

Management Support Division



The Heart of OACSIM



April 2011

## OACSIM Management Support Division (MSD) Newsletter

*Providing administrative information to OACSIM personnel*

**MSD "One Stop"** – As part of our customer service enhancement process, MSD has created "One Stop" files on a multitude of processes we control or directly/indirectly support. The goal is to provide readily accessible information and forms to answer questions such as "Where do I get information concerning..." or "How do I request...". The MSD "One Stop" files are located on the shared network at [J:\ALL\\_Share\01A - MSD One Stop Files](#). For questions on the "One Stop" files, please contact Nancy Tennis at (703) 695-6995 or E-mail: [nancy.tennis@us.army.mil](mailto:nancy.tennis@us.army.mil).

### Upcoming Key Events –

1-28 April	OACSIM Army Physical Fitness Test Window
1-30 April	Child Abuse Prevention Month
1-30 April	Alcohol Awareness Month
14 April	Mass Transit Subsidy Distribution at Presidential Tower
19-22 April	Mass Transit Subsidy Distribution at Pentagon
22 April	Earth Day
24 April	Easter

**Welcome to OACSIM!** – The following personnel joined OACSIM since the publication of our March 2011 newsletter. Please welcome them to the team.

- Operations Directorate: My Huynh (ODB)
- Resources Directorate: John (Andy) Anderson (Deputy Director)

**Farewell!** – On behalf of the entire MSD, we would like to wish a fond farewell to the Operations Directorate, Army Reserve Division. It's been a pleasure working with you and we wish you the best of luck on your realignment to OCAR. You are a remarkable group of people and will be missed.

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**Mass Transit Benefit Program (MTBP) Quarterly Disbursement** – Disbursement of the quarterly MTBP in Presidential Tower will be on 14 Apr 11 from 0800-1600 on the 6<sup>th</sup> floor. In addition, you can also obtain your quarterly distribution at Crystal Mall 3 (Room C-29A, 1851 South Bell Street) from 12-14 Apr 11, 0800-1600. The Pentagon distribution will be held 19-22 Apr 11, Tuesday-Thursday from 0800-1600 and on Friday from 0800-1300 in Corridor 6.5 on the 4th and 5th floors. Personnel with last names beginning with A-L are asked to pick up their benefits on the 4th floor and those with last names beginning with M-Z are asked to pick up their benefits on the 5th floor.

For more information on the MTBP, go to <http://www.whs.mil/DFD/Info/NCRTtransitSubsidy.cfm> or contact Christine Bennett at (703) 695-7126 or E-mail: [Christine.bennett@us.army.mil](mailto:Christine.bennett@us.army.mil).

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**Budget Update** – The MSD Budget team would like to thank all of its customers for supporting them during their most challenging time, the General Fund Enterprise Business System (GFEBS) deployment. The Budget Team still has many challenges ahead of them and we appreciate your continued support. Under GFEBS, we can no longer provide you with the creative accounting that Donna Lewis and Jill Medina did for you before GFEBS. GFEBS instituted HARD STOPS that will not allow any work to go forward without the proper resources. However, there are some things you can do to assist:

- Travelers, please do NOT reserve travel more than 3 weeks in advance, because you will be tying up resources that others may need.
- CORs, please plan in advance by inputting all requirements as a U (unfunded) and give the Budget Team time to move money or request money as needed.
- Work closely with the owner of your spend plan. The Budget Team uses that as the guideline for requesting funds.

For information on any budget and/or acquisition issues, please contact Stacy Cribb, (703) 695-7041 or E-mail: [stacy.cribb@us.army.mil](mailto:stacy.cribb@us.army.mil).

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**Total Army Performance Evaluation System (TAPES) Update** – All TAPES support forms for OACSIM personnel must be in an approved status with the exception of any new employees who have been on board for less than 30 days. As a reminder, support forms must be in place within 30 days of an employee's assignment to OACSIM. Per AR 690-400 employees must perform under an approved support form for a minimum of 120 days. Employees may not receive a special or annual TAPES appraisal until the minimum period of performance has been met.

The OACSIM Performance Awards Council approved three Performance Awards Pools for 2011. The Base System pool for all employees with a rating period of 31 Jan 11 was held on 21 Mar 11, the Senior System pool for all employees with a rating period of 30 Jun 11 will be held in Aug 11, and the Senior System pool for all employees with a rating period ending 31 Oct 11 will be held in Dec 11. The 2011 Business Rules for all three of these pools are posted on the MSD One Stop ([Link](#)).

For more information and/or questions, contact Nancy Tennis, (703) 695-6995, or E-mail: [nancy.tennis@us.army.mil](mailto:nancy.tennis@us.army.mil).

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**Recycling** – The security incident at Presidential Tower in February brought a serious vulnerability to light for our organization as a whole.

The use of recycle bins for disposing of "For Official Use Only" or "Sensitive, but Unclassified" documents does not ensure the documents will be destroyed before the information can be extracted by a hostile intelligence agency; therefore, as a step to prevent a future incident of this nature, the DACSIM directed the removal of all existing paper recycling bins from OACSIM offices. All office paper will be disposed of in burn bags (pre-printed red and white striped bag) available through the self-supply center. Office paper does not include paper products from commercial vendors (i.e., food wrappers, newspapers, advertisements, etc.). Newspaper recycling bins are located throughout the public areas in the Pentagon. For OACSIM personnel working in the Taylor Building in Crystal City and the Nash Building in Rosslyn, we are working with the appropriate Building Manager's Office regarding newspaper recycling bins in these locations. Until the issue is resolved, personnel in the Taylor and Nash Buildings should use burn bags for their newspapers or dispose of them in trash receptacles.

The proper disposal and destruction of official work products is a professional and personal responsibility of every OACSIM employee, Government or contractor, and all employees are asked to be alert in the future to prevent another security incident of this type.

A policy letter is being drafted and will be staffed in the near future for Directorate/Special Staff Office comments/recommendations.

For additional information, please contact the MSD Security Manager's Office at (703) 695-7035 or (703) 695-7111.

**FEEDBACK** - If you have any feedback or recommendations on the content of this newsletter, please send responses to Ms. Marianne Eisenhauer-Wall, Chief, MSD, at (703) 695-7161 or E-Mail: [marianne.eisenhauerwall@us.army.mil](mailto:marianne.eisenhauerwall@us.army.mil), or Ms. Mary Kay Collins, Deputy, MSD, at (703) 695-7164 or E-Mail: [marykay.collins@us.army.mil](mailto:marykay.collins@us.army.mil).

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**DoD Removing Social Security Numbers (SSN) from Identification (ID) Cards** – To comply with DoD Privacy Program requirements for the protection of Personally Identifiable Information; DoD has developed and implemented a plan to remove SSN's from all ID cards. The three phase plan is as follows:

Phase 1: Initiated in December 2008, removes SSNs from all dependent ID cards (sponsor SSN will remain visible). This phase is on schedule to end by December 2012.

Phase 2: Beginning June 2011, all printed SSNs will be removed from all DoD cards. A DoD ID card or DOD benefits number will replace the SSN on ID cards (the DoD ID number and DoD benefits number are existing numbers already being created by DEERS).

Phase 3: Scheduled to begin in December 2012, will remove the SSN from the embedded barcode on ID cards.

Please note that personnel DO NOT need to go to an ID card facility and get an updated ID card. As ID cards expire, the newly issued card will comply with the phased DoD SSN removal plan.

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### **Pentagon General Information:**

**3<sup>rd</sup> Corridor Entrance** – The 3<sup>rd</sup> corridor entrance is open 24/7. If you need information on Pentagon access points, policies or procedures, please visit the Pentagon Customer Assistance Center in Room 2E122 (on the 2<sup>nd</sup> floor above the Metro Entrance).

**Burn Bag Disposal** – OACSIM personnel who work in the Pentagon are responsible for disposing of burn bags. All burn bags must be turned in to the Pentagon Remote Delivery Facility (RDF), which is accessible via Corridor 5/6. The RDF hours of operation for burn bag disposal are Monday thru Friday from 0800-0900 and 1100-1200 only. Please note that the RDF does not accept burn bags on the last Thursday of every month. It is a long walk to the RDF so it is recommended that you use a cart if you have to dispose of several or more burn bags. Please ensure your burn bags are labeled correctly and appropriate documentation is completed before you go to the RDF.

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**Civilian Retirement Planning** – Civilian Retirement Planning – Are you contemplating retirement? If so, it is extremely important and in your best interest to request a retirement estimate from the Army Benefits Center-Civilian (ABC-C) if you are within five years of retirement eligibility. This estimate is a valuable tool in your retirement planning process. At Enclosure 1 is additional information on how the estimate is calculated as well as valuable information on the commencement date of the annuity payment; deposit/redeposit service; health, life, and other insurance programs; taxes; leave; and other retirement topics.

All questions must be addressed to the ABC-C at [www.abc.army.mil](http://www.abc.army.mil) or 1-877-276-9287

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**Information on Requests for Flags Flown over the Capitol and Retirement Letter signed by the President** – The MSD receives many requests asking what has to be done in order to obtain a flag that has been flown over the Capitol and/or a letter signed by the President to recognize retiring individuals. If you are interested in obtaining these retirement mementos for a person retiring from your organization, please visit the below websites and follow the instructions provided.

Visit <http://www.capitolflags.gov/> for information and the request form for a flag flown over the Capitol

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Send an email request to [CSAWHLO@CONUS.ARMY.MIL](mailto:CSAWHLO@CONUS.ARMY.MIL) for retirement letter from the President. See Enclosure 2 for format of request that should be attached to the email request.

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**Permanent Change of Station Moves** – Permanent Change of Station moves are a challenging reality of military life. The U.S. Army Materiel Command's Military Surface Deployment and Distribution Command (SDDC), executes the Personal Property mission as the Army Service Component Command of U.S. Transportation Command and they are committed to improving the move process and educating warfighters, civilians and their families. Move.mil is a valuable resource which can walk a member through the entire moving process or they can visit their local Transportation Office/Personal Property Shipping Office for assistance. Please see Enclosure 3 for additional information.

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**Military Residents** – Military members claiming legal residency in Kentucky, Minnesota, New Mexico, and Oklahoma may have all or part of their 2010 qualifying military pay exempt from state income taxes. The legislation covering the exemptions was effective for all of calendar year 2010 for Kentucky, Minnesota and New Mexico; the legislation for Oklahoma was effective 1 Jul 10.

When DFAS receives changes to state tax laws affecting our customers, our pay systems are updated to ensure payments reflect the necessary withholding based on these changes. There are cases when these changes occur after some members have had some of their now-exempt military pay withheld. These members can file a 2010 state income tax return to receive withholdings of exempt pay.

For more information visit the DFAS website: <http://www.dfas.mil/militarypay/sitwexemptionformnrmazok.html>.

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**Check Your Civilian Leave and Earning Statement (LES) for Changes** – Employees who are new to the government or recently transferred from an “other than Army” agency are highly encouraged to review their LES to ensure benefits have started or been transferred. We have seen an increase in health benefits that have stopped or not transferred resulting in employees and their families not being covered.

For more information/questions, contact Brenda Brown, (703) 695-7072 or E-mail: [Brenda.brown5@us.army.mil](mailto:Brenda.brown5@us.army.mil).

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**Washington DC Area Dismissal and Closure Procedures Update** – The U.S. Office of Personnel Management (OPM) issued revised Washington, DC, Area Dismissal and Closure Procedures on December 15, 2010 (<http://www.chcoc.gov/Transmittals/TransmittalDetails.aspx?TransmittalID=3559>). Based on OPM's recent experiences, they amended their announcement for early departures to explicitly allow employees to request unscheduled leave and unscheduled telework prior to their individually staggered early departure times. It is highly unlikely that we will ever see another weather related closure in the Washington, DC area. Please ensure that you comply with the OACSIM telework requirements detailed in OACSIM Policy Memorandum 1, and OACSIM SACO Tasker 110311317, issued on 8 Mar 11.

Questions regarding OACSIM's telework policy should be directed to Dory Olney, (703) 695-7048 or E-mail: [dory.d.olney@us.army.mil](mailto:dory.d.olney@us.army.mil).

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**Interactive Customer Evaluation (ICE) Update** – It appears that OACSIM personnel are neither satisfied nor dissatisfied with everything that is going on within OACSIM. Why? Because ICE comments have slowed down this year. If you do not agree with this, then take the time to let OACSIM leaders know how OACSIM organizations/personnel are doing and tell OACSIM leaders who is doing it (by name) as many sites have

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multiple employees so identification is a must. If you feel strongly about an issue, also let the leadership know who you are so they can get involved. At Enclosure 4 is an updated listing of the ICE links available within the OACSIM. Help OACSIM leaders help you and the OACSIM by taking the time to submit your comments and/or suggestions.

For more information, contact Barry Robinson ICE Coordinator, at:

[http://ice.disa.mil/index.cfm?fa=card&service\\_provider\\_id=111944&site\\_id=341&service\\_category\\_id=1](http://ice.disa.mil/index.cfm?fa=card&service_provider_id=111944&site_id=341&service_category_id=1)

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**OACSIM Conference Rooms in the Pentagon** – At Enclosure 5 are the policies and procedures for using the OACSIM Pentagon 5th Floor Conference Rooms. The document will be updated as needed.

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**Proper Labeling of Mail** – As a reminder, the official mailing address for all OACSIM Directorates is:

Department of the Army  
OACSIM (DAIM-XXX) <-----Your Division Office Symbol Must Be Included in Your Address!  
John Doe  
600 Army Pentagon  
Washington, DC 20310

NOTE: Addresses for outgoing mail cannot be handwritten, you must type the information on the envelope or use labels.

The OACSIM Official Mail Room is located in Room 5C140, Pentagon. All OACSIM Directorates/Special Staff Offices located in the Pentagon are responsible for picking up their own mail from the 5C140 location daily. A mail pick up/drop off box is also located on the 5th Floor, Taylor Building (ODB Division) for OACSIM Divisions still located in Crystal City.

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### **Workforce Development Update:**

**OACSIM Policy Memorandum 16, OACSIM Talent Management/Workforce Development Program** – Effective 7 Mar 11, LTG Lynch signed Policy Memorandum 16 ([Link](#)). It is important that you read and familiarize yourself with this policy as it discusses the goals of the overall Talent Management/Workforce Development Program to equip OACSIM military and civilian employees with the competencies, skills and enabling capabilities needed to provide extraordinary support to our customers. Additionally, the policy provides information on:

- the importance of supporting employee professional development and training.
- the importance of Directors and supervisors ensuring their employees complete the training identified on their Individual Development Plans.
- the importance of OACSIM personnel completing the mandatory training requirements identified at Enclosures 2 and 3 of the policy.

**Senior Service College (SSC)/Professional Military Education (PME) and Defense Senior Leader Development Program (DSLDP) Application Period Now Open:** Applications are now being accepted for SSC/PME, AY2012-2013 and DSLDP, FY2012-2014. SSC/PME is the apex of the Army Civilian Education System (CES) and prepares civilians for positions of greatest responsibility in the Department of the Army. SSC/PME provides advanced level educational opportunities for those who have completed CES training through the Advanced Course or were awarded HQDA G-3/5/7 CES Advanced Course Credit (such as SBLM, CGSC, etc.). DSLDP is a DoD program designed to develop senior civilian leaders to excel in the 21st

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Century joint, interagency, and multi-national environment. It supports the government-wide effort to foster interagency cooperation and information sharing by providing opportunities to understand and experience, first-hand, the issues and challenges facing leaders across DoD and the broader national security arena. DSLDP is not a Senior Executive Service Candidate Development Program; however, program elements are designed to enhance one's readiness for top leadership positions. Completion of a SSC is part of the curriculum of DSLDP if the selected employee has not already graduated from a SSC.

Details on each program and application requirements are described in the Army Civilian Training, Education and Development System (ACTEDS) Catalog: <http://cpol.army.mil/library/train/catalog/toc.html>.

Application packages must be completed IAW the instructions provided in the ACTEDS training catalog. The OACSIM suspense date for submission of applications to the MSD POC is 29 Apr 11. All applications will be paneled in the OACSIM prior to forwarding to the Human Resources Management Directorate (HRMD). These programs are highly competitive and suspense dates must be adhered to at all levels of the Army.

For more information, contact Roxann Dent, (703) 695-7078 or E-mail: [Roxann.dent@us.army.mil](mailto:Roxann.dent@us.army.mil).

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**Management Support Division (MSD) Office Hours** – In an effort to improve customer service quality and provide expedient response time to managers on personnel actions, budget, security and logistics issues, beginning 5 Apr 11 MSD will be closed on Tuesday and Thursday afternoons. The dedicated time will enable personnel to conduct necessary task training, complete communications with internal and external customers, and conduct required detailed analysis of budget, acquisition, and personnel issues. In the event of an emergency or short-fused action that must be addressed immediately, customers may call (703) 695-6909 to enable coordination with the appropriate MSD point of contact. At the end of 90 days we will conduct an assessment to determine the benefits of retaining this schedule. Thank you in advance for your support of this initiative.

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**Monthly Information & Technology Directorate Article on Customer Relationship Management (CRM)** – The OACSIM Information & Technology (I&T) Directorate recently hired two Customer Relations Advocates (CRA) responsible for CRM within OACSIM. CRM is a practice most commonly used in the business world to understand customers' needs and behavior and to meet customer satisfaction. As defined by the Army's Office of Business Transformation, CRM is information industry best practices and methodologies, software, and usually Internet capabilities that help an enterprise manage customer relationships in an organized way. The CRAs' mission is to manage and nurture relationships between the IT community and the OACSIM business areas. Their focus will be: assisting the customer in receiving and or acquiring best value IT products and services; promoting cost savings and cost avoidance; and increasing overall customer satisfaction with IT services. They intend to gather and understand customer requirements and integrate those requirements into OACSIM business decisions. This business strategy will enable OACSIM Directorates to improve customer service levels which can lead to reduced operational costs.

Presently, the CRAs are assisting OACSIM customers with implementing and migrating to Microsoft SharePoint 2010 and the Decision Support Tool (Decision Lens). They are also developing a service catalog that will list the various services that OACSIM I&T provides, such as Information Assurance policy, new technology, IT acquisition strategy, knowledge management, portfolio management, etc. Future efforts will include: determining which business requirements can be integrated into enterprise-wide solutions; conducting customer forums and brown bag meetings; and conducting customer interviews to determine service gaps and new service offering requirements.

The CRAs will be a focal point for customer inquiries and requests. The Information Management Officer will continue to handle desktop requirements. If you have issues or concerns, please feel free to contact the CRAs directly at the below contact information or you may attend one of their customer forums and voice your

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concerns. The date, time and location for these forums will be announced in the near future. Ms. Lawson and Mr. Draggs look forward to working with you.

For more information, contact Dawn Lawson, (703) 601-1958 or E-mail: [dawn.lawson@us.army.mil](mailto:dawn.lawson@us.army.mil) or David Draggs, (703) 601-1585 or E-mail: [david.w.draggs@us.army.mil](mailto:david.w.draggs@us.army.mil).

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**Mr. Etiquette's Corner** – Many of us have recently relocated to the Pentagon. For a few, it was déjà vu and for the rest, it is a new experience. As we close in on the remaining elements of the Operations Directorate moving to the Pentagon in April, I (as the unofficial SME on Etiquette) would like to share some etiquette tips to help us work together in harmony. First, I have heard many complaints, most of which are getting resolved, but some of which I feel are self inflicted. Yes, we are working in a different environment and yes we are a little closer together, but we need to make this work. One of the complaints that I recently heard in a training session is that maintaining respect for one another is a hallmark of our Army and all I can say to that is HOOAH!

Let me explain what I mean. First, we must understand that we generate noise, it's unavoidable. However, we are not respecting our fellow neighbors when we slam the doors, fail to keep our voices low, and fail to try to help each other. Some of these doors, like the one at the rear of the Resources Directorate/Operations Directorate Plans Division area, will exceed the 85 decibel level if you let it swing closed fast. We have to learn to close it, and all doors, gently by holding on to the door handle until the door is closed. Also, I bet you know who in the cubicle next to the one next to you has a drill sergeant's voice. We must remember what we all learned in Kindergarten – use your inside voice. We must think and lower our voices before we speak.

Lastly, as the last of our OACSIM brethren join us, remember that they may not know the ins and outs of the Pentagon. Those of us who have been here a while know our new OACSIM work environment and have experienced the trials and tribulations of maneuvering around the Pentagon and working out changes in commutes. Share your knowledge not only with the OACSIM personnel who are working in the Pentagon for the first time, but also with those people who visit us here. Remember, we are one Installation Management Community team and we must respect and support one another.

If you have thoughts to share, please use Mr. Etiquette's private ICE mailbox at:

[http://ice.disa.mil/index.cfm?fa=card&service\\_provider\\_id=110837&site\\_id=341&service\\_category\\_id=1](http://ice.disa.mil/index.cfm?fa=card&service_provider_id=110837&site_id=341&service_category_id=1)

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## Planning for Retirement

We at the Army Benefits Center – Civilian (ABC-C) understand that retirement is a very important topic and the information contained in this document should not negate your need to contact us with your questions. It is in your best interest to familiarize yourself with this information. It is your retirement and an educated workforce is a better prepared workforce.

### **Estimate:**

One of the most important steps in planning for your retirement will be to request an estimate. If you are within 5 years of retirement eligibility, you may request an estimate from the ABC-C. You can request one estimate per year. This 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 Official Personnel Folder (OPF), if all your service is creditable for retirement, or if you need to make deposits for periods of service. 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. We will only use the balance that shows in payroll at the time we work your estimate.

Once you request your estimate, the ABC-C will request your OPF from your servicing Civilian Personnel Operations Center (CPOC). Upon receipt of your OPF, your estimate will be worked in a first-in, first-out manner. The estimate can be requested via the Interactive Voice Response System (IVRS) by calling 1-877-276-9287 or TDD at 1-877-276-9833 and speaking to a counselor. The counselor will ask you for your desired date of retirement as well as a few other questions regarding your service history.

This is ONLY an estimate; the Office of Personnel Management (OPM) is the final adjudicator of your annuity. This estimate does not obligate you to retire nor does it serve as your retirement application.

An estimate is also available via the Employee Benefits Information System (EBIS) website at <https://www.ebis.army.mil>. To determine general eligibility requirements, we recommend you visit the "Eligibility Requirement" section applicable to your retirement plan on the ABC-C website at <https://www.abc.army.mil>.

**IMPORTANT NOTE:** Please keep in mind that the EBIS estimate utilizes your LEAVE Service Computation Date (SCD). This SCD appears on your Leave and Earnings Statement (LES) as well as your SF-50 Notification of Personnel Action (NPA). This SCD may include service that is NOT creditable for retirement purposes. It is important that you understand this when accessing this estimate. If you have complicated service (part-time, intermittent, refunded service or temporary service, Tennessee Valley Authority, Non-Appropriated Fund, Foreign

Service) we strongly recommend that you contact the ABC-C for your estimate rather than utilize the EBIS calculator as the estimate will not be accurate.

Also, if you are a CSRS employee with unpaid deposit or redeposit service, the EBIS estimate will not show any applicable reductions to your annuity.

Once you have received an estimate from the ABC-C however, you will be able to manipulate the EBIS estimate by changing your salary, SCD, or using the appropriate deposit/redeposit reductions to the EBIS calculation.

**Commencement Date of Annuity:**

**Civil Service Retirement System (CSRS):** If you retire voluntarily, you may select the first, second, third or the last date of the month as your retirement date. With these dates your annuity begins to accrue the following day, to be paid 6 to 8 weeks after your retirement date. If you retire voluntarily on any other date, you will not begin to accrue an annuity until the following month.

**Federal Employees Retirement System (FERS):** If you retire voluntarily on the last date of a month, your annuity will begin to accrue the first day of the following month, to be paid 6 to 8 weeks after your retirement date. If you retire voluntarily on any other date, your annuity will not begin to accrue until the following month.

**NOTE: The date you put on your retirement application for “Date of Final Separation” is the day you retire, your last working date as a Federal employee.**

**Civilian Deposit/Redeposit Service:**

If you owe a deposit for temporary (FICA) civilian service or a redeposit for service for which retirement contributions were refunded and you have not paid that deposit at retirement:

**CSRS:** If you have unpaid **deposit** service **prior to 10-01-1982**, OPM will NOT notify you or give you an opportunity to make the payment before adjudication. You must contact OPM upon receipt of your Civil Service Annuity (CSA) number to let them know you want to make that payment. If not paid, you will have a permanent reduction to your annuity.

If you have unpaid **deposit** service **on/after 10-01-1982**, OPM will give you the opportunity to pay the contributions and will tell you what difference it makes to your monthly benefit.

If you have an unpaid **redeposit** performed **prior to 10-01-1990**, OPM will not notify you of the opportunity to pay for this service. You must contact OPM upon receipt of your CSA number to let them know you want to make that payment. If not paid, you will have a permanent reduction to your annuity.

If you have an unpaid **redeposit** performed **on/after 10-01-1990**, OPM will give you the opportunity to make this payment and will tell you what difference it makes to your monthly benefit.

**Incomplete** (partially paid) **redeposits** for service performed **prior to 10-01-1990** are not refunded. The amount still owed for the redeposit will be used to calculate the actuarial reduction. You can complete the redeposit after retirement but it must be complete before the final adjudication of your retirement claim.

**Incomplete redeposit** for service performed **on/after 10-01-1990** is refunded by OPM.

**FERS:** You will be given the opportunity to pay for temporary service prior to 01-01-1989. A deposit cannot be made for temporary service on/after 01-01-1989. If a refund of prior FERS service was taken, a redeposit cannot be made.

**For both CSRS and FERS:** If you are within 6 months of retirement and have not made a deposit or redeposit and want to, OPM asks that you complete the appropriate application for deposit/redeposit for your retirement plan and submit it **WITH** your retirement application. Do not send it directly to OPM separate from your retirement.

**Records:**

Make sure that all documentation to support relevant periods of service is included with your retirement application. This includes all DD214s for military service and statements of deposit payments for both military and civilian service.

**NOTE: "Prior service" on a DD214 does not provide credit for that service. You must have DD214s showing actual dates for all service performed to receive credit for that service.**

**Permanent Address:**

The address in payroll (which shows on your LES) will flow to OPM. If this address is not correct, you should change your address prior to your retirement utilizing myPay at <https://mypay.dfas.mil/mypay.aspx>. If your mailing address changes after separation, you can update your address on their website at <https://www.servicesonline.opm.gov> once you have received your CSA number and PIN from OPM. You will not receive your PIN until after adjudication of your retirement.

**Direct Deposit:**

When you retire, your current EFT/direct deposit information will flow from your payroll office to OPM and your annuity payments will be deposited into the same bank account as your current salary.

If you plan to change banks with your retirement, we recommend you make the change at least a month prior to your retirement by using the myPay website at <https://mypay.dfas/mil/mypay.aspx>.

If you plan on changing your bank information and have less than a month to retirement, make **no** changes to your bank account. After you have received your CSA number from OPM you can submit a new direct deposit form (SF 1199A) to their office.

If you wait until after you have received your CSA number and PIN from OPM, you can change your direct deposit information on their website at <https://www.servicesonline.opm.gov>. Please note that all allotments currently coming out of your pay will cease upon retirement.

### **Health Insurance:**

You must be enrolled in a Federal Employees Health Benefits (FEHB) plan to be eligible to carry FEHB into retirement. This means your FEHB plan must be in effect prior to, and you must be covered on, your retirement date.

If you are eligible to receive an immediate annuity and are insured on the date of retirement (either as a family member under an FEHB program or covered under your own) and have been continuously covered for the 5 years preceding retirement, or since the date you were first eligible to enroll, you may continue your FEHB into retirement. If any portion of your 5 years of FEHB coverage was as a family member or you were covered under TRICARE or CHAMPUS, you must provide proof of that coverage with your retirement. This proof can be a copy of an SF 2809s showing you listed as a dependent or information from TRICARE showing your coverage dates. So long as you meet eligibility requirements, FEHB will continue automatically. There is no form to complete for retirement.

To cancel your FEHB plan at retirement, you must complete an SF 2809 cancelling the coverage and submit it along with your retirement application. Make sure that you mark Block F on the SF 2809 and sign in Block H.

If you wish to suspend your FEHB coverage to use TRICARE For Life or CHAMPVA coverage, include an SF 2809 with your retirement application, marking the "suspension" block (Part G). OPM will send you a suspension form (RI 79-9) to complete. You will indicate on the form the date you wish your FEHB enrollment to be suspended, this date cannot be prior to your retirement date. You will be required to provide proof of your eligibility under TRICARE or CHAMPVA (Uniformed Services ID Card, Medicare care showing enrollment in Part A & B or a copy of your CHAMPVA Authorization Card). If OPM receives your suspension information within 31 days before to 31 days after the date you elect to suspend the FEHB coverage, it will be suspended on the date you selected. If it is received in their office outside of that timeframe, OPM will suspend your FEHB coverage at the end of the month in which they receive the

form and eligibility documentation. It is a very good idea that you read OPM's Frequently Asked Questions on this subject at <http://www.opm.gov/insure/health/ga/ga.asp?tricare> .

FEHB premiums for Federal retirees are the same as an active employee, paying only the employee portion of the premium; however, you pay premiums on a monthly basis rather than biweekly. You are subject to the same regular Open Seasons as a retiree that you were as an active employee. OPM will notify you of Open Seasons for FEHB.

When you reach age 65 as a retiree, Medicare becomes the primary payer and FEHB becomes the secondary payer.

If your spouse is covered under your FEHB enrollment as a family member, he/she will be eligible to continue FEHB coverage after your death ONLY if you elected to provide a survivor annuity at the time of retirement. If you did not provide a survivor annuity, your spouse will no longer have health insurance upon your death. However, if your spouse is also a Federal employee, your spouse can pick up FEHB within 60 days of the loss of coverage due to your death. This is the case if your spouse is a Federal retiree as well. If your spouse met the 5 years of coverage requirement based on coverage under your FEHB plan, he/she can elect FEHB based on the loss of coverage due to your death.

#### **Life Insurance:**

You are eligible to continue Federal Employees Group Life Insurance (FEGLI) into retirement if you retire on an immediate annuity, are insured on the date of retirement and have been continuously covered for the five years preceding retirement or since your first opportunity to enroll. This eligibility requirement extends to each of the options (A, B & C) available under the FEGLI plan to include the number of multiples for these options (B & C). You will complete an SF 2818 as part of your retirement application indicating what level of FEGLI you wish to carry into retirement. **Please note that this form requires 4 signatures.**

You are strongly encouraged to visit the FEGLI calculator on OPM's website at <http://www.opm.gov/calculator/worksheet.asp>. The calculator is an invaluable tool that will help you see how your FEGLI premiums will change over time. It will also allow you to determine the amount of the insurance coverage you will have as well. It is very important that you look at the reason you are leaving this benefit: do you have a mortgage to pay, car loans, college tuition? If so, you would want to provide a greater benefit. If you are only looking to cover funerary expenses, you might not need to carry as much FEGLI as you had while an active employee. The FEGLI calculator will help you to make these decisions by providing you with direct benefit/cost comparisons.

You must continue Basic life insurance in order to continue any Optional coverage. You cannot elect more coverage at retirement than you currently

have. If you elect to waive your FEGLI at retirement, you will not be able to pick up the coverage at a later date.

There are three levels of coverage for Basic: 75% reduction, 50% reduction and no reduction. Remember, if you wish to continue any of the Optional coverage, you must continue your Basic. Option A will automatically reduce once you are retired and at age 65 there is no longer a cost. There are two levels of coverage for Options B and C: full reduction or no reduction.

**Federal Employee Dental and Vision Insurance Program (FEDVIP):**

If you are enrolled in the Federal Employee Dental and Vision Insurance Program (FEDVIP), you may take it with you in retirement; there is no 5-year enrollment requirement. You will need to contact BENEFEDS one week prior to your retirement date to inform them of your retirement. These premiums can be withheld from your retirement; however you will receive a direct bill from BENEFEDS for premiums until your retirement claim has been adjudicated. It is important that you mail your premiums in a timely manner in order to avoid possible cancellation of this benefit. The number for BENEFEDS is 1-877-888-3337 or TTY 1-877-889-5680. For more information on this program, please visit their website at <http://www.benefeds.com>.

**Long Term Care Insurance (LTCI):**

If you are enrolled in Long Term Care Insurance (LTCI), your coverage will automatically continue into retirement as long as you continue to pay the premiums. Deductions for LTCI do not automatically transfer to the retirement system. If you currently pay premiums through direct deposit and you opt for deduction from your annuity, LTC will work with OPM to set up the deduction. This can only be done with adjudication of your annuity. Prior to adjudication, you will be direct billed by LTC Partners. It is your responsibility to contact LTC Partners and let them know of your upcoming retirement and make these payment arrangements. It is important that you mail your premiums in a timely manner in order to avoid possible cancellation of this benefit. If you currently mail your premiums directly, you do not need to make any changes; retirement will not have a bearing on this arrangement.

If you are not enrolled in LTCI at retirement, you can apply for this benefit after retirement. The number for LTC is 1-800-582-3337. You can find out more information on their website at <http://www.ltcfeds.com>.

**Flexible Spending Account (FSA):**

If you are participating in the Flexible Spending Account (FSA), it is important that you understand that you will no longer be eligible to continue this benefit. Your HCFSA or LEX HCFSA will terminate as of the date of your retirement. There are no extensions. Any health care expenses incurred prior to the date of separation will still be reimbursable but those incurred after the date of separation are not. If you used your entire elected amount before FSAFEDS has

deducted it from your account, you will not be responsible for the remaining payments. You can continue to use the remaining balance in your DCFSA to pay for eligible dependent care expenses until the end of the benefit period or until your account balance is used up, whichever comes first. For more information on FSA, you can contact them at 1-866-643-2245 or visit their website at <http://www.fsafeds.com>.

**Income Tax:**

If you do not submit a W-4P to with your retirement application, OPM will automatically withhold Federal tax from your annuity at the rate of married with three exemptions. Once you have received your CSA number and PIN, you may change the withholding information on the OPM website at <https://www.serviceline.opm.gov> or you may fill out and mail a W4-P to OPM. If you choose to mail the withholding form to OPM, please ensure you have referenced your CSA number on this form.

**State Tax:**

OPM does not automatically withhold state income tax. There are some states that OPM has agreements with that allow for voluntary withholding of state tax. However, you cannot elect to do so until after your claim has been adjudicated. You can do this on the OPM website once you have received your CSA number and PIN from OPM (see income tax info above for link). If you wish to submit a hardcopy state withholding form, please ensure that you have referenced your CSA number on this form. You may access the list of states with which OPM has an agreement on the OPM website at <http://www.opm.gov/retire/html/ligrary/taxlist.asp>.

**Annual Leave:**

If you retire before the end of the leave year, you will receive a lump sum payment for all accrued annual leave. If you retire after the end of the leave year, you will receive a lump sum payment only for the amount carried over and any accrued in the new year. The maximum number of hours to be carried over in a leave year is 240. Please note that leave can only be earned during complete pay periods. If you do not complete a full pay period of work prior to retirement, you will not add any leave to your balance for that pay period.

**Sick Leave:**

CSRS employees receive credit in the computation of their annuity for their sick leave balance. The unused sick leave is converted to years, months and days and then added to the total service for annuity computation purposes. For CSRS employees who elected to convert to FERS and have a CSRS component, sick leave is added to the CSRS portion of the annuity and the lesser amount is used of the balance at the time of transfer to FERS, or the balance at retirement. For FERS employees with no CSRS component, sick leave is not creditable.

**Retiree Interim Pay/Payment Schedule:**

Once your entitlement to an annuity has been established, OPM will authorize recurring interim payments to provide you with income until the processing of your retirement is final. Interim payments are generally 60 to 70 percent of your regular monthly annuity payment. This interim payment can be less depending on your service history: if there is refunded service that has not been paid or temporary service for which a deposit has not been paid. You can expect to receive your interim annuity payments 6 – 8 weeks after the effective date of your retirement. This timeframe is based on the timely submission of your complete retirement application. If your application is submitted late or is found to be incomplete, you can expect a delay in your annuity payments. Once OPM has adjudicated your claim, you will receive a statement of benefits which lists your entitlements as well as OPM contact information. You will be assigned a CSA number with your interim payment. A PIN will be sent to you with your adjudicated claim.

**Cost-Of-Living Adjustment (COLA):**

**CSRS:** The initial COLA is prorated by using the following formula:

$$\frac{\text{COLA Rate}}{12} \times \text{number of full months on annuity roll} = \text{Prorated COLA}$$

**FERS:** Generally the initial COLA is effective on December 1 **after attaining age 62** or after the annuity begins, whichever is later.

For FERS annuitants who are not eligible to receive a COLA during the first year (or more) on the annuity roll, the initial COLA you receive (after becoming eligible) is the full COLA without proration.

For FERS annuitants who retire under special retirement rules (Firefighters, Air Traffic Controllers, Law Enforcement Officers) the initial COLA is effective on December 1 after the annuity begins.

For FERS retirees with a CSRS component, you will receive a COLA on the CSRS component according to CSRS rules. The FERS portion of the benefit is governed by the FERS rules.

Note for FERS annuitants: The Annuity Supplement is not subject to COLA.

**Thrift Savings Plan (TSP):**

If you are enrolled in the Thrift Savings Plan (TSP), you will be mailed a withdrawal package after you have separated. The separation information is created when your retirement action is processed; it flows to the payroll office who notifies TSP that you have separated. This process can take 2 to 4 weeks. You are not eligible to make a withdrawal of your TSP monies until you have been separated for at least 30 days. You can leave your TSP monies in your

account after retirement unless you are aged 70 ½ at which time you will be required to withdraw.

There are several options available after retirement to TSP participants, it is a good idea to visit the TSP website and become familiar with the materials. TSP also has a retirement calculator that you can utilize to help you make your decision. Their website is <http://www.tsp.gov>.

**Social Security:**

If you are eligible for Social Security benefits, or if your annuity will be affected by Social Security benefits, you should contact your local Social Security Office to obtain a Request for Earnings and Benefit Estimate Statement. This information is free. Contact the Social Security Office at 1-800-772-1213. You can also calculate an estimated benefit or get more information regarding benefits available from their website at <http://www.ssa.gov>.



**DEPARTMENT OF THE ARMY**  
ORGANIZATIONAL NAME/TITLE  
STANDARDIZED STREET ADDRESS  
CITY, STATE, ZIP + 4 CODE

**\*SAMPLE FORMAT\***

OFFICE SYMBOL

DATE

MEMORANDUM THRU

White House Liaison Office, Office of the Chief of Staff, Army  
Executive Secretary, Office of the Secretary of Defense

FOR Deputy Assistant to the President and Director, White House Military Office,  
1600 Pennsylvania Avenue, Washington, DC 20502-0001

SUBJECT: Request Presidential Letter of Appreciation (RPLOA) for Civilian Retiree

Salutation/Name: (Ms, Mrs, Mr) (Last Name, First Name and Middle Initial)

Rank: (Example: YA-02, GS-11, GS-12, WG-08, SES)

Service: Department of the Army Civilian

Years of Service: (Provide total number of years, and provide Service Computation Date (SCD)  
in parenthesis (Example: 32 years (SCD: 5/19/78))

Retirement Date: Tuesday, September 01, 2009

Ceremony Date: Tuesday, September 01, 2009

Home Address: Home address is required to include  
City, State and Zip Code

Unit Address: Company/Troop/Battery/Detachment,  
Fort/Base/Camp, State/Country, Zip Code/APO

Disposition Instructions: (Advise whether to send letter to home or unit address)

POC for this action is (Provide complete name, work phone number, and email address)

Retiree: Medal of Honor Recipient – Yes/No  
Former Prisoner of War – Yes/No

Appropriate Signature Block with Signature  
(Director/Chief/Transition Specialist)

**\*SAMPLE FORMAT\***

Submit not earlier than 60-90 days prior to last day of active duty, scheduled retirement ceremony, or  
start of transition leave. Must have 30 or more years of service or combined Military and Federal Service)

Submit request thorough email: [CSAWHLO@CONUS.ARMY.MIL](mailto:CSAWHLO@CONUS.ARMY.MIL)

**Stand-To: Procedure prior to first light to enhance unit security, a daily compendium of news, information, and context for Army leaders.**



## **STAND-TO!**

**Stand-To: n. Procedures prior to first light to enhance unit security**  
*A daily compendium of news, information, and context for Army leaders.*

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**SUBSCRIBE TODAY!**

**STAND-TO! Edition: Friday, March 4, 2011**

**Today's Focus:**

**Permanent Change of Station Moves**

**SENIOR LEADERS ARE SAYING**

"They understand the challenges we face, that we have as an Army and face as a nation. Their expectations of us are as simple as they are profound. They trust that we will provide the resources necessary for them to succeed in the fights in which we are currently engaged and they trust that we will have the wisdom and resolve necessary to prepare them for the missions unknown to us today, but will surely await us."

- Gen. Martin E. Dempsey, commander, U.S. Army Training and Doctrine Command, on the Capitol Hill before the Senate Armed Services Committee, speaks of the simple needs of the Soldiers, while answering questions from Senators regarding his fitness to serve as the 37th chief of staff of the Army, March 3

**Dempsey pledges as CSA to serve Soldiers every day**

## WHAT THEY'RE SAYING

"When you serve in the forces that protect your country, and your way of life and your family - that is the most noble calling you can respond to. That's what I see in Soldiers...I believe in leadership...it's not officer leadership or NCO leadership; it's just leadership. If you're in a position of responsibility, of command over someone else, you have a responsibility for your own ability before you have a responsibility for what they do. And you must not fail in that."

- Command Sgt. Maj. Hu Rhodes, selected senior noncommissioned officer for U.S. Army Africa, speaks about Soldiers and leadership, at the Assumption of Responsibility ceremony, Feb. 17, Vicenza, Italy

**U.S. Army Africa Command Sgt. Maj. Hu Rhodes assumes responsibility in Vicenza ceremony**

## INFORMATION YOU CAN USE

- **Information Papers with "2011 Army Posture Statement"**
- **2010 Strategic Communication Resource Guide (AKO log in required)**
- **2011 US Army Social Media Handbook**
- **US Army Social Media (AKO log-in required)**
- **Early Bird News Site**
- **Stories of Valor**
- **Army Public Affairs Portal (AKO log in required)**

## A CULTURE OF ENGAGEMENT

- **Community Covenant**
- **Bloggers Roundtable**
- **TF Bastogne Soldiers rebuild damaged Afghan roads (The US Army)**

## CALENDAR

2010-2013: **60th Anniversary of the Korean War**

**2011: 150th Anniversary of the Civil War**

**March:**

*Women's History Month - ref: **Women in the US Army***

*Brain Injury Awareness Month - ref: **Defense and Veterans Brain Injury Center***

## **SOCIAL MEDIA**

- **2011 US Army Social Media Handbook**
- **Army Social Media: A command information sharing platform**
- **Facebook: Follow the Army**
- **Twitter: Army updates**
- **YouTube: Army videos**
- **Flickr: Army images**
- **Army Media Player**
- **Get Free "Army Social Media Handbook" iPhone App**

## **Spotlight**

*Websites of interest:*

**Retroactive Stop Loss Special Pay**

**Women in the US Army**

## **WHAT'S BEING SAID IN BLOGS**

- **Army Social Media handbook now available as iPhone app**
- **Coming soon to an app store near you: Mobile technology for information collection and dissemination**
- **War is a force that gives us theater**
- **Letter from Gold-Star dad Albert Snyder's attorney**
- **The gratitude post: The paratrooper's garden**
- **The unwritten code of Army wife ethics**

**External Links Disclaimer**

## **TODAY'S FOCUS**

## **Permanent Change of Station Moves**

### **What is it?**

Permanent Change of Station moves are a challenging reality of military life. The U.S. Army Materiel Command's Military Surface Deployment and Distribution Command (SDDC), executes the Personal Property mission as the Army Service Component Command of U.S. Transportation Command and they are committed to improving the move process and educating warfighters, civilians and their families. Move.mil is a valuable resource which can walk a member through the entire moving process or they can visit their local Transportation Office (TO)/Personal Property Shipping Office (PPSO) for assistance.

### **What has the Army done?**

In addition to the normal annual peak moving season, the Army is expecting an additional 17,000 PCS moves as 2005 BRAC mandates for FY11 take effect. SDDC developed some tips to assist our customers in planning their PCS move during the peak moving season:

- Create a personal moving calendar, checklists, phone lists, to-do lists and links to critical moving processes and information
- Once you get your orders/know your dates, immediately contact your TO/PPSO to start the move process.
- Estimate about 1,000 pounds per room remembering actual weights will vary.
- Pack, pickup and delivery dates are scheduled on weekdays between 8:00 AM and 5:00 PM and you or a designated representative needs to be on hand.
- Your moving dates are not confirmed until you coordinate with your carrier/Transportation Service Provider
- key is remaining flexible.
- Moving is a good time to dispose of unnecessary items.
- If you are near your weight limit, you can request a free reweigh through your TO/PPSO at origin/destination.
- Multiple shipments should be scheduled on separate days to avoid confusion.
- The Defense Personal Property System (DPS) at move.mil places you in direct contact with your carrier/TSP to manage the movement of your personal property. Keep your phone number, e-mail address and contact information updated and current in DPS.
- If you have a delivery address for your personal property and want a direct delivery, work closely with your carrier/TSP

### **What is planned for the future?**

- Adding additional functionality into the DPS to make the moving experience better
- Continued education on how to move personal property through DPS prior to this year's peak moving

season

### **Why is it important to the Army?**

The peak moving season is especially challenging with limited capacity. SDDC wants to ensure it provides Army members and their families with valuable information to help them have a successful move during an already stressful time.

### **Resource:**

Local Installation Transportation Office (ITO)/ Personal Property Shipping Office (PPSO)

**Move.mil**

**US Military Surface Deployment and Distribution Command**

**US Army Materiel Command**

## **STAND-TO! NEWS**

### **ABOUT THE ARMY**

- **Dempsey pledges as CSA to serve Soldiers every day (The US Army)**
- **Army says review of troubled brigade complete (Seattle Times)**
- **Gay Soldiers harassed: What would you do? (ABC News)**
- **Pathfinder students take on night mass tactical jump (The US Army)**
- **Excalibur: Turning 'artillery cannon into a sniper rifle' (The US Army)**
- **Fort Hood shooting victim battles bulge to go on active duty (The US Army)**
- **Fort Lee launches civilian employee fitness challenge (The US Army)**
- **Frontier to upgrade two Hummingbird UAVs for the U.S. Army (Defense Update)**

### **OVERSEAS OPERATIONS**

- **Obama says deeply regrets Afghan civilian deaths (Yahoo)**
- **Sappers work, train with ANA on route clearing (Clarksville Online)**
- **Army Strong: G.I.'s will keep training others to fight (Wired)**
- **Marines await Taliban move in deadly Afghan valley (Washington Post)**
- **Oklahoma Army National Guard prepares for realities of Afghan mission (Tulsa World)**

### **OF INTEREST**

- **President signs continuing resolution, extends 'Stop Loss' deadline (The US Army)**
- **Harvard, Navy to sign agreement on ROTC return (MSNBC)**

- **AfPak hands' strive for cultural awareness (Defense News)**
- **Vets can't get treatment; Army admits records destroyed (WLTX)**
- **House OKs bill to help Soldiers & spouses with licensing (Salt Lake Tribune)**
- **Soldier in leaks case was jailed naked, lawyer says (New York Times)**

## WORLD VIEW

- **China says it will boost its defence budget in 2011 (BBC)**
- **4 NATO trucks destroyed in Pakistan (Press TV)**
- ***Opinion: Afghanistan's surviving treasures (Guardian)***

## SPORTS

- **Sports at a glance**

- **STAND-TO! Home**
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- **U.S. Army Homepage**

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## OACSIM ICE LINKS

Office of the ACSIM:

[http://ice.disa.mil/index.cfm?fa=card&service\\_provider\\_id=117703&site\\_id=341&service\\_category\\_id=1](http://ice.disa.mil/index.cfm?fa=card&service_provider_id=117703&site_id=341&service_category_id=1)

Front Office:

DACSIM Update:

[http://ice.disa.mil/index.cfm?fa=card&service\\_provider\\_id=115252&site\\_id=341&service\\_category\\_id=1](http://ice.disa.mil/index.cfm?fa=card&service_provider_id=115252&site_id=341&service_category_id=1)

New Employee Orientation:

[https://ice.disa.mil/index.cfm?fa=card&service\\_provider\\_id=113303&site\\_id=341&service\\_category\\_id=1](https://ice.disa.mil/index.cfm?fa=card&service_provider_id=113303&site_id=341&service_category_id=1)

Supervisor's Luncheon:

[https://ice.disa.mil/index.cfm?fa=card&service\\_provider\\_id=113306&site\\_id=341&service\\_category\\_id=1](https://ice.disa.mil/index.cfm?fa=card&service_provider_id=113306&site_id=341&service_category_id=1)

CACO:

[http://ice.disa.mil/index.cfm?fa=card&service\\_provider\\_id=113075&site\\_id=341&service\\_category\\_id=1](http://ice.disa.mil/index.cfm?fa=card&service_provider_id=113075&site_id=341&service_category_id=1)

SACO:

[http://ice.disa.mil/index.cfm?fa=card&service\\_provider\\_id=113498&site\\_id=341&service\\_category\\_id=1](http://ice.disa.mil/index.cfm?fa=card&service_provider_id=113498&site_id=341&service_category_id=1)

Management Support Division:

Logistics Support (Telephone, Building Coordinator, Supplies, Safety/Fire, Official Mail, PBO):

[http://ice.disa.mil/index.cfm?fa=card&service\\_provider\\_id=111942&site\\_id=341&service\\_category\\_id=1](http://ice.disa.mil/index.cfm?fa=card&service_provider_id=111942&site_id=341&service_category_id=1)

Acquisition Support:

[http://ice.disa.mil/index.cfm?fa=card&service\\_provider\\_id=111941&site\\_id=341&service\\_category\\_id=1](http://ice.disa.mil/index.cfm?fa=card&service_provider_id=111941&site_id=341&service_category_id=1)

DTS and Budget:

[http://ice.disa.mil/index.cfm?fa=card&service\\_provider\\_id=111940&site\\_id=341&service\\_category\\_id=1](http://ice.disa.mil/index.cfm?fa=card&service_provider_id=111940&site_id=341&service_category_id=1)

CIV/MIL PER Services, Training, NSPS:

[http://ice.disa.mil/index.cfm?fa=card&service\\_provider\\_id=111938&site\\_id=341&service\\_category\\_id=1](http://ice.disa.mil/index.cfm?fa=card&service_provider_id=111938&site_id=341&service_category_id=1)

Security:

[http://ice.disa.mil/index.cfm?fa=card&service\\_provider\\_id=112461&site\\_id=341&service\\_category\\_id=1](http://ice.disa.mil/index.cfm?fa=card&service_provider_id=112461&site_id=341&service_category_id=1)

In/Out Processing:

[http://ice.disa.mil/index.cfm?fa=card&service\\_provider\\_id=111939&site\\_id=341&service\\_category\\_id=1](http://ice.disa.mil/index.cfm?fa=card&service_provider_id=111939&site_id=341&service_category_id=1)

Workforce Development:

[http://ice.disa.mil/index.cfm?fa=card&service\\_provider\\_id=119395&site\\_id=341&service\\_category\\_id=1](http://ice.disa.mil/index.cfm?fa=card&service_provider_id=119395&site_id=341&service_category_id=1)

Business Transformation Office

ICE Administration :

[http://ice.disa.mil/index.cfm?fa=card&service\\_provider\\_id=111944&site\\_id=341&service\\_category\\_id=1](http://ice.disa.mil/index.cfm?fa=card&service_provider_id=111944&site_id=341&service_category_id=1)

All other BTO functions:

[http://ice.disa.mil/index.cfm?fa=card&service\\_provider\\_id=110837&site\\_id=341&service\\_category\\_id=1](http://ice.disa.mil/index.cfm?fa=card&service_provider_id=110837&site_id=341&service_category_id=1)

IT:

[http://ice.disa.mil/index.cfm?fa=card&service\\_provider\\_id=113603&site\\_id=341&service\\_category\\_id=1](http://ice.disa.mil/index.cfm?fa=card&service_provider_id=113603&site_id=341&service_category_id=1)

OD:

ISR Program:

[http://ice.disa.mil/index.cfm?fa=card&service\\_provider\\_id=114969&site\\_id=341&service\\_category\\_id=1](http://ice.disa.mil/index.cfm?fa=card&service_provider_id=114969&site_id=341&service_category_id=1)

**Office of the Assistant Chief of Staff for Installation Management  
Pentagon Conference Room Policies and Procedures**

1. Each of the OACSIM conference rooms on the 5<sup>th</sup> floor in the Pentagon has full video teleconferencing, audio teleconferencing and the ability to display a briefing on one or both of the monitors in the room. Please note that laptops are not currently available in all of the conference rooms so make sure you check with the appropriate conference room point of contact listed in paragraph 5 below to determine if you need to bring your own. Loaner laptops can be obtained by contacting the IMCEN Helpdesk at (703) 693-4337.
2. The goal of these policies and procedures is to maintain our conference room facilities to a standard equal to or better than the conference rooms of similar HQDA activities. The personal attention of all conference room users is required to maintain the cleanliness, neatness and equipment functionality.
3. To ensure these standards are maintained:
  - a. Only covered beverages may be consumed during meetings/briefings.
  - b. When conference rooms are utilized for working lunches, social events, etc., where food or beverages will be served or consumed, the sponsor must ensure the table is covered with the table covering provided.
  - c. Damages caused by liquid spilled on the table or into the IT connectors is the personal responsibility of the user who will be required to reimburse OACSIM for the funds required to repair the damage.
4. All personnel using a conference room accept the personal responsibility to return the conference room to the following OACSIM standards at the conclusion of the meeting:
  - a. The meeting sponsor is responsible for operating the control panel equipment that is located in each conference room. Any equipment provided by the meeting sponsor must be removed immediately following the meeting/briefing.
  - b. The meeting sponsor is responsible for escorting non-OACSIM personnel to the meeting location because they will not have swipe access to the suite in which the conference room is located (see paragraph 5 below).
  - c. Conference table is cleaned of all meeting materials, trash or other such materials.
  - d. Chairs positioned with equal spacing around the table (11 chairs) and against the walls as shown on the attached diagrams.
  - e. Lights are turned off and blinds are in the lowered position.
5. Listed below are the conference rooms and the contact number for scheduling:
  - Office of the ACSIM, Room 3E474, 703-693-3233
  - Installation Services Directorate, Room 5B143A (Enter through Suite 5B143), 571-256-8675
  - Management Support Division, Room 5C137A (Enter through Suite 5C140), 703-695-6995/703-695-7048
  - Resources Directorate, Room 5C1064A (Enter through Suite 5C1063), 703-692-6027
  - Operations Directorate, Room 5B137A (Enter through Suite 5B139A/5B140), Send email to [acsimodadmin@conus.army.mil](mailto:acsimodadmin@conus.army.mil) (on Global)