



March 2010

**OACSIM Management Support Division (MSD)
Newsletter**

Providing administrative information to OACSIM personnel

MSD "One Stop" – As part of our customer service enhancement process, MSD has created "One Stop" files on a multitude of processes we control or directly/indirectly support. The goal is to provide readily accessible information and forms to answer questions such as "Where do I get information concerning..." or "How do I request...". The MSD "One Stop" files are located on the shared network at J:\ALL_Share\01A - MSD One Stop Files. For questions on the "One Stop" files, please contact Nancy Tennis at 602-0987 or E-mail: nancy.tennis@us.army.mil.

Upcoming Key Events –

- 1-31 Mar** Women's History Month
- 14 Mar** Daylight Savings Time
- 14 Mar- 5 Apr** March Madness
- 17 Mar** St. Patrick's Day
- 23 Mar** OACSIM/IMCOM Joint Town Hall

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

- Information and Technology Directorate: Christina Ananthakrishnan
- Installation Services Directorate: Brian Picerno
- Operations Directorate: Zana Kizzee, Georgiann Sekela, Andrew White, James Williams

OACSIM/IMCOM Town Hall – LTG Lynch will host his next monthly OACSIM/IMCOM Town Hall and Hoot and Holler social gathering on 23 Mar 10, 1400-1700, at Fort Myer. Transportation will be provided and pick-up/drop-off information will be emailed at a later date. Tentative dates for OACSIM/IMCOM Town Halls over the next five months are: 20 Apr 10, 27 May 10, 25 Jun 10, no joint Town Hall in July, and 23 Aug 10. Per LTG Lynch, these events are mandatory for all military, civilian, and contractor personnel.

Army Emergency Relief (AER) Campaign – Headquarters, Department of the Army will conduct the annual AER fundraising campaign from 1 March through 15 May 2010. The AER is a private, nonprofit organization incorporated in 1942 by the Secretary of War and the Army Chief of Staff. The sole mission of AER is to help Soldiers and their Families during times of financial need—such as the death of a family member, illness, or natural disaster. Campaign contributions ensure AER's continued ability to meet the needs of our Soldiers and their Families during these challenging times. This year's campaign theme is "Helping Maintain ARMY STRONG" and is endorsed by the Secretary of the Army; Chief of Staff, Army; and the Sergeant Major of the Army. The OACSIM Campaign Coordinator for the 2010 AER Campaign is LTC Maryann Otto, Resources Directorate. If you would like to donate to this year's AER Campaign, please contact your Directorate's/Special Staff Office's key worker.

For more information on the OACSIM's AER Campaign, please contact LTC Otto, 695-0064, or E-mail: maryann.otto@us.army.mil.

OACSIM NSPS Update – All OACSIM NSPS employees' FY10 performance plans should now be in an Approved status. If your performance objectives have not been approved, please work with your rating official to get these completed as soon as possible. Interim review assessments will be completed in Apr 10.

NSPS Transition – The DoD announced the majority of NSPS employees are scheduled to transition to non-NSPS personnel systems by 30 Sep 10, more than a year earlier than required by the National Defense Authorization Act (NDAA) for FY 2010. The FY2010 NDAA requires all employees to transition from NSPS no later than 1 Jan 12 with no loss of or decrease in pay upon conversion. Currently, OACSIM NSPS employees will transition into the General Schedule (GS) personnel system on 20 Jun 10 except if deployed. Please be advised that until the OACSIM transitions to the GS personnel system, all NSPS regulations and policies remain in effect. In preparation for this transition, no reviews of OACSIM positions will be processed. The Army is still in the process of developing its transition strategy as well as FAQs that will address many of your questions. As more information becomes available we will let you know. Please continue to visit the DoD's NSPS PEO Transition website, <http://www.cpmc.osd.mil/nsps/> or the Army's NSPS website, <http://cpol.army.mil/library/general/nsps/repeal.html>, for more information.

DoD and the Army are aware that employees have many questions about the transition, particularly regarding job classification and pay. Please see Enclosure 1 for frequently asked questions, which address these items and more.

We highly recommend that everyone take the GS101 on-line training that is now available, particularly if you are not familiar with the GS personnel system, or are a supervisor (military or civilian), or it has been several years since you have worked within the GS personnel system. The training link is provided on the NSPS Transition Office (NSPSTO) Website, <http://www.cpmc.osd.mil/nsps/>. A .pdf version of the GS 101 training is also located on the MSD One Stop, J:\ALL_Share\01A - MSD One Stop Files\NSPS\NSPS Conversion\GS 101 Training\GS 101 Online.pdf.

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

Filling Vacant Positions After 1 Mar 10 – As of 1 Mar 10, all Requests for Personnel Action (RPAs) for filling of vacant positions (except those identified as exceptions in the Army's 10 Dec 09 guidance) will be processed under the following GS rules:

- All announcements opened will be advertised as GS (or appropriate non-NSPS) positions*
- All non-competitive movement of non-NSPS employees will be to GS (or appropriate non-NSPS) positions (including non-competitive appointments)
- All actions received for temp/term employees will be in accordance with GS timelines (applies to current NSPS employees as well) and no conversions to permanent will be authorized
- All NSPS open continuous announcements will be closed and reopened as non-NSPS

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.

As a reminder, management has discretion to move current NSPS employees non-competitively to other NSPS positions during the transition or can choose to move NSPS employees to GS positions as long as there is no loss in pay.

* Pipeline exceptions apply to announcements opened before 1 Mar 10 and non-competitive RPAs received by the Civilian Human Resources Agency before 1 Mar 10. Each OACSIM Director will be provided a copy of their current status of civilian personnel actions by 3 Mar 10.

For more information, contact Brenda Brown, 604-1456, or E-mail: Brenda.brown5@us.army.mil or Christine Bennett, 602-8531, or E-mail: Christine.bennett@us.army.mil, or Ms. Mary Kay Collins, 602-2850, E-mail: marykay.collins@us.army.mil

Military Army Physical Fitness Test (APFT) – The OACSIM APFT and height and weigh-in window for military personnel is scheduled from 1-30 Apr 10. This is a semi-annual requirement for all military to complete IAW AR 350-15 and FM 21-20.

Each OACSIM Directorate is responsible for administering their APFT semi-annually and must provide the DA Form 705 to Chul Campbell in the OACSIM Management Support Division NLT 3 May 10. All military are required to complete the height and weigh-in even if on a PROFILE. If the Soldier is on PROFILE a copy of the PROFILE must be provided to Mr. Campbell who will attach it to the Soldier's APFT card.

Additionally, the APFT and height and weigh-in are conducted on the last Wednesday of each month at Headquarters Company, USA, Building 406, Fort Myer. You must first coordinate with the Headquarters Company, USA Training Noncommissioned Officer at (703) 696-8470 or (703) 696-3531.

OACSIM Directorates may conduct their own APFT and height and weigh-in at an alternate location (i.e., Pentagon Physical Athletic Center, Fort Belvoir, etc.) if they do not want to send their military personnel to Fort Myer or want to conduct a Directorate-wide APFT. Locations for the Pentagon Athletic Center (PAC) are provided at <http://www.hqda.army.mil/OAASupportServices/pac/>

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

Government Travel Charge Card Annual Refresher Training – During the month of June 2010, all government travel charge card holders will be required to complete the annual refresher training, located at <http://fss.gsa.gov/webtraining/trainingdocs/traveltraining/index.cfm>. A copy of your certificate of training completion must be provided to Dory Olney in MSD for updating of your training record in the Executive Administration Center.

Just a reminder that use of the government travel charge card is only permitted for use while a card holder is in a temporary (TDY) status and it is prohibited to be used for local travel. Employees that misuse the card will be notified, along with their supervisor. Repeated misuse, or non-payment of the travel card, will result in the employee's government travel charge card being suspended.

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

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Training Requests – As a reminder, employees may not register or attend training until their SF-182 (Authorization, Agreement, and Certification of Training) is approved by their supervisor and MSD has approved payment for the training. Employees who register and/or attend training before it has been approved and funded may be held liable for any costs associated with the training. Employees are responsible for completing their own SF-182 and obtaining approval from their supervisor. Once a supervisor's approval is obtained, the employee must forward a the SF-182 to Ms. Dory Olney, Management Support Division, Room 8720F, 8th Floor, Presidential Tower, no less than three working days prior to the registration deadline in order to allow MSD time to process, approve, and fund the training. The employee is responsible for completing registration/enrollment requirements with the training source after the training is funded by MSD. Within 10 working days, the employee will provide documentation of training completion (SF- 182) to Ms. Olney. A copy of the SF 182 and additional information on training is provided at J:\ALL_Share\01A - MSD One Stop Files\Training Management.

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

Civilian Education System (CES) Equivalency Course Credit – If you are a Department of the Army employee and have completed supervisory or other formal education training, you can receive CES credit by submitting a request through the Civilian Human Resources Training Application System at <https://www.atrs.army.mil/channels/chrtas/student/logon.aspx?caller=1>.

For more information, contact the HQDA G3/7 Training Directorate point of contact, Ms. Patricia Rochester, or Ms. Michelle White, E-mail: civilianleaderdevelopment@conus.army.mil.

Information on CES training courses is provided on the MSD One Stop at [J:\ALL_Share\01A - MSD One Stop Files\Training Management\Civilian Education System \(CES\) Training](J:\ALL_Share\01A - MSD One Stop Files\Training Management\Civilian Education System (CES) Training)

Summer Employment Opportunities – Enclosure 2 provides a listing of summer job opportunities within the Washington, DC area. If you know someone who would benefit from these job opportunities, please share this information with them. If you have a question about the summer hire positions at Enclosure 2, please contact the hiring agency directly. Additional summer jobs can be found at <http://www.usajobs.gov/studentjobs/>.

OACSIM Summer Hire Program – If an OACSIM Director is interested in having a summer hire work in your area, please coordinate with Brenda Brown in MSD. In considering your request for summer hires, be mindful of the fact that you have sufficient workspace for them to be productive.

If you are an OACSIM military or civilian employee who has a family member who would like to work for OACSIM over the summer, your family member must contact with Brenda Brown in the MSD. Please note the following:

- ✓ Student must be between the age of 16-22
- ✓ Student must be a family member of a current OACSIM military or civilian employee
- ✓ Student must be enrolled full-time in school and must provide a transcript verifying full-time enrollment
- ✓ Student must need to provide a resume
- ✓ Student must need to provide a copy of his/her birth certificate
- ✓ Student will be required to completed Standard Form 85P, Questionnaire for Public Trust Positions and bring it with them on the day they report for work

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Placement of student hires is made by MSD based on Directorate need and priority.

For more information on the OACSIM's Summer Hire Program, contact Brenda Brown, 604-1456, or E-mail: Brenda.brown5@us.army.mil, or Christine Bennett, 602-8531, or E-mail: Christine.bennett@us.army.mil.

Master Leave Calculator – If you want to monitor your earned and use of sick and annual leave, we recommend you use the master leave calculator found at J:\ALL_Share\01A - MSD One Stop Files\Time and Attendance\Master Leave Calculator for 2010.xls. Make sure you re-save the file to a location of your choice before you start filling in your information.

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

MSD Contact Information – In support of the MSD customer-centric philosophy, MSD developed the point of contact list at Enclosure 3 for various MSD military, civilian, and support service functions. The list is not all inclusive and will be updated as needed. For future use, the list is located at J:\ALL_Share\01A - MSD One Stop Files\Phone Lists and Organization Charts\MSD Functions POC List as of 19 Feb 10.pdf

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

MSD Monthly Article by Chris Mayard – Chris is attending training this month and will share his thoughts on what it is like to be working in the intern program and for the OACSIM in our April newsletter.

In addition to getting to know Chris, we would like for you to get better acquainted with the rest of the MSD staff. MSD is comprised of a diverse group of individuals who specialize in specific functional areas, i.e., personnel, logistics, budget, acquisition, etc. This month we would like to introduce you to Ms. Martha Milan. Martha works in the Management Support Division Budget and Acquisition Branch as the Acquisition Management Staff Officer (AMSO) for the OACSIM. She serves as procurement analyst and contract specialist providing advice to the OACSIM staff on all acquisition, procurement and contracting issues. She has over 20 years of experience in the procurement and acquisition field. To read more about Martha, please see her entire bio at Enclosure 4.

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Frequently Asked Questions (FAQs)

Q. What does the phrase “no loss of or decrease in pay upon conversion” really mean?

A. No loss of or decrease in pay upon conversion means that an employee’s pay upon conversion will not decrease because of the termination of NSPS.

Q. When I transition to the General Schedule (GS) system, how will my grade and pay be determined?

A. Based on application of GS classification criteria to your assigned duties and responsibilities, your permanent position will be classified to a GS grade. Once the grade is determined, your current salary will be set on a step within the rate range for your assigned grade using GS compensation rules as follows:

- If your NSPS adjusted salary falls between two steps, your salary will be set at the higher step.
- If your NSPS adjusted salary falls below step 1 of the grade, your salary will be set at the step 1 rate.
- If your NSPS adjusted salary exceeds step 10 of the grade, you will be placed on retained pay.

Q. What is retained pay?

A. Retained pay is a provision under the GS system that allows employees whose salary exceeds Step 10 of their assigned grade to keep their pay.

Q. If my salary falls between two steps of my assigned grade, what step will I be assigned?

A. If your salary falls between two steps for your assigned grade, you will be placed on the higher step.

Q. Who determines my grade?

A. A Human Resources Specialist, or a supervisor or manager with delegated classification authority, determines your grade using GS classification criteria. This determination is based on the duties and responsibilities assigned by your supervisor.



Q. If I converted into NSPS from a GS-12 permanent position and my duties and responsibilities have not changed, will I be transitioned from NSPS at the GS-12 grade level?

A. Yes. Employees who remain in the position from which they were converted to NSPS will return to the GS grade they were previously assigned. However, a change in duties, a change in the classification criteria, or a previously misclassified GS position may result in a different grade. Your grade will be determined using GS classification criteria and is based on your permanent duties and responsibilities assigned by your supervisor.

Q. The law says DoD has until January 1, 2012 to transition everyone from NSPS. When will I be notified of my transition date?

A. The NSPS Transition Office is reviewing proposed transition plans and timelines. Once the plans are approved, employees will be advised through their Component channels of the transition date. The Department's goal is to have the majority of employees transitioned from NSPS by September 30, 2010.

Q. What can I do to prepare for the transition?

A. You can:

- Sign up for NSPS web alerts on the NSPS website homepage so you receive routine updates.
- Bookmark the NSPS website and visit it often.
- Take *GS101*, a web-based course on the NSPS website, covering the basics of the GS system.
- Read the transition-related guidance.

The NSPS website address is <http://www.cpms.osd.mil/nsps>.

SUMMER EMPLOYMENT OPPORTUNITIES

Search for the below jobs and more Federal jobs on USAJOBS.gov at <http://www.usajobs.gov/> or Student jobs at <http://www.usajobs.gov/studentjobs/>

1. Agency Name: Department Of Justice

Job Location: Washington DC

Job Title: Office Clerk (Student Temporary Employment Program)

2. Agency Name: Department Of Defense

Job Location: District of Columbia

Job Title: The DIA Cooperative Education Program

3. Agency Name: Department Of Justice

Job Location: Washington

Job Title: Clerk (Student Aide)

Job Location: Washington DC Metro Area

Job Title: 2010 Summer Honors Law Program-1L

Job Location: Washington DC Metro Area

Job Title: Summer Honors College Program 2010

Job Location: Washington DC Metro Area

Job Title: 2010 Summer Honors Business Program

4. Agency Name: Department Of Commerce

Job Location: Washington DC Metro Area

Job Title: Student Volunteer

5. Agency Name: Department Of Agriculture

Job Location: Washington DC Metro Area

Job Title: Agricultural Marketing Assistant, GS-1199-4/7

6. Agency Name: Department Of Agriculture

Job Location: Washington DC Metro Area

Job Title: Public Affairs Assistant, GS-1099, 4/7

7. Agency Name: Department Of Agriculture

Job Location: Washington DC Metro Area

Job Title: International Trade Assistant, GS-0303-4/7

8. Agency Name: Department of the Navy

Job Location: Washington

Job Title: Office Automation Clerk

Job Location: Washington

Job Title: Engineering Technician

9. Agency Name: Department of Health and Human Services

Job Location: Rockville , Maryland

Job Title: Student Temporary Employment Program (Clerk/Office Automation Clerk)

10. Agency Name: Judicial Branch

Job Location: Washington DC Metro Area

Job Title: Volunteer Student Intern Program

Job Location: Washington

Job Title: Student Intern

11. Agency Name: Department Of Housing And Urban Development

Job Location: Washington DC Metro Area

Job Title: Management Support Clerk (OA)

Management Support Division - List of Functions

2/19/2010

Function	POC	Telephone Numbers
Access Roster request	John Yates	703-601-0376
Accident/ Injury reports	Chul Campbell	703-601-1991
Army Civilian Training, Education, and Development Programs (ACTEDS) (Career Program & Field) (Civilian Education System and Functional Courses)	Roxann Dent	703-601-0389
Army Force Management Courses	Eddie Daniel	703-601-0378
Army Physical Fitness Test Procedures	Chul Campbell	703-601-1991
Army Record Information Management System/ARIMS -	Lillie Jones	703-601-0379
Army Staff Identification Badge (ASIB)	Eddie Daniel	703-601-0378
Army Staff Lapel Pin (ASLP) - (CIV)	Eddie Daniel	703-601-0378
Assignments & Requisitions - (MIL)	Mary Kay Collins	703-602-2850
ATAAPS - Army Time and Attendance Personnel System	Dory Olney	703-604-2454
Award Recommendations (CIV)	Christine Bennett	703-602-8531
Award - (MIL)	Eddie Daniel	703-601-0378
Awards - (CIV) Honorary, Monetary & Length of Service	Christine Bennett	703-602-8531
Blackberry Accountability/Issuance	Lillie Jones/Chul Campbell	703-601-0379 (Lillie) or 703-601-1991 (Chul)
Blackberry Wireless Bill	Lillie Jones	703-601-0379
Building Pass Applications	John Yates	703-601-0376
Civilian Recruit Actions	Brenda Brown / Christine Bennett	703-604-1456 (Brenda) or 703-602-8531 (Christine)
Civilian Training and Leader Development Programs (Senior Service College, DSLDP, Academic Degree Training, Mentorship, Intern Program, Fellows Program, Developmental Assignments and Others)	Roxann Dent	703-601-0389
Conference Room 8002 Scheduling	Nancy Tennis	703-602-0987; to view, select Open a Shared Calendar from Outlook Calendar view; click on "Name" button and type in ACSIM MSD Conf Rm PT-8002 and click on Ok
Contract Assistance	Martha Milan/Nelson Shields	703-601-5809/703-601-0387
Country Clearances	John Yates	703-601-0376
Courier Authorizations	John Yates	703-601-0376
Database Management (EAC)	John Yates	703-601-0376
Defense Travel System (DTS/TDY)	Jill Medina/Donna Lewis	703-604-2457/703-601-0381
Duty Memorandums (MIL)	Eddie Daniel	703-601-0378
EAC - MSD Personnel Database Management	John Yates	703-601-0376
Emergency Escape Masks and Scheduling of Training	Chul Campbell	703-601-1991
Emergency Evacuation Routes	Chul Campbell	703-601-1991
Emergency Evacuation routes	Chul Campbell	703-601-1991
Evaluations (OERs & NCOERs)	Eddie Daniel	703-601-0378

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Extension of Tour Length	Eddie Daniel	703-601-0378
Files Management (ARIMS)	Lillie Jones	703-601-0379
Finance Actions	Eddie Daniel	703-601-0378
Financial Disclosure Statements (450/278 Filers)	Nancy Tennis	703-602-0987
Fire Prevention & Inspection	Chul Campbell	703-601-1991
Foreign Office Visit Requests	John Yates	703-601-0376
Government Travel Card	Stacy Cribb	703-601-0380
GPC Program Fund Approver	Stacy Cribb	703-601-0380
Group Administrator Manager (GAM)/ Wide Area Work Flow (WAWF)	Nelson Shields	703-601-0387
Hand Receipt 100 % Inventory/Update/Inspections	Chul Campbell	703-601-1991
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In/Out-Processing Procedures- (CIV)	John Yates	703-601-0376
In/Out-Processing Procedures (MIL)	Eddie Daniel	703-601-0378
Individual Development Plans	Roxann Dent	703-601-0389
Individual Mobilization Augmentees (IMA's/Reservists)	Mary Kay Collins	703-602-2850
Key and Kastle control	John Yates	703-601-0376
Leave - Voluntary Leave Transfer Program (CIV)	Dory Olney	703-604-2454
Leave Requests (MIL)	Eddie Daniel	703-601-0378
Life Cycle Computer Replacements	Chul Campbell/Lester Echols (IT Directorate)	703-601-1991 (Chul) or 703-604-1461 (Lester)
Metro Check Subsidy	Christine Bennett	703-602-8531
MIPR for agency providing reimbursable services.	Jill Medina/Donna Lewis	703-604-2457/703-601-0381
NCIC application request	John Yates	703-601-0376
New ADP requests	Lester Echols	703-604-1461
NSPS - Performance Appraisal Application	Nancy Tennis	703-602-0987
NSPS Training - New Employee or New Supervisor	Nancy Tennis	703-602-0987
OACSIM Check Book	Stacy Cribb	703-601-0380
Orders (PCS/TCS) (MIL)	Eddie Daniel	703-601-0378
PCS (CIV)	Jill Medina/Donna Lewis	703-604-2457/703-601-0381
Pentagon Parking Passes/VIP	Dory Olney	703-604-2454
PERSTEMPO Management	Eddie Daniel	703-601-0378
Promotion Orders & Certificates	Eddie Daniel	703-601-0378
Provide security clearance update notifications	John Yates	703-601-0376
Provide technical input in CAP GAP and POM	Jill Medina/Donna Lewis	703-604-2457/703-601-0381
Rally points	Chul Campbell	703-601-1991
Rating Schemes	Mary Kay Collins	703-602-2850

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Resource Request Form (RRF)	Jill Medina/Donna Lewis	703-604-2457/703-601-0381
Retirements / Separations	Eddie Daniel	703-601-0378
Review SF 86 documentation and forward to HQDA Security	John Yates	703-601-0376
Safe Combination Changes	John Yates	703-601-0376
Safety Inspections	Chul Campbell	703-601-1991
SCI nomination packets	John Yates	703-601-0376
Security Clearance Update Notifications	John Yates	703-601-0376
Security Inspections	John Yates	703-601-0376
Security Roster updates	John Yates	703-601-0376
Security Verifications	John Yates	703-601-0376
Selection Boards (Command, Promotion, School)	Mary Kay Collins	703-602-2850
SES Programs	Mary Kay Collins	703-602-2850
Spend Plans	Jill Medina/Donna Lewis	703-604-2457/703-601-0381
Sponsorship Program / Welcome Letters	Eddie Daniel	703-601-0378
Strategic Human Capital and Competency Development	Roxann Dent	703-601-0389
Strength Accounting / Officer Distribution System (ODS)	Mary Kay Collins	703-602-2850
Strength Reporting Status (CIV)	Christine Bennett	703-602-8531
TDA & Manpower Document Procedures (MIL & CIV)	Brenda Brown	703-604-1456
TDY Entitlements	Jill Medina/Donna Lewis	703-604-2457/703-601-0381
Theater Clearance/OCONUS Leaves	Eddie Daniel	703-601-0378
Training - (CIV/MIL) Requests for SF182s - Authorization/Approval	Dory Olney	703-604-2454
Training Needs Assessment	Roxann Dent	703-601-0389
UFR Questions/Assistance	Stacy Cribb	703-601-0380
Welcome Packets - (CIV)	Christine Bennett	703-602-8531
Workforce Development	Roxann Dent	703-601-0389
Army Acronymfinder		http://www.acronymfinder.com/
Army Benefit Changes, Retirement Info- Civilian	On-line submission	https://www.abc.army.mil
Army Civilian Personnel - Info Website	On-line info	www.acpol.army.mil
Defense Link		http://www.defenselink.mil/
Defense Travel		http://www.defensetravel.osd.mil/dts/site/index.jsp
Delta Dental - Enrollment, Changes, Information	On-Line submission	www.ucci.gov
Finance (LEs, W-2's, allotment changes, TSP updates)	On-Line submission	https://mypay.dfas.mil
Government Google Site		http://www.google.com/unclesam
Identification Cards (CAC) and Tags	Military Personnel Service Center -- Taylor Bldg, 8th Floor	602-0327 / 602-0349 http://www.hqda.army.mil/MPSC/idcard2.htm/
IRS Tax Exemption Info		http://www.irs.gov/govt/fslg/article/0,,id=112708,00.html

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Legal Services (wills, powers of attorney, notary)	Army Legal Services -- 177 N. Kent Street, 9th Floor, Rosslyn	703-696-1477
Mass Transit Benefit Program	On-Line submission	http://www.whs.mil/DFD/Info/NCRTransitSubsidy.cfm
Military Words		http://www.militarywords.com/
Official Photographs	Pentagon Photo Lab -- PNT, Rm 1E115 -- online appointments	697-2060 -- http://DAphoto.Pentagon.mil
Passports - Official	Military Personnel Service Center -- Taylor Bldg, 8th Floor	602-3663 / 602-3620
Personnel Records (ORB/ERB) Updates	Military Personnel Service Center -- Taylor Bldg, 8th Floor	602-0505 / 602-0498 / 602-0522 / 602-0518 / 602-0477

Martha Milan works in the Management Support Division Budget and Acquisition Branch as the Acquisition Management Staff Officer (AMSO) for the OACSIM. She serves as procurement analyst and contract specialist providing advice to the OACSIM staff on all acquisition, procurement and contracting issues. She has over 20 years of experience in the procurement and acquisition field.

Her career began as a "Head Hunter" for a personnel agency and then as a certified paralegal. She transitioned into contracting and acquisition for the Department of the Army during "Desert Shield" and "Desert Storm" at the Directorate of Contracting, Fort Belvoir, Virginia. She served as an 1102 (Contract/Procurement Analyst) in contracting during the transformation of the Fort Belvoir Directorate of Contracting in the U.S. Army Military District of Washington Acquisition Center. Ms. Milan was promoted from the contracting "floor" to the Policy Branch as a Procurement Analyst when the MDWAC transitioned to the Capital District Contracting Center. She was selected to augment the Army Contracting Agency Northern Region Contracting Center Principal Assistant Responsible for Contracting (PARC) office to perform contract management reviews for satellite Contracting directorates at Fort Hamilton, New York; Fort Meade, Maryland; Fort Belvoir, Virginia; Fort McNair, Washington, DC; Fort Myer, Virginia; Fort Ritchie, Maryland; and Fort A.P. Hill, Virginia.

Martha also served as a Senior Procurement Analyst to the PARC and the Inspector General at HQ Intelligence and Security Command. She was selected by Defense Contract Management Agency for the Deputy Assistant Secretary of Defense for Policy and Procurement as a subject matter expert (SME) to perform contract management reviews on all National Geospatial Intelligence Agency contracting offices. In addition to serving as AMSO for the OACSIM, Ms. Milan serves as a SME for the Deputy Assistant Secretary of the Army for Policy and Procurement and has performed contract management and operational reviews both in CONUS and OCONUS. She was handpicked by DASA procurement analysts as a SME for the Joint Contracting Command/Iraq/Afghanistan (ACC/JCC/I/A) contract review. She represented OACSIM in the Army Contracting Campaign Task Force addressing the Gansler Report issues in preparation of the Congressional review draft for the stand up and transition of the Army Contracting Agency to the AMC/Army Contracting Command.

Martha holds a Paralegal Certification from the American Institute of Business and Technology, a Bachelor of Science in Business Administration and a Master of Science in Acquisition and Contract Management from the Florida Institute of Technology. She is Level III certified in Contracting from the Defense Acquisition University.

Ms. Milan has a daughter and three grandsons and lives with her husband, John, and two Lhasa Apsos in Virginia.