

UPDATE

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Fall colors are on their way!

Directors



Message

A few days ago, I attended my granddaughter's orientation into Waynesville's Middle School. She reacted to this change by folding her arms and a blank expression appeared on her face. When I asked her what was wrong, she replied, "Stress, just stress." She didn't like going to someplace she didn't feel comfortable and no matter what my daughter and I said to her, made a difference.

My point is that stress seems to be something we all experience, no matter if we are going into the 6th grade or are anticipating retirement.

From the time we begin school to the time we retire, there are continuous stressors. Dealing with stress in positive ways, yields positive results. If you are a child entering a new environment, familiarity with this new place will lessen the stress. She had to become familiar with the combination on her locker before she left the school. When she mastered that she went to meet her homeroom teacher. Her attitude completely changed. She talked to her new teacher and actually touched her arm and said, "Well, I'll see you tomorrow."

If you are an adult and required to perform a new task on the job, familiarity will also help with all of the changes we have and will continue to experience. A method to relieve the stress accompanied with these changes is wise. Proper exercise and good nutrition have an all around positive affect to those who practice these behaviors. Very soon the weather will be getting cooler and what a great time to visit the gym and get into a program that will ultimately make you feel better. One of my supervisors along the way told me that he never saw an unhappy jogger. Of course we all can't jog, but we can do something to get our heart rate pumping faster and improve our quality of life. It may be time to stop talking about it and "just do it."

Director
Civilian Personnel Advisory Center



WE ARE ALL HERE TO HELP YOU!

Civilian Personnel (CPAC)
0900 – 1130 1230 – 1630
Building 470, Room 2205
573-596-0927

Non-Appropriated Funds (NAF)
0730 – 1130 1230 – 1630
Building 470, Room 2204
573-596-0283

Missouri Career Center
0800 – 1630
Building 470, Room 2203
573-596-0294

<http://www.wood.army.mil/CPO/Accept1.pdf>

http://www.wood.army.mil/mwr/nonappropriated_fund_employment.htm

<http://www.works.state.mo.us/>



Need help with finding a job!

The Missouri Career Center provides a variety of services related to employment and training.

The Career Center has a "Self-Service" option available to job seekers in their resource center. Job seekers may search for jobs, prepare resumes, take a typing test, complete an aptitude/skills survey or view a variety of printed and on-line job information.

The Career Center also utilizes an automated job match system that is designed to match applicant skills with employer requirements. The automated system matches an applicant's skills, knowledge, abilities, salary requirement, and location availability to the requirements of the position as determined by the employer.

Resume service is also available. Resumes are stored in a database and are used with the on-line job matching system. A computer software package provides applicants with the option of preparing their own professional resume.

**573-596-0294
Bldg 470, Rm 2203**



Resumes are currently being accepted from Health Care Professionals interested in serving as Federal civilian employees at the General Leonard Wood Army Community Hospital (GLWACH) or at

one of the
Dental Clinics for the following occupations:

- Physician, GS-602
- Dentist, GS-680
- Podiatrist, GS-668
- Optometrist, GS-662
- Registered Nurse, GS-610
- Physician Asst., GS-603
- Pharmacist, GS-660
- Audiologist, GS-665

➤ **Expanded Function**
Dental Auxiliaries to include

Dental Assistant, GS-681
Dental Hygienist, GS-682
Dental Laboratory Technician, GS-683

Provide copies of your **college transcript, license and resume** to:

Soldier Service Center, Bldg #470
ATTN: CPAC, Ste #2205
140 Replacement Avenue
Fort Leonard Wood, MO 65473

Or just come on in with your information!

USAJOBS Recruitment One-Stop Shop

The Office of Personnel Management (OPM) is proud to announce that the new USAJOBS system that was designed and implemented under the E-Government initiative Recruitment One-Stop is now live. OPM is very excited to provide a redesigned and modernized employment information system which will help the Federal Government provide genuine one-stop service to job seekers.

The new system will offer all of the existing functionality of USAJOBS, as well as new services will also be provided.

<http://www.usajobs.opm.gov>

BACK TO SCHOOL

That can mean increased hazard to their safety. We must all be aware of the dangers to the children and act responsibly, to protect them. Some keys to keep in mind:

1. Be aware, children will be walking to and from school, crossing streets, and waiting for the school bus. Obey the posted speed limits for these areas, including flashing school crossing lights or signs. Be ready to stop suddenly. Not all children will be careful when crossing streets.
2. Be especially careful when driving in school zones where there are parked cars. Children may suddenly run out into the street from between such cars.
3. Some children will be using bicycles to get to and from school. Be aware that not all bicycle riders will practice safe riding procedures, including when in streets or crossing streets.
4. Parents teach your children how to safely cross the street:
 - Cross at an intersection and obey traffic signals and crossing guards.
 - Stop at the curb, look left, look right, and then look left again, before crossing the street.
 - Never step into the road between parked cars.
 - Never run into the road.
 - When walking on the road shoulder, always walk facing traffic.
 - Walk a direct path to the school. Don't take short cuts, especially through wooded areas.
5. Parents teach your children how to safely ride a bicycle, including:
 - Wear a safety helmet.
 - Avoid being on streets, but, when it is necessary, ride in the direction of the automobile traffic.
 - Stop before riding onto a street. Stop, look left, look right, and look right again, then enter the street.
 - Never assume a moving car will stop for you.
 - Obey stop signs and traffic lights.

Helpful Links

Helpful Links

Some hyperlinks that may be helpful in your searching

FLW Job Announcements

<http://www.wood.army.mil/cpo/employ.htm>

Vacancy Announcements through CPOL

<https://cpol.army.mil>

go to the Employment Tab

then to Vacancy Announcements

Go to middle of screen to map, select state

Then place city/installation name in

Submit

This website <https://cpol.army.mil> also has the

Army Resume Builder

And

Answer

USAjobs

<http://www.usajobs.opm.gov>

CPAC Homepage

<http://www.wood.army.mil/CPO>

NAF Job Announcements

http://www.wood.army.mil/mwr/nonappropriated_fund_employment.htm

Army Benefits Center (ABC/Civilian)

<https://www.abc.army.mil>

TSP

<http://www.TSP.gov>

Long Term Care

<http://www.ltcfeds.com>

FEGLI

<http://www.opm.gov/insure/life/>

MyPay

<http://www.dfas.mil/mypay/>

Helpful Facts

Helpful Facts

VEOA

Veterans Employment Opportunities Act

This allows additional employment opportunities for veterans by allowing them to apply and compete for vacancies under merit promotion procedures.

To be eligible for a VEOA appointment, a candidate must:

✳ **have been honorably separated and are either a preference eligible OR have substantially completed 3 or more years of active service.**

(Active service under the law means active duty in a uniformed service and includes full-time training duty; annual training; full-time National Guard duty; and school attendance while in the active service at a designated service school by law or by the Secretary concerned.)

Veterans compete with current federal employees under merit promotion procedures. Veteran's preference is not a factor when considering individuals under merit promotion procedures. **A VEOA eligible that competes under merit promotion procedures AND is among the best qualified will be referred with other candidates for consideration.**

For more information on VEOA and other veteran preferences, visit the Office of Personnel Management's website at

<http://www.opm.gov>

Sign up

Don't Forget

Sign up

Thrifty Savings Plan

REMEMBER

Sign up

Sign up

NEXT TSP
ENROLLMENT TIME

October 15
through
December 31
2003

REMEMBER

You'll have to remember

FOR THE VETS

The National Personnel Records Center is working to make it easier for veterans with computers and Internet access to obtain copies of documents from their military files.

Military veterans and the next of kin of deceased former military members may now use a new online military personnel records system to request documents. Other individuals with a need for documents must still complete the Standard Form 180, which can be downloaded from the online website.

The new web-based application was designed to provide better service on these requests by eliminating the records center's mailroom processing time. Also, because the requester will be asked to supply all information essential for NPRC to process the request, delays that normally occur when NPRC has to ask veterans for additional information will be minimized.

Veterans and next of kin may access the application at

<http://vetrecs.archives.gov>

You can also request a copy of your DD 214 at this website.



Free Electronic Newsletters for Federal Employees

Did you know there are several commercial websites available that offer electronic newsletters which provide useful information about issues affecting civilian and government employees?

Examples are **financial planning**, **pay and benefits**, **homeland security**, **travel and per diem**, **TSP**, **retirement planning**, **insurance**, **investing**, and more.

Also provided is information on **upcoming conferences**, **seminars**, and **training**. There is even a website that offers a discussion forum in the event that you would like to share your opinions, views, and comments with others on various topics.



FREE

For more information and if you wish to receive any of the newsletters, click on the links below and sign up for a free email subscription:

<http://www.fpmi.com>

<http://fedmanager.com>

<http://govexec.com>

<http://www.fedalsoup.com>

<http://www.fedweek.com>

Any of the Federal Employees News Digest (FEND) websites below will take you to the Federal Daily newsletter where you can also sign up for a free subscription:

<http://www.clubfed.com>

<http://www.fendonline.com>

D

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Defense in Dallas, TX. She is the liaison for our Injury

CO
W



STOP! Thief! Identity Theft

Sometimes it's just too late to yell STOP! Thief! if your identity has already been stolen. In the normal course of a day, you may write a check at a grocery store, charge tickets to a ball game, rent a car, mail your tax returns, call home on your cell phone, order new checks or apply for a credit card. Chances are you don't give these everyday transactions a second thought. But someone else may.

An identity thief co-opts some piece of your personal information and appropriates it without your knowledge to commit fraud or theft. An all too common example is when an identity thief uses your personal information to open a credit card account in your name.

Identity theft is a serious crime. People whose identities have been stolen can spend months or years--and thousands of dollars—cleaning up the mess the thieves have made of their good name and credit record. In the meantime, victims may lose job opportunities, be refused for loans for education, housing, cars, or even be arrested for crimes they didn't commit. Many people do not realize that identity theft is becoming a great risk in this nation and we all need to be careful. For more information, you can go to www.consumer.gov/idtheft



NAF

Non-Appropriated Funds

OPEN SEASON FOR MEDICAL AND LIFE
INSURANCE CHANGES WILL BE

**OCTOBER 20
THROUGH
NOVEMBER 14**

WATCH FOR MORE DETAILS ON YOUR
LEAVE AND EARNINGS STATEMENT (LES)

FOR QUESTIONS, CALL THE NAF OFFICE
AT 596-0283

Thrift Savings Plan (TSP)

Catch-up Contribution Update



TSP catch-up contributions are additional tax-deferred contributions available to TSP participants age 50 or older who are already contributing either the maximum TSP contribution amount allowed or a dollar amount to any qualified plan which will result in reaching the IRS elective deferral limit by the end of the year. In order to qualify, employees must be in a pay status, and must not be in the 6-month non-contribution period after receiving a financial hardship in-service withdrawal. The annual elective deferral limit for regular TSP contributions is \$12,000 for 2003. Catch-up contributions are limited to \$2,000 for 2003 and \$3,000 for 2004.

*Beginning August 24, 2003, eligible Department of the Army civilian employees may make TSP catch-up contribution elections electronically via the Employee Benefits Information System (EBIS) web application at <http://www.wood.army.mil/CPO/abc.htm> or the Interactive Voice Response System (IVRS) automated telephone system at 1-877-276-9287 (the ABC_C Telephone Menu can be viewed on the website along with a Q&A section). **Hard copy enrollment forms will not be accepted.** The Defense Finance and Accounting Service (DFAS) and the DoD payroll system will begin processing catch-up contribution deductions beginning September 7, 2003.*

Publicity from the Thrift Investment Board and several non-official publications have indicated elections to contribute could be submitted as early as July 2003 with August effective dates. However, for all Federal agencies, implementation of this program is dependent upon adaptation of personnel and payroll systems to allow for deduction of catch-up contributions. The automated enrollment systems EBIS and IVRS could not be turned on to accept these elections until the systems were updated to allow data to flow through the Defense Civilian Personnel Data System to DFAS.

*The delay in implementing the program does not affect the maximum contribution amount of \$2,000 for 2003. Eligible employees considering participation in this new benefit are encouraged to start thinking about the amount to have withheld each pay date if they intend to contribute the maximum \$2,000 in 2003. An example of how to arrive at that amount, as well as other useful information, can be found under "TSP Catch-Up Contributions" on the ABC-C website. **ABC-C Counselors are available at 1-877-276-9287 to answer questions regarding TSP catch-up contributions.***

Flexible Spending Accounts (FSA)

DoD employees (including Department of the Army) who enrolled in the FSA open season will have their first deductions withheld during the pay period ending September 20, 2003 and will see their first FSA deductions reflected on the October 2, 2003, Leave and Earnings Statement. Employees wanting to participate in a FSA during calendar year 2003 must have enrolled by June 27, 2003. A second open season for FSA enrollments will be held concurrently with the regular Federal Employee's Health Benefits program open season this fall (the Office of Personnel Management (OPM) has not yet announced the specific dates). Enrollment elections made during the fall open season will be effective the first full pay period in January 2004.

Enrollments were delayed during the first FSA open season while OPM considered whether agencies had the authority to pay the negotiated administrative fees on behalf of their employees. On June 13, 2003, OPM sent a memorandum to heads of departments and agencies advising that OPM and the Office of Management and Budget have concluded that agencies may pay FSA administrative fees for employees. At this time, the DoD Civilian Personnel Management Service and the Office of the Secretary of Defense Comptroller are reviewing this issue and will provide notification when a final decision is made.

Employees who have FSA questions should contact the Third Party Administrator, SHPS, (Sykes Health Plan Services) at 1-877-FSAFEDS, or visit the web site, <http://www.FSAFEDS.com>.

U.S. Army Savings Bond Program



Eligibility for Catch-Up Contributions

To be eligible to contribute the additional money to your TSP account, you must meet the following criteria:

- You must be in a pay status. This means that you cannot be in a leave without pay status or separated to make these contributions.
- You must be contributing the maximum percentage (13% for FERS or 8% for CSRS) of your earnings or a dollar amount that results in you reaching the \$12,000 deferral limit by the end of this year by contributing solely to the TSP or to the TSP and other eligible deferral programs.
- You must be at least 50 years of age or turn 50 years old in the year of the catch-up contributions. To contribute in 2003, you must be at least 50 by the end of December to contribute in the year 2003.

You must not be in a non-contribution period based on receiving a TSP Hardship Withdrawal.

Time to play Catch-Up!!

Office of Special Counsel

The U.S. Office of Special Counsel (OSC) is an independent federal investigative and prosecutorial agency. Under the Civil Service Reform Act and the Whistleblower Protection Act, the OSC's primary mission is to safeguard the merit system by protecting federal employees and applicants from prohibited personnel practices, especially reprisal for whistleblowing.

The Department of the Army is participating in an employee education program called the 2302(c) Certification Program. As part of this education program, the Civilian Personnel Advisory Center will be distributing a wallet-size card listing the Merit System Principles and Prohibited Personnel Practices for each current employee. In addition a pamphlet entitled "The Role of the U.S. Office of Special Counsel" is available for viewing on-line at www.osc.gov/documents/pubs/oscrole.pdf. Organizations are asked to assist in the education program by making this pamphlet available to employees by e-mail or by downloading, reproducing and distributing to those employees who do not have access to a computer at work.

More information about the OSC is available on the agency's Internet home page at <http://www.osc.gov>. In addition to OSC forms and publications, the site includes a link to Hatch Act advisory opinions about permitted and prohibited political activities.

You may also contact the CPAC for additional information by telephoning 596-0927.

Overall Resumix System improvements to come!

Improvements within the Resumix system are expected to be ready for deployment by October 1, 2003. A "How to Apply Guide" also is in the works for these new developments. The changes enhance a few of the current tools to make them more user friendly.

- ✚ Improved vacancy announcement system that will be used for both individual and open continuous announcements. The new system will continue to provide announcement information as in the past, but will present the information in an improved, consistent format. The applicants will then be able to link directly to the "How to Apply" instructions and additional informational links.
- ✚ The appearance and navigation of the Resume Builder will be improved with the addition of drop down menus as well as extensive help menus where applicable. The Army Civilian Resume Builder will also incorporate wizards to assist applicants in determining their eligibility. The Resume Builder will also be integrated with the ANSWER system and allow applicants to view the status of their actions without having to log out and back in between the two programs.
- ✚ An Interest and Availability (I&A) component will be implemented to accommodate open continuous announcements (OCA) only. When applicants self nominate for an OCA which may or may not have multiple locations they will be considered for recruitment for the entire period the OCA is open, unless they choose to have their resume inactivated. Prior to determining applicants' qualifications and whether they are eligible to be referred, they will be asked to declare their interest and availability electronically in response to an email notification.
- ✚ Resumix may be used for external recruitment—Delegated Examining (DEU). This will enable all applicants for Army civilian vacancies, both internal and external, to apply and be considered in exactly the same manner. The consistent method of applying for Army positions should make the recruitment process more efficient and less confusing to the applicant.

FOR THE FRONTLINE ZONE

Union Representation

UNION REPRESENTATION AT FORMAL MEETINGS - Give the union the opportunity to attend "formal meetings" with bargaining unit employees over general conditions of employment. In order to determine if a meeting or discussion is formal and requires union notification, you must determine who will be at the meeting and what will be discussed. If a meeting is attended by one or more representatives of the agency (supervisors, managers, personnelists, attorneys, etc.) and one or more bargaining unit employees or their representatives, and it concerns a grievance (at any step) under the negotiated grievance procedure or general conditions of employment, then it is considered a formal meeting. Normal "shop talk" and counseling sessions are not considered formal meetings. The Federal Labor Relations Authority has identified certain factors that will be considered when determining whether a meeting was a formal discussion. These include: who and how many agency officials attended; where the meeting took place; was the meeting mandatory; how long did the meeting last; how was the meeting called; and was there an agenda or notes kept. If the meeting is considered formal, the supervisor must give the union specific notice and the opportunity to attend. For more information review the reference guide on formal meetings at <http://www.cpms.osd.mil/fas/labor/ref/refguid e601.htm>

UNION REPRESENTATION AT INVESTIGATIVE MEETINGS - If an investigative meeting is conducted by any agency official (supervisor, manager, IG, CID, etc.), the union must be given the opportunity to be present if the employee requests representation and the employee reasonably believes that the examination may result in discipline. If these conditions are met, the official conducting the examination must discontinue the interview until a union representative is present; discontinue the interview and rely on information gathered from other sources; or give the employee the option of having an interview with no union representation or no interview at all. The interviewing official does not have to advise individual employees of this right. They are given an annual notice and it will be in the labor agreement. This right does not rise in performance counseling sessions or meetings where management actually issues a disciplinary action. For more information, visit <http://www.cpms.osd.mil/fas/index.html>. Select Labor and Employee Relations, Labor Documents and then Investigations and Weingarten Rights.

FOR THE DIRECTOR OF CONTRACTING

Effective 1 October 2002, all elements/functions of the Directorate of Contracting (DOC), except for the budget operations, transitioned to the newly stood-up Army Contracting Agency (ACA). In conjunction with the Installation Management Agency (IMA) transition, DOC's total transition to ACA will be completed on 5 October 2003, when the budget responsibilities for DOC will make the move to ACA.

The DOC transition to ACA was not a drill to reduce total manning of the Army's contracting workforce. Rather, it was about reshaping the procedures, business rules, structures, and systems in order to leverage Army buying power. It was/is envisioned that this will be achieved largely by generally concentrating Army requirements and purchases in contracting centers, with satellites (i.e. installation DOCs) providing on-site contract administration for services, construction, etc. and also executing buys that either must be done locally or that are not subject to savings through consolidated buying power. It is anticipated that the total reshaping will take 3-5 years.

Transformation is/has been the Army's number one priority. Standing up the ACA was part of the greater Army transformation. ACA is a customer support organization, leading the Army in efficient and effective contracting -- a professional team that is committed to innovation and excited about helping commanders achieve their mission. We will reshape our business processes, find ways to support our customers better, and be part of the Army's march toward achieving the objective force. These changes are not just what we want to do - they are what we must do if we are to succeed.

ACA regional and installation contracting offices provide contracting services to the Headquarters, IMA, which will require the full range of contracting services. As the installation level DOC, the mission is to provide focused support to the principal mission of the installation and its tenants. Functions of the DOC office include: act as business advisor, provide customer service support and provide "one face" to the customer; perform local acquisition planning; award contracts less than \$500K, perform contract administration of locally generated requirements; provide oversight and execution of the purchase card program; award emergency/safety contracts and minor construction within designated authority; execute advocacy program for small business and socio-economic programs; and operate and manage automation organic to the installation contracting office. The installation contracting office will perform other functions as assigned by the Army Contracting Agency (ACA) or Region.

Customer service is our number one priority. The soldier is our customer. The taxpayer is our customer. Our suppliers are our customers. And, we are each other's customers, too.

Don't Forget....You Can Use myPay!!

New ePIN Feature Goes Live for Army myPay Users

As of the end of June, Army personnel can obtain their myPay personal identification numbers (PINs) by using a new online feature called "ePIN." myPay is an online system operated by Defense Finance and Accounting Service. ePIN is available to active, reserve, guard, civilians and military retirees with Army Knowledge Online accounts.

"We are constantly looking for ways to make myPay even more user friendly," said the Director of DFAS Military and Civilian Pay Services. "ePIN will make this valuable pay management tool more accessible to our Army customers."

ePIN greatly simplifies the process of gaining access to myPay. Personnel can visit the myPay Web site, <https://myPay.dfas.mil>, and click on the "New PIN" button. The system will verify the identity of the user through their Social Security Number. The user can elect delivery of the PIN by email or regular mail. Email delivery takes place within 48 hours.

<https://myPay.dfas.mil>

myPay is easier than ever! It offers enhanced services, security, accessibility and reliability to all customers of DFAS. Available nearly 24/7, myPay means no waiting in lines at the bank or on the phone. myPay is not only for DoD Civilians, it's also for Army, Navy, Air Force Active and Reserve, Military Retirees, Marines Active and Reserve, Military Annuitants, and Non-Appropriated Fund Civilians. We would encourage you to use myPay so that you can view/make:

Federal/State Tax changes
Direct Deposit changes
Correspondence addresses

Start/change/stop EFT allotments
View/Print/Save LES
Turn on /off hard copy of LES
Savings Bonds

View/Print Tax statements
Change PIN
PIN letter on demand

LEAD

ONLY those who respond/sign up will receive the location and time for the courses.

The Directorate of Common Leader Training (DCLT) schedule

September 16	Resume Building
September 17/18	TAPES for Supervisors
September 19	TAPES for Employees

LEAD Session November 17-21

If you are interested in participating, please email prior to the course dates so that your attendance can be documented.. Email atztlp@wood.army.mil with your name, organization and phone number.

Location: Clarke Community Library **Time:** 11:45-12:15pm

9 September Principles of Good Instruction
16 September Visual Design Basics
30 September Tips on Ins & Outs of Contracting

Brown Bag Sessions

In other news...



Insightful Thought

Not everyone is good at everything. We all need some help sometimes. Change is often complex and confusing, especially in today's fast changing world. New technologies, ways of working, mergers and acquisitions, new organizational structures, and the like are not always the easiest things to understand. There may or may not be a formal helpline for changes your organization makes but, help is still available. Although you may feel at times like you shouldn't let people know you need help – *asking for help is really one of the smartest things you can do.*

There are formal information sources and education, which are some of the best resources you have available, although you also have the help of your co-workers. Chances are if you need some help getting information or learning new skills someone on your team, in your area, or in your organization can help you. All you really have to do is ask. It's as simple as that – *just ask.* Teams are made up of all kinds of people with different skills, different knowledge, and different personalities. Some people can learn new technical skills pretty quickly, while others pick up new process skills fast, and still other may simply be better at just coping with change in general. When meeting change head-on, draw on the various knowledge and personalities of your team to help you develop and put together the skills, knowledge and outlook you need to work through the changes and make them successful.

One last thing, besides asking for help – *offer to help someone else out.* If you need help from time to time, chances are someone you know needs help too. When faced with change, one of your co-workers, or someone in a different department may need help with the things you are good at. Try to understand what skills and knowledge you have or can learn quickly. Then, be on the lookout for people who might need some help from you to develop those same skills and knowledge. Offer to help them out. You get what you give, so don't be surprised if the person you help today is the one who lends you a hand tomorrow.

ATTENTION ALL SUPERVISORS

The Equal Opportunity Program Directorate **MUST** review all evaluations of supervisors before the rating is approved by the rater and given to the ratee. The purpose of this review is to determine if and how the supervisor being rated supported the Supervision/Leadership, Organizational Management, OR Equal Opportunity/Affirmative Action objectives.

Support forms for supervisors, DA Form 7222-1 (Senior System) and DA Form 7223-1 (Base System), must have objectives in Organization Management/Leadership OR Equal Opportunity/Affirmative Action in order for a supervisor to receive a LEVEL 1 (Excellence) performance rating. At least one of these objectives must be rated "excellence" for the supervisor to be rated at LEVEL 1 on their Evaluation Report (DA Form 7222 or 7223).

There were two areas of concern that were recently voiced by the EEO Office. The first is that some evaluations of supervisors are not being forwarded to the EEO Office prior to the evaluations being finalized. Second, these objectives are not being listed on support form and when they are, ratees frequently do not describe measurable achievements, which support excellence in these objectives; yet, supervisors often rate the ratee as "excellent" for their performance.

For example: Attending an EEO luncheon or allowing one's staff to attend would not be considered a reason for the EEO/AA to be rated, excellent. While it is a nice thing to do, it could not be used to rate a ratee as "excellent" in this objective.

The examples below could however be measurable objectives to consider for supervisors at the end of the rating period. Keep in mind they are not limited to these examples:

- Organize a system for areas of recruitment
- Assign women and minority employees to career enhancing details, projects, training opportunities and temporary promotions
- Act as a mentor/career advisor to women and minority employees; participate in employee advisory group activities
- Assist women and minority employees in establishing and achieving attainable goals and objectives.
- Maintain program familiarity and ensure that subordinates are currently aware of EEO/AA policies and procedures.
- Take actions, which will be indicated by statistical records or well-documented activities, to reduce and/or eliminate the under representation of women and minority employees at the GS-12 and above levels.

It is the ratee's responsibility to identify how they performed in this objective; then the rater uses this information to come up with the individual rating.

Organization Management/Leadership is also an important objective to list and evaluate. Keep in mind that measurable contributions by employees who are supervisors must be identified as well.

The responsibility for EEO/AA is extremely important for ratees and evaluators. Let's improve efforts in this area.

REMINDERS:

Rating periods for GS-13 and above were from 1 Jul 02 through 30 June 03. If you have not completed ratings for this group of employees, please do so as soon as possible and forward to the EEO Office for their review. EEO will complete their review and send to the CPAC for final processing.

Ratings for GS-9 through GS-12 are from 1 Nov 02 through 31 Oct 03. Please complete your mid-point counseling if you have not already done so. **Evaluations are due to the CPAC no later than 30 Nov 03.**

Leave Recipient Program

There are many employees who need your generous donations of annual leave you cannot use before the end of the leave year. Visit www.wood.army.mil/CPO/leavetra.htm for general information about the leave transfer program and forms to become a recipient, as well to become a donor of leave time.

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TIDBIT FACT

Due to the privacy act, we are not allowed to publish the names of recipients on our website. The same would go for publishing the names in the newspaper. We are exploring the possibility of assigning a number to the recipients with a brief description of their dilemma, which will enable us to provide additional information for web viewers.

GLAD YOU ASKED

Question:

What can I do if a position is announced that I would like to apply for but I am on vacation? Is there someone I can designate to self-nominate for me while I am gone if that particular position becomes available?

Answer:

There is actually! In accordance with Fort Leonard Wood Civilian Personnel Regulation 690-10, employees are to notify their supervisor of job opportunities for which they are interested in applying during periods of legitimate absence. You need to ask your supervisor (in writing) to self-nominate for you in your absence. Your supervisor will then submit an electronic self-nomination for you for those positions for which you expressed interest. But remember, **it is still your responsibility to ensure that you have a resume on file in the RESUMIX database.** If you have not already submitted your resume, you will want to review and follow instructions outlined in the Central Job Application Kit available at <http://www.cpol.army.mil/employ/jobkit/jk-toc.html>

Question:

Please explain how the **Family Friendly Leave Act** and the **Family Medical Leave Act** work. Sometimes they seem to overlap and supervisors and civilians don't know which one to request or use.

Answer:

The Family Friendly Leave Act was designed for federal civilian employees to use their sick leave to give care or otherwise attend to a family member having an illness, injury, or other condition, which, if an employee had such condition, would justify the use of sick leave. The term family member includes children (including adopted children), spouses, parents, brothers, sisters and their spouses, and any individual related by blood or affinity whose close relationship with the employee is the equivalent of a family relationship.

If someone in the group described above has an illness or injury that would justify the use of their sick leave, they could request leave to care for them. Employees may use up to 40 hours with an additional 64 hours of sick leave as long as the employee's balance does not fall below 80 hours of sick leave.

This same act also allows employees to use sick leave to care for a family member with a serious health condition (such as cancer or heart attacks). Employees are entitled to a total of 12 weeks of sick leave each year for all family care purposes.

Any use of sick leave is subject to approval of the immediate supervisor.

The Family and Medical Leave Act of 1993, was designed for federal civilian employees to take up to 12 administrative workweeks of unpaid or paid leave during any 12-month period for the birth of a son or daughter of the employee and their care; placement of a son or daughter with the employee for adoption of foster care; care of a spouse, son, daughter, or parent of the employee, if they have a serious health condition; or a serious health condition of the employee that makes the employee unable to perform the essential functions of their position. Employees must notify their supervisors 30 days in advance when the leave is foreseeable or as much notice as practicable under appropriate circumstances.

There are many more specifics for both of these acts in the Fort Leonard Wood, Civilian Personnel Regulation 690-12, Chapters 3 and 4.



We welcome your questions

We try our best to answer your questions as they are presented. If you would like to know something that we may be able to answer or find out the answer to, you are more than welcome to email us at atztcp@wood.army.mil and the answer will be posted in the next UPDATE bulletin.

CUSTOMER FEEDBACK FORM

We are very interested in getting your feedback regarding the kind of service we provide. Our goal is to provide TIMELY, ACCURATE AND PERSONAL service. We need feedback to analyze how we are doing. Would you please take the time to complete the following items?

- | | YES | NO | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------------|-------------------|
| 1. Was this action completed/service provided in an acceptable time frame? | ___ | ___ | |
| 2. Do you think the product is accurate and represents good staff work? | ___ | ___ | |
| 3. Did you get the kind of information you needed to make informed choices? | ___ | ___ | |
| 4. Were our interactions with you courteous? | ___ | ___ | |
| 5. Overall, how would you rate the product/service you received? | | | |
| ___Excellent | ___Good | ___Adequate | ___Unsatisfactory |
| 6. Please provide any suggestions you may have for ways that we can improve our service. We are particularly interested in specific feedback on any of the items you may have checked "NO". Please use additional space if needed. | | | |
| 7. If you would like a <i>personal response</i> to your suggestion or comments, please provide your name, phone number and electronic mail address. | | | |
| 8. Please identify the product or service below: | | | |
| PERSACTION Number: _____ | Award _____ | Advice _____ | |
| Referral list number: _____ | Counseling _____ | Information _____ | |
| Training _____ | Benefits _____ | Other: _____ | |

Thank you for taking the time to complete this feedback form. Please mail it directly to me, send it electronically to atztcp@wood.army.mil, or fax it to 573-596-0289. If you would like to discuss this or any other matter, I can be reached at 573-596-0280 or via email. I look forward to hearing from you.

Director
Civilian Personnel Advisory Center
140 Replacement Ave, Ste 2210
Fort Leonard Wood, MO 65473-8935

Army Civilian Personnel Professionals - Helping Leaders Meet the Mission

EDITORIAL POLICY

YOU ARE ENCOURAGED TO SHARE YOUR OPINIONS, IDEAS, AND SUGGESTIONS. ALL CORRESPONDENCE MUST HAVE THE NAME AND LOCATION OF THE ORIGINATOR IN THE EVENT THERE IS A NEED FOR ADDITIONAL INFORMATION. PLEASE FORWARD COMMENTS, SUGGESTIONS, OR NEWS ITEMS FOR PUBLICATION TO THE EDITOR, EMAIL:

atztcp@wood.army.mil

