

The FSH CPAC Presents:

Ft. Sam Houston
Vol. 4, Issue 1
February 2011

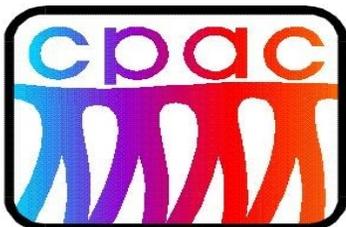
On A "Personnel" Note...



DIRECTOR'S PERSPECTIVE

Thank you for taking the time to read our newsletter, your "one-stop-shop" for all civilian human resources (HR) information. Each quarter we will bring you the latest information from the world of Army Civilian Human Resources. Now it is said that the only constant in life is change, and trust me it is no different in our world. We will all continue to witness many changes in 2011, some notable ones are continued BRAC and Joint Base growth, the start-up of Electronic Inprocessing, Electronic OPFs and the introduction of the OPM 80 Day End-To-End hiring model. With all of these changes occurring there are some things that won't change, like our commitment and service to you...the commanders, managers, and employees serviced by our office. Even if you are at Fort Sam Houston or one of our customers located around the world, you can count on us to bring you accurate and reliable information as your Army Civilian HR advisor. We are here to support you!

Audrey R. Blake
Director, Fort Sam Houston
Civilian Personnel Advisory Center



THE ARMY CIVILIAN

EDUCATION SYSTEM (CES)

Submitted by: Ray Mendoza

Overview

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 **Foundation Course**.

Foundation Course (FC) is designed to give students an orientation to the Army and begin the development of effective Army team members. This course is entirely distance learning and should take 57 hours to complete. (CONT. PAGE 4)

Recent Changes to the Family and Medical Leave Act

Submitted by: Lou Ann Reiser

Family and Medical Leave Act (FMLA) Leave To Care For Injured Members of the Armed Forces

Federal employees are entitled to take up to 26 workweeks of paid or unpaid leave during a single 12-month period to care for a family member who is a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in an outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. The serious illness or injury must have been incurred by the covered service member in the line of duty while on active duty in the Armed Forces. The definition of a family member for this purpose is spouse, child, parent, or next closest blood relative.

For more information and/or assistance regarding this entitlement, contact the Labor/MER Branch at 221-9692.

US Presidents Day

Submitted by: Toby Proctor

Presidents' Day, originally known as Washington's Birthday, falls on the third Monday of February. This year Presidents' Day falls on February 21, 2011.

Although it has become known as a great weekend for sales, especially on cars, there's a lot more to the holiday. Presidents Day is a good chance to learn more about American History, civic responsibility and even U.S. Geography. Presidents Day was originally designated in honor of George Washington's birthday and is still legally called "Washington's Birthday." The first president of the United States was born on February 22, 1732.

ON THE MIC...



WITH
TANISHA GARRIDO

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, Subject line: On a Personnel Note....

Name: Tanisha Garrido

Nickname: 'T'

Hometown: Honolulu, Hawaii

Branch: Branch A

What do you do at the CPAC: Classification

How long have you been with the CPAC:
1 year

Favorite part of working at the CPAC: Working in such a friendly and helpful environment while learning something new every day

Something most people would not know about you: I always wanted to be Veterinarian. I have a true passion for animals.

...And now some words from her Team Lead

Lisa Williams: "Tanisha is a friendly face who is always willing to assist others. She brings knowledge, enthusiasm and a desire to learn to her duties in classification every day. Her assistance makes the process "fun". She is always a "ray of sunshine"!"



Self Service, My Biz Employment Verification

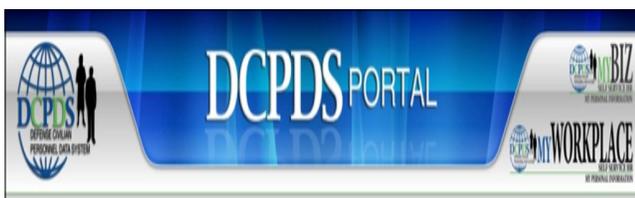
Submitted by: David Grider

Employment Verification (EV) is a Self Service My Biz tool allowing employees to email employment and/or salary information to an external organization (business, bank, credit union) directly from the Defense Civilian Personnel Data System (DCPDS)-via secure internet!

To email EV information to an external organization:

1. Log into the DCPDS Portal at <https://compo.dcpds.cpms.osd.mil/>
2. Select, My Biz, Employment Verification
3. Select your Details to Share, either
 - a. Employment Information, or
 - b. Employment and Salary Information.
4. Enter Recipient Email Information.
5. Enter (verify) your work email address is included in Recipient Information 'CC' field to receive a copy of EV email.
6. Select Continue to 'Acknowledge and Submit' to send your EV information.

The My Biz - Employment Verification tool is available from your workstation!



LEADERSHIP QUOTE OF THE MONTH

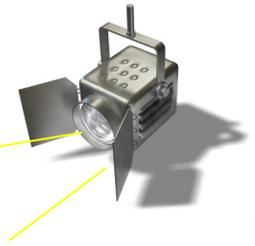
"Great leaders share themselves and what they have learned with the learners who will become tomorrow's leaders. A person can impress potential leaders from a distance, but only up close can he impact them."

--- John Maxwell

Pay and Leave

Submitted by: Toby Proctor

Question: What is a quality step increase (QSI) and how does it affect a within-grade increase?



A QSI is a faster-than-normal WGI used to reward employees at any GS grade level who display high quality performance. To be eligible for a QSI, employees must:

- be below step 10 of their grade level;
- Rating must be "Successful Level 1" for the current annual rating period.;
- have demonstrated sustained performance of high quality; and
- Only one QSI can be granted to an employee within any 52-week period..

A QSI does not affect the timing of an employee's next regular WGI unless the QSI places the employee in step 4 or step 7 of his or her grade. In these cases, the employee becomes subject to the full waiting period for the new step-i.e., 104 weeks or 156 weeks, respectively--and the time an employee has already waited counts towards the next increase. The employee receives the full benefit of receiving a WGI at an earlier date and has not lost any time creditable towards his or her next WGI.

See 5 U.S.C. 5336, 5 CFR part 531, subpart E, and <http://www.opm.gov/perform/articles/1999/apr99-7.asp> for additional information on QSIs.

From Resumix to USA Staffing

Submitted by: Toby Proctor

USA Staffing (USAS) will be used as the primary recruitment tool for both internal and external candidates. In May 2010, President Obama directed Federal agencies to implement changes to improve and simplify the hiring process and reduce end-to-end hiring to 80 days. This recruitment process uses one staffing tool, one announcement, and one referral list to improve hiring timeliness and meet the 80 day directive. For Army, given the size of the

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Ft. Sam CPAC employee returns from tour in Kuwait

Written by: Lindsey Peterson

Sheila Frazelle returned to the Ft. Sam CPAC after her voluntary assignment to Kuwait from Oct 19, 2009 to Dec 19, 2010. During her time overseas, Sheila acted as an HR Specialist (Civilian) and HR Specialist (Military) during her deployment to Iraq/ Kuwait. She provided full personnel support to Civilian, Contractor, and Military personnel who were attached to or supported by the 402nd Army Field Support Brigade (AFSB) South in



Kuwait. This included In/Out processing, CAC Card expiration, Post Differential and Allowance Discrepancies, Pay Discrepancies, Leave Restoration Requests, Boots on Ground and AIP (Army Incentive Program) Requests to Finance, Housing, Awards Processing and Presentations, Red Cross Messages and Emergency Leave, R&R Leave Requests and Approval, Employee Extension Requests, Deployed Personnel Accountability, and Timekeeper for TCS employees.

Sheila served as the Brigade S-1 for 6 months of her deployment, which involved serving as a Human Resources Management Specialist and Supervisor. She was a liaison with counterparts and the Adjutant at the Brigade S-1 in Balad Iraq, Kandahar Afghanistan, and Bagram Afghanistan.

Sheila's time and dedication in support of the Department of Army, Soldiers and the United States of America is truly appreciated and we at the Ft. Sam CPAC are glad to have her back on our staff. Sheila serves as a Senior HR Specialist for the Ft. Sam CPAC servicing Southcom and SocSouth.

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

THE ARMY CIVILIAN EDUCATION SYSTEM (CES)

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End State: Students who successfully complete this course will:

- Understand and appreciate Army values and customs
- Serve professionally as an Army member
- Acquire foundation competencies for leader development

Eligibility:

- Required for Army Interns, Team Leaders, Supervisors, and Managers employed after September 30, 2006
- Army Civilians
- Military supervisors of Army Civilians and other DoD employees
- Local Nationals

Prerequisites: None

Course Substitution: Intern Leader Development Course (ILDC)

Registration is required through the Civilian Human Resources Training Application System (CHRTAS) at <https://www.atrrs.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 February Events

2011 San Antonio Stock Show & Rodeo

Date(s): 02/03/2011 - 02/20/2011 Time: Noon- Midnight
18 days and 19 performances of heart-pounding of San Antonio Stock Show & Rodeo at San Antonio's AT&T Center this Feb. 3rd-20th!! Lineup of entertainers to be announced in November. <http://www.sarodeo.com>

2011 Stock Show Stampede 4 Mile Run/ 1.6 Mile Walk

Date(s): 02/05/2011 - 02/05/2011 Time: 7 a.m start time
Come out and run/walk to support the San Antonio Stock Show & Rodeo scholarship fund and help kick off the 2011 Stock Show & Rodeo! 4 mile run or 1.6 mile walk. Registration only \$20 until 1/21/2011, \$30 after that. The race will begin at the Gembler Rd. Satellite parking lot and end on the grounds of the Carnival. Visit [sarodeo.com](http://www.sarodeo.com/annualstock_show_stampede.html) for more information: http://www.sarodeo.com/annualstock_show_stampede.html

New on the Army Benefits Center-Civilian (ABC-C) Website!

Submitted by: Toby Proctor

ABC-C proudly announces its presentations for helping employees complete retirement applications now available on its web site at <https://www.abc.army.mil>. The first is the New Employee Orientation Briefing. Three versions of this briefing are available: an automated slide show with the slides automatically advancing; a self-paced version that allows you to advance the slides at your own pace; and a version without the narration, for those without speakers or who are hearing impaired.

ABC-C has also made available a "NEED HELP COMPLETING YOUR RETIREMENT APPLICATION?" section. It is a self-paced slide presentation with information on filling out retirement forms. The presentation covers CSRS and FERS as well as disability and retirement applications and features a friendly voiced option and detailed instructions. Army Benefits Center-Civilian (ABC-C)
Telephone: (877) 276-9287

New Civilian Expeditionary Workforce Website Launched

Submitted by: Toby Proctor

The re-designed Civilian Expeditionary Workforce (CEW) website is a resource for civilians who are interested in temporarily deploying outside of the United States in order to support our troops. These positions are filled on a detail basis and are located on Joint Task Force Headquarters supporting operations around the globe. The website hosts a frequently updated list of vacant positions, an online application form, and policy, benefits and FAQs in order to help applicants learn more about the CEW. Visit the new CEW website today!

DOD CEW Link: <http://www.cpms.osd.mil/expeditionary/>

Army Civilian Corps New Employee Handbook

Submitted by: Toby Proctor

The U.S. Army has employed civilians since 1775, and with its 250,000 current employees, the Army is the largest employer for the Department of Defense. The Army has a wealth of challenging, friendly environment and exceptional benefits.

The Army Civilian Corps New Employee Handbook contains important information that will help make your transition to the US Army Civilian Corps a success. There are 23 sections in the book that address issues from Civil Service history to work schedules and leave entitlements. Some helpful sections in the handbook include:

- History of the Civil Service and its Employees
- Federal Employees Compensation Act (FECA)
- Benefits and Entitlements
- Payroll Information
- Work Schedules and Working Conditions
- Labor-Management Relations
- Discrimination

The new handbook can reviewed or downloaded at http://www.chra.army.mil/Talent_Acquisition/On_Board/Army%20Civilian%20Corps%20New%20Employee%20Handbook.pdf

From Resumix to USA Staffing

(Continued From Page 3)

organization and the anticipated impacts of the BRAC transitions, a phased deployment over a two-year period was set. CPACs most affected by BRAC transitions will transition to USA Staffing in 2012.

For more information please visit <http://www.chra.army.mil/usas/>

February 2011 Training Schedule

COURSE TITLE	LOCATION	HOURS	DATE	COST/SOURCE
*Human Resources for Supervisors (SO3)	TBD	40	7-11 Feb 2011	None/CPAC
*Retirement Preparation for CSRS via VTT from ABC (0700-1000)	Bldg 2841, Rm 1407	3	8 Feb 2011	None/ABC
*Retirement Preparation for FERS via VTT from ABC (1200-1500)	Bldg 2841, Rm 1406 Rm 1407	3	8 Feb 2011	None/ABC
New Employee Orientation (NEO)	Bldg 2841, Rm 2120	8	8 Feb 2011	None/CPAC

March 2011 Training Schedule

COURSE TITLE	LOCATION	HOURS	DATE	COST/SOURCE
HR Advisor	Region 20	32	1-4 Mar 2011	None/CPAC
New Employee Orientation (NEO)	Bldg 2841, Rm 2201	8	15 Mar 2011	None/CPAC
Office of Workman's Compensation (OWCP) & Safety for Employees	TBD	4	23 Mar 2011	None/CPAC

April 2011 Training Schedule

COURSE TITLE	LOCATION	HOURS	DATE	COST/SOURCE
*Human Resources for Supervisors (SO4)	TBD	40	4-8 Apr 2011	None/CPAC
New Employee Orientation (NEO)	TBD	8	13 Apr 2011	None/CPAC

All dates are tentative and subject to change upon room availability.

- * These courses require registration in CHRTAS when announced. It is necessary to create a profile at the below link before applying.

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



FSH CPAC OFFICE CLOSURE

Submitted 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.

Our Customer Service Center (CSC) staff will still be available during this time to assist or take messages for the Production Branches.

We appreciate your patience and support during this time. The FSH CPAC CSC staff will work to assist you with your needs during this time.



The FSH CPAC Welcomes Our Newest Employees

Troy Phillips Lissett Perez-Williams
HR. Specialist - LMER HR Specialist -Branch B

Latrice Benton Jovanna Townsend
HR Specialist - Branch A HR Specialist - Branch B

Charity Matthew Joshua Bartlett-Morris
HR Specialist - Branch A HR Tech - Branch B

Woody Jackson Lashanda Young
HR Specialist - Branch A Intern - Branch B

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



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