



November 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 October – 15 December	Combined Federal Campaign
4 November	Flu Shots Dispersed at Presidential Tower
6 November	Daylight Savings Time Ends (Fall Back 1 Hour)
8 November – 13 December	FEHB Open Season
10 November	MSD Newcomers' Orientation
11 November	Veteran's Day
12 November	Day of Reduced Manning/Liberal Leave Policy in Effect
25 November	Happy Thanksgiving!
30 November	D6 Leadership Development Program (GS15/COL and SES/GO only)
16 December	OACSIM Holiday Party/Awards Ceremony, Fort Myer Officers' Club

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

- Information and Technology Directorate: Kathleen Chan, Denise Hill (Detailed)
- Operations Directorate: Debra Hassan, Robert Gregory, Stacey Royston
- Strategic Initiatives Group: Sherri Malace

Thanksgiving Day - On 25 November many of us will celebrate Thanksgiving Day. On this day people celebrate with family and friends to give thanks for what they have and also to help those that are less fortunate. As you enjoy this time with your family and friends, please remember to also say thanks to all of the deployed Service men and women, Federal civilians, and contractor personnel who cannot be with their families because they are protecting our Freedom. We wish you all a safe and Happy Thanksgiving!

2010 Combined Federal Campaign (CFC) – The 2010 CFC is being held from 1 October to 15 December 2010. The Information and Technology Directorate (ITD) is responsible for overseeing OACSIM's CFC this year. This year's campaign theme is "The Compassion of Individuals - The Power of Community." Your donation to CFC can help more than 4,000 charities in local, national, and international communities. Every contribution counts and every pledge increases our power to make a difference. A CFC video address from President Obama is located at http://www.cfcnca.org/campaign_videos.

Currently, OACSIM is at 14% of its targeted goal of \$210,200 (\$29,000 contributed to date). The campaign ends 15 December so there is still plenty of time to contribute. If you are planning to contribute to one or more of the many CFC charities, please submit your pledge form to your Directorate's/Special Staff Office's key

worker now. Please do not wait until the last minute to contribute. Provided below is a listing of current OACSIM keyworkers by Directorate:

Directorate	Keyworker	Phone Number
Installation Services	George Cushman	703-601-0274
Information & Technology	Erica Parker	703-696-9533
Operations	Theodore Nettles	703-601-1901
Resources	Eileen Steinway	571-256-1135
Executive Front Office/Strategic Initiatives Group/CACO/SACO	Brenda Shepherd	703-693-3233
Management Support Division/Business Transformation Office	Chul Campbell	703-601-1991

Flu Shots – The Influenza A vaccination will be administered on 4 November 2010 from 0900-1400 at Presidential Tower, Room 9200. OACSIM Active duty, civilian employees, retirees, and contractors with military ID are eligible to receive the flu shot and must show their ID/CAC to receive the vaccination. This vaccination is the best method to protect you, your families, and your fellow teammates at OACSIM and IMCOM.

For more information, contact MSG Mindy Rector, 602-1367 or E-mail: mindy.rector@us.army.mil.

MSD Newcomers' Orientation – To acclimate new employees, MSD implemented a Newcomers' Orientation Program in April 2010. This program is now mandatory for all new employees as part of in-processing. The Newcomers' Orientation for personnel who in-processed in late October/early November will be held on 10 November 2010 from 1000-1200 in CR 8002 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 – The following information is applicable to only OACSIM former NSPS employees who are under the Special TAPES Rating Cycle with a rating cycle ending 31 Oct 10 (these are the employees who were assigned to OACSIM on or before 19 Jun 10 and converted from NSPS to GS on 20 Jun 10) and Base Realignment and Closure Division field employees who were never under NSPS, but have a TAPES rating cycle ending 31 Oct 10.

The end of the rating cycle is here. 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 15 Nov 10.

Raters and senior raters: Please keep in mind that continuation sheets may NOT be used in conjunction with the annual appraisal forms (DA Form 7222 (Senior System) or DA Form 7223 (Base System)). Please ensure you use the correct form for your employee(s) when completing the annual appraisal and remember that rater and senior rater comments must be provided in bullet format and have a blank line between them. In addition, the support form (DA Form 7222-1) or counseling checklist (DA Form 7223-1) must be provided with the evaluation form for the annual appraisal to be considered complete. Additionally, all DA Forms 7222-1 must have the rater's handwritten rating marked to the left of each objective on the employee's support form. Please review the Base System and Senior System checklists at Enclosure 1. These checklists will provide guidance on completing support forms and annual appraisals and will assist employees and raters in ensuring

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.

that all required documentation is provided by 15 Nov 10. You can locate the forms via 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. Use of the .xdf format for DA Forms 7223 and 7222 allows for electronic signature and processing.

Annual Appraisals for Standard TAPES Rating Cycle Ending 31 Oct 10 and Special TAPES Rating Cycle Ending 31 Oct 10 –

The TAPES timeline is provided below for your information.

Sep and Oct 10	Continuous ongoing dialogue between employees and supervisors on performance expectations and assessment of their performance against expectations.
31 Oct 10	Rating cycle ends for Special TAPES Rating Cycle and Standard TAPES Rating Cycle for GS/WS 9-12 Senior System employees.
1 Nov 10	DA Forms 7222 and 7223 for rating cycle ending 31 Oct 10 (includes a copy of the completed support form) provided to OACSIM Personnel Systems Manager.
15 Nov 10	OACSIM Personnel Systems Manager consolidates DA Forms 7222 and 7223 by Directorate and prepares panel documentation.
21 Nov 10	OACSIM Personnel Systems Manager provides Directorate documentation to each Panel Chair for preparation of panel meeting.
1 Dec – 10 Dec 10	Directorate Performance Award Panels convene.

Common Access Card (CAC) Reissuance When a CAC is Lost or Stolen - Pursuant to current DoD policies, when a CAC holder (Government or contractor) loses their CAC or it is stolen, the CAC holder will report the loss to OACSIM Security at the earliest possible date by telephone or in person.

Upon notification from the CAC holder, OACSIM Security personnel will prepare a memorandum for the CAC holder to present to the CAC issuing official attesting that the CAC has been reported as lost or stolen. The replacement CAC will have the same expiration date and picture as the lost or stolen CAC.

Government employees who go directly to a CAC issuing office for a replacement CAC and do not have the memorandum signed by OACSIM Security will be turned away without having a new CAC issued.

Contractor employees will have to complete a new CAC application initiated through the Contractor Verification System (CVS) by OACSIM Security in addition to the memorandum.

The individual reporting a lost or stolen ID will be required to provide two forms of Government issued identification one of which will be a State or Federal Government-issued picture ID.

On-Line CAC Appointments and CAC Office Locations – Government employees can use the following link to schedule an appointment online at the CAC office located in the Taylor Building, 1st floor: <http://appointments.cac.navy.mil/>. *NOTE:* Contractor personnel may also use the link only after they receive notification from the Contractor Verification System (CVS) that their CAC application has been approved.

The CAC offices located in the Pentagon, Rooms 1F1084 and 5C1049 (USAF AFDW OL-P 11 MSS/A1PC) are available on a first come, first served basis. Two forms of Government issued identification are required for being issued a CAC (see MSD One Stop for what is considered acceptable forms of identification, J:\All_Share\01A - MSD One Stop Files\Security Functions\Building Pass and CAC_Issuing Locations.pdf).

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For assistance and information related to security policies and procedures, please contact John Yates, 601-0376, or E-mail: john.d.yates@us.army.mil or Robert Murafsky, 601-2518, or E-mail: Robert.murafsky@us.army.mil.

BRAC Restored Leave – Just a reminder that as personnel move from Presidential Tower to the Pentagon or Taylor Building, BRAC Restored leave will be paid out within 3 pay periods (6 weeks). BRAC Restored Leave will be paid out upon retirements, resignation, completion of the BRAC move, or if employee departs their BRAC agency for a non-BRAC agency. Please see Enclosure 2 for the BRAC Restored Leave Timeline.

Questions should be addressed to Ms. Mary Kay Collins, 602-2850, or E-mail: marykay.collins@us.army.mil.

Federal Flexible Spending Account Program (known as FSAFEDS) – FSAFEDS provides a way for you to save money on health care and/or child care/elder care expenses. You set aside money from your salary BEFORE taxes are withheld, incur eligible expenses and receive reimbursement. Enrolling in FSAFEDS lowers the amount of income tax you pay because the salary you set aside for FSAFEDS is not taxed. That's how you save money with FSAFEDS – you pay less tax. For example, if you earn \$3,000 per pay date – that means you pay taxes on \$3,000 per pay date. If you put \$40 per pay date in FSAFEDS – then you only pay taxes on \$2960 per pay date. You save money by paying less taxes. You get the money in your account back when you submit timely claims for eligible expenses. This is an easy way to save money on the services and products that you are already spending money on. You can enroll for FSAFEDS during the next Federal Employees Health Benefits, Flexible Spending Accounts, and Federal Employees Dental and Vision Insurance Program Open Season which runs from 8 November - 13 December 10.

For more information Flexible Spending Accounts, go to the FSAFEDS website: <https://www.fsafeds.com/fsafeds/index.asp>.

To obtain information on the Federal Employee Health Benefits Open Season, please visit the Army Benefits Center website, <https://www.abc.army.mil/>.

Improving Federal Recruitment and Hiring Process – On 11 May 2010, President Obama issued a Presidential Memorandum entitled - "Improving the Federal Recruitment and Hiring Process." The Presidential Memorandum required Federal agencies to implement certain practices by 1 November 2010. One of the practices that will possibly affect selecting officials is the change in the method by which candidates were referred to them under delegated examining procedures. At Enclosure 3 is an explanation of the new process and how it impacts candidate selections.

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.

Federal Career Length of Service Awards – Did you know as an Army civilian employee, your active duty military time can be added to your civilian service for a Federal Career length of service certificate? If you would like your active duty military time to be included toward your next career service certificate, please forward a copy of your Certificate of Release or Discharge from Active Duty (DD 214) to Ms. Christine Bennett, MSD, at 703-602-8531, or E-mail: Christine.bennett@us.army.mil.

Please note: This applies only toward a Federal Career Length of service certificate. This does not apply to credit for leave accrual.

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ATM Withdrawals Using the Government Travel Charge Card (GTCC) – ATM withdrawals may only be made for approved travel and should not exceed the daily M&IE rate unless they are for official travel expenses where the GTCC is not accepted. (Refer to DoDFMR Volume 9, Chapter 3, 031003 (Aug 10).)

For more information, please contact Stacy Cribb, 601-0380, or E-mail: stacy.cribb@us.army.mil.

Completing the 2010 Army Civilian Attitude Survey – OACSIM personnel received an email asking them to fill out the 2010 Army Civilian Attitude Survey. The responses provided will be used by HQDA in determining perceptions and attitudes across the Army's civilian workforce and will help in the development of policies and programs that will improve the workplace for all Army civilian employees.

Please go online to take this survey, <https://surveys.us.army.mil>. If the link does not work, "copy and paste" this address into the Web address box of your Internet browser.

The survey is available through 19 November 2010.

Covey Time Management Webinar - A new Covey Time Management webinar is open for registration now. The webinar, "It's All About Balance" will take place on 17 November 2010 from 0900-1100. It is now open for registration by OACSIM employees. The ACSIM has directed that this training is mandatory for all OACSIM employees. Go to <http://www.franklincovey.com/reg/?IMCOM> to register for the webinar. The course is conducted via a personal computer and regular telephone land line. New employees or those who have not attended a Covey Time Management training event this year must register for the course.

This may be your last opportunity to attend this training if you have not completed it.

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

Workforce Development Update – Many employees do not take the time to truly think about what is important for their career and get so involved in their day-to-day work that they do not take the time to focus on their career. There is never enough time in the day to handle everything that is necessary in your working life, so add 15-20 minutes on your calendar each day to work your individual development plan (IDP) until it is just what you need. Then meet with your supervisor to gain his/her guidance and approval to start implementing it. Take the time to plan your IDP and road-map the training and development you need to succeed. IDP information for employees is provided in OACSIM Policy Memorandum 9 (Link: [Policy 9](#)) and for SES members in Policy Memorandum 15 (Link: [Policy 15](#)).

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

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TAPES CHECK LIST - SENIOR SYSTEM

Information provided at <http://cpol.army.mil/library/permis/52222a.html>

Senior System Civilian Evaluation Report (DA FORM 7222)

PART II - AUTHENTICATION

- Rater and Senior Rater (if used) have signed and dated in IIa and IIc respectively.
- Ratee has signed after Rater/Senior Rater have assigned rating, and appropriate discussion has occurred.

PART IV - DUTY DESCRIPTION

- Contains brief description of duties and indicates whether the current position description is correct.

PART VI - PERFORMANCE EVALUATION

- The appropriate objective rating box is marked VIa.
- The total of the rated objectives (percent) matches the level of rating (in VIa).
- For supervisors or managers, the appropriate box is marked in VIa to indicate either YES or NO for Excellence in Org Mgt/Ldshp OR EEO/AA. (Specific objectives must appear in the Support Form for these).
- Bullet comments are annotated in VIb for any ratings above or below "S."

PART VIII - SENIOR RATER (When Used) NOTE: Within OACSIM, only a GO or SES may serve as both the Rater and Senior Rater

- The appropriate Overall Performance Rating block is marked in VIIIa.
- The overall rating in VIIIa matches the objective rating in VIa.
- No additional pages are attached to Evaluation Form.

CIVILIAN EVALUATION REPORT SUPPORT FORM (DA FORM 7222-1)

- The Support Form is attached to the DA Form 7222.
- The Rater at the appropriate level has initialed and dated in Part III, along with Ratee and Rater initials.
- Performance Plan has been in effect at least 120 days (based on date the Rater (or Senior Rater, if required) has initialed in Part III).
- Each rated Performance Objective has a rating properly annotated (E, S (please do not use M), NI or F) in pen or pencil to the left side.
- If ratee is a supervisor, there are specific objectives for Org Mgmt/LDR or EEO/AA in Part IVb of the DA Form 7222-1.

PERFORMANCE AWARDS

- Employees will not be nominated automatically for performance awards based on their ratings. OACSIM uses a Performance Awards Pool process to reward employee performance. Performance awards are not an entitlement and are not guaranteed.

Base System Checklist

Base Level Evaluation Report Checklist

Information located at <http://cpol.army.mil/library/permis/52222b.html>

Part I - Administrative

- Does the rating period coincide with the Support Form?
- Is the rating period correct?
- Is the rating period at least 120 days?
- Has the appropriate Reason for Submission been checked (e.g., Annual [include early, if applicable], or Special?)

Part II - Authentication

- Has the report been signed by the Senior Rater (if required), Intermediate Rater (if applicable), Rater, and Ratee?

Part III – Performance Awards

- Employees will not be nominated automatically for performance awards based on their ratings. OACSIM uses a Performance Awards Pool process to reward employee performance. Performance awards are not an entitlement and are not guaranteed.

Part IV - Duty Description

- Are comments confined to the space provided (cannot exceed)?
- Are counseling dates recorded?

Part Va - DA Values (Comments are encouraged - not mandatory)

- Are comments in bullet form?
- Are comments limited to no more than two lines per bullet?
- Are comments double-spaced between bullets?
- Are only positive comments listed (non-derogatory)?

Part Vb - Responsibilities (Rater)

- Has rater assigned a rating to each responsibility?
- Are comments written for any responsibility to be rated (required for responsibilities rated other than success; encouraged for those rated success)?
- Are comments in bullet format?
- Are comments limited to no more than two lines per bullet?
- Are comments double-spaced between bullets?
- If the ratee is a supervisor, are Responsibility #5, Supervision and Leadership, and responsibility #6, EEO and Affirmative Action, rated? Are there bullet comments?
- Are comments confined to the space provided (cannot exceed)?

Intermediate Rater (if applicable)

- Has the Intermediate Rater signed and dated Part II?
- If the Intermediate Rater disagreed with the Rater and they could not work it out, has the Intermediate Rater given both views to the Senior Rater (preferably in writing)?

Part VI - Overall Performance (Senior Rater if used, Rater if no senior rater used).
NOTE: Within OACSIM, only a GO or SES may serve as both the Rater and Senior Rater.

- Does the Overall Performance Rating agree with the rater's Responsibilities rating in part Va?
- Are comments provided--both on Ratee's performance and potential?
- If the Ratee is a Supervisor, and was rated above SUCCESSFUL LEVEL 3, was he/she rated EXCELLENCE in either or both of Responsibilities #5 and #6?
- Are comments in bullet form?
- Are comments limited to no more than two lines per bullet?
- Are comments double-spaced between bullets?
- Are comments confined to the space provided (cannot exceed)?
- If the Senior Rater disagrees with the Rater and resolution through discussion/negotiation has not resulted in agreement, has he/she either directed or made the necessary changes?

DA Form 7223-1, Counseling Checklist/Record

- Were copies attached to the appraisal?
- Is the counseling checklist/record for the correct rating period?
- Did the Ratee, Rater, Intermediate Rater (if appropriate), and Senior Rater (if required) initial and date the form?
- Was at least a midpoint review completed, documented on the Checklist/Record, and initialed and dated at least by the Ratee and Rater?
- Were main points of any counseling (e.g., initial and midpoint) annotated on the Checklist/Record?
- If major changes were made to the support form during the rating period, did the Senior Rater (if used) also review and approve the modifications?
- Was the performance plan in effect for at least 120 days?

- If the plan was in effect for less than 120 days, was it due to administrative oversight? Is a statement of concurrence included, signed by the rater, ratee, and senior rater?
- Has a copy of the performance appraisal been provided to the ratee?

Responsibility Ratings

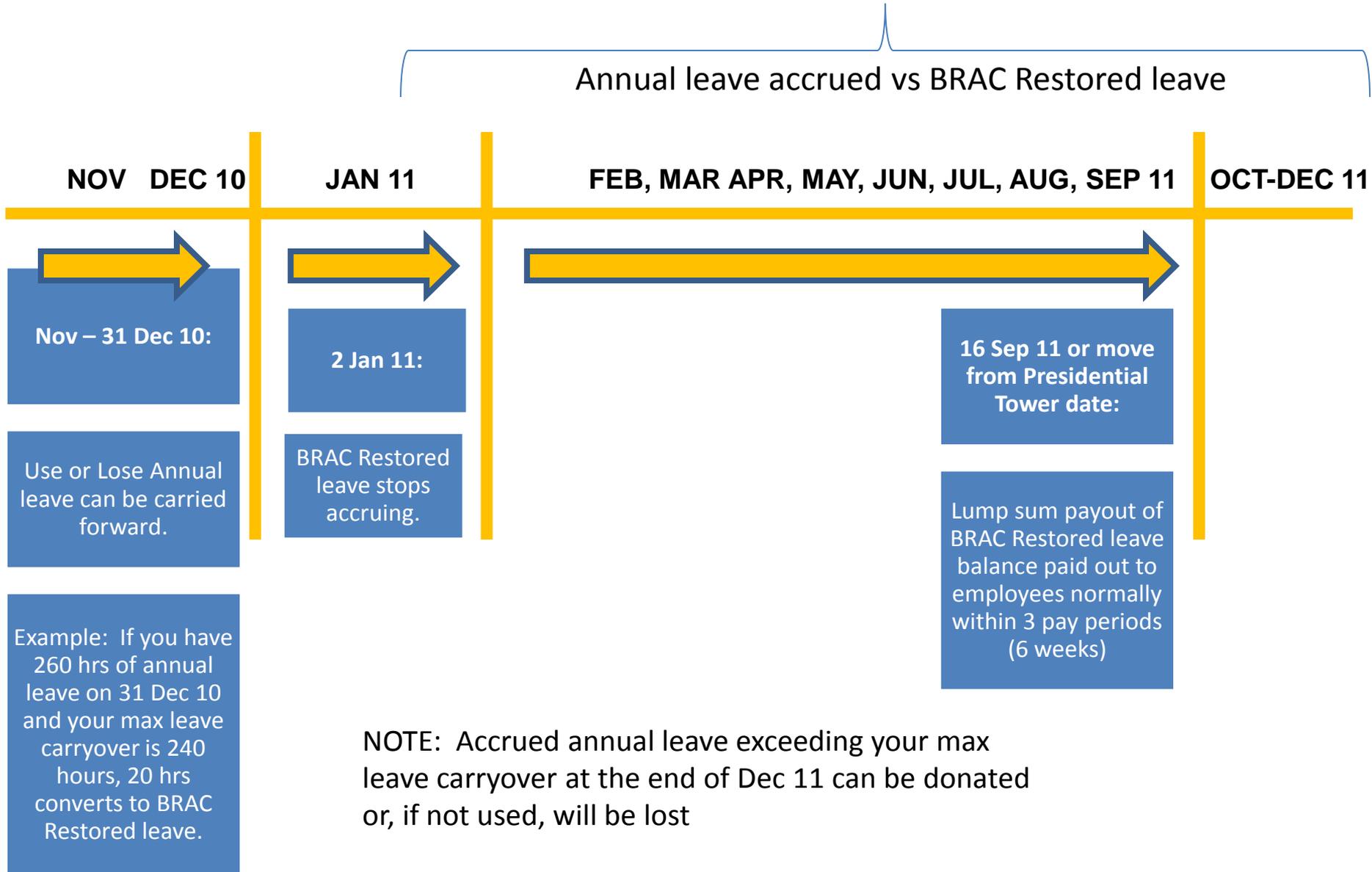
Excellence: Consistently exceeds level described by standards and documented expectations; frequently produces more and/or better than expected.

Success: Usually performs at the level described by the standards and documented expectations. Quality/quantity of accomplishments are generally at expected levels. Strengths clearly outweigh the weaknesses.

Needs Improvement: Sometimes performs at level described by standards and documented expectations. However, fails enough so that weaknesses slightly outweigh strengths.

Fails: Frequently fails to perform at levels described by standards and documented expectations. Rarely achieves expected results. Weaknesses clearly outweigh strengths.

BRAC Restored Leave Timeline



HQDA Civilian Personnel Advisory Center

THE MORE YOU KNOW...

14-10

“President’s Hiring Initiative—Category Rating: What can Managers Expect?”

On 11 May 2010, President Obama issued a Presidential Memorandum entitled - "Improving the Federal Recruitment and Hiring Process." A couple of the key messages are stated below:

"To deliver the quality services and results the American people expect and deserve, the Federal Government must recruit and hire highly qualified employees, and public service should be a career of choice for the most talented Americans. Yet the complexity and inefficiency of today's Federal hiring process deters many highly qualified individuals from seeking and obtaining jobs in the Federal Government. I therefore call on executive departments and agencies (agencies) to overhaul the way they recruit and hire our civilian workforce. Americans must be able to apply for Federal jobs through a commonsense hiring process and agencies must be able to select high-quality candidates efficiently and quickly. Moreover, agency managers and supervisors must assume a leadership role in recruiting and selecting employees from all segments of our society. Human resource offices must provide critical support for these efforts. The ability of agencies to perform their missions effectively and efficiently depends on a talented and engaged workforce, and we must reform our hiring system to further strengthen that workforce."

The Presidential Memorandum required Federal agencies to implement certain practices by 1 November 2010. One of the practices that will possibly affect you, as a selecting official, is the change in the method by which candidates were referred to you under delegated examining procedures. Currently, when a selecting official receives a referral list under delegated examining rules (external recruitment), the selecting official is limited to considering the top 3

available candidates. This is commonly referred to as the "Rule-of-Three." On 1 Nov 10, all candidates referred under delegated examining will be referred using new rules called "Category Rating." The purpose of this change is to increase the number of qualified applicants from which a selecting official can choose while preserving veterans' preference rights. Qualified candidates will be placed into one of 3 broad quality groups - Best Qualified (BQ); Highly Qualified (HQ) and Qualified (Q).

A selecting office may select any candidate from the top category, not just the top 3 candidates. However, to preserve veterans' preference rights, selecting officials may not select a non-veteran while veteran's preference eligible's are still available in the same quality category.

When there are fewer than 3 candidates in the highest quality group, that group may be merged with the next lower quality category. When merging quality categories, veterans' preference eligibles from the next lower category are placed above the non-preference eligibles in the newly merged quality category. If, when filling multiple vacancies, there are insufficient numbers of candidates in the Best Qualified category, candidates from the Highly Qualified category may also be referred. However, officials may not select a candidate from the HQ category if BQ candidates are still available for selection.

If you have questions, feel free to contact your servicing CPAC staffing specialist at any time.

SUSAN K. MANKE
Director, HQDA CPAC

19 October 2010