



**July 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 July** Minimal Manning Day
- 4 July** Independence Day / Federal Holiday
- 11 July** Transition of Resumix to "USA Staffing" Automated Resume System
- 12-14 July** Quarterly Metro Subsidy Disbursement @ Crystal City and Rosslyn
- 19-22 July** Quarterly Metro Subsidy Disbursement @ Pentagon
- 18 July** CACO-Sponsored Pentagon Tour for All OACSIM Summer Student Hire Personnel @ 1400
- 22 July** OACSIM Organization Day @ 1000-1500 @ Fort Hunt Park

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

- Installation Services Directorate: Casey College (IS – student hire)
- Management Support Division: Matt Hutton (MSD – student hire). MSD would also like to welcome home our deployed Army civilian, Thomas Symalla. He has been in Afghanistan for the last year.
- Operations Directorate: MG Al Aycock (Director), Michelynn Carellas (ODB-Field), Wanda Green (ODB-Field), Wayman Johnson (ODB-Field), Raj Malhotra (detailed to ODO); Ronald Michaud (ODB-Field), Owen Nuttall (ODB-Field), John Occhipinti (ODB-Field), Jeffrey Pasquino (ODB-Field), Robert Reali (ODB-Field), and Randal Treiber (ODB-Field)

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**OACSIM Climate Survey** – The OACSIM will conduct an Organizational Climate Survey from 11-22 Jul 11. The on-line survey is for only OACSIM military and civilian employees and will consist of 76 survey questions (75 multiple choice and one question for comments). The survey is anonymous and should take approximately 30 minutes to complete. Additional information will be provided prior to the survey period.

Questions should be addressed to the Business Transformation Office, Paul Christensen, (703) 695-6964, or Barry Robinson, (703) 695-6969.

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**OACSIM Organization Day** – All OACSIM personnel and their family members are invited to the annual OACSIM Organization Day on 22 Jul 11 at Fort Hunt Park in Alexandria, Virginia. Join your colleagues and their families from 1000-1500 for a day of food, karaoke, sports, moon bounce, K9 demo, and scavenger hunt. Effective 1 July, ticket prices are \$20 (adults), \$8 (ages 4-10), and children under age 3 are free.

For more information, please contact Maria Lloyd, (571) 256-8687 or E-mail: [maria.lloyd@us.army.mil](mailto:maria.lloyd@us.army.mil)

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**Mass Transit Benefit Program (MTBP) Quarterly Distribution** – As mentioned in the June 2011 newsletter, the MTBP will be transitioning to an electronic Smartbenefits distribution, which is now currently planned for implementation in the fall 2011. The July DoD National Capital Region quarterly distribution for August-October benefits will still be in paper fare cards. To obtain information on the July disbursement for your location, please go to <http://www.whs.mil/DFD/PSD%20Services/Pick-UpInformation.cfm> and remember to bring your CAC with you when you pick up your subsidy.

For more information on the MTBP, go to <http://www.whs.mil/DFD/Info/NCRTransitSubsidy.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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**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 rating cycle for GS-13 and above personnel who were assigned to OACSIM prior to 1 Mar 11 has ended. Employees, raters, and senior raters have a short period of time to document their accomplishments (employees) and finalize the annual TAPES appraisals (raters and senior raters). Completed appraisals are due to the Management Support Division (Nancy Tennis) not later than 31 Jul 11. Raters and senior raters: keep in mind that continuation sheets may NOT be used in conjunction with the annual appraisal form. Please ensure you use DA Form 7222 when completing the annual appraisal and remember that your comments must be provided in bullet format and have a blank line between them. In addition, the initialed support form (DA Form 7222-1) must be provided with the appraisal form for the annual appraisal to be considered complete and must have the rater's handwritten rating marked to the left of each objective on the employee's support form. You can locate DA Form 7222 via [www.apd.army.mil](http://www.apd.army.mil) or on the MSD One Stop at [J:\All\\_Share\01A - MSD One Stop Files\TAPES - Total Army Performance Evaluation System\TAPES Forms](J:\All_Share\01A - MSD One Stop Files\TAPES - Total Army Performance Evaluation System\TAPES Forms). Use of the .xfdl format allows for electronic signature and processing.

Additionally, NLT 29 Jul 11, mid-point counselings for all GS 1-8 and all WG and WL employees must be completed and documented on DA Form 7223-1. A formal SACO tasker is forthcoming.

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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**Automated Resume System – USA Staffing** – As part of the Department of Defense (DoD) hiring reform initiative, all DoD components will transition to web-based software owned by the Office of Personnel Management to fill internal and external vacancies. The HQDA Civilian Personnel Advisory Center is scheduled to transition to USA Staffing effective 11 Jul 2011. During FY 11 and 12, the Department of the Army will be deploying this automated system called USA Staffing (USAS). The vision of the Army Civilian Human Resource community is to provide a single point of entry for all recruitment and hiring activities. USAS will expedite the process for applicants, HR professionals, and selecting officials through an efficient web-based interface. It automates the recruitment and hiring process including developing position based assessments, creating and posting vacancy announcements, collecting and reviewing application materials, rating and ranking candidates, issuing referrals, making selections, and notifying applicants of their status throughout the recruitment process. MSD Human Resources personnel are in the process of being trained on this new system.

**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).

For additional information, please see the “Hiring Manager Guide to Assessment Development in USA Staffing” at Encl 1, or contact Mary Kay Collins, (703) 695-7164, or E-mail: [marykay.collins@us.army.mil](mailto:marykay.collins@us.army.mil) or Brenda Brown, (703) 695-7072, or E-mail: [Brenda.brown5@us.army.mil](mailto:Brenda.brown5@us.army.mil).

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**MyArmyBenefits Website – Finding your benefits is as easy as 1-2-3!** MyArmyBenefits allows military personnel and retirees to browse over 150 Fact Sheets for benefit eligibility and it has tools such as personalized benefit calculators that calculate estimates for survivor education benefits and forecast retirement benefits. Special information is provided for severely injured Soldiers and their families in the [Wounded Warrior](#) section of the site and for surviving family members of fallen Soldiers in the [Survivor Benefits](#) section. Go to <http://myarmybenefits.us.army.mil/> for more information.

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**Army Spouse and Retiree Smart Card Pilot –** The Army is launching a smartcard pilot for spouses and retirees to explore better methods to secure personal information and replace those long passwords and challenge questions when accessing AKO and other Army websites. The pilot is limited to 2,500 participants from September 2011 until February 2012 and will be conducted at Fort Belvoir, VA; Fort Gordon, GA; Fort Jackson, SC; Fort Bragg, NC; and Fort Hood, TX. There are several criteria that must be met in order to take part. If you are a military retiree or are on active duty and have a spouse who would like to participate, please visit the Smart Card Pilot Site to learn more about the pilot requirements at <https://www.us.army.mil/suite/page/650680>.

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**Physical Disability Board of Review –** Soldiers who have been medically separated since 11 Sep 01 will have the opportunity to have their disability ratings reviewed to ensure fairness and accuracy. The new Physical Disability Board of Review will examine each applicant’s medical separation, compare DoD and VA ratings, and make a recommendation to the Army Secretary. A disability rating cannot be lowered and any change to the rating is effective on the date of final decision by the Army Secretary. For more information, please visit [http://www.health.mil/About\\_MHS/Organizations/MHS\\_Offices\\_and\\_Programs/PDBR.aspx](http://www.health.mil/About_MHS/Organizations/MHS_Offices_and_Programs/PDBR.aspx).

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**Pentagon Building Safety Programs –** Have you ever needed to find out information on how to request use of a motorized scooter in the Pentagon or wanted information on indoor air quality assessments? These and other services are provided by the DiLorenzo TriCare Health Clinic. Visit their website to find out information on these services as well as the other support they provide to Pentagon personnel: <http://dilorenzo.narmc.amedd.army.mil/Pages/bldgsafety.aspx>

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**Submission of SF Forms 182 (Authorization, Agreement, and Certification of Training):** As a reminder, the SF Form 182 must be submitted to MSD at least five working days prior to the registration deadline in order to allow MSD to process, approve, and fund the training. Employees must not register or attend training prior to approval and payment by MSD. Employees who do so may be liable for the costs of the training. Employees requesting training must fill out the SF Form 182 to include all estimated TDY cost in Section C, Block 2, sign the Employee Agreement to Continue in Service on page 5 on the SF 182, and obtain supervisor approval signature and approval prior to submission to MSD. Electronic submission is acceptable as long as all required signatures are on the SF 182.

Additionally, the DACSIM has stated training that is deemed to be career enhancing will only be considered if they employee can document that s/he has taken the required Civilian Education System (CES) courses for his/her applicable grade.

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For more information, please see the attached "Hiring Manager Guide to Assessment Development in USA Staffing", or visit the MSD One Stop, [J:\All\\_Share\01A - MSD One Stop Files\Training Management\Training Form\\_SF 182](J:\All_Share\01A - MSD One Stop Files\Training Management\Training Form_SF 182) or contact 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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**Civilian Leader Improvement Battery (CLIMB)** – What is CLIMB and how can it benefit your career? CLIMB is a voluntary web-based leadership skill assessment tool used to measure your standing on Army's 27 leadership competencies and then provides a link to training opportunities that you can include in your IDP to address strengths and weaknesses. It is located at: <http://cpol.army.mil/library/train/ces/>. Be sure to click the link for CLIMB on the webpage.

Why is the CLIMB offered? As we continue to use a performance-based culture in the federal government there is an increasing need to prepare leaders for the workforce challenges facing them. Supervisors and managers and those employees who aspire to such roles must become proficient in the "soft skills" competencies required in this new environment. Such competencies involve counseling, coaching, providing feedback, engaging in conflict management, and demonstrating interpersonal skills. Many current and aspiring leaders may not possess the level of proficiency they would need in order to excel at these behaviors. The CLIMB assists in the diagnosis of strengths and weaknesses in these competencies, and also provides the prescription for development using existing training coursework.

How do we benefit from these assessments? CLIMB provides civilian leaders with tools to increase capabilities and strategies for implementing the dramatic changes emerging from our change to a performance based culture. These tools will allow DoD civilian employees and supervisors to voluntarily assess their supervisory competencies and get the training they need to grow and advance.

What will the CLIMB do for me? The CLIMB will allow you to (1) explore your interest in pursuing a leadership role, (2) measure your leadership skills, (3) direct you toward the most beneficial training to build on strengths and improve weaknesses, and (4) facilitate a coaching/mentoring relationship with your supervisor.

Is the CLIMB voluntary? The CLIMB is strictly voluntary and is only for developmental purposes and in no way impacts performance appraisal ratings, promotion, training opportunities, or any other benefits of employment.

How do the two CLIMB assessments work? The Personal Characteristics Assessment was designed by the Army Research Institute and poses 92 questions asking about your work related background experiences that have been shown to predict superior job performance. The questions are grouped into categories, which relate to one or more of the 27 Army leadership competencies. These background questions ask about your past job related experiences and compare your responses to those given by 2,500 DoD civilian supervisors. The more similar the pattern of your responses is to known successful supervisors, the higher your score. The tool generates a 10 or 12 page graphical and narrative feedback report. This report helps you understand where your strengths and weaknesses are, the types of work you may prefer, and situations you likely seek out or avoid.

The Self-Supervisor Assessment asks you to provide ratings on a 1 to 5 scale as to how well you perform 105 tasks. Each task is linked to one of the 27 leadership competencies. You will be asked to provide a rating as to how competent you think you need to be on these tasks for the next position you are seeking (e.g., team lead, supervisor, manager, etc). These responses are stored and your mentor/supervisor is sent an e-mail (which you provide) inviting him/her to complete the same assessment with you in mind. Your supervisor provides (1) ratings of your current competence on the tasks and (2) ratings on the competence level required on the 105 tasks in the next job you are seeking. The software then hooks the tasks back up to the competencies to produce reports showing how you rated yourself in comparison to how your supervisor rated

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you as well as how both of you agree and disagree on what competency levels are required for the target job you are seeking.

In this way these two assessments combine (1) a self appraisal, (2) a supervisor's appraisal, and (3) a comparison of your job background responses to those of thousands of other civilian supervisors to give you a big picture assessment of your current strengths and weaknesses and what's required for advancement.

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**Computing Hourly Rates of Pay Using the 2,087-hour Divisor** – A new fact sheet was issued by OPM explaining how hourly rates of basic pay are computed by dividing an employee's annual rate of basic pay by 2,087 hours. Rates must be rounded to the nearest cent, counting one-half cent and over as the next higher cent (e.g., round \$18.845 to \$18.85). Biweekly rates of basic pay are computed by multiplying an employee's hourly rate of basic pay by 80 hours.

For additional information on covered and excluded employees as well as examples, please go to [http://www.opm.gov/oca/pay/HTML/2087\\_divisor.asp](http://www.opm.gov/oca/pay/HTML/2087_divisor.asp).

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*Civilian Human Resources Agency*



# Civilian Recruitment in the 21<sup>st</sup> Century : A USA Staffing® Briefing for Managers





## Why the Change from Resumix?

- Defense Enterprise Hiring Solution
  - A single hiring process and tool used by all components of DOD
  - Army and Navy are the last components to make the transition
- Why USA Staffing was chosen
  - Resumix not favored by other components as a solution
    - Negative stigma to Resumix
    - Resumix is an unsupported software
  - Integrated with USAJobs
  - Supports OPM's end-to-end hiring model
  - Supports Presidential Hiring Reform initiatives



## Changes for Selecting Officials

- **Use of Assessment Questionnaires**
  - Collaboratively selected by HR and hiring officials
    - Part of the Strategic Recruitment Discussion with the CPAC specialist
    - Army has a library of existing assessments
    - Customize for specific vacancy
  - Two Components
    - Eligibility Assessment
      - Tied to area of consideration (Who May Apply)
      - HR confirms eligibility to be hired before referral
    - Occupational Questionnaire
      - Responses determine inclusion in “best qualified” group
      - Assess job related skills, abilities and knowledge
  - Self-reported responses used to determine applicant’s eligibility, qualifications and quality of experience



## Changes for Selecting Officials

- **Candidate Referral**

- “Unscreened” Referral lists are a thing of the past
- During the Strategic Recruitment Discussion, the hiring official will indicate:
  - The cut-off method used for candidate referral
    - Either by score OR number of names
  - If a non-competitive certificate is requested



## Changes for Selecting Officials

- **Selection Manager**
  - The hiring official's online interface to USA Staffing®
    - View/share certificate
    - View resumes & cover letters
    - Make notes
    - Annotate/return selection
    - Track the status of multiple certificates
  - Available online from any location (e.g., TDY)



## Civilian Human Resources Agency



### Changes for Applicants

- All Army announcements on [www.armycivilianservice.com](http://www.armycivilianservice.com) and [www.usajobs.gov](http://www.usajobs.gov)
- Apply through USAJobs/Application Manager
  - Create/store up to 5 different resumes
  - Upload Supporting documentation (e.g., DD-214, SF-50, transcripts)
    - Required at time of application
    - Can be uploaded and reused for future applications
  - Status tracking of all applications
  - View messages sent regarding status
- Respond to assessment questionnaires



## *Civilian Human Resources Agency*



# QUESTIONS?