



the Advisor

Excellence through Partnership



JBSA - FSH CPAC

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Director's Corner



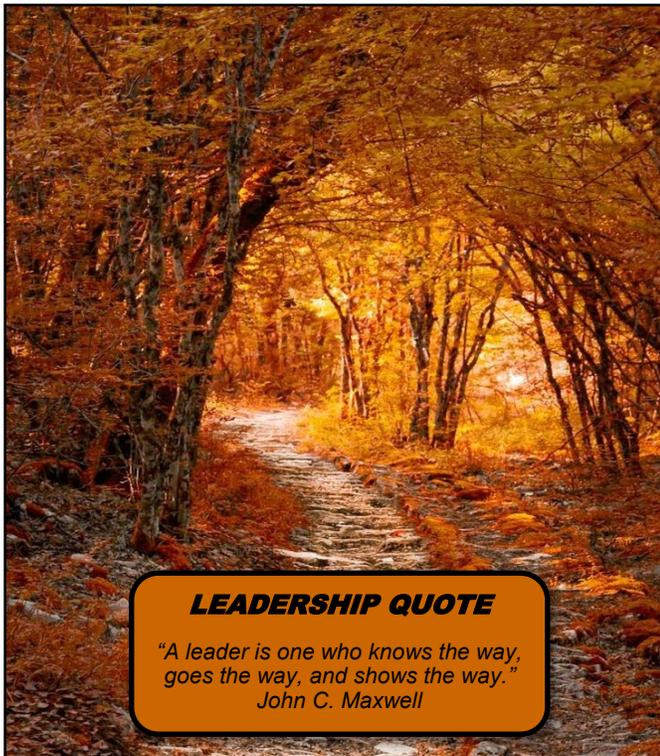
Norman Fernaays
Director, Fort Sam Houston CPAC

It's a great day to be in the Army! I am Norman Fernaays, your new FSH CPAC Director. As I adjust into my new position, I've had the pleasure to meet many employees, supervisors and managers across the Army and the JBSA. I am impressed by the various missions and focus of everyone. Based on CHRA goals and resources and the various missions and expectations, we are working to better meet the needs of the community we work in and support. One of our changes is to reestablish our Civilian Personnel Newsletter and provide valuable information and help keep you up to date on the changes as they occur.

The FSH CPAC recently underwent a restructuring with a focus to better support our service customers as well as improve the timeliness of our service. I am retired Army and know that every person counts, so one of my primary goals is to help organizations fill their hard to recruit positions. We are working to establish a couple of efforts designed to support the recruiting for traditional hard to fill positions.

The welcome and feedback thus far has been positive and I'm looking forward to building upon our support to the organizations and the FSH community. We welcome your comments, positive or constructive, on how we can better serve you.

Norman Fernaays



LEADERSHIP QUOTE

"A leader is one who knows the way, goes the way, and shows the way."
John C. Maxwell



Dates to Remember



October 9	Columbus Day
October 19	G1 HR Forum Lunch FSH Golf Course
October 24	Health Benefits Fair SAMMC
October 25	Health Benefits Fair Warfighter & Family Support Center Bldg. 2797
October 31	Halloween
November 9	CPAC Open House Bldg. 144
November 10	Veterans Day
November 13	Benefit Open Season Starts
November 14 - 16	HR for Supervisors Training
November 23	Thanksgiving Day
December 11	Benefits Open Season Ends
December 25	Christmas Day
January 1	New Year's Day



Guests & Visitors



Mr. Chad Siedschlaw, SES CHRA North Central Regional Deputy Director, during his briefing to the Ft. Sam Houston CPAC staff on August 2nd 2017.



Mr. Larry Gottardi, SES CHRA Director, presenting a length of service award to Ms. Eileen Perez during his All Hands. Mr. Gottardi visited the FSH CPAC on August 8th 2017.



Ms. Paula Patrick, SES Deputy Assistant Department of Army, Civilian Personnel receiving our Super Star Award during her visit August 31st 2017.

WHAT'S NEW

DPMAPS—What you Need to Know

As more organizations transition to the Defense Performance Management and Appraisal Program (DPMAP) in the near future, we wanted to remind everyone of some key points about the system and some resources to review now before implementation of the new system.

DPMAP Overview:

- ◇ One rating cycle for all grades (1 April – 31 March)
- ◇ Three tier rating system 5 (Outstanding); 3 (Fully Successful); 1 (Unacceptable)
- ◇ Supervisors must have 50% or more supervisory elements
- ◇ Mandatory elements for supervisory positions (Management/Leadership, EEO/Diversity/Hiring Reform)
- ◇ Three mandatory discussion points (Initial; progress review; and annual)
- ◇ Minimum rating period is 90 days
- ◇ Mandatory higher level re-view of initial plan and appraisal, not required for progress reviews
- ◇ DoD automated appraisal tool facilitates program through MyBiz+
- ◇ DoD automated appraisal tool stores performance plan information and ratings. Documents do not flow into the employee's e-OPF

DPMAP Resources:

- ◇ DCPAS New Beginnings webpage: <https://www.cpms.osd.mil/Subpage/NewBeginnings/DPMAP/>
- ◇ Contains: DODI 431; Employee User Guide; Supervisor User Guide; Trusted Agent, Tool Kit, How to Videos
- ◇ CHRA guidance: http://www.chra.army.mil/a_char/tools/gps/view.asp?ID=999
- ◇ Contains: readiness checklist, considerations guide



WHAT'S NEW



Reinstatement of the 180-Day Restriction

(applicable to military retirees seeking DoD Civilian Job)

On December 23rd, 2016, the National Defense Authorization Act for Fiscal Year 2017 (2017 NDAA) was signed by the President and became law. Section 1111 of the 2017 NDAA makes a change to Title 5 of the U.S. Code, effectively changing how the Department of Defense (DoD) is able to hire recently retired military service members. The provisions of section 3326 place some restrictions on the appointment of a recently retired service member to civil service positions within DoD. 5 USC § 3326 has previously contained an exception when a state of national emergency exists. On September 23, 2001, the President declared a state of national emergency due to the critical acts of terrorism on September 11, 2001 in Executive Order 13224. Since the publication of Executive Order 13224, the state of national emergency has been renewed annually. NDAA FY17 removes the national emergency hiring exception.

For the past 15 years, military retirees have been able to compete and be appointed, to civil service positions within DoD. This practice has been effective for so long that many personnel currently serving would be surprised to know that a statutory 180 day waiting period has ever existed. This policy applies to all non-appropriated and appropriated fund civilian positions in the competitive and excepted service, senior executive service and senior level positions, and scientific and professional positions. The policy also includes all permanent, temporary, term, part-time, flexible and intermittent positions. Members who are separating from the military and are not entitled to receive retirement pay from the armed services are not impacted by the 180-day wait period. Positions that fall under the Office of Personnel Management (OPM) issued Special Salary Rate (SSR) table are also exempt from the policy. Title 38 and Physicians and Dentists Pay Plan (PDPP) are not SSRs issued by OPM. Instructions were provided to Commands on how to request waivers to the 180 day restriction, as well as most common Questions & Answers presented thus far. For inquiries, clarification or additional information you can contact your Ft. Sam Houston CPAC servicing specialist or your command G1 HR Liaison.

**Clarifying Non-Competitive
Accretion of Duties**
By Joan Peters

The various roles within Human Resources are sometimes misunderstood, especially when it comes to Classification and Staffing. A good rule of thumb to remember is Classification deals with spaces and Staffing deals with faces. One area where the roles are most often misunderstood is Non-Competitive Accretion of Duties and should be clarified.

First, Accretion of Duties is not intended to be a promotion option, but rather it is a reflection of an unintentional, gradual addition of new duties to a position description over an extended period of time. When and if this occurs, it's typically due to an unusual occurrence, such as a mission change, new program implementation, or a reorganization. If one of those occurrences is not present, is likely not appropriate. Recently there's been an uptick in upgrade requests where there is no indication of a mission change, new program implementation or a reorganization captured within the duties but rather due to misassignment of work (assignment of permanent work not identified in the PD). While there are other requirements that must be met for an Accretion of Duties, this is most often overlooked.

Secondly, reasons for consideration are solely based on duties of the position and work required to be performed to accomplish the mission. As such, the following reasons for submission of Non-Competitive Accretion of Duties requests are not appropriate and cannot be considered: incumbent's 1) unusual diligence or overtime, 2) length of service, 3) financial needs, 4) volume of work, 5) unusual qualifications, 6) relative efficiency, 7) personality, and 8) scarcity of new employees / retention of current employees. Additionally, management's failure to effectively manage the workload that results in misassignment of work, does not warrant a noncompetitive promotion if the position review results in a higher grades.

If the intent of the position review request is to address an employee's consistent hard work, recommend management encourage and support the employee to apply for positions at the next higher grade. Additionally Staffing or Management Employee Relations tools can be used to submit requests for monetary or time off award, or a Quality Step Increase (QSI) if appropriate.

There are times when a Position Review could possibly result into a Non-Competitive Accretion of Duties. However, careful consideration should be applied before submitting requests. Knowing the intent of Non-Competitive Accretion of Duties, key conditions that must be met and unauthorized reasons requests are submitted, can prevent frustration by management and disappointment from impacted employees. An accretion of duty request should be initiated by the supervisor of the position, not the employee. For more information, contact the FSH Classification Branch Chief Mr. Kevin Wolf at (210)221-2645.



**Federal Employees Compensation Act (FECA)
Q & A**
by Angel Ponce



1. What is the Federal Employees' Compensation Act (FECA)?

The FECA is a law which provides benefits for civilian employees of the United States who have suffered work-related injuries or occupational diseases. These benefits include payment of medical expenses and compensation for wage loss. The FECA also provides for payment of benefits to dependents of employees who die from work-related injuries or diseases. However, the FECA does not provide retirement benefits. Employees who fully or partially recover from their injuries are expected to return to work. The FECA provides vocational rehabilitation services to partially disabled employees for this purpose.

2. Who is covered under the FECA?

All civilian employees of the United States, except those paid from non-appropriated funds, are covered. Special legislation provides coverage to Peace Corps and VISTA volunteers; Federal petit or grand jurors; volunteer members of the Civil Air Patrol; Reserve Officer Training Corps Cadets; Job Corps, Neighborhood Youth Corps, and Youth Conservation Corps enrollees; and non-Federal law enforcement officers under certain circumstances involving crimes against the United States.

3. Who administers the FECA?

The FECA is administered by the Office of Workers' Compensation Programs (OWCP), U.S. Department of Labor, through 12 district offices located across the United States. The addresses of the district offices and the geographic areas they serve can be found in the following link <https://www.dol.gov/owcp/contacts/fecacont.htm>, the district 16 office is located in Dallas and serves Texas, Oklahoma, and Louisiana. For Fort Sam Houston, your OWCP Manager is Mr. Angel Ponce.

For questions or inquiries you may contact him via email at angel.m.ponce.civ@mail.mil or phone (210) 221-1337.



What is an eOPF and what does it mean to me?

By Diana Robinson

The Official Personnel Folder (OPF) used to be a hardcopy file containing records that covered a civilian Federal employee's entire employment history. The Office of Personnel Management and your human resources (HR) office used these documents to make decisions about employee rights, benefits and entitlements throughout your career.



The Electronic Official Personnel Folder has replaced the old hard copy file, and now is known as the eOPF. The eOPF is stored electronically in a secure central repository. Access to records is highly controlled, just as it was with hardcopy OPFs.

You will automatically receive an email notification each time a newly created document is added to your eOPF. With the exception of your separation documents, printed copies of SF-50s (appropriated fund) or 3434s (nonappropriated fund) will not be sent to you. You will be able to print your documents or save as they are added to your file and keep them in a secure location for your reference.

The eOPF, like other web-based systems, is user friendly. No formal classroom training or course enrollment will be required. Employee training material and guidance will be available on line at:

<http://cpol.army.mil/library/general/eOPF/>.

Appropriated Fund employees may access their eOPF at:
<https://eopf1.nbc.gov/army/>

Non Appropriated Fund employees at:
<https://eopf1.nbc.gov/armynaf/>

Accessing your eOPF is simple and convenient, and no longer requires an appointment with your HR servicing office. For more information on how to access your eOPF and logon instructions visit the Army Benefits website at:
<https://www.abc.army.mil/HowDol/eOPF.htm>.



Priority Placement Program (PPP) for Military Spouses

By Brenda Orozco & Abigail Lucas



The Department of Defense (DOD) Priority Placement Program (PPP) is an automated registration and referral system that matches eligible participants with DOD job vacancies. This program was designed for civilian employees being separated by reduction-in-force and also provides job placement assistance to other transitioning civilians and military spouses who are relocating with their sponsors.

The Priority Placement Program most widely used by spouses of active duty military members is the "Program S". Program S requires a registration process where eligibility is verified by the local civilian personnel office within the commuting area of a sponsor's duty station. Program S may only be used once per each military move and terminates if the spouse accepts or declines a permanent federal employment which could be full-time or part-time work schedule in the registered commuting area of the sponsor's duty station.

Eligibility Requirements for Program S:

- ◇ The marriage must have occurred prior to the sponsor's reporting date to her/his new permanent duty station.
- ◇ The spouse must accompany the sponsor on a permanent change of station (PCS) move to the new.
- ◇ Copy of the sponsor's orders.
- ◇ The spouse must meet all pre-employment criteria and be eligible for immediate noncompetitive appointment to a position in the competitive service.

Documents to Provide for Program S Registration:

- ◇ Copy of DoD identification card (ID).
- ◇ Copy of Marriage Certificate.
- ◇ Copy of Sponsor's orders.
- ◇ Copy of a narrative format Resume (no bullets or pictures).
- ◇ Copy of transcripts, licenses or certificates.

In addition to Program S eligibility, there are two Executive Orders that **do not** require a registration process:

- ◇ Executive Order 13473
- ◇ Executive Order 12721

The USA Jobs Vacancy Announcement must identify these executive orders in the "Who May Apply" area. The documentation required for each of these orders will be stated on the link of the announcement. If you have any questions on this program, please contact Brenda Orozco at (210)221-0724.

USA Staffing Upgrade Passes Transition Milestone

By Eileen Perez

USA Staffing® Upgrade

The transition period for the USA Staffing upgrade passed the target milestone of being in full production on September 30th 2017. Many of us wondered if we would be able to master the updated platform when it was implemented. Five months later, our team has put training to practical use and we are getting more proficient with each staffing action. An article in the April-May issue of Army Civilian Human Resources Agency (CHRA) newsletter stated the Human Resources Program Division was "using a crawl, walk, run process" to fully implement the upgrade by the end of FY17.

As with all process changes, it presented some initial challenges. In true FSH CPAC style, we completed training, became familiar with the dashboard, learned new business rules, and quickly adapted to system changes along the way.

Now that the transition period has passed, let us take a minute to review the overall benefits of what USA Staffing Upgrade provides to us and our Hiring Managers:

- ◇ Full automation of recruitment, assessment, referral and navigation as compared to the legacy USA Staffing approach
- ◇ Increase collaboration by the Hiring Manager
- ◇ Improved communication tools that increase transparency and provide correspondence previously conducted by email
- ◇ Dashboard interface that reflects active actions and real-time status
- ◇ History function to track actions throughout the hiring process
- ◇ Online help page

Specifically, key time saving functions increasing productivity:

- ◇ Submit one request for multiple vacancies
- ◇ Announce positions under the same request for multiple offices
- ◇ Send review assessments, JOAs and certificates to the HM

Instead of a "crawl-walk-run" process, let's view the upgrade like getting a new car. It takes some time to figure out the controls and settings, but it's certainly better than the old ride and, before long, you're cruising!

Remember to use the online help and if all else fails talk to one of the FSH CPAC mentors – Shannon Franklin at (210)221-1052, Cheyenne Love at (210)221-9878 or Lisa Williams at (210)221-9464.

Get more USA Staffing information at the CHRA Guidance and Procedure Search site:

http://www.chra.army.mil/a_char/tools/gps/view.asp?ID=2048

Advance Leave

By Sara Orozco

Two common forms of leave requested in advance are: Advanced Annual Leave and Advanced Sick Leave. Before requesting these forms of leave however, it is important to understand how they work and considerations to make prior to requesting them. You should first discuss with your immediate supervisor before requesting leave.

Advanced Annual Leave

- ◇ Employees may be advanced the amount of annual leave they would accrue during the remainder of the leave year.
- ◇ This is not an employee entitlement; and is subject to management approval. Consideration for disapproval includes when it is known (or reasonably expected) the employee will not return to duty.
- ◇ Employees are indebted for Advanced Annual Leave when taken. Generally, this will be paid back through the accrual of annual leave. Repayment is waived only in cases of disability retirement/separation due to disability or death.

Advanced Sick Leave

- ◇ Not an employee entitlement; subject to management approval. Consideration for disapproval includes: when it is known (or reasonably expected) the employee will not return to duty.
- ◇ An agency may advance a maximum of up to 240 hours of sick leave to a full-time employee for situations subject to the general use of sick leave (i.e. incapacitation for duty for employee; serious health condition of family member; adoption of a child, etc.)
- ◇ An agency may advance up to 104 hours of sick leave to a full-time employee for medical, dental examination or treatment; to provide care for a family member, to include medical appointments or to make arrangements necessitated by the death of a family member or to attend funeral of a family member.
- ◇ A request for advanced sick leave is essentially a request for sick leave, therefore, medical documentation requirements for granting sick leave apply.
- ◇ Employees are indebted for Advanced Sick Leave when taken. Generally, this will be paid back through the accrual of sick leave. Repayment is waived only in cases of disability retirement/separation due to disability or death.

For more information, contact your servicing FSH CPAC Labor Management Employee Relations Specialist, or call (210) 221-1467.



How does Labor Relations apply to me as the Supervisor and Employee?

By Dawn Wilkie

At the heart of labor relations is the desire of both management and labor to create an efficient and effective organization. When this happens, management is planning, organizing, and directing work such that employees understand their roles and responsibilities in a way they can produce the desired outcomes and create a healthy work environment and strong working relationship amongst everyone. This gives the employees an opportunity to contribute and feel valued as part of a collective team. When a mutual respect exists between management and employees, life is good and everyone is happy. Labor Relations facilitates an ongoing relationship between an employer and union members (employees). The CPAC Labor Relations team provides advice and guidance to employees regarding work rules, employment laws, legal issues, and any work situations. The FSH CPAC Labor Relations Team also assist with general management regarding developing, maintaining and improving employee relationships via communication, performance management, processing grievances and/or disputes as well as interpreting and conveying policies.

Supervisors Role - The role of the supervisor includes the following:

- ◇ Administer and effectively apply the Collective Bargaining Agreement (CBA)
- ◇ Know the rights provided for management
- ◇ Consistently enforce standards of behavior
- ◇ Know and follow the standards of "just caus3"
- ◇ Communicate objectively
- ◇ Role model desirable behavior
- ◇ Know and adhere to the legal rights of employees; e.g. Equal Employment Opportunity (EEO), American Disability Act (ADA), Family and Medical Leave Act (FMLA) and Weingarten Rights

What is a Collective Bargaining Agreement (CBA)? A collective bargaining agreement represents the terms and conditions of employment of those employees represented by the bargaining unit. It defines both the rights of management and those of the represented employees.

What are your rights as an employee? All employees have basic rights in the workplace including the right to privacy, fair compensation, and freedom from discrimination.

How does an employee find out if they are a Bargaining Union Employee (BUE)? There are several ways this can be accomplished.

- ◇ Your bargaining status in block 37, of your SF-50 (if there are numbers such as 8888 and 7777 you are not in a bargaining unit.
- ◇ Bargaining status should be on your position description

What does this mean to you as a Bargaining Union Employee (BUE)? In accordance with The Federal Service Labor-Management Relations Statute; each employee has the right to form, join, or assist any labor organization, or to refrain from any such activity, freely without fear of penalty or reprisal, and each employee shall be protected in the exercise of such right. Except, as otherwise provided under this chapter, such right includes the right:

- ◇ To act for a labor organization in the capacity of a representative and the right, in that capacity, to present the views of the labor organization to heads of agencies and other officials of the executive branch of the Government, the Congress, or other appropriate authorities, and
- ◇ To engage in collective bargaining with respect to conditions of employment through representatives chosen by employees.

If you have any questions or concerns regarding labor relations please contact your FSH CPAC Labor Relations Specialist Team, Shelby Goodman @ 210-221-1038 or Dawn Wilkie @ 210-221-2420

Planning for Retirement

By David Grider



Did you know that you can request a retirement estimate from the Army Benefits Center-Civilian (ABC-C)?

One of the most important steps in planning for your retirement is requesting a Retirement Estimate. Did you know that if you are within five years of retirement eligibility, you may request an estimate from ABC-C and that you can request an estimate every three years? A retirement estimate will serve as a valuable tool in your retirement planning process. You will be able to determine if all of your service is in your electronic Official Personnel Folder (eOPF); if all your service is creditable for retirement; or if you need to make deposits for periods of certain periods of service where retirement contributions were not withheld from your salary.

You will also be able to see how reductions and deductions will impact your annuity. Future salary increases and leave accruals will not be projected. ABC-C will only use the balance that shows in payroll at the time your retirement estimate is worked. ABC-C realizes that retirement is of critical importance to you and have dedicated a page to address Planning for Retirement at: <https://www.abc.army.mil/retirements/PlanningForRetirement.htm>. However the information provided on the page is no way negates your need to speak to an ABC-C Counselor with your questions. To contact an ABC-C Counselor, call (877) 276-9287.

**Did you notice??
Our logo has changed!!!**



DID YOU KNOW??

Self Service My Biz - Employment Verification (EV)

enables you to securely and conveniently release, via email, employment and/or salary information to an external organization or person. Log into My Biz, via the Defense Civilian Personnel Data System (DCPDS) Portal <https://compo.dcpds.cpms.osd.mil/> to take full advantage of the My Biz "Employment Verification" tool.



For instructions and additional information you can visit the CPOL web page at:

<http://cpol.army.mil/library/benefits/2013-EV.html>



Updating Education — The Office of Personnel Management (OPM) is no longer required to update and maintain education data and/or transcripts in the Electronic Official Personnel Folder. Department of Army employees can update and self-certify education via

Employee Portal / MyBiz. Instructions provided in attachment. To make changes to educational entries or if an entry needs to be deleted employees should submit a helpdesk ticket via the Portal Helpdesk.

For additional information or clarification on other items on your electronic record, you may contact your FSH CPAC servicing Human Resources team.

FEGLI OPEN SEASON CHANGES BECOME EFFECTIVE SOON!

Coverage elected during the September 2016 Federal Employees' Group Life Insurance (FEGLI) Open Season will become effective on the first day of the first full pay period that begins on or after 1 Oct 2017, as long as you meet [pay and duty status requirements](#). You can review your pending election by clicking on Transactions in EBIS.

Link: <https://www.ebis.army.mil/login.aspx>

If you have any questions about your pending FEGLI Open Season election or made an election at another Federal agency before transferring to Army, DCMA, or National Guard, please contact us toll-free at (877) 276-9287.



Federal Employees
Group Life Insurance

Benefits Specialists are available from 0700 to 1700 CT Monday through Friday. Please note this is **not** a new opportunity to elect FEGLI coverage. The coverage becoming effective soon is for an election made during last year's FEGLI Open Season.

DID YOU KNOW??

Emergency Leave Transfer Program

In the event of a major disaster or emergency as declared by the President that results in severe adverse effects for a substantial number of employees, the President may direct the U.S. Office of Personnel Management (OPM) to establish an emergency leave transfer program (ELTP). Under an ELTP, a covered employee in an executive agency or the judicial branch, or an agency leave bank, may donate annual leave for transfer to employees of the same or other agencies who are adversely affected, or have family members who are adversely affected, by the disaster or emergency (e.g., floods, earthquakes, hurricanes, bombings).



ELTP has been established to assist with Hurricane Harvey, Hurricane Irma and Hurricane Maria victims. The agency is pending implementation guidance to proceed.

For definitions, eligibility and additional information you can call the FSH CPAC Leave Administration POC Ms. Noelle Mendiola at (210)221-9359 or visit: www.opm.gov.

Federal Employees Health Benefits (FEHB) open season

is the time of year to ensure that you have the right health, dental, or vision insurance coverage for you and your family. This year's FEHB open season begins **November 13, 2017** and will end **December 11, 2017**.

During the Open Season, FEHB enrollees can change their health-care coverage; employees who are not enrolled, but eligible to participate, may elect coverage. For more information on eligibility, enrollment, plan comparison, premium information and much more, visit the Office of Personnel Management (OPM) website:

<https://www.opm.gov/healthcare-insurance>.



The FSH CPAC will co-host the **2017 Health Benefits Fair** on **October 24, 2017** at the San Antonio Military Medical Center (SAMMC) Medical Mall and **October 25, 2017** at the Warfighter and Family Center (2010 Stanley Rd. / Bldg. 2797). Health fairs are open to current and retiree civilian federal employees. Representatives on-site to discuss various insurance options.

ON THE SPOTLIGHT

Eileen Perez



Hometown: San Diego, California

Branch: D

How long have you been with the CPAC? Since January of 2016.

What is your favorite part about working at the CPAC? I enjoy working with great teammates who know how important our job is in bringing people on board to support our Soldiers and their families.

What is something most people would not know about you? Although I've called Texas home since I was young, I'm originally from San Diego and enjoy visiting that beautiful city when I get the chance.

What is it that you do that sets you apart in providing excellent customer service? I put myself in the customer's shoes and try my best to understand their needs in order to help them in any way I can. I find that a phone call or face-to-face meeting goes a lot farther than an email in building trust and understanding with those we serve.



WHAT WE HAVE BEEN UP TO!



FSH CPAC/G1 Lunch Forum Discussion are held quarterly. To date the CPAC staff has hosted three. Topics of discussion include current events such as USA Staffing Upgrade, DPMAS as well as open forum. Picture above was taken during our last forum discussion. If you would like to attend our next event, you can contact Ms. Tamara Rodriguez at (210)221-2526.



FSH CPAC staff members (Left to Right) Mr. Daniel Guerra, Ms. Tonie Case (FSH CPAC Deputy Director), Ms. Brenda Orozco, Mr. James Burns, Ms. Rose M. Stone and Mr. Haywood Banks, man FSH CPAC booth during the Sep 2017 DoD Hiring Heroes Career Fair.



The FSH CPAC hosts HR Training for Supervisor. The class provides an overall understanding of the HR Cycle. If you would like to know when our next class will be held, you may contact Mr. Cameron Jones at (210)221-9345.

