



**October
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 –

| | |
|--------------------------------|--------------------------------------------------------------------|
| 16 August – 31 October | DoD Fitness Challenge |
| 1 October – 15 December | Combined Federal Campaign |
| 1 October – 30 October | OACSIM Army Physical Fitness Test |
| 1 October – 31 October | Energy Awareness Month |
| 1 October | Fiscal Year 11 Begins |
| 1 October | ACSIM Leadership Professional Development Session, Fort Myer |
| 7 October | ACSIM Town Hall, Fort Myer |
| 13 October | MSD Newcomers' Orientation, 1300-1500, CR 8002, Presidential Tower |
| 23-31 October | Red Ribbon Week |
| 24 October | Army Ten Miler |
| 25-27 October | AUSA Annual Convention |
| 4 November | Flu Shots Dispersed at Presidential Tower |

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

- Information and Technology Directorate: Rene Nowak, Marquerette Swift, Maurice Thomas
- Installation Services Directorate: Tacoma Anderson, Nancy Burton, Hector Caban
- Operations Directorate: Thomas Blackmer, Katya Ciovacco, Steven Patarcity
- Resources Directorate: Joan Hames

OACSIM/IMCOM Town Hall – LTG Lynch will host an OACSIM Town Hall and Hoot and Holler social gathering on 7 October 2010, 1400-1700, at Joint Base Myer-Henderson Hall Officers' Club, Koran Room. Transportation will be provided and pick-up/drop-off information will be emailed prior to the event. Per LTG Lynch, this event is mandatory for all military and civilian personnel. Due to space restrictions, contractor personnel do not need to attend.

Mass Transit Benefit Program (MTBP) Quarterly Disbursement – Disbursement of the quarterly MTBP in Presidential Tower will be on 21 Oct 10 from 0800-1600 on the 6th floor. In addition, you can also obtain your quarterly distribution at Crystal Mall 3 (Room C-29A, 1851 South Bell Street) from 19-21 Oct, 0800-1600. The Pentagon distribution will be held 26-29 Oct 10, Tuesday-Thursday from 0800-1600 and on Friday from 0800-1300 in Corridor 6.5 on the 4th and 5th floors. Personnel with last names beginning with A-L are asked to pick up their benefits on the 4th floor and those with last names beginning with M-Z are asked to pick up their benefits on the 5th floor.

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

2010 Combined Federal Campaign (CFC) – The 2010 CFC is being held from 1 October to 15 December 2010. The Information and Technology Directorate is responsible for overseeing OACSIM's CFC this year and plans to host a formal kick-off in late October. 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. If you are planning on contributing to this year's CFC, please provide your pledge form to your Directorate's keyworker. 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 | TBD | |
| 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.

Health Benefits for Children Under 26 Years of Age – On 23 March 2010, President Obama signed the Affordable Care Act. At Enclosure 2 are the changes that will take effect 1 January 2011. These changes apply ONLY to Federal Employee Health Benefits (FEHB) and Flexible Spending Account. These changes do not apply to any other federal benefits. Please read Enclosure 1 carefully to add "newly" eligible children to your enrollment (includes adding/putting children who are over age 22 back on your current plan).

Additional guidance will be published as received from the Office of Personnel Management and the Army Benefits Center-Civilian.

Open Seasons for Health Benefits – The next Federal Employees Health Benefits, Flexible Spending Accounts and Federal employees Dental and Vision Insurance Program Open Season will be 8 November 2010 thru 13 December 2010.

Changes to Flexible Spending Accounts (FSA) – FSAs will change as a result of the Healthcare Reform Legislation. Beginning 1 January 2011, currently eligible over-the-counter (OTC) products that are medicines or drugs (e.g., acne treatments, allergy and cold medicines, antacids, etc.) will not be eligible for reimbursement from your health care FSA – **unless** you have a prescription for that item written by your physician. The only exception is insulin – which will not require a prescription from 1 January 2011 forward. Other currently eligible OTC items that **are not** medicines or drugs, such as bandages and nasal strips, will not

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.

require a prescription. Dependent Care Flexible Spending Accounts are not impacted by the Healthcare Reform Legislation.

To obtain additional information, please visit the Army Benefits Center website, <https://www.abc.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 September/early October will be held on 13 October 2010 from 1300-1500 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 drawing near. Employees, raters, and senior raters will 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. To prepare for the short suspense, employees should begin documenting their accomplishments now.

Senior system employees (former NSPS employees who converted to GS grades 9-15 and BRAC field personnel in GS grades 9-12) should begin documenting their performance accomplishments on page 2 of their current support form (DA Form 7222-1). Continuation sheets may be used in conjunction with your support form to allow you sufficient space to document your accomplishments. Employees are reminded that you can use the information provided in your NSPS interim review record as support for your annual appraisal accomplishments.

Base System employees on the Special TAPES Rating Cycle (former NSPS employees who converted to GS grades 1-8) do not document performance accomplishments on their DA Form 7223-1. The form is provided directly to the rater who will use the "Key Points Made" to prepare the annual appraisal. Raters of these employees are reminded that they can use the information provided in the employee's NSPS interim review record as documentation of "Key Points Made".

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.

Please review the Base System and Senior System checklists at Enclosure 2. These checklists will provide guidance on completing support forms and annual appraisals and will assist employees and raters in ensuring 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 .xfdl format for DA Forms 7223 and 7222 allows for electronic signature and processing.

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Annual Evaluations 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. |
| 30 Nov – 9 Dec 10 | Directorate Performance Award Panels convene. |

Change to Current Procedures for OACSIM Government Purchase Card (GPC) Holders and Billing Officials – In accordance with program guidance and in an effort to streamline and increase efficiencies in the approval of the GPC Program, effective 3 January 2011, OACSIM Billing Officials and Alternate Billing Officials must be in the supervisory chain of command of the GPC holder. Please review Enclosure 3 for the training schedule and contact Lillie Jones at (703) 601-0379, E-mail: Lillie.jones@us.army.mil, or Mary Kay Collins at (703) 602-2850, E-mail: marykay.collins@us.army.mil for assistance.

Delinquent Travel Card Holders – As a result of significant changes to DoD 7000.14-R, Volume 9, Chapter 3, Department of Defense (DoD) Government Travel Charge Card (GTCC), both military and civilian delinquent travel card holders are subject to disciplinary action. Delinquent GTCC holder's and their supervisor will be notified in writing of past due charges. This change provides the new policy/guidance that OACSIM will follow for GTCC delinquent accounts that are 61, 90 and 120 days past due. Military personnel who violate the specific prohibitions contained in this Regulation can be prosecuted under Article 92 of the Uniform Code of Military Justice (UCMJ) for failure to obey a lawful order or regulations, as well as any other applicable article of the UCMJ based on the nature of the misconduct involved. Civilian personnel who misuse or abuse the GTCC may be subject to appropriate administrative or disciplinary action up to, and including, removal from Federal service.

Please note, MSD will no longer send email to cardholders to inform them that their accounts are 60 days or more past due. All notices will be forwarded to the cardholder's supervisory chain in accordance with this new policy guidance.

For more information on the changes, please visit the DoD Financial Management Regulation at http://comptroller.defense.gov/fmr/09/09_03.pdf. For questions, please contact Dory Olney at 604-2454 or E-mail: dory.d.olney@us.army.mil.

Voluntary Leave Donation Program (VLDP) – If you are planning to donate to the VLDP, please keep in mind that only annual leave can be donated and not BRAC Restored Annual Leave. For questions, please contact Dory Olney at 604-2454 or E-mail: dory.d.olney@us.army.mil.

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Reporting Telework in Automated Time Attendance and Production System (ATAAPS) – OACSIM supervisors of personnel who telework are reminded that the number of hours your employee(s) telework must be recorded in ATAAPS as required by OACSIM Policy Memorandum 1 and the HQDA Telework Policy. To complete this requirement, employees must follow the instructions provided at Enclosure 4.

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

Updated Contractor Employee Pre-Arrival Requirements Checklist – An updated Contractor Employee Pre-arrival Requirements Checklist with an effective date of 14 September 2010 has been posted in the Security Functions folder on the MSD One Stop, J:\All_Share\01A - MSD One Stop Files\Security Functions. Please do not use previous versions; any submissions not using the updated version will be returned without action. Please ensure the contractor has a printed copy of the checklist in their possession on the established report date.

New Procedure for Lost Common Access Card (CAC) – Government personnel who lose their CAC cards must obtain a memorandum from the OACSIM Security Team **before** going to the nearest CAC issuing facility for a new CAC card.

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.

2011 Per Diem Rates – The FY2011 per diem reimbursement rates (effective 1 October 2010) are available at the GSA website, <http://gsa.gov/perdiem>. The standard CONUS lodging per diem rate was reevaluated for the first time since FY 2008. The standard rate, which covers approximately 2,600 counties, will increase from \$70 to \$77 per night. There are 378 Non-Standard Areas (NSAs) where the per diem rates are higher than the standard CONUS rates. Of these NSAs, 50 were increased, 310 were decreased, and 18 will experience no change in their lodging rates. General Services Administration continues to use the industry-based Average Daily Rate, a widely accepted lodging-industry measure, to establish lodging rates in each NSA. This data is obtained through a leading provider of hotel lodging industry economic data. As in prior years, GSA continues to use mid-price properties in areas where the majority of Federal travelers stay. The meal and incidental expense (M&IE) portion of the per diem allowance remains the same and ranges from \$46 to \$71.

Information Assurance – In August 2010, the Information and Technology Directorate started a new initiative to provide monthly articles for the MSD Newsletter to apprise OACSIM employees of what is happening within the Information Technology community. This month's article is about Information Assurance.

Information Assurance Awareness (Let's go Phishing) - Chances are that in the past month you've received an email in your inbox that pretends to be from your bank, a vendor you work with, or even someone with a .mil address. Hopefully you've realized that sometimes this e-mail is fake – a socially engineered email cleverly designed to get you to give up information and even to download malicious files to your computer. The senders of these fake emails want you to click on the links in the email and go to a phishing web site that often times looks very much like the real site.

According to the Army Information Operations Command, the number one threat to Army networks comes from socially engineered emails. These types of attacks continue to be successful throughout the Army's networks. During a recent installation exercise, almost 40% of the people who were sent a phishing email took the bait

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and visited a fake web site - almost half of those people submitted personally identifiable information (commonly referred to as PII). You play a vital part in the security of Army computers and information. Take your annual awareness training to find out the latest techniques being used to target you. Use digital signatures to increase confidence that emails with attachments or embedded web links are from legitimate Army sources. Encrypt emails that contain personally sensitive information even if the email stays within the .mil email system.

If you suspect you've received a socially engineered email, please report it to the IMCEN helpdesk. If you suspect that you have received a phishing, spam or network scam on your home computer, you can forward the emails to spam@uce.gov and to the company or organization impersonated in the email. You may also report phishing emails to reportphishing@antiphishing.org. This is a group of Internet Service Providers (ISPs), security vendors, financial institutions and law enforcement agencies that use these reports to fight phishing. If you believe that your personal information has been taken in an internet scam or phishing attempt, you can visit the [Federal Trade Commission's Identity Theft website](#) for recovery information.

For more information, contact Laura Vaglia, 696-9787, or E-mail: laura.vaglia@us.army.mil.

Suicide Prevention Training – AR 600-63, Army Health Promotion (Rapid Action Revision), 7 Sep 10 Chapter 4-4, Paragraph j, details the required suicide prevention training for Soldiers, DA Civilians, leaders and supervisors and **AR 350-1**, Army Training and Leader Development, 18 December 2009, further codifies the training as mandatory. Please refer to AR 600-63 and AR 350-1 for additional information. OACSIM Directorates and Special Staff Offices are responsible for overseeing this training requirement. All training modules are available on the the Army G-1 Suicide Prevention website at www.preventsuicide.army.mil. Additional suicide prevention information is also available at the US Army Public Health Command (Provisional) website, <http://phc.amedd.army.mil/home/>.

New Defense Civilian Personnel Data System (DCPDS) Reduced Sign On (RSO) Portal Page – Starting 3 October 2010 there will be a new look and feel to the DCPDS RSO Portal Page (Enclosure 5). A News and Information section has been added to the left side of the screen and will include updates to DCPDS and Self Service areas.

Reverse Mentoring – What is Reverse Mentoring Exactly? Have you ever mentored an employee in your organization, formally or informally? Ever trained a new supervisor? Chances are, if you are one of the many baby-boomers in your office, eligible to retire within the next 5-10 years, you are routinely working to find new ways to perform your job, save time and reduce costs. Preparing workers for success in this organization after baby-boomers retire requires creative succession planning strategies.

As the OACSIM Workforce Development Program Manager, I suggest that we start thinking about ways to harness the power of Generation Y (Gen-Y) workers. The idea of reverse mentoring, using younger workers to teach older workers, is one that can be used easily and the benefits are definitely positive.

Gen-Y workers are what I call, “techie-natives” because they are able to handle technology systems and new electronic devices easily because they grew up with them. Gen-Y workers typically know more about computer programs, social networking and the Internet. They are almost always “plugged-in” to either their PC or cellphone or IPOD or all of the above. They are consummate multi-taskers and may be able to teach us what they know.

If you are a mid-career federal employee, consider setting up a reverse mentoring session in your Directorate/ Special Staff Office/Division with a Gen-Y worker providing the mentoring. Task them to put on a brown-bag

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training session on social networking or pick a subject that fits the skills that you know they have to share with others. Gen-Ys are a powerful mentoring capability in your organization. Not only will you be doing yourself a favor, but you also have the opportunity to involve a fairly new federal worker in the goals of the organization. Studies show that organizations that involve Gen-Y workers in the process of teaching and interacting with older workers create the inclusiveness that everyone needs to feel empowered and confident. It's a win-win situation. If you have feedback or examples on this subject, please let me know.

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

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Health Reform Changes for Federal Benefits Programs Effective January 1, 2011

On March 23, 2010, President Obama signed the Affordable Care Act, (ACA), Public Law 111-148. Several provisions of the ACA will affect eligibility and benefits under the Federal Employees Health Benefits (FEHB) Program and the Federal Flexible Spending Account Program (FSAFEDS) beginning January 1, 2011. Please read the information below carefully.

Federal Employees Health Benefits (FEHB) Program

Please read the following section carefully as the actions you take will impact when your child's FEHB coverage begins under this new law.

What Are the Changes to FEHB Program Dependent Eligibility Rules Under the ACA?

All changes are effective on January 1, 2011.

| Children | Effect of ACA |
|------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Between ages 22 and 26 | Children between the ages of 22 and 26 are covered under their parent's Self and Family enrollment up to age 26. |
| Married Children | Married children (but NOT their spouse or their own children) are covered up to age 26. This is true even if the child is currently under age 22. |
| Children with or eligible for employer-provided health insurance | Children who are eligible for or have their own employer-provided health insurance are eligible for coverage up to age 26. |
| Stepchildren | Stepchildren do not need to live with the enrollee in a parent-child relationship to be eligible for coverage up to age 26. |
| Children Incapable of Self-Support | Children who are incapable of self-support because of a mental or physical disability that began before age 26 are eligible to continue coverage. Contact your human resources office or retirement system for additional information. |
| Foster Children | Foster children are eligible for coverage up to age 26. |

Children **do not** have to live with their parent, be financially dependent upon their parent or be students to be covered up to age 26. There is also no requirement that the child have prior or current insurance coverage. FEHB Program plans will send notice to all their enrollees of the coverage eligibility changes as a part of that plan's Open Season communications.

In cases where children have employer-provided health insurance and are covered under their parent's Self and Family enrollment, the children's employer-provided health insurance will be the primary payer. FEHB will be the secondary payer.

How Do I Add a Newly Eligible Child To My Enrollment?

What you must do:

- If you currently have a Self and Family enrollment and you do not change to another health plan or option during Open Season, contact your FEHB plan and give them information on your newly eligible child. Do not complete an SF 2809, Health Benefits Election Form, or enter dependent information in your agency's self-service enrollment system to add your child to an existing Self and Family enrollment. Your child's will be covered on January 1, 2011.
- If you currently have a Self Only enrollment and you have newly eligible children, you must change your enrollment from Self Only to Self and Family if you want your children to be covered. You must use an SF 2809 or an agency self-service enrollment system to make this change.
- If you are not currently enrolled and you want FEHB coverage since your children are now eligible, you must enroll for Self and Family coverage to provide coverage for your children. You must use an SF 2809 or an agency self-service enrollment system to make this change.

Important: If you are enrolling or changing your enrollment, be sure to include all children up to age 26 when completing your SF 2809 or using your agency's self-service enrollment system.

How can I enroll or change my enrollment so that my child is covered January 1st?

Be aware: The effective date of coverage for your newly eligible children depends upon the event used to enroll or change enrollment.

If you are an employee who gets paid biweekly (this applies to most Federal employees) or you are an Office of Workers' Compensation (OWCP) recipient, and you want you child covered on January 1, 2011, then you must enroll or change your enrollment as a "change in family status" – qualifying life event (QLE). The qualifying life event code to use on the SF 2809 is '1C' for employees and '2B' for OWCP recipients.

You may change your enrollment from 31 days before to 60 days after January 1, 2011. Your change to Self and Family will take effect on the first day of the pay period that includes January 1, 2011. Your child will be covered on January 1, 2011. If you make your QLE change after January 1st, your child will be covered retroactively to January 1, 2011 and you will pay retroactive premiums back to the effective date of the enrollment or change.

If you enroll or change your enrollment as an Open Season change, it will take effect on the first day of the first pay period that begins in 2011. For most employees, this will be **January 2, 2011**. For the Office of Workers' Compensation, this will be **January 16, 2011**. For a few other agencies, the date may be different.

The table below shows the different date of coverage for most employees and OWCP recipients enrolling in FEHB or changing from a Self Only to a Self and Family enrollment as a "change in family status" – QLE change or as an Open Season change.

| Effective Date of Coverage for Newly Eligible Children | | |
|---------------------------------------------------------------|----------------------------------------------|----------------------------|
| Enrollee | Change in Family Status (QLE Change): | Open Season Change: |
| Most Employees | January 1, 2011 | January 2, 2011 |
| OWCP Recipients | January 1, 2011 | January 16, 2011 |

For United States Postal Service employees, CSRS/FERS annuitants, Temporary Continuation of Coverage (TCC) enrollees and former spouses, an enrollment or change in enrollment made either as a “change in family status” QLE or as an Open Season change will provide coverage of eligible children on January 1, 2011. This is also true for other agencies and other retirement systems with a pay period that begins on January 1, 2011.

If you have a Self Only enrollment and would like your newly eligible child to be covered, you must change to a Self and Family enrollment. If you do not change to a Self and Family enrollment as a “change in family status” QLE or an Open Season change then your child will not be covered.

How Does This Affect Eligibility For Temporary Continuation of Coverage (TCC)?

Children who lose coverage due to reaching age 26 are eligible for TCC for up to 36 months even if they previously had TCC.

If you are a child of an FEHB enrollee and you are now enrolled under Temporary Continuation of Coverage (TCC), you may no longer need your TCC enrollment since you will be covered under your parent’s Self and Family enrollment. Once you are assured of coverage under your parent’s Self and Family enrollment, you may want to cancel your TCC enrollment. To cancel your TCC, contact the National Finance Center at:

USDA, National Finance Center
 DPRS Billing Unit
 PO Box 61760
 New Orleans, LA 70161-1760

If you have additional questions, please contact the National Finance Center at 800-242-9630 or nfc.dprs@usda.gov.

What is a Grandfathered Health Plan Under ACA?

The Affordable Care Act requires that health plans include certain consumer protections and benefits coverage that affect some FEHB plan benefits for 2011. All plans in the FEHB Program have complied with all required provisions. However, certain protections and coverage terms depend upon whether the plan is considered a “grandfathered health plan” under the Act.

A grandfathered health plan may preserve basic health coverage that was in effect when the law was enacted. If an FEHB plan indicates that it is a grandfathered plan that means certain benefit features including cost sharing, premium payments and covered services have not significantly changed from last year.

While grandfathered health plans must comply with certain benefit requirements under the ACA, being a grandfathered plan also means that plan may not have included all benefit protections and coverage terms

that apply to other plans. Information on a plan's specific benefit changes under the ACA will be available in the plan's brochure.

How Does the ACA Affect Benefits for High Deductible Health Plans?

Beginning January 1, 2011, currently eligible over-the-counter (OTC) products that are medicines or drugs will not be eligible for reimbursement from your Health Savings Account (HSA) or your Health Reimbursement Arrangement (HRA) – unless – you have a prescription for that item written by your physician. The only exception is insulin - you will not need a prescription from January 1, 2011 forward. Other currently eligible OTC items that are not medicines or drugs will not require a prescription.

Effective January 1, 2011, the 10% penalty for non-eligible medical expenses paid from an HSA will increase to 20%.

Federal Flexible Spending Account Program (FSAFEDS)

How Does the ACA Affect FSAFEDS?

Coverage of Over-the-Counter Medicines or Drugs

Beginning January 1, 2011, currently eligible over-the-counter (OTC) products that are medicines or drugs will not be eligible for reimbursement from your Health Care FSA – unless – you have a prescription for that item written by your physician. The only exception is insulin - you will not need a prescription. Other currently eligible OTC items that are not medicines or drugs will not require a prescription

You will only be reimbursed for eligible OTC medicines and drugs purchased before January 1, 2011, and you must submit your claim on or before April 30, 2011.

Expanded Coverage for Your Child's Eligible Health Care Expenses

Beginning January 1, 2011, an employee enrolled in FSAFEDS may request reimbursement for eligible health care expenses incurred by a natural child, stepchild, adopted child, eligible foster child, or a child who is placed with the employee for legal adoption. The child does not need to reside with the employee or qualify as the employee's tax dependent. Prior to January 1, 2011, eligible children were limited to those who you could claim as dependent(s) on your Federal Tax return.

The ACA has also extended the age of a child who may incur eligible expenses under an employee's Health Care FSA. Expenses of an employee's child are covered through the taxable year prior to the taxable year in which the child turns age 27. This means the child's health care expenses are not eligible for reimbursement during the entire taxable year in which the child turns age 27. For example, enrollees cannot be reimbursed for expenses incurred by a child who turns 27 anytime in 2011.

The ACA does not affect Dependent Care FSAs.

Need more information? Call FSAFEDS at 1-877-372-3337/ TTY 1-800-952-0450.

Other Federal Benefits Programs

Other Federal benefits programs are not affected by the Affordable Care Act for 2011. The Act has made no changes to the Federal Employees Dental and Vision Insurance Program (FEDVIP), the Federal Employees' Group Life Insurance Program (FEGLI) or the Federal Long Term Care Insurance Program (FLTCIP). Health care reform does not extend coverage for children until age 26 or provide coverage for married dependent children under these programs.

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.

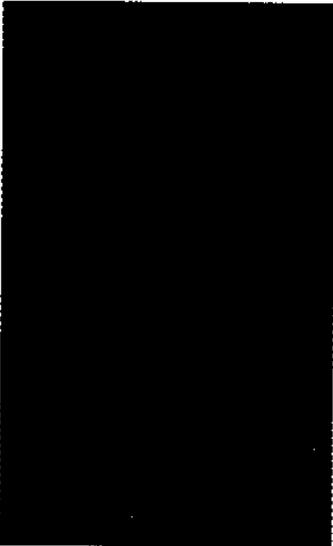
We currently offer two classes – (1) NCRCC 001 the Basic purchase card training class and (2) NCRCC 002 the Advanced purchase card training class. The training schedule is provided below. The classes are open for anyone to attend, however **you must notify our office to register to attend class due to the limited size of the training room.**

FY11 TRAINING COURSE SELECTIONS.

For your convenience in FY11 most Purchase Card Training classes will be held on Thursday's. Hopefully this will allow you to plan your schedule so you can attend the classes you need to become or to remain a BO, ABO or CH in our Purchase Card Program.

Please remember you need to preregister before attending class. Please send an email to gsasmpay@conus.army.mil.

| GPC TRAINING SCHEDULE | | | |
|--------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|---------------------|----------------------|
| Orientation Training for Cardholders (CH's) and Billing Officials (BO's) And Refresher Training for CH's & BO's NCRCC 001 | 7-Oct | 08:00 to 12:00 p.m. | Hoffman 2 11th floor |
| | 14-Oct | 08:00 to 12:00 p.m. | Hoffman 2 11th floor |
| | 21-Oct | 08:00 to 12:00 p.m. | Hoffman 2 11th floor |
| | 28-Oct | 08:00 to 12:00 p.m. | Hoffman 2 11th floor |
| | 4-Nov | 08:00 to 12:00 p.m. | Hoffman 2 11th floor |
| | 10-Nov | 08:00 to 12:00 p.m. | Hoffman 2 11th floor |
| | 18-Nov | 08:00 to 12:00 p.m. | Hoffman 2 11th floor |
| | 23-Nov | 08:00 to 12:00 p.m. | Hoffman 2 11th floor |
| | 2-Dec | 08:00 to 12:00 p.m. | Hoffman 2 11th floor |
| | 9-Dec | 08:00 to 12:00 p.m. | Hoffman 2 11th floor |
| | 22-Dec | 08:00 to 12:00 p.m. | Hoffman 2 11th floor |
| | Advanced Purchase Card Training for CH's and BO's NCRCC 002 | 7-Oct | 13:00 to 15:30 p.m. |
| 21-Oct | | 13:00 to 15:30 p.m. | Hoffman 2 11th floor |
| 4-Nov | | 13:00 to 15:30 p.m. | Hoffman 2 11th floor |
| 18-Nov | | 13:00 to 15:30 p.m. | Hoffman 2 11th floor |
| 2-Dec | | 13:00 to 15:30 p.m. | Hoffman 2 11th floor |
| 22-Dec | | 13:00 to 15:30 p.m. | Hoffman 2 11th floor |
| | | | |
| | | | |
| | | | |
| | | | |



Orientation GPC Training (NCRCC 001) – is for those cardholders and billing officials who have authority to spend up to the micro-purchase threshold.

Advanced GPC Training (NCRCC 002) - is for those cardholders and billing officials who have authority over the micro-purchase threshold.

Additional AXOL Training – By appointment. Please send your group or individual request to our central email box at gsasmartpay@conus.army.mil.

Step-by-Step Instructions for Recording Telework in ATAAPS

- The number of hours spent teleworking must be recorded in ATAAPS as required by OACSIM Policy Memorandum 1
- To complete this requirement, employees must follow the below instructions:

Step 1: Log on to ATAAPS: <https://ataaps.csd.disa.mil/> and access your timesheet.

Department of Defense
ATAAPS
Automated Time Attendance and Production System



DOD & AIR FORCE

| CENTCOM | | | | |
|---------|----------|----------|------------|----------|
| DISA | JCS | OASD PA | OU5D AT&L | USMEPCOM |
| DLA | JIAF5 | OIG | OU5D I | WHS |
| DODDA | JPEO-CBD | OSD CAPE | OSD Policy | |
| DTRA | OASD NI | OSD PR | RRMC | |

ARMY

| | | | | | | |
|---------|--------|------------|--------|----------|---------|--------|
| ACA | ARCENT | CARLISLE | IMCOM | SOUTHCOM | USARAF | USASSI |
| ADASA | ARCIC | CHRA | NATICK | TACOM | USAREUR | USAWTC |
| AFRICOM | ARL | EUCOM | NETCOM | TAO | USARJ | USMA |
| ALTESS | ATEC | FIRST ARMY | OAA | USACC | USARPAC | |
| AMC | ATSC | FORSCOM | OCSA | USADRM | USARAK | |
| APGMAD | AW | HQDA | SDDC | USALIA | USASAC | |



ATAAPS Menu

| | | | |
|--------------------|----------------------|-------------|--------------------------------|
| Timekeeping | Administration | Accounting | Utilities |
| Labor | Certification | Job Order | Inquiries |
| Labor/Leave Review | Personnel Management | Op Code | Defaults/Favorites Maintenance |
| Timekeeper Review | Roster Management | Work Center | Change UIC - W089AA |
| Default Labor | Team Management | | Reports |
| | Employee Reopen | | Change Password |
| | Database | | |

Employee Messages
Nothing found to display.

Step-by-Step Instructions for Recording Telework in ATAAPS

Step 2: Input your work schedule and save it.

Begin Pay Period: 2010-Sep-26 << >> PayPeriod
NtDiff/Haz/Oth: Yes Concur: No Certified: No Sent To Payroll: No View Leave

| Employee Hours | | | | | | | | | | | | | | | | | | | | | |
|-----------------------------|-----------|-------------|----------------|-----------|-----------|---------|-----------|------|------|------|------|------|------|------|------|------|------|------|------|-------|-------|
| | | | | | September | | | | | | | | | | | | | | | | |
| | | Work Center | Job Order | Op Code | Type hr | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Total | |
| <input type="checkbox"/> | | 3B089 | ZMS110 | | RG | | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | | | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | | 80.00 | |
| Scheduled Hours | | | | | | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 80.00 |
| Reported to Scheduled Hours | | | | | | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 80.00 |
| Save | DeleteRow | CopyRow | NtDiff/Haz/Oth | InsertRow | Refresh | Summary | Create LU | | | | | | | | | | | | | | |

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Step-by-Step Instructions for Recording Telework in ATAAPS

Step 3: Select the NTDiff/Haz/Oth button.

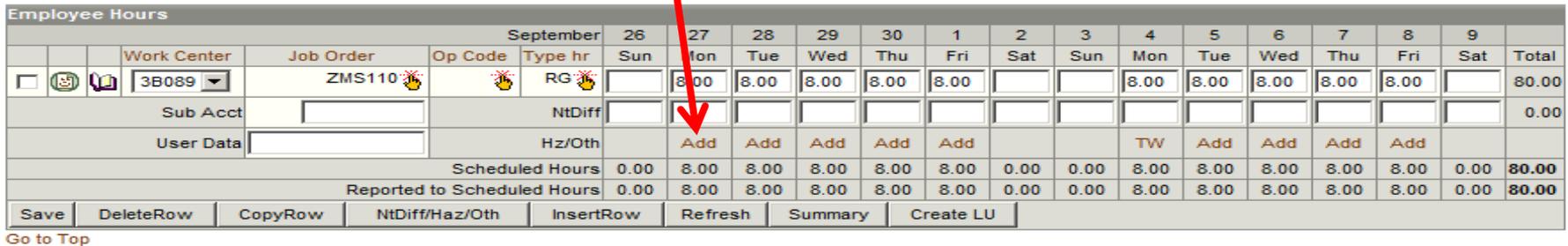
Begin Pay Period: 2010-Sep-26 << >> PayPeriod
NtDiff/Haz/Oth: Yes Concur: No Certified: No Sent To Payroll: No View Leave

| Employee Hours | | | | | | | | | | | | | | | | | | | | | |
|-----------------------------|-----------|-------------|----------------|---------|-----------|---------|---------|-----------|------|------|------|------|------|------|------|------|------|------|------|------|-------|
| | | | | | September | 26 | 27 | 28 | 29 | 30 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | |
| | | Work Center | Job Order | Op Code | Type | hr | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Total |
| <input type="checkbox"/> | | | 3B089 | ZMS110 | RG | | | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | | | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | | 80.00 |
| Scheduled Hours | | | | | | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 80.00 |
| Reported to Scheduled Hours | | | | | | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 80.00 |
| Save | DeleteRow | CopyRow | NtDiff/Haz/Oth | | InsertRow | Refresh | Summary | Create LU | | | | | | | | | | | | | |

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Step-by-Step Instructions for Recording Telework in ATAAPS

Step 4: Select the Add link under your assigned telework day (for example, the below employee teleworks every Monday).

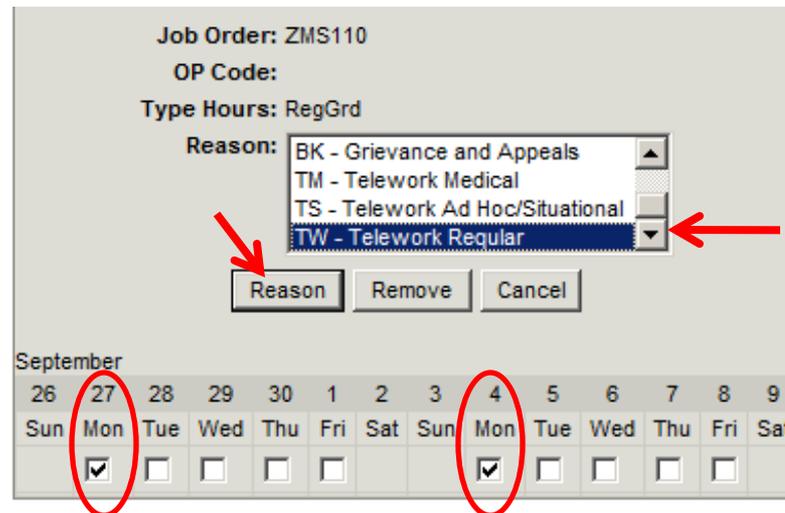


| | | September | | | | | | | | | | | | | | | | | Total |
|-----------------------------|-----------|-----------|---------|------|------|------|------|------|------|------|------|------|------|------|------|------|-------|-------|-------|
| | | 26 | 27 | 28 | 29 | 30 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | | | |
| Work Center | Job Order | Op Code | Type hr | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Total | |
| <input type="checkbox"/> | 3B089 | ZMS110 | RG | | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | | | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | | 80.00 | |
| Sub Acct | | NTDiff | | | | | | | | | | | | | | | | 0.00 | |
| User Data | | Hz/Oth | | Add | Add | Add | Add | Add | | | | TW | Add | Add | Add | Add | | | |
| Scheduled Hours | | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 80.00 | | |
| Reported to Scheduled Hours | | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 80.00 | | |

Buttons: Save, DeleteRow, CopyRow, NtDiff/Haz/Oth, InsertRow, Refresh, Summary, Create LU

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Step 5: Select Recurring (TW), Ad Hoc (TS) or Medical (TM) from the list of Reasons provided and click the Reason button to save your codes.



Job Order: ZMS110
OP Code:
Type Hours: RegGrd
Reason: BK - Grievance and Appeals
TM - Telework Medical
TS - Telework Ad Hoc/Situational
TW - Telework Regular

Buttons: Reason, Remove, Cancel

September
26 27 28 29 30 1 2 3 4 5 6 7 8 9
Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat

Checkmarks are present under Mon (27) and Mon (4).

Note: If you make a mistake after selecting Reason or need to change a telework entry, use the Remove button

Step-by-Step Instructions for Recording Telework in ATAAPS

- Once complete, your timesheet will reflect the day(s) that you teleworked.
- Remember to save your timesheet before you select Concur or close it.

Begin Pay Period: 2010-Sep-26 << >>

NtDiff/Haz/Oth: Yes **Concur: No** Certified: No Sent To Payroll: No [View Leave](#)

| Employee Hours | | | | September | | | | | | | | | | | | | | | | | |
|-------------------------------------|------------------------------------------|----------------------------------------|-----------------------------------------------|-----------|------------------------------------------|----------------------------------------|----------------------------------------|------|------------------------------------------|------|------|------|------|------|------|------|------|------|------|------|-------|
| | | Work Center | Job Order | Op Code | Type | hr | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Total |
| <input type="checkbox"/> | | 3B089 | ZMS110 | | RG | | | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | | | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | | 80.00 |
| Sub Acct | | | | | NtDiff | | | | | | | | | | | | | | | | 0.00 |
| User Data | | | | | Hz/Oth | | | TW | Add | Add | Add | Add | | | TW | Add | Add | Add | Add | | |
| Scheduled Hours | | | | | | | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 80.00 |
| Reported to Scheduled Hours | | | | | | | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | 80.00 |
| <input type="button" value="Save"/> | <input type="button" value="DeleteRow"/> | <input type="button" value="CopyRow"/> | <input type="button" value="NtDiff/Haz/Oth"/> | | <input type="button" value="InsertRow"/> | <input type="button" value="Refresh"/> | <input type="button" value="Summary"/> | | <input type="button" value="Create LU"/> | | | | | | | | | | | | |

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Login : DCPDS Portal - Windows Internet Explorer

S:\Team\Development\Design\Other\2010_09_Portal_Redesign\Login DCPDS P

File Edit View Favorites Tools Help

Login : DCPDS Portal HTML a tag





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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>News and Information Last updated October 4, 2010 18:00 CDT</p> <p>Announcing DoD's New DCPDS Portal - with a "News and Information" section for employees (My Biz), managers (My Workplace) and HR Professional users!</p> <p>Self Service Users My Biz, Employment Verification (EV), available on October 10, 2010, will allow you to release employment and/or salary information to an external organization or person! Click EV for more info!</p> <p>HR Professional Users Operation New Dawn with LAC 7BE has replaced Operation Iraqi Freedom with LAC 7AB and is now available for coding Civilian Expeditionary Workforce (CEW) deployments.</p> | <p>Smart Card Access Help</p> <p>Returning Smart Card user? Login and select your non-email certificate when asked to choose a digital certificate. <input type="button" value="Login"/></p> <p>First time Smart Card user or need to make name changes? Register before logging in. <input type="button" value="Register"/></p> | <p>Reporting Problems</p> <p>For personnel data concerns in "MyBiz", contact your Servicing Human Resources Office.</p> <p>For technical problems with the application, select the Contact List for your organization's computer support Help Desk.</p> |
| | <p>Authorized Non-CAC Login</p> <p>Returning Non-CAC user? Use the username and password fields below to login.</p> <p>Portal Username: <input type="text"/></p> <p>Portal Password: <input type="password"/></p> <p><input type="button" value="Login"/></p> <p>First time Non-CAC user? Before using the DCPDS system, you must first register. <input type="button" value="Register"/></p> <p>Password problems? You may go here if you have configured your account for automatic password resets. <input type="button" value="Reset"/></p> | <p>CPMS Contact Information</p> <p>Department of Defense Civilian Personnel Management Service HR Business Information Technology Solutions Division - HR-BITS 1400 Key Boulevard, B-200 Arlington, VA 22209-5144 Email: hr-bits@cpms.osd.mil</p> |

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Local intranet 100%