



**December
2010**

**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 602-0987 or E-mail: nancy.tennis@us.army.mil.

Upcoming Key Events –

1-9 December	OACSIM Performance Awards Pools Convening
9 December	MSD Newcomers' Orientation
16 December	Installation Management Community Holiday Party/Awards Ceremony, Fort Myer Officers' Club
24 December	Federal Holiday
27-30 December	Days of Reduced Manning, Liberal Leave Policy in Effect
31 December	Federal Holiday
1 January	Happy New Year!

Welcome to OACSIM! – The following civilian personnel joined OACSIM since the publication of our November 2010 newsletter. Please welcome them to the team.

- Operations Directorate: Christine Barthelme (ODR), Michael Martin (internal reassignment to ODB), Christine Morrison (ODO), Will Slauson (ODO), Dawne Stanton (ODR), Ronald Young (ODP)
- Strategic Initiatives Group: Kathleen Ahsing

Holiday Message - As we celebrate this holiday season with family and friends, please remember our deployed Service men and women, federal civilians, and contractor personnel who cannot be with their families because they are protecting our freedom. Seasons Greetings from MSD and we all wish you a safe and happy New Year!

At Enclosure 1 is a memorandum signed by Ms. Morrow, Administrative Assistant to the Secretary of the Army, which provides the rules for workplace ethics during the holidays.

At Enclosure 2 is the holiday operating hours for the Pentagon Athletic Center.

The U.S. Army Combat Readiness/Safety Center 2010 Winter Safety Campaign information is provided at <https://safety.army.mil/multimedia/CAMPAIGNSINITIATIVES/FallandWinterSafetyCampaign2010/tabid/1981/Default.aspx>.

2010 OACSIM Combined Federal Campaign (CFC) – The 2010 OACSIM CFC original open period was 1 October 2010 to 15 December 2010; however, it has been extended to 17 January 2011. This year's campaign theme is "The Compassion of Individuals - The Power of Community." There are more than 4,000 charities in local, national, and international communities for employees to choose from to help achieve this year's goal. The Information and Technology Directorate is responsible for overseeing OACSIM's CFC. The

OACSIM 2010 CFC goal is \$210K. We have currently reached 45% completion towards attaining this year's goal, which is slightly ahead of last year's pace. For any information regarding CFC or where to donate, please contact your CFC representative:

Directorate	Keyworker	Phone Number
Installation Services	George Cushman	703-601-0274
Information & Technology	Erica Parker	703-696-9533
Operations	Ted Nettles	703-601-1901
	Michelle Fink	703-601-0358
	Julie Fallon	703-604-2425
Resources	Eileen Steinway	571-256-1135
Executive Front Office/Strategic Initiatives Group/CACO/SACO	Jessica Collins	703-693-3233
Management Support Division/Business Transformation Office	Chul Campbell	703-601-1991

POC for additional information is Mr. Marlon Wilson, OACSIM Campaign Manager, 696-2957, or E-mail: marlon.t.wilson@us.army.mil.

MSD Newcomers' Orientation – To acclimate new employees, MSD implemented a Newcomers' Orientation Program in April 2010. This program is now mandatory for all new employees as part of in-processing. The Newcomers' Orientation for personnel who in-processed in November/early December will be held on 9 December 2010 from 1000-1200 in CR 8002 in Presidential Tower. MSD personnel will brief new employees on the various functions and support MSD provides to OACSIM personnel and we will address employee questions. A copy of the briefing is available on the MSD One Stop at J:\All_Share\01A - MSD One Stop Files\MSD Newcomers Orientation.

For more information, contact Mary Kay Collins, 602-2850, or E-mail: marykay.collins@us.army.mil.

Total Army Performance Evaluation System (TAPES) Update – The following information is applicable to OACSIM former NSPS employees who were under the Special TAPES Rating Cycle that ended 31 Oct 10 (these are the employees who were assigned to OACSIM on or before 19 Jun 10 and converted from NSPS to GS on 20 Jun 10) and Base Realignment and Closure Division field employees who were never under NSPS, but had a TAPES rating cycle that ended on 31 Oct 10.

All TAPES appraisals have been submitted and the Directorate Performance Awards Pools are convening from 1-9 December 2010. Business Rules for the conduct of the Pools have been published and are available for viewing at J:\All_Share\01A - MSD One Stop Files\TAPES - Total Army Performance Evaluation System\Performance Awards Process by Fiscal Year\FY11.

Upon completion of the Performance Awards Pools, employee performance awards/QSIs approved by the Performance Awards Pool Managers will be communicated to raters via an employee notification document generated by the Performance Awards Pool Administrator. Raters will convey the approved performance award/QSI information to applicable employees. At the time of notification, employees who receive monetary performance awards will have the opportunity to request a Time-Off Award in lieu of monetary performance award. The requests must be provided to the Management Support Division (MSD) Personnel Systems Manager (Nancy Tennis) NLT 21 Dec 10. MSD will calculate the value of the Time-Off Award based on the employee's approved monetary performance award utilizing the employee's adjusted salary. MSD will notify the rater and the employee of the final result. Any portion of the original monetary performance award that cannot be converted to a Time-Off Award (i.e., exceeds the maximum amount of 40 hours per single occurrence or 80 hours per leave year) will be paid to the employee in the form of a monetary award. **NOTE:**

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 604-2453 or E-Mail: marianne.eisenhauerwall@us.army.mil, or Ms. Mary Kay Collins, Deputy, MSD, at 602-2850 or E-Mail: marykay.collins@us.army.mil.

MSD will not calculate Time-Off Awards for “what if” situations. If an employee submits a request for a Time-Off Award in lieu of a monetary award, it will be considered final.

Additionally, OACSIM raters should begin preparing the new support forms for personnel whose rating period ended 31 Oct 10. The below TAPES timeline provides information on the rating cycle start date and end date based on the employee’s grade. OACSIM raters are also reminded that employees should submit an Individual Development Plan in conjunction with their Senior System Support Form/Base System Checklist. Please refer to OACSIM Policy Memorandum 9 for more information, J:\All_Share\01A - MSD One Stop Files\OACSIM Policy Memorandums\Current OACSIM Policy Memorandums\Policy Memo 9 IDPs_4 Oct 10.pdf.

1 Nov 10	<p>New rating cycle starts for all former NSPS employees and all GS/WS 9-12 employees who were never NSPS. Rating officials and employees should begin developing performance objectives for the new rating cycle. NOTE: Former NSPS employees will have rating cycle end dates that correspond to their respective GS grade.</p> <p>All former NSPS employees who are in the Base System (GS/WS 1-8 employees and all WG and WL employees) will have an annual rating cycle end date of 31 Jan 12.</p> <p>All former NSPS employees who are in the Senior System will have an annual rating cycle end date as follows:</p> <p style="padding-left: 40px;">30 Jun 11 GS/WS-13 and above employees</p> <p style="padding-left: 40px;">31 Oct 11 GS/WS-9-12 employees (also applies to all BRAC Field employees who were never NSPS)</p>
10-13 Dec 10	OACSIM Personnel Systems Manager provides OACSIM supervisors documentation detailing finalized panel results for employee notification of performance award.
NLT 21 Dec 10	Employees submit time-off in lieu of monetary award requests to OACSIM Personnel Systems Manager.
15 Dec 10	Signed DA Forms 7222 and 7223 are processed to the Civilian Personnel Advisory Center. NOTE: Panel meetings and performance award results have no impact on the processing of the DA Forms 7222 and 7223.
21-23 Dec 10	MSD calculates time-off award, adjusts employee performance award, and notifies the employee and rater of final result. NOTE: MSD will not calculate time-off awards for “what if” situations. If an employee submits a request for a time-off in lieu of monetary award, it will be considered final.
1-15 Jan 11	TAPES performance awards/QSIs processed by MSD.
31 Jan 11	TAPES rating cycle ends for Base System employees who were never NSPS.

For more information, contact Nancy Tennis, 602-0987, or E-mail: nancy.tennis@us.army.mil.

Disposal of Sensitive / Pre-decisional / For Official Use Only (FOUO) Materials – As you prepare for relocation to office space outside of Presidential Tower, be it to the Pentagon or the Taylor Building, please consider Operations Security practices and other information safeguarding measures when you decide how to dispose of information that you are not taking with you to your new location. When in doubt, err on the side of security and place all work related documents, whether or not they contain Sensitive/Pre-decisional/FOUO materials, in a burn bag.

Labeling of Burn Bags / Pick-up Days and Locations – Burn bags must be labeled with the highest level of information contained therein to ensure proper protection and handling until turned over to Pentagon Incinerator Plant personnel. Burn bags must be labeled with the organization name, office symbol, telephone number and date; the information must be either written directly on the burn bag with a black felt tip marker or **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 604-2453 or E-Mail: marianne.eisenhauerwall@us.army.mil, or Ms. Mary Kay Collins, Deputy, MSD, at 602-2850 or E-Mail: marykay.collins@us.army.mil.

the use of pre-printed, self-adhesive label with 14 or 16 font size bold type face. A DD Form 2843, Classified Material Destruction Record, must be completed and be presented to Pentagon Incinerator Plant personnel. Burn bags cannot weigh more than 10 pounds.

Burn bags will be safeguarded in the same manner as the highest level of classified information contained therein and sealed in such a manner as to clearly indicate any signs of tampering. Burn bag pickup is as follows:

- Presidential Tower: Every Tuesday, 0830, in front of Presidential Tower.
- Pentagon: Daily until 1100 in the Remote Delivery Facility (RDF) bay.

Questions should be addressed to John Yates, 601-0376, or E-mail: john.d.yates@us.army.mil.

FY11 HQDA Civilian Personnel Advisory Center (CPAC) Pre-Retirement Seminars – The HQDA CPAC is sponsoring Pre-Retirement Seminars for employees who will be eligible for retirement within 5-7 years. Because the HQDA CPAC has employees in both the CSRS and FERS retirement systems, dedicated seminars are offered for both retirement systems. The training dates are: 15-17 Feb 11 (CSRS only), 14-16 Jun 11 (FERS only), and 13-15 Sep 11 (CSRS and FERS). If there are not enough participants to hold the dedicated seminars, then the seminar will be opened to employees in either retirement system. Cost for the seminar is \$170.00 (includes materials). The seminar covers everything you will need to know to plan for a successful retirement. All aspects of FERS and/or CSRS are covered including survivor annuity, FEHB, FEGLI, Social Security & Medicare, annuity calculation, best date to retire, Thrift Savings Plan (TSP), etc. Please see Enclosure 3 for additional information.

Please remember to submit your supervisor approved SF 182 to Dory Olney BEFORE registering for a seminar. Please see the MSD One Stop for additional information, J:\All_Share\01A - MSD One Stop Files\Training Management\Training Form_SF 182.

For more information contact Dory Olney, 604-2454, or E-mail: dory.d.olney@us.army.mil.

ATAAPS/Documentation Requirements - Just a reminder that timekeepers/supervisors must ensure electronic/hard copy civilian leave forms (OPM71) are maintained for 6 years and 3 months. This includes all director-approved comp time requests.

For more information contact Dory Olney, 604-2454, or E-mail: dory.d.olney@us.army.mil.

Thrift Savings Program (TSP) Information – For those of you who are new to the government or want to change or catch up on your current TSP contribution, please visit the TSP website at tsp.gov. The TSP Thriftline is available 24 hours a day, 7 days a week. For questions, please contact their Automated Response System at 1-TSP-YOU-FRST (1-877-968-3778) or for hearing-impaired participants; 1-TSP-THRIFT5 (1-877-847-4385). The automated menu options are provided at Enclosure 4.

New Employment Verification - On 31 Oct 10, Employment Verification became available on Self Service, My Biz. Employment Verification is a tool that allows employees to e-mail employment and/or salary information to an external organization (business, bank, credit union) directly from the Defense Civilian Personnel Data System (DCPDS) via secure internet. Please see the flyer at Enclosure 5 for more information.

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Employee Details – There have been several instances recently where MSD has been notified after the fact that employees are working on a detail in an external organization. MSD must be notified BEFORE an employee is detailed to another organization (or within OACSIM) to ensure proper personnel accountability is in place and avoid possible non-rated time.

Questions, please contact Mary Kay Collins, 602-2850, or E-mail: marykay.collins@us.army.mil or Brenda Brown, 604-1456, or E-mail: Brenda.d.brown@us.army.mil.

Use of Travel Government Charge Card (GOVCC) in Conjunction with Leave at a TDY Location – As a result of the change to DoDFMR Volume 9 Chapter 3, effective August 2010, use of the Travel GOVCC in conjunction with leave at a TDY point is not authorized. Individuals must check out of the hotel and return any rental car (if necessary) and then register or rent a car using their personal charge card.

Travel GOVCC Payment Remittance Address Changes – Citi Bank recently migrated their check payment processing to their high speed payments processing center in Ohio. The chart at Enclosure 6 outlines the old (Nevada) remittance addresses impacted by this change and the corresponding new (Ohio) remittance address. Please update your records with the new Ohio address that corresponds to the current Nevada address where your payments were previously sent and notify any banks, payment vendors or finance offices that might have the old address on their file or systems. All billing statements now include remittance coupons and envelopes with the new address.

For more information contact Dory Olney, 604-2454, or E-mail: dory.d.olney@us.army.mil.

Request for Resource Funding (RRF) Packages – Acquisition starts with the customer. Defining requirements is the first step in the procurement process. When customers can succinctly identify their program's mission, accurately describe the program's relevant history, and confidently detail anticipated scope and requirements, the customer is ready to embark upon a contracting journey. The goal of acquisition planning is to ensure that the Government meets its needs in the most effective, economical and timely manner, consistent with public policy. Planning includes advance projections, analysis of historical data, market research, cost/price estimates, acquisition plans/ strategy, and continuous process reviews for all requirements.

The OACSIM Acquisition Management Staff Officer (AMSO) is available for advice and guidance early in the requirement development phase. At least 6 to 12 months should be factored into the acquisition timeline prior to the acquisition package transmission to the Contracting Office. This time is in advance of the procurement administrative lead time for solicitation and award phases. Please do not hesitate to consult the AMSO for advice and guidance. Enclosure 7 provides information on the documents required for RRF packages. Additional information on acquisition policy, templates and guides is provided on the MSD One Stop, <J:\All Share\01A - MSD One Stop Files\Contracting Management>.

For more information, contact Martha Milan, OACSIM AMSO, 602-5809 or E-mail: Martha.milan@conus.army.mil.

General Fund Enterprise Business System (GFEBS) – The moment we have been anxiously waiting for is close -- GFEBS will go live for OACSIM on 3 Jan 11! Are you ready for GFEBS deployment? Do you know what your role is? Will you be provisioned on time? As mentioned in the MSD July Newsletter, all users require roles and training prior to provisioning. All GFEBS training courses, course information, registration, and transcripts are housed on the Army Learning Management System (ALMS). Training for GFEBS consists

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of a combination of Computer-Based (CBT) courses and Instructor-Led (ILT) courses. The window of opportunity for receiving ILT classes is closing quickly! If you have not registered for your courses, please do so (step-by-step instructions for registering are provided on the MSD One Stop, [J:\All Share\01A - MSD One Stop Files\Budget Information\GFEBS](#)).

Do you know whether or not you need access to GFEBS? It is recommended, at a bare minimum, that personnel with the following responsibilities access GFEBS: CORs, MDEP Managers, Budget Analysts, and Real Property Managers. A template of roles for each category is also provided on the MSD One Stop (link above). (**Please note these are only guides and may not reflect your actual profile.)

Even if you are not in one of these positions, you must still familiarize yourself with GFEBS. There are three computer-based overview courses available to anyone who wants to take them: L101E, L201E, and L303E. Registration and courses are available on ALMS.

For questions or to find out if you have a role in GFEBS, please contact Ines Gonzalez, 601-0386, or E-mail: ines.gonzalez@us.army.mil.

Workforce Development Update –

Updating Civilian Training Records in MyBiz – Civilian employees in OACSIM are encouraged to update their training records in MyBiz (via the Civilian Personnel Online website) for any training that is mandatory or at least 8 hours in length, if that information has not been previously entered by the school or personnel office representatives.

You can also review/update your official training via the Civilian Human Resources Training Application System (CHRTAS): <https://www.atrrs.army.mil/CHANNELS/CHRTAS/student/main.aspx>, by selecting the Training History Management link on left hand side of the webpage. Records are usually updated within 1-3 days. Employees must provide their supervisor with documented proof of completed training such as a certificate of training, SF-182, DA Form 1059, DD Form 1556, DD Form 214, or official school transcript, and the supervisor will then verify and confirm the training via CHRTAS.

Only CPAC Human Resource specialists, school registrars or you, personally, may initiate updating your official training record. Please note that updating records in the Executive Administration Center (EAC) does not update official DCPDS/CHRTAS records. Currently, there is no ability to link these systems.

Note: Army Civilian Education System (CES) leadership courses cannot be updated via this method. To update these leadership course records for DA Civilians or prior military members, please review the guidance at https://www.atrrs.army.mil/channels/chrtas/student/equivalency_request.aspx.

Information Technology (IT) Governance – The Information and Technology Directorate started a new initiative to provide monthly articles for the MSD Newsletter to apprise OACSIM personnel of what is happening within the IT community. This month's article is about IT Governance:

In order to ensure IT decisions are in the best interest of the enterprise, most cost effective, and provide a mechanism for incorporating the voice of the customer; IT Governance has three primary goals:

- Streamline and integrate the IT decision making processes with business (e.g., Installation Management) enterprise requirements
- Establish a governance and technology Infrastructure
- Establish and continually improve how IT requirements are identified, validated and resourced

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The Information and Technology (I&T) Directorate has successfully stood up the IT Strategy Executive Council (IT SEC) as an executive-level IT governance decision body of senior Installation Management leadership to manage IT enterprise decisions. The charter for this forum was approved and signed by the ACSIM, LTG Lynch, on 4 Oct 10. The forum is chaired by the Installation Management Community (IMC) CIO/G-6, Mr. Bill Lay. IT business decisions are vetted and made by business area (IS, OD, RD, G-Staff, etc.) leaders who make up the IT SEC.

The I&T Directorate is continuing governance efforts to develop and oversee the execution of a “decision-enabling” IT governance framework. The current draft framework consists of two types of governance: supply and demand. Supply governance focuses on the requirements to meet business/customer needs. Demand governance focuses on what IT should do to support the mission and business objectives. Business customers drive the strategy and will have a one-stop shop for all requirements. The voices of the business area customers drive the process. A Council of Colonels-level (CoC) body with charter will be the next step of the framework development. This CoC will support the IT SEC membership as well as the Installations and Environment Domain Governance Board (I&E DGB) which supports the Assistant Secretary of Army for Installation, Environment, and Energy.

The I&T Directorate has surveyed the IMC business area leadership to measure their perceptions of IT governance maturity. The I&T Directorate is relatively confident that the steps discussed above will pave the way for gradual yet significant changes and improvements to the current IMC processes. We will use best practices as much as practical, in accordance with Control Objectives for Information and Related Technology (CoBIT) standards, to ensure we follow examples of those businesses (industry and government) that have successfully implemented a meaningful IT governance structure.

Questions should be addressed to Erica Parker, I&T Directorate, 696-9533, or E-mail: Erica.parker6@us.army.mil.

From the Interactive Customer Evaluation (ICE) Corner – After implementing the DoD ICE system in OACSIM almost two years ago, we now have a good system for feedback. OACSIM went from 350 site visits the first year to over 500+ this past year. There have been some great comments given which have been used to improve our services. Two issues requiring your attention. One is that we receive numerous comments, but often need to know who made them to give credit for good ideas and also to further discuss the issue, since not enough detail is given in order for managers to take appropriate action. The other is that we always need to give more and specific feedback to ensure that what is important keeps getting done. Lastly, the statement below is on every ICE comment site, but everyone may not be aware of it, especially if you have not used the system:

ICE Privacy Advisory: Unless you provide your name, phone, email address or otherwise identify yourself in the text comments on the comment card, all submitted information and comments will remain anonymous. No attempt to identify you or your organization will be made unless the comment card submission or set of submissions reflects a credible or potential threat, or reflects a misuse or abuse of the system, or is related to a law enforcement investigation. If you have a complaint and do not provide a phone number or email address, there will be no way of following up with you directly regarding the complaint. However, all comments and complaints will be examined whether or not you supply contact information. Your comment card submission, including the text comments, may be reviewed by multiple people associated to the service provided. This may, in some cases, include higher levels in the service provider's chain of command. By providing comment information in the text comment box, you are acknowledging that the information provided may be reviewed throughout the organization to which the comment was submitted, and, possibly at higher organization levels within the ICE system.

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If you desire to comment, Barry Robinson, OACSIM ICE Coordinator, always welcomes your comments at the following link below:

http://ice.disa.mil/index.cfm?fa=card&service_provider_id=111944&site_id=341&service_category_id=1

For more information contact Barry Robinson, 601-0707, or E-mail: barry.l.robinson@us.army.mil.

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DEPARTMENT OF THE ARMY
ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF THE ARMY
105 ARMY PENTAGON
WASHINGTON DC 20310-0105

24 NOV 2010

MEMORANDUM FOR ALL HEADQUARTERS, DEPARTMENT OF THE ARMY
PERSONNEL

SUBJECT: Holidays and Good Judgment

1. Introduction. The holiday season of celebrations is fast approaching. Army leadership encourages each of you to enjoy the season with your friends, family, and coworkers. However, everyone should be aware of the rules for workplace ethics.

2. Use of Government Time. Some holiday celebrations may occur on government time, but only to a certain point. Time taken for an actual event—perhaps a “pot luck” luncheon in the office or a meal at a restaurant—is seldom an issue. However, preparation for these events can create issues. The key to avoiding a problem is to use good judgment. Supervisors may permit the limited use of duty time for preparations, but organizing holiday events should never become a significant part of any employee’s duties. For example:

- A committee of employees should never spend a duty day visiting potential restaurants to explore facilities and menus; followed by another day to inform the group, obtain votes, and develop consensus; followed by another trip to make final arrangements. Conversely, a few telephone calls during the day requesting faxes from restaurants, a couple of short planning discussions, and visits to one or two restaurants during lunch is permissible and an exercise of good judgment.
- A decorations committee should avoid wasting workdays visiting party shops, followed by other workdays of organizing decorations. Also, appropriated funds may never be used to purchase decorations for individual offices. However, a brief planning session on government time, followed by a few telephone calls to party shops, with visits and purchases made after duty hours, and with decorations made during lunch periods or after the duty day is permissible and a use of good judgment.

3. Fund-Raising. Your office may decide it wants to raise money to reduce the cost of a holiday event. As a general rule, no fund-raising may occur in the Federal workplace, but an exception exists for office events.

a. DOD 5500.7-R (Joint Ethics Regulation) permits employees to raise money among themselves for their own benefit when approved by the head of the organization and an ethics counselor. For example, employees could have a bake sale to reduce the cost of tickets for the office holiday celebration. Conversely, a more complex or time-consuming fundraiser, such as a silent auction, would be impermissible. Use the following checklist for fund-raising events:

SUBJECT: Holidays and Good Judgment

- Keep the event low key.
 - Minimize the use of government time. No duty time should be used to bake or purchase cookies and refreshments. Some minimal time during the day may be used to plan the sale. Employees conducting the sale should do so on their personal time.
 - Exercise good judgment when using government resources. Government equipment, such as computers and printers, may be used at no cost to the government. Items such as placards and announcements may never be ordered from the audiovisual office.
 - Never solicit outside sources (such as employees of support contractors) to contribute to the event. Contractor employees and visitors who become aware of a bake sale may purchase items. The important point is to never personally solicit them or engage in solicitation that targets them.
- b. Outside sources (local restaurants, department stores, professional associations, and contractors) may not be solicited for donations, including door prizes.
- c. Raffles may not be used to raise money for office functions.
4. Contractor Employees. Contractor employees may attend our holiday celebrations. However:
- You should not officially encourage someone else's employees to leave their workplace. You can let it be known that they may attend the event.
 - Contractor employee time off and the nature of the time off (leave, personal day, administrative absence) are between the contractor and its employees. When a contractor employee is absent, the contractor cannot bill for services it does not deliver and may have concerns about issues such as contract schedules, delivery dates, and other matters. Accordingly, the contractor must decide if, and under what conditions, its employees may be absent.
 - Contractor employees may never be tasked or asked to volunteer to organize holiday events.
5. Gifts. Employees may exchange gifts during the holiday season but must be mindful of appearances. Good judgment is required to avoid creating the perception of partiality or favoritism. Gift giving in the workplace should be even-handed and democratic in spirit; no one should be left out. Specific rules follow.

SUBJECT: Holidays and Good Judgment

a. The value of a holiday gift to a superior is limited to \$10 and you may not solicit contributions from other employees. No restrictions apply to gifts to peers and subordinates.

b. You must refuse a gift from anyone who makes less money than you do as a Federal employee, unless no superior-subordinate relationship exists and a personal relationship exists that would justify the gift. The exception would be for a gift where the value is less than \$10, with no solicitation of contributions from other employees.

c. You may have a gift exchange among employees. If the exchange is open, \$10 is the limit for individual gifts. If the exchange is anonymous, a reasonable value should be established for the individual gifts. If contractor employees are participating in an anonymous gift exchange, the gift limit must be less than \$20.

d. As a general rule, Federal employees may not accept gifts from contractors or contractor employees. However, gifts (other than cash) valued at less than \$20 may be accepted as long as the employee has declined other gifts from the contractor that would exceed \$50 for the year.

6. Attendance at Parties

a. All employees and contractor employees may attend a private party hosted by a Federal employee. Food, refreshments, and entertainment may be shared and enjoyed. Subordinates may bring hospitality gifts, such as a bottle of wine, but these gifts must be modest in cost. Hospitality gifts are not strictly limited to a \$10 value, but that amount should be used as a guide. However, hospitality gifts from contractor employees are strictly limited to a \$20 value. Ideally, hospitality gifts will be edible.

b. Federal employees may accept free attendance at a private party hosted by a contractor or a contractor employee if any of the following conditions apply. If none of these conditions applies, the employee must decline the invitation or pay to attend:

- The average cost for each guest is less than \$20.
- The invitation is based on a bona fide personal relationship with the contractor employee instead of a congenial office relationship.
- The party qualifies as a “widely attended gathering”—that is, it has more than 20 attendees representing a diversity of views and backgrounds, and the employee’s supervisor (or ethics counselor for general officers and political appointees) determines that it is in the agency’s interest for the employee to attend.

SUBJECT: Holidays and Good Judgment

- The contractor is having an open house for the public or all government employees or military personnel in the area.
- The invitation is offered to a group or class that is unrelated to government employment, such as all GEICO or Pentagon Federal Credit Union customers.
- You have been assigned to represent the Army at an official function.

7. Holiday Greetings

a. You may not use appropriated funds to purchase holiday greeting cards. Superiors may never allow subordinates to prepare or address personal greetings. Finally, use of official resources—including paper, printers, envelopes, and postage—is unauthorized for holiday greeting cards.

b. Electronic greetings with digital photographs, video, sound, or other large file attachments are unauthorized for transmission on official Army systems. Sending such messages with executable attachments, including files that end in “exe” or “jgb” (such as Santa Elf Bowling), or opening such attachments is inappropriate.

8. Alcohol. It is the general policy within the Department of Defense that alcohol in the workplace should not be encouraged, should be available only in moderation for special events (such as holiday celebrations), and should be limited to the end of the day or non-work hours when possible so as not to interfere with official business. Consistent with paragraph 3-4 in AR 600-85 (Army Substance Abuse Program), functions must never glamorize the consumption of alcohol, and nonalcoholic beverages must be made available. Alcoholic beverages may never be given as prizes. For events on the Pentagon Reservation and Washington Headquarters Services (WHS)-managed leased facilities, agencies must comply with the Army’s implementation of 32 C.F.R. Part 234.11. Additional guidance follows.

a. Requests by Army organizations to serve alcoholic beverages must be submitted for approval to the Administrative Assistant to the Secretary of the Army (AASA) at least two weeks before the event. Requests must be signed or endorsed by a Principal Official or deputy and include the following information on agency letterhead:

- Purpose of event and estimated number of attendees.
- Time, date, and location.
- Type and volume of alcohol to be served.
- Point of contact and telephone number.

SUBJECT: Holidays and Good Judgment

b. The AASA will review requests for the consumption of alcohol in Army-managed space. If the request is approved, the AASA will provide a copy of the approval to the requestor's point of contact, WHS, and the Pentagon Force Protection Agency (PFPA). Points of contact should keep a copy of the approved request with them as they bring alcoholic beverages into the building and during the event to show upon request to PFPA officers, contract guards, and building managers.

c. The consumption of alcoholic beverages in the public space of the Pentagon Reservation, such as corridors, requires the approval of both the AASA and the Director, WHS Defense Facilities Directorate, and a DD Form 2798 (Application/Permit for Use of Space on the Pentagon Reservation). DD Form 2798 is available at <http://www.dtic.mil/whs/directives/infomgt/forms/forminfo/forminfo2343.html>.

9. Holiday Safety. Within the Pentagon, fire protection and safety requirements have been established to ensure safe holidays, including regulations on holiday decorations and office parties. Please refer to Building Circular PBM-11-05, 25 October 2010, Fire Protection and Safety Requirements for Holiday Decorations, Displays, and Celebrations (Common Access Card-enabled version available at <https://private.whs.mil/PBC/PBM/PBM-10-01.pdf>). For questions or additional information on the Building Circular, please contact the Building Management Office, Special Events at pbmo-special-events@whs.mil or (703) 697-7351.

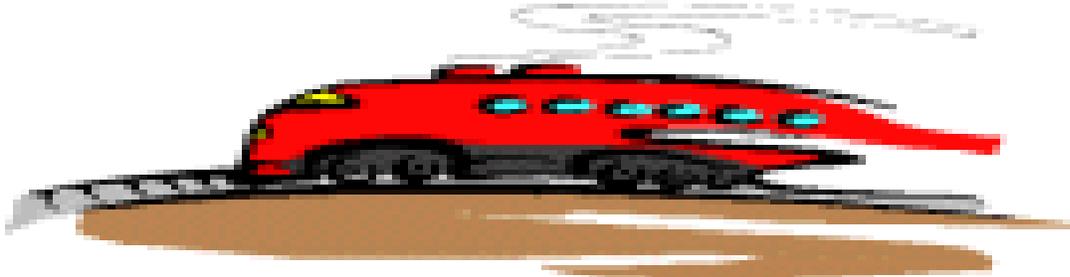
10. Closing Remarks. Employees may plan and participate in holiday events. Although limited use of government resources and time is permitted, each of us must use common sense and good judgment to enjoy a happy, healthy and safe holiday season. If you have any questions, please contact the Deputy General Counsel (Ethics and Fiscal) at (703) 695-4296.


JOYCE E. MORROW

Holiday Schedule for the Pentagon Athletic Center and Annexes at Jefferson Plaza I and Taylor Building

	PAC	JPI	TAYLOR
Thu, 25 Nov 10 (Thanksgiving)	Closed	Closed	Closed
Fri, 26 Nov 10	Open (regular hours)	Closed	Closed
Thu, 16 Dec 10 (Holiday Gathering)	Closed from 1200-1700	Closed from 1145-1715	Closed from 1145-1715
Thu, 23 Dec 10	Close at 1500	Close at 1500	Close at 1500
Fri, 24 Dec 10 (Christmas Eve)	Closed	Closed	Closed
Sat, 25 Dec 10 (Christmas Day)	Closed	Closed	Closed
Sun, 26 Dec 10	Open (regular hours)	Closed	Closed
Fri, 31 Dec 10 (New Year's Eve)	Closed	Closed	Closed
Sat, 1 Jan 11 (New Year's Day)	Closed	Closed	Closed
Sun, 2 Jan 11	Open (regular hours)	Closed	Closed

TRAINING ANNOUNCEMENT



PRE-RETIREMENT PLANNING SEMINARS FY11

Target Audience: Civilian employees serviced, by Headquarters Department of the Army, (HQDA) who will be eligible for retirement within 5-7 years, in age and years of service

Because, we have employees in both CSRS and FERS retirement systems, dedicated seminars are offered for both retirement systems: CSRS in February and FERS in June. However, if there are not enough participants to hold the dedicated seminars, then it will be opened to both systems. The September seminar is already scheduled for both CSRS and FERS systems to be given together.

Cost: \$170.00 (includes seminar materials)

This Seminar covers everything you need to know to plan for a successful retirement. All aspects of FERS and CSRS are covered including survivor annuity, FEHB, FEGLI, Social Security & Medicare, annuity calculation, best date to retire, Thrift Savings Plan (TSP), etc.

Course Objectives: After completing this seminar, attendees will:

- . Have an understanding of their benefits package
- . Be able to redefine or fine-tune plans already made
- . Understand TSP withdrawal options
- . Understand the need for wills, trusts, power-of-attorney, and health care directives
- . Understand the best time to retire from a benefits and tax standpoint; and
- . Be able to make significant retirement decisions

Training Methods: Presenters will use a mix of training methods to include: lectures, case studies, class quizzes, interactive exercises, question and answer time.

Training Dates:

February 15-17, 2011
June 14-16, 2011
September 13-15, 2011

Location:

Federal Deposit Insurance Corporation
3501 Fairfax Drive, Arlington, VA
**Virginia Square /George Mason Orange line Metro stop
(metered street parking is available, suggest using the Metro)**

Training Hours: 8:30am – 3:30pm

Nomination Deadline: NLT 3- weeks prior to start date of the seminars, unless the POC for the seminars is contacted, to approve late requests.

HEARING IMPAIRED EMPLOYEES SHOULD CONTACT THE EEO OFFICE DIRECTLY FOR INTERPRETING ASSISTANCE WITHIN THE REQUIRED TIME FRAME

To Enroll: Submit a completed SF182, to your Activity Training Coordinator with Block 1a, typed with this information: National Institute of Transition Planning, 51 Monroe Street, Suite 1900, Rockville, Maryland 20850. No one is selected until confirmed from the Civilian Human Resources Agency POC. Confirmations will be 1-2 weeks prior to the start date of each seminar based on participation.

Because of the two different retirement systems, CSRS and FERS, please include on the SF182 which system you are enrolled in.

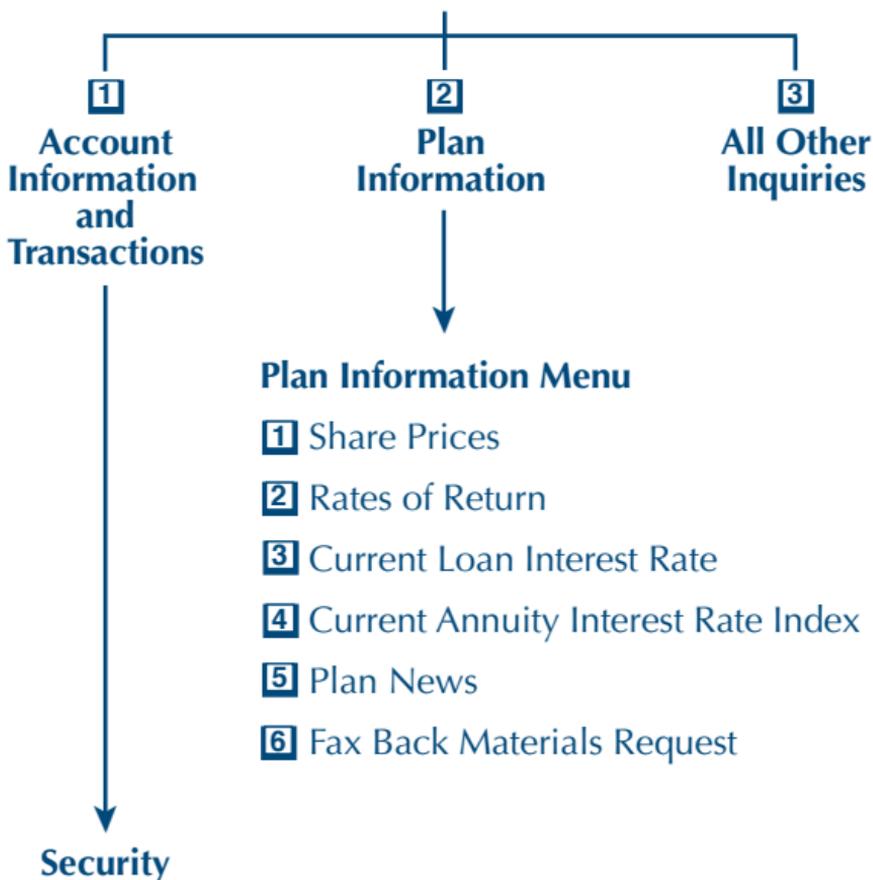
Cancellation Policy: Applicant may cancel 1 week prior to start date of each seminar, after that date, full payment will be assessed to the agency. POC for this announcement is Maxine Matthews, (703) 602-5271, or fax SF182 to (703) 602-6609.

ThriftLine

1-TSP-YOU-FRST*

(1-877-968-3778)

MAIN MENU



Enter TSP account number and **#**

Enter PIN and **#**,** or to request a PIN, press **1** and **#**

Account Menu

- 1** Account Balance
- 2** Contribution Allocations
- 3** Interfund Transfers
- 4** Loans
- 5** Withdrawals
- 6** PIN Change
- 7** Mailed TSP Materials
- 8** Mailed Statements

* **Outside U.S. and Canada:** Call (404) 233-4400 (not toll free).

** If you have both a civilian and a uniformed services account, you will be taken to the account that is specific to the PIN you entered. If you have customized your PIN to be the same for both accounts, you will be asked which account you wish to access.

DEPARTMENT OF DEFENSE



Civilian Personnel Management Service

Human Resources Business,
Information, and Technology
Solutions Division

HR-BITS

Proudly Announces

Self Service My Biz

Employment Verification

**The employee's choice for
quick, secure email
verification of employment
and/or salary information!**

To learn more about
CPMS HR-BITs products & services, visit
us online at:

[http://www.cpms.osd.mil/hrbits
/selfservice.aspx](http://www.cpms.osd.mil/hrbits/selfservice.aspx)

Self Service, My Biz Employment Verification

Employment Verification (EV) is a Self Service My Biz tool allowing employees to email employment and/or salary information to an external organization (business, bank, credit union) directly from the Defense Civilian Personnel Data System (DCPDS)– via secure internet!

*******Available on 31 October 2010*******

To email EV information to an external organization:

1. Log into the DCPDS Portal at
<https://compo.dcpds.cpms.osd.mil/>
2. Select, My Biz, Employment Verification
3. Select your Details to Share, either
 - a. Employment Information, or
 - b. Employment and Salary Information
4. Enter Recipient Email Information
5. Enter (verify) your work email address is included in Recipient Information 'CC' field to receive a copy of EV email
6. Select Continue to 'Acknowledge and Submit' to send your EV information

**The My Biz – Employment Verification tool is
available from your workstation!**

Log into My Biz and select ICE MyBiz to submit your EV comments!



For all US Commercial Card Clients:

Payment Remittance Address Change:

Citi is migrating our Commercial Cards' check payment processing from our current payment processing center in Nevada to our high speed payments processing center in Ohio. This change is only for check payments. If you pay your bill by using your banks on-line paying service, please update those records as well.

This change will take place as of November 10, 2010. The chart below outlines the Nevada remittance addresses impacted by this change and the corresponding Ohio remittance address. Please update your records with the new Ohio address that corresponds to the current Nevada address where your payments are sent today and notify any banks, payment vendors or finance offices that might have the address on their file or systems.

Current Nevada Remittance Address	New Ohio Remittance Address	Address used for:
P.O. Box 6025 The Lakes, NV 88901-6575	P.O. Box 183173 Columbus, OH 43218-3173	Standard Payments w/coupons
P.O. Box 6725 The Lakes, NV 88901-6575	P.O. Box 183071 Columbus, OH 43218-3071	Exception Payments (check and list)
P.O. Box 6575 The Lakes, NV 88901-6575	P.O. Box 183173 Columbus, OH 43218-3173	Standard Payments w/coupons
P.O. Box 6347 The Lakes, NV 88901-6347	P.O. Box 183071 Columbus, OH 43218-3071	Exception Payments (check and list)
Payment Mail Opening 8725 W. Sahara Ave, Las Vegas, NV 89118	Payments Department 1500 Boltonfield Street Columbus, OH 43228	Overnight/Express Mail

Additionally, all billing statements as of November 10, 2010 will include remittance coupons and envelopes with the Ohio PO boxes and return address. In addition the following statement message will be included on all billing statements for the next six months:

Our new remit address is on your payment coupon. Please update your records with online banking services and notify banks, payment vendors, or finance offices that have the previous address on file.

ACSIM Management Support Division (MSD) Guidance REQUEST FOR RESOURCE FUNDING PACKAGES

All Requests for Resource Funding (RRF) packages should contain the following prior to arrival in MSD. Customers should collaborate with the AMSO and the Budget Analysts during requirement development and RRF package preparation.

BEFORE THE PACKAGE ARRIVES AT MSD:

A complete package assembled in a folder must include the following:

1. Form 5 and RRF signed by all relevant personnel in the requesting Directorate.
2. IT Waiver from DAIM-IT must be completed or started and issue of the waiver needs to be imminent if required.
3. For contracts, tab and tailor documents in the individual procurement package as follows:

TAB A: IGCE (Independent Government Cost Estimate)

- IGCE include the base year and all option years
- Work Breakdown Schedule (WBS)
- Cost breakdown is required for all contracting actions

TAB B: Statement of Work must be Performance Based Statement of Work (PWS)

- Results/Output Oriented
- Must provide metrics to measure Ktr performance

The PWS must contain the following Technical Exhibits

- Performance Review Summary
- Deliverables
- Workload Data

TAB C: Quality Assurance Surveillance Plan (QASP)

- Metrics to measure performance

TAB D: Market Research Documentation

- Determine and Document Small Business Capability
 - Determine and Document Commerciality
- See Guides and Templates

TAB E: Acquisition Strategy and/or Acquisition Plan

- Formal Plan required at 15M and 30M
- Informal maybe required by the Contracting Office at any dollar threshold. See Guides and Templates.

TAB F: Evaluation Plan

- Evaluation Criteria
- Relative Importance of Factors
- Weighted Guidelines

TAB G: Source Selection Plan

- Required if using Best Value Continuum/Trade Off and maybe required if using Lowest Price Technically Acceptable Continuum. See Guides and Templates.

TAB H: Copies of prior Contracts and Mods for this action if applicable (electronic copy to AMSO for central data base repository).

TAB I: COR appointment letters and training certificates must be on file with Ms Milan for her approval of any action.

- COR training
- Wide Area Work Flow Training

TAB J: Contractor Service Approval Letter (CSA)

- FY 08 NDAA Sections 324 and 807 (address in-sourcing requirement in Sec. F)
- Worksheets A-D (Inherent Government Functions and Personal Services)

TAB K: In-Sourcing Analysis for contractor services to be brought in house. Provide a written determination and documentation of analysis to support the determination for contractor support vice insourcing the function to a Department of Army Civilian or Military employee) Statutory Requirement; FY08 NDAA Sec. 807 & 324)

TAB L: Copy of spend-plan indicating the funded requirement and a copy of your Justification for continued contractor service.

AFTER THE PACKAGE ARRIVES AT MSD:

1. Submit the package to the MSD XO to be logged into the tracking system.
2. A budget Analyst will verify that funds are available or have been requested and that they are properly annotated on the spend plan and initial on the package.

- If funds are not available, and the procurement will be processed to the Contracting Office. Documents must be marked "Subject to the Available of

Funds”.

2. The package is then delivered to Procurement Analyst/AMSO (Martha Milan) to review and make recommendations. If corrective actions are required, the RRF will be returned through the MSD XO and logged out of the tracking system to the action officer. After corrections are accomplished, the AMSO signs the RRF and initials concurrence on the HQDA Form 5 and processes to the Chief, MSD Budget and Acquisition Branch.
3. After the Chief, MSD Budget and Acquisition Branch signs the HQDA Form 5 and the RRF, the package is forwarded to the Chief, MSD, for signature. Upon signature, the package will either be returned to the action office for Director approval or forwarded to the front office for Dr. College’s signature if already approved by the Director.
4. When the package is returned from the front office, the action will be completed as directed on the RRF and the action officer will receive a copy of the action, (i.e. MIPR, Edarts, or Aquiline action etc.).

This is a multi-step process so the AMSO must stress the importance of having all the required documents present when the package is first presented to MSD. In addition, we recommend your earliest submittal and consider the Procurement Administrative Lead Time for processing through the procurement process in the Contracting Office as well.

Forms, Samples and Templates, Guides and Policies can be located on the MSD One Stop, J:\All_Share\01A - MSD One Stop Files\Contracting Management.

For more information, contact Martha Milan, OACSIM AMSO, 602-5809 or E-mail: Martha.milan@conus.army.mil.