



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

Upcoming Key Events –

1-28 February	African American History Month
9 February	ACSIM Town Hall
10 February	MSD Newcomers' Orientation
10 and 15 February	MSD Closed for Move to the Pentagon
21 February	President's Day (Federal Holiday)
28 February	LTG Lynch Leadership Professional Development Session (COL/GS15 & Above)

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

- Executive Front Office: MAJ Stephen Brown (ZA)
- Information & Technology Directorate: David Draggs (IT), Dawn Lawson (IT), Jo Ann Remshard (ITP)
- Operations Directorate: Harry Campbell (ODR), Kenneth (Gray) Cockerham (ODP), SGM Larry Fegans (ODR), Renee Hayes (ODR), Frank Hernandez (ODP), Walter Kilmer (ODR), Quincy Meade (ODR)

OACSIM/IMCOM Town Hall – LTG Lynch will host an OACSIM Town Hall and Hoot and Holler social gathering on 9 February 2011, 1500-1800, at Joint Base Myer-Henderson Hall Officers' Club, Koran Room. Transportation will be provided and pick-up/drop-off information will be emailed prior to the event. Per LTG Lynch, this event is mandatory for all military and civilian personnel. Due to space restrictions, contractor personnel do not need to attend.

Pentagon Move Update – We are projecting the move of a significant number of personnel from Presidential Tower to Pentagon between now and the end of April 2011. The structural modifications and the additional workstations/furniture OACSIM requested have been delivered and are being installed.

Over the next few weeks MSD will be meeting with the affected Directorate/Division move coordinators to finalize seating plans and set firm move dates.

POC for additional information is Mr. John Yates, 601-0376, or E-mail: john.d.yates@us.army.mil or Mr. John Denning, 604-2462, or E-mail: john.e.denning@us.army.mil

Official Mailroom Move – On 15 February 2011, the MSD will officially move to the Pentagon in Room 5C140. As a result, the official OACSIM mailroom located in Presidential Tower, 8th floor, will close. All official mail for OACSIM organizations can be picked up from Room 5C140 between the hours of 0800-1700. For personnel

who are still located in the Crystal City area, there will be a mail distribution drop off area located on the 5th Floor, Taylor Building. Room number and access requirements will be provided at a later date. The courier will continue to pick up and drop off mail twice daily. There are no changes for mail distribution drop off/pick up for the Nash Building.

Information & Technology Tip on Scanning Documents – When using the Lexmark scanning devices, scan at a low resolution, i.e., 150 dpi, to minimize the file size and avoid overloading the recipient's email inbox.

Questions, contact Lester Echols, 604-1461, or E-mail: lester.echols@us.army.mil

Army Reserve Division Realignment – The Army Reserve Division will realign to the Office of the Chief of Army Reserve (OCAR) on 1 April 2011. They will remain in their current physical location in the Taylor Building until their final move to Fort Belvoir later this year. MSD will continue to work with OCAR on this transition. Impacted employee will receive official notification of the realignment.

Questions concerning this realignment should be directed to Marianne Eisenhower-Wall, 604-2453 or E-mail: Marianne.eisenhowerwall@us.army.mil or Mary Kay Collins, 602-2850 or E-mail: marykay.collins@us.army.mil.

MSD Closure – Due to MSD's pending move to the Pentagon, MSD will be closed on 10 and 15 February 2011.

If you have an emergency budget issue, please call or e-mail Ines Gonzalez, 601-0386 or E-mail: Ines.gonzalez@conus.army.mil.

If you have an emergency human resources issue, please call Mary Kay Collins, 602-2850, or E-mail: marykay.collins@us.army.mil.

MSD Newcomers' Orientation – To acclimate new employees, MSD provides a Newcomers' Orientation Program. This program is mandatory for all new employees as part of in-processing. The Newcomers' Orientation for personnel who in-processed in January/early February 2011 will be held on 10 February 2011 from 1000-1200 in CR 11100 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 – Support forms for personnel whose rating period began on 1 November 2010 are now due, as are support forms for any new personnel who in-processed between 1 November 2010 and 1 January 2011.

On 31 January 2011, the rating period for OACSIM Base System employees (GS/WS 1-8 and all WG and WL employees who were never NSPS) ended. Completed appraisals (DA Form 7223, with DA Form 7223-1) are due to the OACSIM Personnel Systems Manager NLT 28 February 2011. Additional information on the

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performance awards process will be provided at a later date. Please note that DoD and Office of the Administrative Assistant to the Secretary of the Army policies on issuing FY11 performance awards will apply.

The new TAPES timeline is provided below. Awards pool dates for 2011 award pools are pending decision by the Performance Awards Council. Once approved, the timeline will be updated. Next Council meeting is scheduled for 7 February 2011.

Oct 10 – Dec 11	Continuous ongoing dialogue between employees and supervisors on performance expectations and assessment of their performance against expectations across all TAPES cycles
1 Nov 10	Start date of new TAPES rating cycle for all employees formerly under Special TAPES Rating Cycle and for all GS/WS 9-12 employees (Start date 1 Nov 10, end date varies based on applicable GS grade)
31 Jan 11	TAPES rating cycle ends for all Base System employees who were never NSPS
1 Feb 11	Start date of new TAPES rating cycle for all Base System Employee who were never NSPS (1 Feb 11-31 Jan 12)
28 Feb 11	Completed annual appraisals (DA Form 7223 and 7223-1) for all Base System employees with a rating period ending 31 Jan 11 due to MSD Personnel Systems Manager
NLT 15 Mar 11	Mid-point counselings completed for employees with a rating period ending 30 Jun 11
NLT 15 May 11	Mid-point counselings completed for employees with a rating period ending 31 Oct 11
30 Jun 11	Rating period ends for all GS/WS13 and above Senior System employees
1 Jul 11	Start date of new TAPES rating cycle for all GS/WS13 and above Senior System employees (1 Jul 11- 30 Jun 12)
NLT 15 Jul 11	Mid-point counselings completed for Base System employees with a rating period ending 31 Jan 12.
NLT 31 Jul 11	Completed annual appraisals (DA Form 7222 and 7222-1) for all GS/WS13 and above Senior System employees with a rating period ending 30 Jun 11 due to MSD Personnel Systems Manager
31 Oct 11	Rating period ends for all GS/WS 9-12 employees
1 Nov 11	Start date of new TAPES rating cycle for all GS/WS 9-12 Senior System employees (1 Nov 11–31 Oct 12)
NLT 30 Nov 11	Completed annual appraisals (DA Form 7222 and 7222-1) for all GS/WS 9-12 Senior System employees with a rating period ending 31 Oct 11 due to MSD Personnel Systems Manager

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

General Fund Enterprise Business System (GFEBs) Update – The GFEBs train has left the station, are you onboard? GFEBs went live for OACSIM on 3 January 2011. All user training should be complete and roles provisioned.

If you are unable to log on to GFEBs or have access issues, please check your training record in the Army Learning Management System (ALMS) first to ensure you have completed and received credit for all your required GFEBs training. Step-by-step instructions for accessing and registering for training in ALMS are located on the MSD One Stop at J:\All_Share\01A - MSD One Stop Files\Budget Information\GFEBs. If you are still having problems contact Ines Gonzalez (contact information provided below).

Non-GFEBs users are encouraged to take at least the three GFEBs computer-based overview courses available to anyone who wants to take them: L101E, L201E, and L303E. To register to take the courses, please go to the MSD One Stop GFEBs hyperlink listed above.

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For more information or to see refresher training guides for GFEBs roles, visit the GFEBs MilWiki at <https://wiki.kc.us.army.mil/wiki/Portal:GFEBs> or contact Ines Gonzalez, (703) 601-0386, or E-mail: ines.gonzalez@us.army.mil.

HOT! Termination of Government Purchase Card if GFEBs Training Not Completed – MSD was recently notified by the NCRCC that Government Purchase Card holders are also required to complete the mandatory GFEBs training. **If the required training was not been completed by 1 February 2011, GPC cards will be terminated until the training has been completed.** Card holders and Billing Officials (this impacts both Primary and Alternates) have already been notified by MSD. The MSD One Stop has step-by-step instructions on viewing your GFEBs role and registering for and taking GFEBs training, <J:\All Share\01A - MSD One Stop Files\Budget Information\GFEBs>.

For information on GFEBs training, contact Ines Gonzalez, (703) 601-0386, or E-mail: ines.gonzalez@us.army.mil.

Civilian Personnel Online Common Access Card (CAC) Login Only – As of 13 January 2011, the AG1CP implemented CAC/PKI access only to the Employee Portal on Civilian Personnel Online, <http://cpol.army.mil>. This authentication was necessary to comply with the December 2010 CIO/G-6 guidance and IAW DoD Policy. Please remember that if you obtain a new CAC, you must contact the IMCEN Helpdesk, (703) 693-4337, to have your CAC certificates reprovisioned. Failure to do so may result in your not being able to access some CAC/PKI only login websites.

OACSIM Pentagon Parking Permit Guidance – If you are relocating to the Pentagon, you may be eligible for a parking permit. Please contact your Directorate XO for information on the allocations available to each Directorate. Additional information is located on the MSD One Stop at <J:\All Share\01A - MSD One Stop Files\Transportation\Pentagon Parking Passes>.

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

Phasing Out of RESUMIX to USA Staffing – On 18 February 2011, the CPOL Employment pages will migrate to Army Civilian Service and will no longer be available via <http://cpol.army.mil>. The Army Civilian Service website is a new recruitment site for the Army that will serve as the employment portal for Army positions worldwide. Please bookmark the url, www.armycivilianservice.com, and remember to save your resume in USAJobs, as well as the Army Resumix system prior to this migration.

For more information go to <http://www.army.mil/standto/archive/2010/12/28/>

Reviewing Official Personnel Folder (OPF) – Employees are reminded that they should review their OPF at least every three years and at least six months prior to submitting retirement paperwork. If you would like to review your OPF, please contact your MSD human resources liaison as noted below:

RD, OD, and Executive Directorate Personnel: Jeffery Wickham, 602-5810,
Jeffrey.Wickham@us.army.mil

IT and IS Directorate Personnel: Christine Bennett, 602-8531,
Christine.bennett@us.army.mil

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Workforce Development Update – The DACSIM has directed that OACSIM civilian employees update their individual training records in the Civilian Human Resources Training Application System (CHTRAS) NLT 20 April 2011, which will in turn update the employee's training record in the Defense Civilian Personnel Data System (DCPDS). Directorates must submit a consolidated response, certified by the Director, stating all employee records have been updated.

The process to update training records is described in detail on the MSD One-Stop, J:\All_Share\01A - MSD One Stop Files\Training Management\Updating Training Records. To update, visit the CHRTAS system at <https://www.atrrs.army.mil/CHANNELS/CHRTAS/student/main.aspx> and review the Training History section to update completed training. Employee initiated training record updates require approval by the supervisor who must be provided proof of completion (certificate of training, DD-1556, SF-182, or other records) by the employee. Supervisors indicate that the training has been completed by signing onto the CHRTAS system and verifying the employee entry is correct and that they have seen proof of that completion.

Credit for military training that is equivalent to other civilian training is not accessible by CHRTAS or DCPDS and must be manually entered by the employee. Only DA civilians with prior military training should be updating records or entering information about equivalency credit for military training. Please review the CHRTAS website or the aforementioned MSD One Stop folder for more information.

Credit for SES training is handled directly between the SES member and the Civilian Senior Leader Management Office. Executive CHRTAS is available on the CHRTAS website to all SES members who would like to register for SES training and/or view their SES training records.

For more information, contact Roxann Dent, Workforce Development Program Manager, 601-0389, or E-mail: roxann.dent@us.army.mil.

Pentagon Power Outage – There will be normal lighting and mechanical system outages to complete a technology refresh of the Lighting system in corridors 3 and 4, floors 1 thru 5, the Remote Delivery Facility (RDF), and the Pentagon Athletic Center (PAC) during February and March 2011. Outages will affect "ALL" lighting and some mechanical systems and will start at 2000 and end at 0400.

7 February:	3rd & 4th corridor, 5th Floor, "E" & "D" rings, rooms 300 to 499
8 February	3rd & 4th corridor, 5th Floor, "A", "B", & "C" rings, rooms 300 to 499
14 February	3rd & 4th corridor, 4th Floor, "E" & "D" rings, rooms 300 to 499
16 February	3rd & 4th corridor, 4th Floor, "A", "B" & "C" rings, rooms 300 to 499
22 February	3rd & 4th corridor, 3th Floor, "E" & "D" rings, rooms 300 to 499
23 February	3rd & 4th corridor, 3th Floor, "A", "B" & "C" rings, rooms 300 to 499
28 February	3rd & 4th corridor, 2nd Floor, "E" & "D" rings, rooms 300 to 499
1 March	3rd & 4th corridor, 2nd Floor, "A", "B" & "C" rings, rooms 300 to 499
7 March	3rd & 4th corridor, 1st Floor, "E" & "D" rings, rooms 300 to 499

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8 March 3rd & 4th corridor, 1st Floor, "A", "B" & "C" rings, rooms 300 to 499

14 March RDF and PAC

For more information, contact Chul Campbell, 601-1991, or E-mail: chul.campbell@us.army.mil

Federal Voting Assistance Program (FVAP) Poster and Slogan Contest – For the first time ever, the FVAP is opening its biennial voting poster and slogan contests to all U.S. citizens worldwide using Challenge.gov to facilitate the process.

The FVAP Slogan Contest challenge asks for slogan ideas that inspire members of the military, their families and U.S. Citizens residing overseas to start or continue to participate in elections while away from home.

The FVAP Poster Contest seeks artwork illustrating what it means to be an American voter anywhere in the world.

The FVAP Poster Contest details are located at FVAP.gov or <http://challenge.gov/DoD/116-absentee-voting-poster-contest>.

The winner of each contest and a guest will receive a trip to Washington, DC, to participate in special events and tours. Runners-up will not only feel the satisfaction of knowing that their slogan or artwork is helping to improve voter awareness and participation, but will also receive a certificate of recognition from the Department of Defense for their contribution to this important endeavor.

There is no limit to the number of entries an individual may submit for either contest. All entries must be received by 8 April 2011. All submissions must include your full name, branch of service (if military), mailing address, daytime telephone number, fax number and e-mail address (if applicable). Defense Human Resource Activity personnel and their immediate family members are not eligible to participate in these contests.

For more information, please contact the FVAP at 1-800-438-8683, DSN (312) 425-1584, or at vote@fvap.gov.

President's Challenge – Per global e-mail sent on 20 December 2010, Dr. College, the Deputy Assistant Chief of Staff for Installation Management, challenges all OACSIM personnel to sign-up for the President's Challenge which DoD announced on 5 August 2010. The purpose of the President's Challenge is to focus on improving employee wellness, satisfaction and engagement. Participation in the President's Challenge is also part of the Installation Management Campaign Plan Line of Effort 3, Leader and Workforce Development, Metric 6. Most importantly, Dr. College wants to motivate all of us to be physically active on a regular basis by participating in activities that we enjoy while embracing physical fitness as a way of life. Examples of active lifestyle activities include walking, playing sports, biking, and swimming. Having an active lifestyle will enable us to be stronger, happier, and more able to do all of the things we want to do in life.

Dr. College recommends we set personal fitness goals and become engaged in improving our health and wellness in a regular program of exercise and other positive health habits. Please check out the President's Challenge as an easy way to start and record your progress. OACSIM also has a group you can join so we can see how many of us are involved in the challenge. It's easy and motivating. A slide presentation to show you how to sign up is located on the MSD One Stop, <J:\All Share\01A - MSD One Stop Files\President's Challenge>. Take the challenge!!

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