



THE ADVISOR NEWSLETTER

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CPAC Leadership Corner

Taking Risks to Build Your Confidence

INSIDE THIS ISSUE:

CPAC Leadership Corner	1
Hatch Act	2
General Series Determination	3
Military Reservist Leave	4
In the Spotlight	4
Types of Leave Categories	5
Hail and Farewell	6
Tips on Getting Started with Your Individual Development Plan (IDP)	6
What's Happening	7-8
DCHRMS	9
CPAC Business Hours	9

Have you lost your confidence to take risks? In every aspect of your life, there will be people who get things that you're supposed to have. Yet they don't seem to have more talent than you do.

As children, we are born with a natural spontaneity that encourages us to take risks to develop our characters and broaden our horizons. Unfortunately, this trait fades as we grow and maybe we grow up and maybe we forget about it completely. It needs a lot of courage and confidence to dig deep inside ourselves and bring it again on top. The first step is to know at which point in our lives we lost it and where to search inside ourselves to recapture it again. Also, it needs continuous usage and practice in real life to make sure you won't lose it or forget how to use it.

Taking risks is essential to accomplishing anything in life. When you take risks, you may not end up with what you originally sought after, but it could open up a door for another route to success you never imagined. A hunger for more, a burning desire to succeed will often MAKE you take risks. So if you don't have a hunger for more you probably won't take any.

If you want to improve your confidence, you need to consider taking more risks. You need to allow yourself to address your fears head on. From where does confidence emanate? From accomplishment, from having done a job well! Individuals are right to think about the positive things they have accomplished, be it finished school, taken a job, and received good performance reviews. All fine and good, but if you want to succeed further, you will need to learn to accept new challenges. Confidence, has been said, is like a muscle. If you want it, you must develop it. And once you have it, you must continue to exercise it by accepting challenges that come with getting out of your comfort zone. In short, taking risks.

There is another aspect to developing confidence – defeat! Having struggled and lost at something important indicates that you have taken a chance, put yourself out there. You did not succeed. You failed. And failure, as we are taught, is a great teacher, if you are willing to learn from your mistakes. By doing a deep dive into what went right as well as what went wrong, you can prepare yourself for future attempts. Some failures are not to be repeated. But the effort you expended need not go to

waste if you apply what you learned to your next challenge. Say, for example, you try to scale a mountain. You realize that climbing is not for you; you are not suited to heights. Refusing to climb again is not failure; it is an adaptation to reality.

You can then apply what you learned from the challenge of climbing – your training, your stamina, your willpower – to obstacles you face at work. Knowing that you can endure hardship will steel yourself to the process of developing something new or even preparing for a new job or new career.

You may never climb a mountain, but you have learned how to take risks and to prepare yourself to face them. Those skills apply to all future challenges. You continue. Here are three questions you can ask yourself about confidence.

What do I want to achieve next? Focus on a goal that you want to accomplish. Consider what you will do to achieve it. Analyze the steps you will take to achieving your goal.

What will I do if I encounter resistance? Plan ahead for challenges. Consider how you will face them. Do not underestimate your ability. Know in advance where to find help.

What do I expect to learn about myself? Achieving a goal will be worthwhile, but so too, will be what you learn from the effort. Confidence is what gives you a boost for everyday challenges as well. That advice is equally applicable to all of us, no matter our gender or our age.

Confidence is rooted in accomplishment, but it grows through risk and failure, and the will to persevere.

(John Baldoni, "Want to Build Confidence? Take a Risk!", Forbes, Apr 27, 2018)



Hatch Act 5 U.S.C. 7321

- Submitted by Melba Viera



The Hatch Act, an attempt to regulate corruption and possible intimidation of federal employees in the civil service by their elected supervisors, was enacted by Congress in 1939. The act banned the use of federal funds for electoral purposes and forbade federal officials from coercing political support with the promise of public jobs or funds. Carl Hatch, Senator from New Mexico, introduced the act.

The Hatch Act restricts federal employee participation in certain partisan political activities. The political activity restrictions apply during the entire time of an employee's federal service. Certain rules prohibit both on-duty and off-duty conduct.

Partisan political activities are those activities directed at the success or failure of a political party, candidate for partisan political office, or partisan political group. While most Federal employees are permitted to take an active part in partisan political management and partisan political campaigns, the Hatch Act does prohibit certain participation by all Federal employees. Federal employees may not seek public office in partisan elections, use their official title or authority when engaging in political activity, solicit or receive contributions for partisan political candidates or groups, and engage in political activity while on duty.

An employee who violates the **Hatch Act** is subject to a range of disciplinary actions, including removal from federal service, reduction in grade, debarment from federal service for a period not to exceed 5 years, suspension, letter of reprimand, or a civil **penalty** not to exceed \$1000.

Permitted and prohibited activities for Federal employees

Federal employees may:

- register and vote as they choose
- assist in voter registration drives
- express opinions about candidates and issues
- participate in campaigns where none of the candidates represent a political party
- contribute money to political organizations or attend political fund raising functions
- attend political rallies and meetings
- join political clubs or parties
- sign nominating petitions
- campaign for or against referendum questions, constitutional amendments, municipal ordinances



Federal employees may not:

- be candidates for public office in partisan elections
- campaign for or against a candidate or slate of candidates in partisan elections
- make campaign speeches
- collect contributions or sell tickets to political fund raising functions
- distribute campaign material in partisan elections
- organize or manage political rallies or meetings
- hold office in political clubs or parties
- circulate nominating petitions
- work to register voters for one party only
- wear political buttons at work
- may not use email or social media to engage in political activity



What is not political activity

- Discussing legislation, ballot initiatives and nonpartisan elections (e.g. gun control measures, executive orders, and school board elections)
- Discussing issues (e.g., abortion, immigration)
- Attending an issue march or rally (e.g. March for Life, Women's March, etc.)

General Series Determination

- Submitted by Angel Ponce



For a variety of reasons, selection of the correct series for a position is an essential part of the entire personnel management process. For example, qualification requirements used in recruiting are based on the series of the position; career ladders are influenced by the series; organizational structures are often designed with consideration of the series of assigned positions.

Determining the correct series for a position is usually apparent by reviewing its assigned duties and responsibilities and then comparing them to the series definitions and general occupational information the classification flysheet or OPM (Office of Personnel Management) standard provides. Generally, the classifier decides on the series for a position based on the primary work of the position, the highest level of work performed, and the paramount knowledge required to do the work of the position. Identifying the broader occupational group or category the work entails can help narrow down the series.

Occupational series can be divided into five "categories" of work. These include:

Professional, e.g., attorney, medical officer, biologist;

Administrative, e.g., personnel management specialist, budget analyst, general supply specialist;

Technical, e.g., forestry technician, accounting technician, pharmacy technician;

Clerical, e.g., secretary, office automation clerk, data transcriber, mail clerk; and

Other, e.g., firefighter, various law enforcement occupations.

The Handbook of Occupational Groups and Families is also an excellent source for further defining what occupational group the work of your position belongs to. This handbook provides a brief description of the type of work that is typically performed in that series and lists the code and name (e.g., 0600 – Medical, Hospital, Dental, and Public Health Group).

In some situations, however, following this guidance may present difficulties when the work of a position matches more than one occupation. In this case use the following guidelines to determine the appropriate series for classification purposes.

Paramount knowledge required. Although there may be several different kinds of work in the position, most positions will have a paramount knowledge requirement. The paramount knowledge is the most important type of subject matter knowledge or experience required to do the work.

Reason for existence. The primary purpose of the position or management's intent in establishing the position is a positive indicator for determining the appropriate series.

Organizational mission and/or function. Positions generally align with the mission and function of the organization to which they are assigned. The organization's function is often mirrored in the organizational title and may influence the appropriate series.

Recruitment source. Supervisors and managers can help by identifying the occupational series that provides the best qualified applicants to do the work. This is closely related to the paramount knowledge required.

For further guidance, refer to:

The Classifier's Handbook, <https://www.opm.gov/policy-data-oversight/classification-qualifications/classifying-general-schedule-positions/classifierhandbook.pdf>

The Handbook of Occupational Groups and Families, <https://www.opm.gov/policy-data-oversight/classification-qualifications/classifying-general-schedule-positions/occupationalhandbook.pdf>

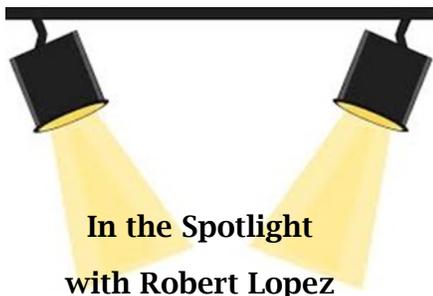
Military Reservist Leave

- Submitted by Estella Harris

We receive many questions throughout our busy day. One of those questions may be from someone who is a member of the Military Reserve asking why they have not received their military leave. The following are steps required in order for the military leave to show on their Leave and Earnings Statement and for timekeeping purposes:



1. The Reserve category must be correct and reflect that the employee is a member of the Reserve Forces. If the employee did not complete a worksheet prior to coming on board; they may complete a worksheet and the staffer will upload it to eOPF via AUTONOA and then create a helpdesk ticket to notify CivPRC that the worksheet has been uploaded.
2. The employee must go into ATAAPS and request military leave to cover their duty for the first time.
3. After the employee has requested military leave for the first time DFAS will update the system to credit the employee with military leave showing a balance. Military Leave will auto generate in DFAS from that point on.



**In the Spotlight
with Robert Lopez**



Where is your hometown? My hometown is right here in the Lone Star State. I represent generations of family as a San Antonio Texan. I went to a school where wearing boots and blue jeans were common attire and gun racks were in every truck.

Which Branch do you work for? The one with the best supervisor and the best co-workers, Branch C (Classification).

How long have you been with the CPAC? This is my second time around but this time as a Reemployed Annuitant. I am a witness to different CPAC leadership styles and working climates having arrived in May 2009 and retired July 2016. I will tell you that since my return in June 2018, this is the best I've seen.

What is your favorite part about working at the CPAC? For me it's interaction with individuals who I have come to know and respect as friends. As a HR specialist and federal employee your mission is always the first priority and that doesn't change but for me it's just that much better when you actually feel good about coming in to work and look forward to the work day. That also means that someone has made an effort to create this environment (no easy task) and to all who have been in leadership positions, you know that managing people and the mission isn't always easy but rather a sort of perpetual balancing act and success is not always guaranteed or achieved.

What is something most people would not know about you? That I'm a Very Proud Texan, someone who grew up here in San Antonio and has left my state numerous times and lived and experienced different places but never wanted to stay there. My San Antonio roots have always called me back and there's no other place that I'd rather be or would call "My Home".

What is it that you do that sets you apart in providing excellent customer service? I don't believe for one instant that I am a standout from all of my peers. I truly think that we all bring something to the table when it comes to providing customer service to those we support. Here in the classification branch we routinely discuss different classification reviews or issues that we encounter. We do this in order to solicit recommendations from one another, offer opinions or solutions and to provide valid classification advisements to supervisors and managers on proper position management. It is my opinion that because the CPAC is configured with a separate classification branch we are able to provide better service support to those organizations that we service.



Types of Leave Categories

- Submitted by Milna Arroyo

There are many leave categories civilian employees are eligible to use when requesting time off. The most common categories are Annual Leave, Sick Leave, and Leave Without Pay (LWOP). Annual Leave is earned at a rate of four (4) hours per pay period for employees with less than three (3) years of service, six (6) hours for employees with three (3) to fifteen (15) years of service, and eight (8) hours for employees over fifteen (15) years of service. Sick Leave is earned at a rate of four (4) hours per pay period regardless of service time. Annual Leave can be used for vacations, rest and relaxation, and personal business or emergencies. Sick Leave can be used for personal medical needs, family care or bereavement, care of a family member with a serious health condition, or adoption-related purposes.

Other leave options are Compensatory Time and Compensatory Time for Travel. Compensatory Time is earned:

-in lieu of overtime pay for irregular or occasional overtime work, or
 -when permitted under flexible work schedule programs, time off with pay in lieu of overtime pay for regularly scheduled or irregular or occasional overtime work.

Forfeiture rules vary dependent on an employee's FLSA status. An FLSA-exempt employee must use accrued comp time off by the end of the 26th pay period after the pay period during which it was earned. After which:

- Receive payment for the unused comp time at the overtime rate in effect when earned or
 - Forfeit the unused comp time off, unless failure to use the comp time is due to an exigency of the service beyond the employee's control

An FLSA-nonexempt employee must use comp time earned by the end of the 26th pay period after which it was earned or receive payment at the overtime rate in effect when earned.

Compensatory Time Off for Travel is:

- Time earned by an employee for time spent in a travel status away from the official duty station when such time is not otherwise compensable.
- Time spent traveling between official and temporary duty station.
- Time spent traveling between two temporary duty stations.
- "Unusual waiting time" due to interruptions in travel
- Must be used by the end of the 26th pay period after which it was earned or it will be forfeited regardless of FLSA status.

For more information on the above mentioned leave categories, please visit www.opm.gov.



Hail and Farewell



Paula Mendez
Franco Ruiz



Yvonne Miles
Rose Ann Navarro
Rose Marie Stone
LaPorcha Williams



Individual Development Plan (IDP)

- Submitted by Wanda Ward

IDP is an employee's individual development tool that identifies activities that will help you enhance your knowledge, skills and abilities by improving performance, sharpening professional competencies, and preparing you for positions of changing or greater responsibility.

You may ask yourself, where am I now, and where do I want to be, and when?

Short Term Career Goals

These are goals of what you hope to achieve within the next 3 years. Examples include: participating in projects; focusing on education such as Civilian Education Systems courses; learning new skills.

Long Term Career Goals

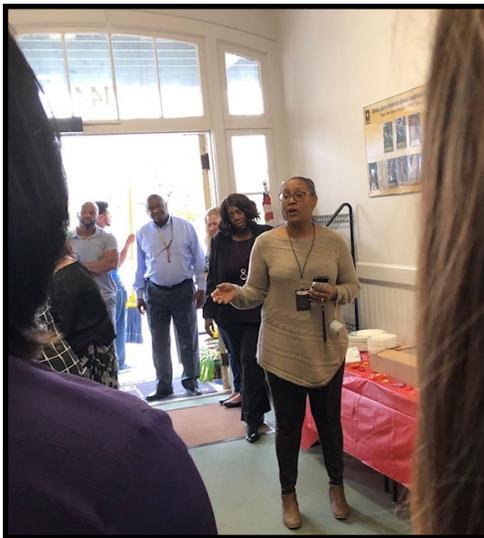
These are goals of what you hope to achieve more than 3 years out. You may want to develop skills that will help you advance in your career such as becoming a supervisor.

An IDP documents the mutually agreed upon development requirements for the employee over the next several performance periods. A key benefit of a completed and current IDP is it assists Army in planning for and resourcing training and development requirements. So get yours done today!

HR Training for Supervisory Class — January 2020



CPAC Employee Appreciation Day - January 2020



WHAT'S HAPPENING

**CPAC Staff Attends Crucial Conversations Training
January 2020**



**CPAC Staff Attends Resiliency Training
February 2020**



A TED Talks motivational video is presented to our CPAC Staff.

March 2020

CIVILIAN
PERSONNEL
ADVISORY CENTER



Building 144
2438 Stanley Road
Fort Sam Houston, TX. 78234

Phone: (210) 221-1425

Fax: (210) 221-1015



<https://www.samhouston.army.mil/cpac/index.aspx>



<https://www.facebook.com/Ft-Sam-Houston-Civilian-Personnel-Advisory-Center-217123538373277/>



<https://twitter.com/FSHCPAC>



usarmy.jbsa.hqda-cpac.mbx.inquiry@mail.mil



- Submitted by Diana Kent

What's the Latest on DCHRMS...

The remaining DCPDS business rules are still under review and will need to be prioritized and ranked for implementation in DCHRMS.

DCHRMS will also require brand new business rules (i.e., rules that weren't needed or didn't exist in DCPDS.) The Core HR workgroup will identify these additional business rules as DCHRMS functionality is being designed and tested.

DCHRMS deployment has been delayed again. New target deployment date to be determined. Deployment strategy has also changed. Now favoring a phased approach starting with DFAS followed by DLA.

How Can We Prepare?

- Assist in any pre-deployment data clean-up efforts
- Watch for communications like this one
- Visit the DCPAS DCHRMS website at <https://www.dcpas.osd.mil/OD/DCHRMS>

FSH CPAC OPERATING HOURS



The Fort Sam Houston (FSH) Civilian Personnel Advisory Center (CPAC) operating business hours are from 0800 -1500. Anything outside the FSH CPAC core business hours will always be supported. However, we ask that an appointment or prior coordination be made accordingly. For additional information, questions, or inquiries please call (210) 221-1425.

The FSH CPAC is closed for training on the first Thursday of each month from 1400 -1600.