



January 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 January	Happy New Year!
6 January	MSD Newcomers' Orientation
11 & 12 January	OACSIM Hosted Supervisor and Non-Supervisor LMER Sessions
13 January	Metro Subsidy Disbursement @ Presidential Tower
17 January	2010 Combined Federal Campaign Ends
17 January	Martin Luther King Jr. Federal Holiday
28 January	LTG Lynch Leadership Professional Development Session (COL/GS15 and above personnel only)

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

- Information & Technology Directorate: Louis Hemani (ITI)
- Installation Services Directorate: Carol Artis (ISH), Kelly Berremen (ISP), Christina Vine (ISS)
- Operations Directorate: Stephen Bickel (ODO), Armor Brown (ODP), Renee Cantave (ODR), Rachel Ford (ODB-F), Robert Grundborg (ODB-F), Dean Harding (ODB-F), Sean Martin (ODR), John Medlocki (ODB-F), Christine Osgood (ODR), David Self (ODB-F), Erica Stallworth (ODF), Elizabeth Troeder (ODO)
- Resources Directorate: John Ursel (RDI)
- Strategic Initiatives Group: LTC Garrett Heath (ZSI)

2010 OACSIM Combined Federal Campaign (CFC) – Just a reminder that the 2010 OACSIM CFC was extended to 17 January 2011. For information regarding CFC or where to donate, please contact your below Directorate 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.

Prohibited Weapons on the Pentagon Reservation – As more OACSIM personnel are moving to the Pentagon, you are reminded that weapons are not authorized on the Pentagon reservation. Weapons include items such as a purse-sized can of mace or a pocket knife with a blade longer than 2 ½ inches. Please see Enclosure 1 for additional information.

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

Defense Travel System (DTS) Travel Alert – Effective 3 January 2011 all travel must be accounted for in the General Fund Enterprise Business System (GFEBS). Therefore, if you have travel taking place after 3 January 2011 and you have already booked your airfare, you must do one of the following to your Authorization in DTS:

(1) If you are traveling PRIOR to 18 January 2011, fly as scheduled on your current DTS authorization. Once you have returned from your trip and BEFORE you create a voucher, amend your authorization to reflect the new GFEBS Line of Accounting (LOA) (select one ending in "g", for example: EXEC PD g).

(2) If you are traveling AFTER 18 January 2011, amend the travel authorization and change the line of accounting to the GFEBS LOA (select one ending in "g", for example: EXEC PD g).

For all issues, questions or suggestions, please contact Donna Lewis, 601-0381, or E-mail: donna.lewis@us.army.mil; Jill Medina, 604-2457, or E-mail: Cheryal.medina@us.army.mil; or Stacy Cribb, 601-0380, or E-mail: stacy.cribb@us.army.mil. Thank you for your support during this challenging changeover time.

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. But 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!!

Office of Personnel Management (OPM) Emergency Dismissal Procedures – On 15 December 2010, OPM Director John Berry announced new status definitions for inclement weather. The new definitions incorporate "unscheduled telework," or the ability for Federal employees to work from home on non-scheduled telework days. The new status definitions are identified in the OPM Washington, DC, Area Dismissal and Closure Procedures provided at <http://www.opm.gov/oca/compmemo/dismissal.pdf>.

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.

Telework – On 13 December 2010, LTG Lynch approved a revision to OACSIM Policy Memorandum 1, Alternative Work Schedule (AWS) (Flexible and Compressed), Telework, and Dress Code Policy, to allow OACSIM civilian employees to telework up to two days per week on a regular/recurring basis. Please note that if you currently have an approved telework agreement on file with MSD and you would now like to request approval to telework two days per week, or you would like to begin teleworking, you must submit a new telework agreement through your supervisor to your Responsible Approving Official, as identified in Policy Memorandum 1, for approval. A copy of the approved telework agreement must be provided to Dory Olney, MSD, before you can begin teleworking up to two days per week.

Employees who do not telework on a regular/recurring basis, but will telework during ad-hoc situations, such as in cases of inclement weather, medical issues, etc., must have a signed and approved telework agreement on file with MSD. Procedures for obtaining approval are the same as for requesting regular/recurring telework as outlined in OACSIM Policy Memorandum 1.

Employees who telework are also reminded that they must properly code their telework date(s) on their Automated Time Attendance and Production System timesheet. Step-by-step instructions on how to do this are provided at J:\All_Share\01A - MSD One Stop Files\Time and Attendance\ATAAPS\Step-by-Step Instructions for Recording Telework in ATAAPS.pdf.

A copy of OACSIM Policy Memorandum 1 with the fillable telework agreement form, as well as copies of all OACSIM policy memorandums, are provided on the MSD One Stop at J:\All_Share\01A - MSD One Stop Files\OACSIM Policy Memorandums\Current OACSIM Policy Memorandums.

2010 Tax Statement (W2 and 1099) Disbursement – 2010 tax statements (W-2 and 1099) will be available on myPay, <https://mypay.dfas.mil>, as follows:

Retiree 1099R	Now Available
Annuitant 1099R	Now Available
Reserve Air Force, Army, Navy W-2	4 January 2011
Civilian employee W-2	6 January 2011
Army Non-Appropriated Fund W-2	11 January 2011
Army Student Loan Repayment Program	11 January 2011
Marine Corps Active & Reserve W-2	18 January 2011
Savings Deposit Program 1099INT	21 January 2011
Active Duty Air Force, Army, Navy W-2	24 January 2011
Travel/Miscellaneous W-2	31 January 2011

2011 Pay Period Calendar – For planning purposes, at Enclosure 2 is a copy of the 2011 pay period calendar.

Crystal City Pass Office Closure – As a reminder, the Pentagon Access Control Division (PACD) office located in Crystal Mall 3 (CM3), 1851 S. Bell Street is closed. Effective 3 January 2011, the only location to get badges issued will be in the PACD office to the right before going through the security turnstiles at the Pentagon Metro Entrance, Room 1F1084. Office operating hours are:

Monday, Tuesday, Thursday, and Friday: 0800–1600
Wednesday: 0830–1600

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The closure of the CM3 pass office does not have an impact on the Common Access Card office located on the 1st floor, Taylor Building.

For more information, please contact John Yates, 601-0376, or E-mail: john.d.yates@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 December 2010/early January 2011 will be held on 6 January 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. A tasker was submitted to all OACSIM Directorates requiring all approved support forms be submitted to the OACSIM Personnel Systems Manager (Nancy Tennis) NLT 21 January 2011. This tasker also includes support forms for all newly assigned personnel.

On 31 January 2011, the rating period for OACSIM Base System employees (GS/WS 1-8 and all WG and WL employees) ends (these are the employees who were never in NSPS). Completed appraisals (DA Form 7223, with DA Form 7223-1) are due to OACSIM Personnel Systems Manager NLT 15 February 2011. Additional information and information on the 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.

Appraisals for employees whose rating period ended 31 October 2010 have been submitted to the Civilian Personnel Advisory Center (CPAC) for processing. Processing of performance awards for this rating cycle (cash awards, or time-off awards if cash award was requested to be converted, or Quality Step Increases) are contingent upon how long it takes the CPAC to process the appraisals. MSD will monitor the process and we expect that all awards will be manually entered into the Defense Civilian Personnel Data System (DCPDS) NLT 15 January 2011. It can take one or more pay periods for the CPAC to process the awards.

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

Mass Transit Benefit Program (MTBP) Quarterly Disbursement – Disbursement of the quarterly MTBP in Presidential Tower will be on 13 January 2011 from 0800-1600 on the 6th floor. In addition, you can also obtain your quarterly distribution at Crystal Mall 3 (Room C-29A, 1851 South Bell Street) from 11-13 January 2011, 0800-1600. The Pentagon distribution will be held 18-21 January 2011, 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.

Per global e-mail sent by RSS - WHS/DFD TRANSITPASS on 22 December 2010, as part of H.R. 4853, the Middle Class Tax Relief Act, Congress voted to extend the \$230 maximum monthly limit for transit benefits through 31 December 2011. Please click [here](#) for more information regarding the extension of the \$230 transportation benefit statutory limit.

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Please visit <http://www.whs.mil/DFD/Info/NCRTransitSubsidy.cfm> for more information, or contact Christine Bennett, 602-8531, or E-mail: Christine.bennett@us.army.mil.

Labor Management and Employee Relations (LMER) Sessions for Supervisors and Non-Supervisors – Due to a recent increase in LMER questions from supervisors and employees, the HQDA LMER will be providing a one-hour LMER session on 11 January 2011 for only supervisors and a separate LMER session for non-supervisors on 12 January 2011. Both sessions will be held from 1030-1130 in Presidential Tower, Conference Room 11100, 11th Floor. Some topics of discussion include who can approve/disapprove advance sick leave and the medical documentation required, counseling requirements, and time and attendance issues/questions.

Due to limited seating, please contact Brenda Brown, 604-1456, or E-mail: Brenda.brown5@us.army.mil or Mary Kay Collins, 602-2850, or E-mail: marykay.collins@us.army.mil to reserve your seat. Reservations will be made on a first come, first serve basis. Walk-ins will be accepted on a space available basis only.

Changing Health Benefit Options after Open Season Closes – Did you have a change to your health benefit requirements after the Health Benefits Open Season closed on 13 December 2010? If so, you may be able to make a change. Please click on the website below for the Qualifying Life Event requirements at <https://www.abc.army.mil/Health/WhenDoIEnroll.htm>

For more information contact Mary Kay Collins, 602-2850, or E-mail: marykay.collins@us.army.mil or Brenda Brown, 604-1456, or E-mail: Brenda.brown5@us.army.mil.

2011 Federal Employee Health Benefit to Help Employees Quit Smoking and Use Tobacco – OPM is pleased to announce that for the 2011 plan year all Federal Employees Health Benefits (FEHB) Program enrollees will have full access to treatments that are proven to help them quit smoking and using tobacco. Go to <http://www.opm.gov/insure/health/nosmoking/index.asp> for more information on the new tobacco cessation benefit.

HQDA Staff Officer Orientation FY11 Schedule – For planning purposes, at Enclosure 3, is the FY11 schedule for HQDA Staff Officer Orientation. Please note that a formal tasker will be sent by MSD to OACSIM Directorates for submission of nominations for attendance. The Vice Director of the Army Staff's office has final approval on attendees. MSD typically forwards the tasker three to four weeks from the scheduled Orientation date.

The tasker for the 1 Feb 11 Orientation has been published. The suspense for nominations to MSD is 19 Jan 11. Employees who want to request attendance must submit their name through their Directorate/Special Staff Office front office. All Directorates/Special Staff Offices must submit a consolidated list to the MSD point of contact.

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

Technical Problems with Civilian Education System (CES) Foundation Course (FC): The CES FC is currently unable to enroll new students. The Army Management Staff College must remedy technical problems before resuming enrollment. They estimate the problems will be resolved by 31 January 2011 at which point the FC will again be open for enrollment.

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Army e-Learning – There are over 5,000 courses available to Army Soldiers and Civilians in the Army e-Learning training catalog. Be sure to visit <https://www.us.army.mil/suite/page/77> to view the website and catalog and add appropriate courses to your Individual Development Plan (IDP) training and development plan today. These courses are at no cost to the student, accessible 24/7 from any location with a computer with internet access, and require an AKO account to access.

AR 350-1, Army Training and Leader Development, describes the Army's e-Learning program as the preferred method for all Army organizations to accomplish workforce training in information technology (IT), information assurance, foreign languages, and selected mandatory training requirements as noted in Chapter 7-5 ([Link](#)). The intent of the policy is to ensure all Army organizations use the Army e-Learning program as the primary means to satisfy IT training requirements unless the course curriculum/content is not available within their catalog. Army e-Learning is the primary source of initial and sustainment IT training for Soldiers and Army civilians. Alternative sources of instruction may be used in place of Army e-Learning courses when not available through Army e-Learning.

Obtaining Leadership Course Credit – Completion of Army Leadership courses is a planned metric for the Installation Management Community as described in the Installation Management Campaign Plan (Version 2), Line of Effort 3, Leader and Workforce Development. To ensure the best possible OACSIM overall completed training data is available and representative of the organization, please take the time now to update your completed training in the DCPDS. The most efficient method is for you to quickly review and update your leadership course completion records by accomplishing the following.

DCPDS stores all completed training data including completion of Army CES leadership courses such as Foundation, Basic, Intermediate or Advanced. These data entries are usually entered by the school you attended; however, this database may not contain the correct data for your individual training record. To check your training record, logon to <https://www.chartas.army.mil> and view your "training history" as described above. After reviewing your record, there are several ways to request course credit for CES courses by going to https://www.atrrs.army.mil/channels/chrtas/help/CES_Legacy_Courses.pdf

Request "equivalency credit" at https://www.atrrs.army.mil/channels/chrtas/student/equivalency_request.aspx and complete the required form. The course must have been completed within the last 10 years and you must have some type of verification. Prior military must request equivalency credit for leadership courses taken while members of the military. DA Civilian employees who have taken courses like Sustaining Base Leadership and Management Course (SBLM) or other leadership courses must also request equivalency credit. All requests must include an uploaded document such as a certificate of completion, SF-182, DA Form 1059, DD Form 1556, DD Form 214, AARTS Transcript or VMET document.

Prior military members who have completed MEL1 courses such as Senior Service College may request an exemption for CES Courses at https://www.atrrs.army.mil/channels/chrtas/help/Sr_Level_Education.pdf. Requesting the exemption is the best way to update the system with course completion data in these cases.

Constructive credit may be given for CES courses, also. Constructive Credit evaluation takes a holistic approach to analyzing an individual's knowledge and experience which may have been acquired through a combination of training, secondary education, or at a minimum, five years supervisory experience. To request constructive credit, go to https://www.atrrs.army.mil/channels/chrtas/help/CES_Course_Credit.asp and read the information on how to request constructive credit.

For training and development information, please contact Roxann Dent, 601-0389, or E-mail: Roxann.dent@us.army.mil.

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Personally Identifiable Information – The Information and Technology Directorate provides monthly articles for the MSD Newsletter to apprise OACSIM personnel of what is happening within the IT community. This month's article is about Personally Identifiable Information (PII):

PII is defined as information that can be used to uniquely identify, contact, or locate a single person, or can be used with other sources to uniquely identify a single individual. Things like your name, address, SSN, and email address are obvious PII, but many people forget that personal characteristics, when combined with "other sources" of personal information (like age, work location or job title), can result in PII. We actually do this all of the time in our daily lives. For example, when you forget a person's name and you attempt to describe that person to a friend, you use personal characteristics . . . "you know, that guy, brown hair, blue eyes, medium build." This information alone is not PII – there are many men with brown hair, blue eyes, medium build – so you combine these personal characteristics with some of the "other sources" . . . "the brown haired, blue eyed, medium build guy who works on the third floor and always wears the Florida State stuff". Now you are using PII – your friend knows that you are talking about Mark Miller. You have uniquely identified Mark (a single individual) without even using his name, address, SSN, or email.

So, how do you protect your information? The answer isn't to withhold all of your information, or to never leave the house and hide in obscurity. Since PII is everywhere and not always obvious, the best way to protect your information is to secure the information you make public. For instance, if you post information about yourself on social websites (Facebook, perhaps), use the security settings provided. Limit who you allow to see your information and make sure your profile is not available through internet search engines (such as Google). Contrary to common belief, Facebook is very secure if you use the security settings correctly. Again, the objective isn't to withhold information, it's to make getting the information harder for the "bad guys". Another way to protect your information is encryption. Encrypt the personal information that you send via email. Microsoft Outlook and many other web based email services like Gmail and Hotmail provide this capability. There are also products available to encrypt information stored on your hard drive if you have a laptop. This is required for all government furnished laptops. You can also ensure that your information is protected by only providing your personal information on secure websites. Web browsers will tell you if a website is secure or not through warning banners (at the bottom of the window on Internet Explorer) or symbols (the lock located next to the address window). You may find it beneficial to set your web security options to allow only secure websites. This is particularly helpful if you use online banking or make online purchases. Many banks now implement security measures for credit cards wherein the user must enter a password or PIN to complete online transactions.

Technology options are increasing at a rapid pace, and there is an overall abundance of technology. Information is everywhere and now always available. Protecting your personal information can seem daunting, but it is not impossible if you know what to do and how to do it. Just remember, when it comes to providing personal information – electronically, verbally, or in writing – keep it secure.

For more information, please contact Ed Dawkins, 696-9785, or E-mail: Edward.dawkins@us.army.mil.



Prohibited Weapons on the Pentagon Reservation

Weapons

- Any loaded or unloaded pistol, rifle, shotgun, or other device which is designed to, or may be readily converted to, expel a projectile by the ignition of a propellant, by compressed gas, or by spring power;
- Any bow and arrow, crossbow, blowgun, spear gun, hand-thrown spear, slingshot, irritant gas device, explosive device, or any other implement designed to discharge missiles;
- Any other weapon, device, instrument, material, or substance, animate or inanimate that is used for or is readily capable of, causing death or serious bodily injury, including any weapon the possession of which is prohibited under the laws of the state in which the Pentagon Reservation or portion thereof is located; except that such term does not include a pocket knife with a blade of less than **2 1/2** inches in length.

Admission to Pentagon Reservation

- All persons entering or upon the Pentagon Reservation shall, when required and/or requested, display identification to authorized persons.
- All packages, briefcases, and other containers brought into, on, or being removed from facilities or restricted areas on the Pentagon Reservation are subject to inspection and search by authorized persons.**
- Persons entering on facilities or restricted areas who refuse to permit an inspection and search will be denied entry.

Pentagon Reservation Defined

Area of land and improvements thereon, located in Arlington, Virginia, on which the Pentagon Office Building, Federal Building Number 2, the Pentagon heating and sewage treatment plants, and other related facilities are located. Pursuant to 10 U.S.C. 674, the Pentagon Reservation also includes the area of land known as Raven Rock Mountain Complex (RRMC), located in Adams County, Pennsylvania, and Site C, which is located in Washington County, Maryland, and other related facilities. The Pentagon Reservation shall include all roadways, walkways, waterways, and all areas designated for the parking of vehicles.

Information derived from: Title 32, Code of Federal Regulations, Part 234

Army personnel with questions about weapons on the Pentagon Reservation should contact Mr. Dave Beltz, Director, HQDA Security & Safety on (703) 545-2008, david.m.beltz@us.army.mil

2011 Pay Period Calendar

Beginning of Pay Period = White on Blue
 End of Pay Period = Red on White (Pay Period Number for Tax Year)
 Holiday = Green on Yellow

1st Friday Pay Day = Black on Pale Blue
 2nd Tuesday Pay Day = Black on Tan
 2nd Thursday Pay Day = Black on Light Green

January						
S	M	T	W	T	F	S
						1 (1)
2	3	4	5	6	7	8
9	10	11	12	13	14	15 (2)
16	17	18	19	20	21	22
23	24	25	26	27	28	29 (3)
30	31					

February						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12 (4)
13	14	15	16	17	18	19
20	21	22	23	24	25	26 (5)
27	28					

March						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12 (6)
13	14	15	16	17	18	19
20	21	22	23	24	25	26 (7)
27	28	29	30	31		

April						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9 (8)
10	11	12	13	14	15	16
17	18	19	20	21	22	23 (9)
24	25	26	27	28	29	30

May						
S	M	T	W	T	F	S
1	2	3	4	5	6	7 (10)
8	9	10	11	12	13	14
15	16	17	18	19	20	21 (11)
22	23	24	25	26	27	28
29	30	31				

June						
S	M	T	W	T	F	S
			1	2	3	4 (12)
5	6	7	8	9	10	11
12	13	14	15	16	17	18 (13)
19	20	21	22	23	24	25
26	27	28	29	30		

July						
S	M	T	W	T	F	S
					1	2 (14)
3	4	5	6	7	8	9
10	11	12	13	14	15	16 (15)
17	18	19	20	21	22	23
24	25	26	27	28	29	30 (16)
31						

August						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13 (17)
14	15	16	17	18	19	20
21	22	23	24	25	26	27 (18)
28	29	30	31			

September						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10 (19)
11	12	13	14	15	16	17
18	19	20	21	22	23	24 (20)
25	26	27	28	29	30	

October						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8 (21)
9	10	11	12	13	14	15
16	17	18	19	20	21	22 (22)
23	24	25	26	27	28	29
30	31					

November						
S	M	T	W	T	F	S
		1	2	3	4	5 (23)
6	7	8	9	10	11	12
13	14	15	16	17	18	19 (24)
20	21	22	23	24	25	26
27	28	29	30			

December						
S	M	T	W	T	F	S
				1	2	3 (25)
4	5	6	7	8	9	10
11	12	13	14	15	16	17 (26)
18	19	20	21	22	23	24
25	26	27	28	29	30	31 (1)

Federal: New Years Day - 31 Dec 2010
 Holidays: ML King day - 3rd Mon in Jan
PPE 17 Dec 2011 - End of Tax Year for All Pay Days

President's Day - 3rd Mon in Feb
 Memorial Day - Last Mon in May

Independence Day - 4 Jul
 Labor Day - 1st Mon in Sept

Columbus Day - 2nd Mon in Oct
 Veterans' Day Observed - 11 Nov

Thanksgiving - 4th Thurs in Nov
 Christmas Observed- 26 Dec



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE CHIEF OF STAFF
200 ARMY PENTAGON
WASHINGTON DC 20310-0200

DACS-ZDV

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Calendar Year 2011 (CY11) HQDA Staff Orientation Dates

1. The Calendar Year (CY) 2011 HQDA Staff Orientation dates are below. IAW with DA Memo 1-11, 7 October 2005, newly assigned HQDA staff members will attend the first available orientation following their arrival. Registration and agenda details are available approximately six weeks prior to each orientation.

Quarter	Primary Date	Alternate Date
First	01 February	15 March
Second	26 May	16 June
Third	16 August	13 September
Fourth	08 November	06 December

2. General.

a. The HQDA Staff Orientation features the Army's senior leaders and provides a series of informative briefings important to the development of effective staff officers.

b. The orientation is normally conducted in the Pentagon Auditorium, BH650. The uniform is duty uniform for military or civilian equivalent.

c. The orientation is mandatory for all newly assigned HQDA staff officers (COL and below), noncommissioned officers (E7 thru E9) and civilians (GS/GG 9-15, or NAF equivalent). Personnel assigned to HQDA field operating agencies (FOAs), Direct Reporting Units (DRUs) or Army Commands (ACOMs) located in the National Capital Region (NCR) are invited to attend.

3. The point of contact for this action is Ron Kane, (703) 697-6821, ron.kane@us.army.mil or Kelly Kruger, (703) 693-3116, kelly.kruger@us.army.mil.


JAMES B. GUNLICKS
Vice Director of the Army Staff

DACS-ZDV

SUBJECT: Calendar Year 2011 (CY10) HQDA Staff Orientation Dates

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