



THE ADVISOR NEWSLETTER

June 2018

Volume 11, Issue 1

JBSA HIRING HEROES CAREER FAIR

- By Lori Ruiz and Alonzo Soto

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The DoD/DCPAS and Joint Base San Antonio (JBSA)502nd FSG, BAMC WTB and the SFAC sponsored the Hiring Heroes Career Fair on March 21, 2018 at the Joint Base San Antonio Community Center. The employers who attended were from various DoD, Federal, and Private sector organizations. In support of the Hiring Heroes Career Fair, the Fort Sam Houston (FSH) Civilian Personnel Advisory Center (CPAC) did an outstanding job of sharing their expertise, providing resources, addressing concerns, and answering questions with guests and attendees. The next Hiring Heroes Career Fair is tentatively scheduled for September 19, 2018 at the JBSA Community Center, 1395 Chaffee Rd., Joint Base San Antonio, TX 78234 from 0900 - 1400. Registration is free and booth space is limited. For additional information please contact JBSA event coordinator Ty

Redmon at (571) 372-2123. The DoD Hiring Heroes Program provides continuing outreach, recruitment assistance products and services to wounded, ill, injured and transitioning Service members, Veterans, spouses and primary caregivers through organizing and conducting specialized career fairs to increase awareness of job opportunities. The Hiring Heroes Career Fair website is <http://godefense.cpms.osd.mil/veterans/hiringheroes.aspx>. Should you need additional information or have any questions, comments or

recommendations please use any of the following communicative methods: **Interaction via Email** : dodhra.mc-alex.dcpas.mbx.hrspas-daao@mail.mil (for all job seekers) and dodhra.mc-alex.dcpas.mbx.hiring-heroes@mail.mil (for transitioning Service Members and Veterans). **Telephone**: 1-888-DOD-4USA (1-888-363-4872). **Chat with a Career Counselor at** <http://godefense.cpms.osd.mil/absolutels/UserForm.aspx?busy=true&depid=&userid> **Tuesdays and Thursdays, from 12:30 pm to 2:30 pm EST.**



FSH CPAC HR Specialists, from left to right: (row 1) Crystal Bennett, Jeffrey Braun, Abigail Lucas, Nina Huerta, Lori Ruiz, Francisco Ruiz, Alonzo Soto, (row 2) Lisa Coleman, and Manny Pinillo.

IN MEMORY OF MARLENA C. MORRISON

- By Tonie Case



In Memory of Marlena C. Morrison, one of our CPAC HR Technicians. Marlena was taken from us on Jan 29, 2018. She was taken too early in life from all of us, coworkers, friends and family. Marlena was considered a hard working dedi-

cated team member of the Onboarding team. She took her job seriously in helping everyone, especially those applicants and military spouses. She tried to help everyone as she could in her quiet peaceful way. She made a great impact on all of us. We will always remember her fondly.



DIRECTORS CORNER

Team,

Thanks for all you do every day! Your daily dedication to making the Army and Fort Sam Houston a great place to live and work was highlighted in the recent DoD and Army (CPEA) audit of HR services.

Your enthusiasm and positive commitment shined throughout the audit team's visit.

One of our elements that was highlighted was our Quality. With the QC program in place, we are tak-

ing steps to build upon the quality already in place with the QUALITY x VELOCITY x INTEGRITY focus.

Another topic that was the focus of everyone was facilities. We are working to get Building 152 renovated as well as a couple of other projects. We were also able to get a good cleaning of the carpet in Bldg. 144.

While facilities are a long-term project, I will continue to move forward on improving our CPAC home.

I also would like to address a question that recently asked, "Is the FSH CPAC going away?" The short answer is no. While we have been experiencing an extended hiring freeze due to CHRA reductions, we have been taking this as an opportunity to adjust our organization slightly.

As a result there are some new announcements of positions that will ultimately help make this a stronger CPAC. Again, I thank you for your efforts and en-

courage you to continue to build "Excellence Through Partnership" with our mission partners and colleagues.

Sincerely,

Norman Fernaays
Director, FSH CPAC



IN THE SPOT LIGHT

- By Jan Barnard



In the Spot Light with Billy Machac.
What is your hometown? San Antonio, TX.
What Branch do you work for? Program Management
How long have you been with the CPAC? Since 1989.
What is your favorite part about working at the CPAC? My favorite part about work-

ing at CPAC has been my ability to provide friendly and factual one-on-one information to telephone and walk-in customers to help them directly navigate what is oftentimes a confusing system. My memories of working with so many co-workers over the years is also something I treasure as I transition to retirement. What is something most people would not know

about you? I started my career out as a file clerk in the file room. No job has been too big or too small for me to care about doing it well.

What is it that you do that sets you apart in providing excellent customer service? I take the perspective of the customer and genuinely try to treat them like I would want to be treated.



HAILS & FAREWELLS

- By Tonie Case



New employees:
(as of Feb 2018)

- Milna Arroyo (LMER)
- Gisela Hawthorne (LMER)
- Raul Guevara (CLASS)
- Carl Mark Hill (Onboarding)
- Nina Huerta (CLASS)
- Manny Pinillo (CLASS)
- Marcus Truley (Onboarding)
- Angelica Ramirez (Onboarding)

Retirees:

- Billy Machac - 36 years
- Rudy Garza - 51 years

Farewells:

- Cameron Jones
- Tamara Rodriguez
- Steven Gamble
- Reggie Griffith
- Monique Cruz
- Joan Conlin
- Shwonda Goodman
- Nitisha Riley
- Jane Kissee
- Brenda Osorio
- Trey Drisdale
- Scott Doar
- Marsha Garcia



HR TRAINING FOR SUPERVISORS COURSE

- By David Grider

The FSH CPAC is hosting the HR Training for Supervisors course. To register, please go to the Human Resources Training Application System (CHRTAS) <https://www.atrrs.army.mil/channels/chrtas/student/logon.aspx?CallingURL=%2fchannels%2fchrtas%2fstudent%2fmain.aspx&Caller=1&message=SessionExpired>.

The course information is FY 2018, XBAHRS. The CHRTAS Course Title is HR TRAINING FOR SUPERVISORS (0103: CHRA, NORTH CENTRAL REGION) The current training date scheduled in CHRTAS is

for 21 - 23 Aug 2018. The next tentatively scheduled training is 30 Oct - 1 Nov 2018. The classroom Location status for all HR Training for Supervisor Courses are TBD.

The Human Resources (HR) Training for Supervisors Course provides an HR overview of the Civilian Human Resources (CHR) life cycle, Classification, Staffing, Labor, Leave Admin, Discipline and Adverse Action, and Performance Management.

***NOTE:** The Human Resources (HR) Training for Supervisors Course is **NOT** a substitute for the on-line Supervisor Development

Course (SDC), which is a mandatory requirement for all supervisors (Military and Civilian) of Army Civilians. This course is intended to supplement your learning experience.

For questions/comments, contact David Grider, david.a.grider.civ@mail.mil, (210) 221-2830.



"The current training date scheduled in CHRTAS is for 21 - 23 Aug 2018."



"Great leaders remain intellectually curious and are lifelong learners."



THE 5 KEYS TO GREAT LEADERSHIP

- By Dawn Wilkie

1. Face Challenges. Great leaders are brave enough to face up to challenging situations and deal with them honestly and head on. Whether it is steering through a reorganization or getting struggling employees back on track, a great leader meets these challenges openly.

2. Win Trust. Great leaders instill trust in their employees. Employees are more loyal and enthusiastic when they work in an environment lead by people they trust. Building that trust can be done in many ways. One way is to show employees that you care about them by taking an interest in them beyond the workplace. Another

way is by letting your employees know that you are interested in their success and discussing their career paths and helping them to achieve their goals. A great leader will try and work themselves out of a job, to provide an opportunity for upward mobility to their subordinates

3. Be Authentic. Great leaders are self-aware and genuine. They are self-actualized individuals who are aware of their strengths, their limitations, and their emotions. They also show their real selves to their followers.

4. Earn Respect. When you conduct yourself in an ethical way and model the

traits you want to see in others you earn the respect of those around you. Leaders who are perceived as not "walking the talk" typically do not get very far in life or career.

5. Stay Curious. Great leaders remain intellectually curious and are lifelong learners. They are inquisitive and always looking for good ideas, insights and information.





“Army civilians will become multi-skilled leaders of the 21st Century.”



“Transformation of the Army begins with educating the Army's leaders.”



“If you're a current student or recent graduate, you may be eligible for federal internships and job opportunities through the Pathways and other student programs.”

TRAINING AND DEVELOPMENT

- By Steven Gamble

CHRTAS

Civilian Human Resources Training Application System

There have been many changes in the last year. The Army is in a period of transition, and transformation.

Transformation of the Army begins with educating the Army's leaders. The Civilian Education System (CES) is a progressive and sequential program that provides enhanced leader development and education opportunities for Army civilians throughout their careers. Army civilians will become multi-skilled leaders of the 21st Century who personify the warrior ethos in all aspects, from war-fighting support to statesmanship, to business management. CES provides the Army Civilian Corps self-development and institutional training (leader de-

velopment) opportunities to develop leadership attributes through distance learning (DL) and resident training.

The CES leader development program includes five courses which replace the previous inventory of legacy courses offered for Army Civilians-Foundation Course (FC), Basic Course (BC), Intermediate Course (IC), Advanced Course (AC) and Continuing Education for Senior Leaders (CESL). In addition, CES also includes the Action Officer Development Course (AODC), Supervisory Development Course (SDC), Manager Development Course (MDC), and Senior Service College (SSC).

The Civilian Human Resources Training Application System (CHRTAS) is the on-line method for

submitting your CES application. CHRTAS is an automated management system that allows you to develop and record your completed training, apply for Civilian Human Resource and NSPS courses, and CES courses. Your CES leader development experience starts at <https://www.atrrs.army.mil/channels/chrtas>. Begin by preparing/updating your profile, which contains critical information we need to know about you. Once this is complete, you can begin your search for courses and apply for training.

Additional information on CES and available courses may be found on the Army Management Staff College (AMSC) web site <http://usacac.army.mil/organizations/cace/amsc/cesSchedule>

PATWAYS PROGRAMS

- By Ingrid Richardson



The Corpus Christi Army Depot is actively seeking highly motivated students. This search includes Job opportunities currently announced at <http://www.USAJOBS.gov> using various Pathways Programs. The CPAC has

received inquiries on what is Pathways. Pathways Programs offer clear paths to Federal internships for students from high school through post-graduate school and to careers for recent graduates, and provide meaningful training and career development opportunities for individuals who are at the

beginning of their Federal service. As a student or recent graduate, you can begin your career in the Federal government by choosing the path that best describes you and where you are in your academics. For more information, please go to <https://www.usajobs.gov/studentsandgrads/>

HOW EMPLOYEES CAN SUBMIT A HELPDESK TICKET

- By Dan Guerra



How often do employees find information in their Personnel record that needs to be updated? If you find yourself in this situation you can help expedite the process by submitting a Helpdesk ticket yourself.

Here are quick and easy steps to updating, changing or correcting information in your Personnel record.

Step 1: Using your Smart Card (CAC) for access, you must log into the CPOL Portal <https://acpol.army.mil/ako/cpolmain>.

Step 2: Click on the Employee Tab, which is located between the Home tab and the Manager tab on the CPOL Portal

Step 3: Once you are in the

Employee Data section, click GO!

Step 4: Go to the Helpdesk section, click the Enter a new Ticket link.

Step 5: Select the Ticket Type by clicking on the ticket that best suits your problem. Immediately another box will appear to the right with a selection of sub ticket types. Select the sub type that best fits your problem. PLEASE NOTE: The Ticket Type and Sub Type are automatically filled in for you. Complete the ticket by filling in the Problem Description, Work Phone Number and Email Address, and upload File if applicable. Click the Submit button.

Step 6: The ticket tracking number will appear just above the Enter a New Ticket heading. This is your ticket number, which you will use to search the status of your tickets. This ticket will be seen by the appropriate

HR office. Most tickets are worked within 3 or 4 work-days. Once your ticket has been submitted you can check the status by entering your ticket number in the "Enter Ticket Number field," Click the Search button. Next, a "View Ticket" screen appears. Go to the "History" section for the "Response."

NOTE: After your ticket has been worked, you will get an icon on the Portal Menu bar, click that Icon. Open your ticket from the list. Employees should understand that taking the necessary steps to accomplish this can help eliminate lag time between supervisors, administrative specialist and HR professionals in getting their Personnel records updated, changed or corrected. It's never too late to make necessary changes to your record, all it takes is a little bit of effort to make a big difference.

"expedite the process by submitting a Helpdesk ticket yourself"



"all it takes is a little bit of effort to make a big difference"

DISA ENTERPRISE EMAIL MAILBOX SIZE LIMITS

- By Diana Kent



With email communication being one of the primary methods used for communicating between managers, supervisors, employees and their Human Resources (HR) Specialist in the Civilian Personnel Advisory Center (CPAC), it is more important now than ever to ensure that your email account is not locked out due to the user exceeding the maximum allowable email storage.

According to the Army's Chief Information Officer/G6 (Army CIO/G6), the Defense Information Systems Agency (DISA) began enforcing Enterprise Email mailbox size limits in Oct 2015.

The maximum mailbox size limit is 4GB for Business class users and 512MB for Basic users. Exceeding these limits will impact a user's ability to send and receive emails.

The user will receive an auto-generated email notification as their mailbox reaches 3.7GB for Business users and 410MB for basic users. Managing your mailbox size will improve your Microsoft Outlook start up time and overall speed of performance, as well as ensure prompt receipt and delivery of your email.

Making sure you delete old and outdated emails, will ensure that you don't miss that important email because your email account is locked.



"Managing your mailbox size will improve your Microsoft Outlook start up time and overall speed of performance"

180 DAY CIVILIAN HIRING RESTRICTIONS - MILITARY RETIREES

- By April McCall



Effective December 23, 2016 by the Defense Authorization Act (NDAA), military retirees seeking to enter civil service in the Department of Defense now require a waiver if they are within 180 days following

their official date of retirement. The restriction policy applies to non-appropriated and appropriated fund civilian positions in the competitive and excepted service regardless if the position is permanent, temporary, term, etc.

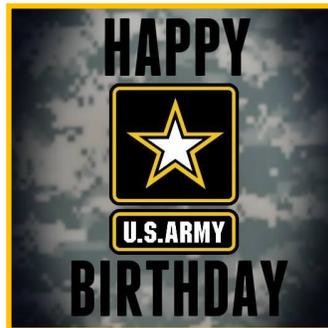
Series that receive special salary rates issued only by

OPM are exempted. Upon selection from a public notice announcement, a waiver must be submitted if retiree has not met the 180-day requirement.

Waivers must be approved prior to establishing an entrance on duty date.

The Fort Sam Houston CPAC is committed to serving our

Military and Civilian community by supporting efforts in fulfilling diverse work force.



REVIEWING AND DEVELOPING POSITION DESCRIPTIONS

- By Lori Ruiz

When should you write or change a position description (PD)? Position descriptions should be reviewed and revised on a regular basis to ensure the PD reflects current major duties and responsibilities. If the position is new to the organization, the manager

may be required to establish a new PD. It is important to change an employee's position description to reflect the work he or she is actually performing to avoid an employee misassignment. If the position's duties, responsibility level, and/or knowledge required to

accomplish the work changes significantly, the grade and occupational series of the position may also need to be changed. It is crucial for managers to discuss these types of changes with their HR advisor. All classification issues should be resolved prior to creating the RPA. Factors which are not considered significant changes and do not require a PD rewrite are: quantity of work produced; quality of work produced; temporary change in assignments for training or to meet an emergency situation; work performed

in the temporary absence of another; changes in organizational level only (e.g. from section to branch); change in methods/procedures; a person's relative value to the organization.

"Position descriptions should be reviewed and revised on a regular basis"



BARGAINING UNIT STATUS (BUS) CODE

- By Dawn Wilkie

What is a BUS Code? A BUS Code identifies a specific group of employees certified by the FLRA as a Bargaining Unit.

A BUS Code has 6 digit alpha numeric symbols (i.e., AR3255); alpha characters identify agency and numeric characters identify Bargaining Unit

BUS Codes are assigned by OPM. When an election is held and a union is appointed, CPAC will file the request following the election.

Classifiers/Staffers are responsible for inputting BUS Codes.

Where can BUS Codes be located? BUS Codes are found in CPOL and in block 37 of every SF-50.

BUS Codes are utilized for a variety of functions such as,

identifying employee rights, represents collective bargaining rights and identifies entitlement to official time for representation under Federal Law.

The FLRA Certification of Representation identifies who is included and excluded within the bargaining unit.

BUS Codes: Unrepresented Employees

7777: Eligible for, but unrepresented; no union currently exists to represent them

8888: Statutorily Excluded: Such as, Supervisors: An individual employed by an agency having authority in the interest of the agency to hire, direct, assign, promote, reward, transfer, furlough, layoff, recall, suspend, discipline, or remove

employees, to adjust their grievances, or to effectively recommend such action.

Management Official: An individual employed by an agency in a position the duties and responsibilities of which require or authorize the individual to formulate, determine, or influence the policies of the agency.

Employee must do more than carry out high-level agency policy, employee must formulate, determine, or influence high-level agency policies.

Confidential Employees: An employee who acts in a confidential capacity with respect to an individual who formulates or effectuates management policies in the field of labor-management relations.

Personnelist: An employee whose character and extent of involvement in personnel

work is more than clerical in nature and the duties of the position are performed in a non-routine manner and require the exercise of independent judgement and discretion.

National Security Personnel: An employee engaged in intelligence, Counterintelligence, or national security work. Investigators/Auditors: An employee engaged in investigation or audit functions wherein the nature of the investigation/audit might uncover fraud, waste, and abuse.

As always, if you have any questions please do not hesitate to contact your LMER Team. Have a wonderful Army Day.



PROBATIONARY EMPLOYEES

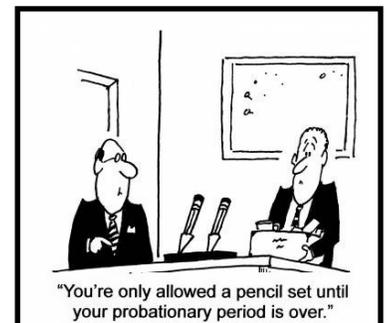
- By Jan Barnard

The National Defense Authorization Act (NDAA) for Fiscal Year 2016 amended Title 10, United States Code by adding section 1599e. This new section requires that the appointment of "covered employees" within the Department of Defense (DoD) shall become final only after the employee has served a probationary period of two years. Covered employees include individuals who are appointed to permanent positions in the competitive service and individuals who received career appointments in the Senior Executive Service within DoD on or after November 26, 2015.

Employees who have completed a probationary period under an initial appointment in the competitive service, having attained full appeal rights to the Merit Systems Protection Board (MSPB), do not have to serve another or extended probationary period under this authority. The probationary period is the final step in the examination process of a new employee. During this period, probationary employees can be terminated for any perceived deficiency in performance or conduct, with minimal procedural requirements and without the need to meet the strin-

gent "efficiency of the service" standard that governs the removal of tenured employees. However, a probationary employee does have some limited appeal rights to the MSPB. The probationary period can be a highly effective tool to evaluate a candidate's potential to be an asset to an agency before an appointment becomes final including, but not limited to job performance, overall qualifications, suitability, aptitude, attendance, cooperativeness and conduct of an employee.

"probationary employees can be terminated for any perceived deficiency in performance or conduct"



CIVILIAN PERSONNEL ADVISORY CENTER



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2438 Stanley Road
Fort Sam Houston, TX.

Phone: (210) 221-1425
Fax: (210) 221-1015



<http://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

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



FSH CPAC OPERATING HOURS

- By Lori Ruiz



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 Fort Sam Houston Civilian Personnel Advisory Center (CPAC) is closed for training on the first Thursday of each month from 2:00pm - 4:00pm. We appreciate your patience and support during this time. The FSH CPAC staff will return phone calls and emails the next business day.

"We appreciate your patience and support."



FSH CPAC - FIESTA'S SALSA CONTEST WINNER

- By Lori Ruiz

With great pleasure and pride, the FSH CPAC Social Committee would like to announce James L. Burns as the "FSH CPAC Fiesta Salsa Contest" winner.

Mr. James L. Burns has shown his exemplary and profound skills in his homemade salsa. He has won the hearts of all his FSH CPAC colleagues and has proved himself to be a worthy winner.

With his confidence, charisma and charm, he has outshined himself amongst many hopefuls. For this, we heartily congratulate Mr. James L. Burns!

