Human Resources Office (HRO) into the fold. The NAF HRO stood up Monday, June 13, 2011 and was established to centralize servicing for all Veterinary Services employees assigned to VETCOM, which are located at 60 geographically dispersed military installations worldwide.

Heading up the new NAF HRO is Scott Gray. Scott will serve as the NAF Human Resources Officer and joins the Fort Sam Houston CPAC team from his last position as the HR Manager for European Stars and Stripes in Kaiserslautern, Germany. The NAF HRO will also employ two Human Resource Assistants, Lisa Pena and Mary Schnick. The new NAF HRO team looks forward to providing quality HR services to NAF VETCOM management officials and employees alike.

## SMILES ALL AROUND

Written by: Tim Owens

On June 2, 2011, distinguished guest Mr. E. F. "SMILEY" Williams scheduled a visit to speak with the Fort Sam Houston Civilian Personnel Advisory Center (FSH CPAC) Interns. Mr. Williams was the first Director for the Civilian Human Resources Agency (CHRA) and established the Army Benefits Center-Civilian.



During his visit, he shared his perspective on career development, mentoring, the importance of a college education and overall benefits of a well educated Human Resources community. Mr. Williams left a positive impression on the attendees by providing a great deal of insight and sharing of his advice on career growth as the Interns look toward becoming journeyman level HR Specialists.

### ARMY BENEFITS CENTER-CIVILIAN (ABC-C) UPDATE

The following changes have been made to the ABC-C website at <https://www.abc.army.mil/>

- A link to OPM's LifeCycle Events page has been added to the "Announcements" section.
- A new page "Social Security" has been added under the "Benefits Topics" section.
- The Date of Retirement (DOR) Change/Withdrawal Form has been posted under the "Benefits Topics" section, then select "Forms" then "Retirement", "General Retirement Forms."

Also, if you haven't seen the "What's Hot" section in awhile, check out the "New Employee Benefits Tool Kit", the "New Employee Orientation Briefing", and the "Retirement Forms Preparation Briefing". CPAC can either direct employees to these items or use for group in/out-processing sessions.

## FEDERAL STUDENT LOAN

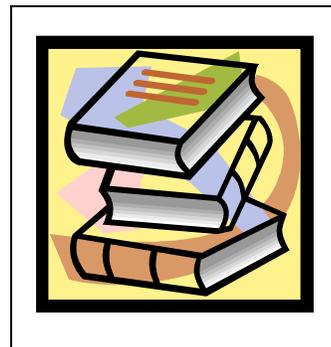
### REPAYMENT PROGRAM

(CONTINUED FROM PAGE 3)

Submitted by: John Thompson

is separated voluntarily or separated involuntarily for misconduct, unacceptable performance, or a negative suitability determination under 5 CFR part 731. In addition, an employee must maintain an acceptable level of performance in order to continue to receive repayment benefits. Periods of leave without pay, or other periods during which the employee is not in a pay status, do not count toward completion of the required service period. The service completion date must be extended by the total amount of time spent in non-pay status. However, as provided by 5 CFR 353.107, absence because of uniformed service or compensable injury is considered creditable toward the required service period upon reemployment.

Agencies are required to report annually to the U.S. Office of Personnel Management (OPM) on their use of the student loan repayment authority. Before March 31 of each year, agencies must submit their reports for the previous calendar year. The reports must contain the number of employees who received student loan repayment benefits, the job classifications of the employees who received student loan repayment benefits, and the cost to the Federal Government of providing student loan repayment benefits.



## 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....



Lisa Pena  
Human Resources Assistant (NAF)

Mary Schnick  
Human Resources Assistant (NAF)

Scott Gray  
Human Resources Officer (NAF)

### Farewell to...

Tobby Proctor  
Raymond Mendoza



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 [q.lowery@us.army.mil](mailto:q.lowery@us.army.mil)

Visit our website at

<http://www.samhouston.army.mil/cpac/>

for more information

(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
- I am an Army Civilian

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