



**June 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](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 –

<b>10 June</b>	OACSIM Town Hall
<b>11 June</b>	Army Birthday Ball
<b>14 June</b>	Flag Day
<b>17 June</b>	Army Birthday Run
<b>19 June</b>	Father's Day
<b>21 June</b>	Summer Solstice
<b>24 June</b>	ACSIM Leadership Development Session (Mandatory attendance for all GO/SES and COL/GS-15 and above personnel) (Installation Services is the Directorate lead for this event)

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

- Executive Directorate: Anthony Williams (MSD – student hire)
- Installation Services Directorate: Colby Dillard (IS – student hire), COL Jeffrey Short (ISS)
- Operations Directorate: Jonathan Lord (ODO), Michael Schultz (ODB-Field)
- Resources Directorate: COL Kimberly O'Keefe (RDF)

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**OACSIM Town Hall** – LTG Lynch will host an OACSIM Town Hall on 10 Jun 11 from 1000-1200 in the Pentagon Auditorium. Per LTG Lynch, this event is mandatory for OACSIM military and civilian personnel and contractors working in OACSIM. Current agenda is as follows:

1000-1030	ACSIM Welcome and Address
1030-1050	Awards
1050-1100	Break
1105-1115	Operations Director Update -- BRAC 05, Automated Form 5
1115-1125	Installation Services Director Update -- HQAES, ACS Transformation
1125-1135	Resources Director Update -- POM 13-17, Off-Season MDEP Efficiencies
1135-1145	Information & Technology Director Update -- Email Migration, SharePoint
1145-1155	DACSIM Update -- OACSIM Transformation
1155-1200	ACSIM Final Remarks

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**Enterprise Email Migration** – During 2011, the Army will migrate to Enterprise Email. HQDA is tentatively scheduled to begin migration to Enterprise Email in June 2011. The OACSIM Information & Technology Directorate (ITD) prepared a STRATCOMM with migration processes, user guidance, and pre- and post-migration checklists. Due to the file size, a copy of the STRATCOM is available on the MSD One Stop at [J:\All\\_Share\01A - MSD One Stop Files\Enterprise Email Migration STRATCOMM](J:\All_Share\01A - MSD One Stop Files\Enterprise Email Migration STRATCOMM). All Directorates will be tasked by SACO on 7 Jun 11 to ensure all staff executes the pre-migration requirements on a scheduled time line. OACSIM ITD POCs will coordinate with each Directorate to provide support during the pre- and post-migration execution. The ITD requests each Directorate/Special Staff Office complete the pre-migration checklists provided in the STRATCOM NLT 30 Jun 11. Weekly status reports will be submitted to the DACSIM for mailbox size and pre-migration compliance.

ITD POCs for questions or additional information on the migration are:

Lester Echols, (703) 695-7135 or E-mail: [lester.echols@us.army.mil](mailto:lester.echols@us.army.mil)  
Mike Richardson, (703) 588-0482 or E-mail: [Michael.richardson31@us.army.mil](mailto:Michael.richardson31@us.army.mil)  
Mike Kosiorek, (703) 697-0751 or E-mail: [Michael.d.kosiorek@us.army.mil](mailto:Michael.d.kosiorek@us.army.mil)  
Vanessa Persaud, (703) 696-9784 or E-mail: [vanessa.persaud@us.army.mil](mailto:vanessa.persaud@us.army.mil)

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**Civilian and Military Personnel Refresher Training for Admin Personnel** – The MSD Personnel Branch will be conducting a training session on 7 Jun 11 from 0930-1100 in CR 5C137A to review civilian and military personnel processes and frequently used forms.

If you would like to participate, please contact Brenda Brown at (703) 695-7072 or E-mail: [brenda.brown5@us.army.mil](mailto:brenda.brown5@us.army.mil).

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**Mass Transit Benefit (MTB) Automated Pick Up Process** – Many of you may have heard or read the flyers that were distributed during the last quarterly MTSB pick-up that the MTB is moving toward an automated process for federal employees to pick-up their fare media. The Electronic Fare Media is an automated process for distributing fare media that will eliminate long lines, loss of man-hours that personnel are away from their duty station, paper reproduction, and vendor surcharges. The MTB Program Office is currently evaluating internal electronic options and anticipates migrating to electronic benefits late summer 2011. As planning progresses, we will continue to provide you with updated and current information concerning this subject.

For more information on the MTB, 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.

We are in the last month of the rating cycle for GS-13 and above personnel who were assigned to OACSIM prior to 1 Mar 11. 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 (an official OACSIM SACO tasker is forthcoming). Senior System employees with a rating period ending 30 Jun 11 should begin documenting their accomplishments on page 2 of their DA Form 7222-1 now.

**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).

Raters and senior raters: Please 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.

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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**Military Pre-Retirement Briefings** – If you are planning on retiring, do you have all the facts? Are you aware of the new consolidated physical process conducted by the Veteran's Affairs? Soldiers can attend the monthly Pre-Retirement Briefing at Fort Myer or the twice-monthly Pre-Retirement Briefing at Fort Belvoir. The Fort Myer Pre-Retirement Briefing is held the first Tuesday of each month in the Town Hall, Building 243 from 0800-1200. There is no pre-registration, Soldiers may wear civilian clothes and spouses are welcome to attend. The Fort Belvoir Pre-Retirement Briefing is conducted twice a month, every other Wednesday. It is held at the Barden Education Center, Building 1017, Belvoir Road, from 0800-1200. Spouses are invited to attend.

For retirement information, visit the Army G-1 website at <http://www.armyg1.army.mil/rso/PreRetirement.asp>, or stop by and see Ms. Mary Kay Collins, (703) 695-7164, or E-mail: [marykay.collins@us.army.mil](mailto:marykay.collins@us.army.mil).

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**BRAC Restored Leave** – Attention all civilians! The Civilian Human Resources Branch has submitted requests for payment of BRAC Restored Leave for those employees that have moved from Presidential Tower. If you have not received your BRAC Restored Leave Payout that was annotated on your LES, please contact Brenda Brown at [Brenda.brown5@us.army.mil](mailto:Brenda.brown5@us.army.mil) ASAP. This also applies to employees in the Operations Directorate Base Realignment and Closure Division Field Sites that had a realignment completed.

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

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**Army Travel Charge Card Program Update** – Do you have a government travel card? If so, there are new requirements that went into effect on 1 May 11. Misuse/delinquency of cards is now a reportable item to the Central Clearance Facility for a determination on whether removal of the security clearance is warranted and refresher training for all cardholders is now mandatory every three years.

For more information, 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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**Army Benefit Center-Civilian (ABC-C) New Employee Benefit Tool Kit** – The ABC-C New Employee Benefit Tool Kit is a one-stop, streamlined page, designed to introduce new employees to the ABC-C and its services, provide information and tools on retirement and insurance benefits, and much more. The tool kit includes ABC-C's recently-announced automated and self-paced "New Employee Benefits Briefing" and also an email inquiry box to allow appointees to contact the ABC-C with questions prior to the entrance on duty date. The tool kit will make benefits in-processing much more efficient and also allows appointees to get a head start on learning about the Federal benefits available to them. Employees will have the references needed to make educated decisions regarding the benefits that will protect themselves and their family members today and tomorrow.

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For more information, please go to the New Employee Benefits Tool Kit is now available on the ABC-C website at <https://www.abc.army.mil/NewEmployee/NewEmployeeToolKit.htm>.

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**Mandatory Telework Training** – As a result of the Telework Enhancement Act of 2010, employees and their supervisors will be required to complete on-line training and document completed training through “My Biz/My Workplace” site on [www.cpol.army.mil](http://www.cpol.army.mil) in Jul 11. Additional information will be forthcoming through official tasking channels.

For more information, 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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**Pentagon SIPRNet Access** – SIPRNet access is available in the below OACSIM locations on the 5<sup>th</sup> floor. Unless otherwise specified, all locations are operational at this time.

- Common use terminal in Room 5C163, Resources Directorate; terminal is installed in workstation 5B1088A-2.
- Two terminals in Room 5B139A, Operations Directorate (exact location and operational date TBD).
- Two terminals in Room 5B143, Installation Services Directorate; terminals are installed in occupied workstations.
- Four terminals in Room 5C1063A, Plans Division, Operations Directorate; terminals are installed in occupied workstations. Plans Division is located inside Room 5C1063.

For additional information, please contact OACSIM Security at (703) 695-7035 or (703) 695-7111.

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**Mandatory Use of Burn Bags** – The use of recycle bins for disposing of “For Official Use Only” or “Sensitive, but Unclassified” documents does not ensure the documents will be destroyed before the information can be extracted by a hostile intelligence agency as evidenced by a recent situation at Presidential Tower. As a result, the DACSIM directed the removal of all existing paper recycling bins from OACSIM offices. All office paper will be disposed of in burn bags (pre-printed red and white striped bag) available through the self-supply center. Office paper does not include paper products from commercial vendors (i.e., food wrappers, newspapers, advertisements, etc.). Newspaper recycling bins are located throughout the public areas in the Pentagon. For OACSIM personnel working in the Taylor Building in Crystal City and the Nash Building in Rosslyn, we are working with the appropriate Building Manager's Office regarding newspaper recycling bins in these locations. Until the issue is resolved, personnel in the Taylor and Nash Buildings should use burn bags for their newspapers or dispose of them in trash receptacles. Please be advised that if your work location currently has a shredder there is no plan to replace a shredder when it becomes non-functioning due to the mandatory use of burn bags.

OACSIM personnel are responsible for disposing of their own burn bags. OACSIM personnel located in Rosslyn can dispose of burn bags every Monday at 0830. OACSIM personnel in Crystal City can dispose of burn bags every Tuesday at 0830 at the front entrance to Presidential Tower. OACSIM personnel in the Pentagon must turn in all burn bags to the Pentagon Remote Delivery Facility (RDF), which is accessible via Corridor 5/6. The RDF hours of operation for burn bag disposal are Monday thru Friday from 0800-0900 and 1100-1200 only. Please note that the RDF does not accept burn bags on the last Thursday of each month. It is a long walk to the RDF so it is recommended that you use a cart if you have to dispose of several or more burn bags. Please ensure your burn bags are labeled correctly and appropriate documentation is completed before you dispose of them.

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For additional information, please contact OACSIM Security at (703) 695-7035 or (703) 695-7111.

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**Editorial by Stacy Cribb, Chief, Cost Analysts Team** – Come join our Cost Warrior Team. I heard something so interesting it really has me thinking. I heard a contractor tell me that the work he does is valuable and the work he does provides him good job security. This really had me thinking, because I think many times we Civilians do not think of job security. We too often just do what we do, and don't think out of the box, or look for new innovative ways to do our work more cost efficiently. We are not forced to look at ourselves as efficient. We need to start looking at what we do, and how we do it, in a different way. Think holistically what is the benefit to the Army or to what we do? Is our job better done by someone else? Some of the things we do are for what? Are they for job security? Do we do these tasks because we have always done them? We need to get into the mindset similar to the public sector. What is the benefit? Can we quantify the payback we get from doing certain tasks? Are we saving money, time, or resources? Is the benefit greater than the price we are paying? As graduates of the Cost Management Certificate Course, we were asked these questions all the time. We had to articulate what was the savings and was there more to be garnered. We had to know and understand what the "break even" point was for our requirements. In OACSIM we have not been doing too much of this work. I am challenging each of you to join our Cost Warrior Team and do an analytical review of your requirements. Ask yourself these three key questions as a starting point: (1) What is the benefit of my requirement and as a follow on, what is my "break even" point?, (2) Is this requirement duplicative to someone else's?, and (3) Is my requirement critical to accomplishing our mission?

Please take a hard, objective look at what your requirements are. Work with other Cost Warriors or analysts on our OACSIM team to help you understand the true cost and the benefit of your requirement. We are no longer Budgetiers we are officially Costers. We are not consumed with obligating our funds, but we are interested in what things cost. We are constantly looking for efficiencies, for savings, for redundancies, we want to manage our limited resources in such a way that you can still have the things you need. I implore each and every one of you to relook your requirements for travel, supplies, and contracts. Please see if there are things you can do with less resources. I often use the analogy if I am going TDY and the TDY cost about \$1500 would that money be better spent giving an award to an employee or paying for training? GFEB has turned our world around and we are extending our merry-go-round to all of you.

For more information, contact Stacy Cribb, 695-7041, or E-mail: [stacy.cribb@us.army.mil](mailto:stacy.cribb@us.army.mil).

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**Change to the SF-182 Form (Authorization, Agreement, and Certification of Training)** – Effective immediately all SF 182 forms must include the following information:

- All estimated TDY costs in Section C, Block 2.
- Stacy Cribb's name, Chief, Budget and Acquisition Branch, Management Support Division, in Section E, Block 1a.

The SF-182 form is available on the MSD One Stop at [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). All OACSIM employees are reminded, per OACSIM Policy Memorandum 9, dated 4 Oct 10, training requests must support job-related training and development, the OACSIM mission, career development, and/or goals outlined in the IMCP. Although an employee may have training identified on their Individual Development Plan that has been approved by the supervisor, final training approval will be contingent on the availability of funds. We are working within a constrained funding environment and employees and supervisors must consider local training opportunities before recommending an employee for training that requires TDY. Additionally, the DACSIM has stated that training that is deemed to be career enhancing will only be considered if the employee can document that s/he has taken the required Civilian Education System courses for his/her applicable grade. Employees are also reminded that Section F

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of the SF-182 form must be signed upon completion of the training and turned in to Dory Olney within five business days of completion of the training. If the training was for educational reasons (i.e., a college course), the final grade report must be submitted.

For more information, please contact Dory Olney at (703) 695-7048 or E-mail: [dory.d.olney@us.army.mil](mailto:dory.d.olney@us.army.mil)

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**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. The remaining seminars for this fiscal year will be conducted on 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 1 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](J:\All_Share\01A - MSD One Stop Files\Training Management\Training Form_SF 182).

For more information contact Dory Olney, 695-7048, or E-mail: [dory.d.olney@us.army.mil](mailto:dory.d.olney@us.army.mil).

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**Contractor Officer Representative (COR) Training** – There are new COR requirements that concern OACSIM CORs and project managers. OACSIM has eight seats reserved for COR training at Fort Belvoir from 12-14 Jul 11. The training will address COR performance and training requirements. CORs must ensure they have refresher training as required or at a minimum every three years. If you are interested in attending this training, please contact Martha Milan, Acquisition Management Staff Officer, at (703) 695-7057 or E-mail: [Martha.milan@us.army.mil](mailto:Martha.milan@us.army.mil).

Additionally, for personnel who need COR training but cannot attend or get in to the aforementioned class, the Defense Acquisition University (DAU) offers an online equivalent, CLC222 Online Training for CORs, which is offered through DAU's continuous learning module. The course is specifically designed for CORs who are responsible for assuring that contractors are performing the technical portion of their job. CLC222 will provide CORs the breadth of knowledge required to perform their role, including knowledge related to COR roles and responsibilities, as well as fundamentals of contracting regulations, types, phases, and other elements; awareness of ethical, legal, and cultural factors that impact COR responsibilities; and information necessary to effectively evaluate situations, apply knowledge gained, and make correct decisions to carry out COR responsibilities.

This module takes approximately 32 hours to complete. It contains five end-of-module tests that must be passed with a 100% score. You will have unlimited attempts to pass the test. After passing your exam, please be sure to complete the required Module Survey from the Table of Contents, which must be submitted in order to receive your certificate of course completion. If you experience any difficulty in completing the Survey, please contact the DAU Help Desk to ensure you receive proper credit. Upon completion of this module, you will receive 32 Continuous Learning Points, an electronic certificate of completion in your ATLAS account and a record of completion entered into your DAU Transcript.

For more information, please contact Martha Milan, Acquisition Management Staff Officer, at (703) 695-7057 or E-mail: [Martha.milan@us.army.mil](mailto:Martha.milan@us.army.mil).

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**Thrift Savings Plan (TSP) Ways to Save** – Saving for retirement sounds daunting, but finding the money might be easier than you think. It’s important to remember that even small contributions can add up to big savings thanks to compound interest. As provided on the TSP website, below are some simple ways to save a few dollars every day – and an idea of how that money can grow over the years. To complete your TSP checkup, go to the TSP’s [Planning & Tools: Investment Strategy](#).

<b><u>If Every Day, You Saved the Cost Of ...</u></b>	<b><u>You'd Contribute</u></b>	<b><u>In 10 years You'd Have</u></b>	<b><u>In 20 years You'd Have</u></b>	<b><u>In 30 Years You'd Have</u></b>
5 text messages (\$1)	\$365 per year	\$4,997	\$14,089	\$30,631
1 bottled water (\$1.50)	\$547 per year	\$7,489	\$21,114	\$45,904
1 lottery ticket (\$2)	\$730 per year	\$9,994	\$28,178	\$61,261
1 fancy coffee (\$3.50)	\$1,277 per year	\$17,483	\$49,292	\$107,164
1 dry-cleaned shirt (\$4)	\$1,460 per year	\$19,989	\$56,356	\$122,522
1 short taxi ride (\$5)	\$1,825 per year	\$24,986	\$70,444	\$153,152
1 take-out lunch (\$7)	\$2,555 per year	\$34,980	\$98,622	\$214,413
* all figures assume a 6% annual rate of return, compounded monthly				

For more information, visit the TSP website at [www.tsp.gov](http://www.tsp.gov)

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**Workforce Development Update:**

**Next Covey Time Management Seminar “It’s All About Balance” Scheduled** – The next Covey Time Management Webinar, "It's All About Balance", will be held on 13 Jul 11 from 0830-1030 EST. The ACSIM has made completion of this webinar training mandatory for all OACSIM personnel and it is centrally funded. It is open to all new personnel or those who have not taken the training to date. We are committed to providing the workforce with training that helps them achieve an excellent work-life balance and this webinar will help everyone organize competing priorities in the workplace.

The webinar will only accommodate 50 participants and then the registration will close. The registration window will open 9 Jun 11. Register early by going to <http://www.franklincovey.com/reg/?IMCOM> to guarantee a seat. Employees do not need to leave their work site to participate in the webinar, but should seek approval for the 2-hour session from their supervisor. The webinar will require use of both a computer for the video portion and a land line telephone to hear the audio portion of the webinar. Note: No confirmation code is necessary on the registration website. You may leave that field blank. Registrants will receive a confirmation email that describes the test and webinar connectivity process.

**Career Program Brochure** – Enclosure 2 shows the career program spiraling of the implementation of the Army Career Tracker, a new web interface for Army career program employees that includes an interface for reviewing training records (and updating them), IDP planning, education review, and a civilian record brief (short resume). It shows seven career programs that are in the initial deployment date of 31 Aug 11, including CP-29, Installation Management.

**Sexual Harassment/Assault Response and Prevention (SHARP) Training** – Effectively immediately all training in the Prevention of Sexual Harassment (POSH) offered through the Directorate of Equal Employment Opportunity is cancelled. The Department of the Army G-1 has assumed responsibility for POSH training as part of SHARP training. SHARP is an annual requirement for military and civilians and is conducted by

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SHARP training managers. The Army G-1 will send quarterly training schedules through OAA channels. Additional information on SHARP training can be found at <http://www.sexualassault.army.mil/>

**DoD Action Officer Training** – As you are aware, all OACSIM civilian personnel in the grades of GS 11-15 and officers in the ranks of CPT thru COL must complete the mandatory HQDA Action Officer Training Course per HQDA policy. There is also a DoD Action Officer Training Course available to Joint Staff and Military Services action officers who staff actions across the DoD. The course will provide action officers with an overview of staffing procedures and correspondence management. The current schedule is at Enclosure 3.

If you are interested in attending, please contact Mr. Mike Anderson at Washington Headquarters Services, [Michael.anderson.ctr@whs.mil](mailto:Michael.anderson.ctr@whs.mil)

**New Course Targeted for Senior Civilian Leaders - - Senior Leader Seminar** – The Army is now soliciting nominations for a new pilot course for senior leaders, the Senior Leader Seminar (SLS). This seminar is designed to accelerate the development of select Army Civilians (GS-15) by providing them with higher levels of information regarding Army programs and thinking, as well as non-Army perspectives and information relevant to National-level service.

The call for nominations is extended to eligible GS-15 Civilian senior leaders who are either currently assigned to, or projected for assignment to, key higher-level strategic assignments. The focus of the SLS is to prepare participants to serve effectively as key advisors and staff officers for general officers and Army Civilian leaders by enhancing their ability to effectively navigate the political landscape both at home and abroad. SLS is centrally funded by the Center for Strategic Leadership (U.S. Army War College) and will be conducted from 21-27 Aug 11 at the DoD Executive Management Training Center, Southbridge, Massachusetts. The course announcement, application instructions, and checklist are available on the ACTEDS website, <http://cpol.army.mil/library/train/catalog/ch04sls.html>.

All hardcopy application packets (original and one copy) must be received by the MSD Workforce Development Program Manager (Roxann Dent), Room 5C140, Pentagon, NLT 27 Jun 11. Please note that documentation of completion of Civilian Education System Advanced Course must be included in the nomination packet (a copy of Advanced Course certificate of completion or CHRTAS Advanced Course credit documentation).

No extensions will be granted. Upon receipt, OACSIM will host a panel to review application packets and develop an Order of Merit List (OML). The recommended OML will be presented to HQDA for review and approval.

The course description indicates that this course is also targeting Army colonels (generally 23-26 years of service) in addition to GS-15 Army Civilians. Please note, all military selectees will be identified by the Senior Leader Development Office based on their “targeted” positions. Selectees will receive notification by invitation ONLY via command channels. There is no military application process.

**Army E-Learning** – State-of-the-art computer-based training is available free to the Army Workforce! Army e-Learning offers more than 5,000 web-based courses in information technology, business, leadership, and more, including foreign language courses by Rosetta Stone. No prior supervisory approval is needed to take Army e-Learning courses. To get started, login at <https://www.atrrs.army.mil/channels/eLearning/smartforce>.

For additional information about the above information or for general Workforce Development and training questions, please contact Ms. Roxann Dent, [Roxann.Dent@us.army.mil](mailto:Roxann.Dent@us.army.mil), (703) 695-7078.

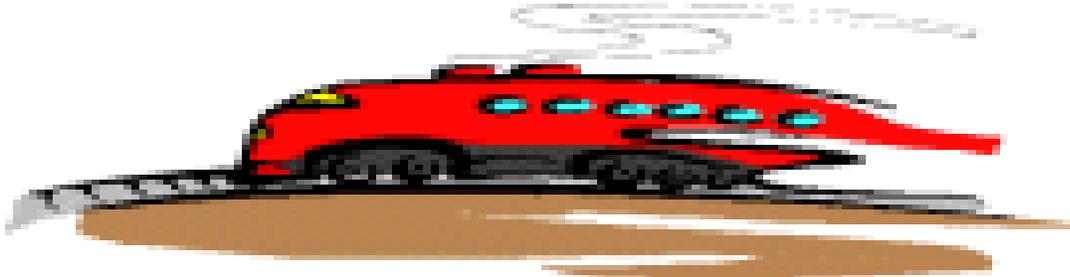
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**FEEDBACK** - If you have any feedback or recommendations on the content of this newsletter, please send responses to Ms. Marianne Eisenhauer-Wall, Chief, MSD, at (703) 695-7161 or E-Mail: [marianne.eisenhauerwall@us.army.mil](mailto:marianne.eisenhauerwall@us.army.mil),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

**Helpful Tip from an OACSIM Customer** – Recently MSD received information from a customer who indicated she was having difficulty getting into "MyPay" because her password would not work. Although she followed the MyPay directions on getting her password, she kept running into a road block. When she searched the web for assistance, she found the DFAS customer service link provided on the DFAS website, <https://corpweb1.dfas.mil/askDFAS/welcome.jsp>. After reading over the instructions on how to obtain password assistance, she called 1-888-DFAS411 and received excellent customer service. We are sharing her story because the contact information she obtained might be helpful to others who need help with MyPay, passwords, or just general DFAS information.

**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).

## 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.

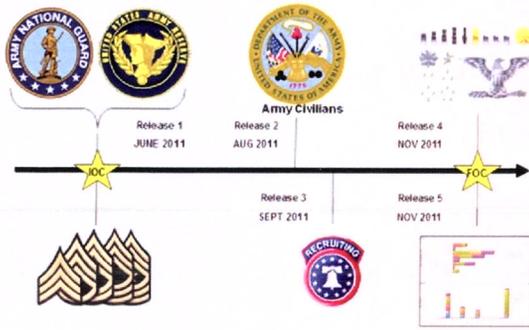
**Because of the two different retirement systems, CSRS and FERS, please include on the SF182 which system you are enrolled in.**

**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.

# ACT is Coming

## Maximize Your Performance

### ACT Release Timeline



### Army Civilian Rollout

<b>Spiral 1</b> 31 Aug 2011		
▪ CP 18 ▪ CP 22 ▪ CP 27	▪ CP 29 ▪ CP 31	▪ CP 32 ▪ CP 34
<b>Spiral 2</b> 31 Dec 2011		
▪ CP 10 ▪ CP 11 ▪ CP 12	▪ CP 13 ▪ CP 17	▪ CP 24 ▪ CP 31
<b>Spiral 3</b> 31 Mar 2012		
▪ CP 14 ▪ CP 16	▪ CP 20 ▪ CP 33	▪ CP 26 ▪ CP 28
<b>Spiral 4</b> 30 June 2012		
▪ CP 15 ▪ CP 35	▪ CP 36 ▪ CP 50	▪ CP 53 ▪ CP 56
<b>Spiral 5</b> 30 Sept 2012		
▪ CP 19 ▪ CP 51	▪ CP 55 ▪ CP 60	▪ CP 61 ▪ CP 64

\*CP = Career Program

### What is ACT?

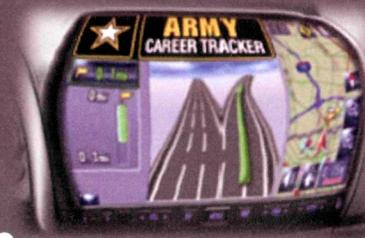
Army Career Tracker (ACT) is a leadership development tool that integrates training and education into one personalized, easy-to-use website. Users can search multiple education and training resources, monitor their career development and receive personalized advice from their leadership.

### Who Supports ACT?

As part of the 2011 Army Campaign Plan, Army Learning Concept 2015 (ALC 2015) and the Civilian Workforce Transformation Initiatives, ACT will allow users to manage their lifelong career objectives and monitor progress toward career requirements and goals. Army Civilian users can search for training or courses through multiple training catalogs and find educational resources to become multi-skilled, agile leaders of the 21<sup>st</sup> Century.

### A Customized Solution

ACT was tested in fall 2009 by 214 Soldiers whose feedback indicated very high satisfaction and resulted in approval for full deployment by CG TRADOC. Now customized for Army Civilians, ACT is personalized for users based on their Career Programs and development requirements.



Find Out More

Email – [act.now@us.army.mil](mailto:act.now@us.army.mil)

Coming Jun 2011 – [actnow.army.mil](http://actnow.army.mil)



# ARMY CAREER TRACKER



## Army Civilians Your Tool, Your Career, ACT NOW!

# NAVIGATE To Career Success

ACT NOW: <https://actnow.army.mil>

# ARMY CAREER TRACKER



Your single career management tool that will help you to

See

- Login to one website that compiles all career development related information
- Read news from Career Programs
- Learn more about DOD and Army training resources
- Identify training activities and requirements based on a personalized Career Program Maps

My Career View

NAME: Gavin Brown  
 GRADE: GS-11  
 SERIES: 1701  
 ASSIGNMENT START: 23 JUN 2009  
 EVALUATION DUE: 30 JUN 2012  
 JOB TITLE: Designer  
 SSI: XXX.XXX.9900

Assignment	Year	Location	Status	Delivery Method	Completion Date
UNUSUAL	21 Sep 2008 - 02 Sep 2008	NC	NC		
WORLD	01 Feb 2008 - 28 Aug 2008	NC	NC		
COMMON RE SUBJECTS SKILL LVL 3	31 Dec 2013		COMPLETED SUCCESSFULLY		
COMMON RE SUBJECTS SKILL LVL 2	31 Dec 2013		COMPLETED SUCCESSFULLY		
PLANNING AND IMPLEMENTING AN ACTIVE	06 Apr 2011		COMPLETED SUCCESSFULLY	ATTEND	
DIAGNOSTIC PLANNING	03 Oct 2011		COMPLETED SUCCESSFULLY	RESCENT	

My Planner View

- Track your progress within your Individualized Development Plan
- Receive messages and recommendations from your supervisor and mentors
- Identify upcoming deadlines for training and education
- View multiple skill and competency career progressions

Understand

NAME: Gavin Burns  
 GRADE: GS-09  
 SERIES: 1701  
 TITLE: Instructional Designer  
 ASSIGNMENT DATE: 20 MAR 2010  
 CP: 32

Activity	Priority	Completion Status
Functional Training (32)	PRIORITY 1:	Completed
Financial Forecasting	PRIORITY 2:	Not Started
Competitive Training	PRIORITY 3:	Not Started
Leadership Development	PRIORITY 1:	Completed
Professional Development Education	PRIORITY 1:	Completed
Dept of the Army / Mandatory Training	PRIORITY 1:	Completed
University Education	PRIORITY 1:	Completed

My Journal View

- Search multiple training catalogs and educational resources
- Set and track professional goals
- Connect with peers through My Journal
- Supervisors can advise employees on their leadership development

ACT

Journal Entry: **Preparing a Good Counseling Session**, 20071217  
 Question with AFR 690.950 20071211

Journal Entry: **Improving Study Habits**, 20071125  
 Distance Learning Program, 20080901

Journal Entry: **Working at the Army G3**, 20080609  
 Moving to Different Assignments, 20071215

Journal Entry: **First Assignment Tips**, 20080822  
 First Assignment Tips, 20080915

Journal Entry: **Supervisor Development Course**, 20080101  
 Supervisor Development Course, 20080320

Journal Entry: **Combat Developer Course**, 20080503  
 Functional Master Training Course, 20080320

## 2011 Course Schedule OSD Action Officer Course

June 8-9, 2011

July 13-14, 2011

August 9-10, 2011

September 14-15, 2011

September 21-22, 2011 (Tentative, if needed)

October 5-6, 2011

November 2-3, 2011

December 7-8, 2011

Location: Crystal City, 1235 South Clark St. Suite 1104

POC: Mr. Mike Anderson, [michael.anderson.ctr@whs.mil](mailto:michael.anderson.ctr@whs.mil)