



CAREER PROGRAM-10 NEWSLETTER

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Inside This Issue:

- ❖ Note from the FCR
- ❖ New Deputy
AG1-CP
pg. 2
- ❖ Workers
Compensation
Costly for Army
pg. 2
- ❖ Tapes Refresher
pg. 3
- ❖ Army Civilian
Acculturation
Program
pg. 4
- ❖ New CP-10
Funded Training
pg. 5
- ❖ Training Corner
pg. 6
- ❖ Careerist Corner
pg. 7

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NOTE FROM THE FCR

CP10 is transitioning. We are energizing the CP10 program to make it more informative, inclusive and responsive. You have probably noticed an increase in message traffic, e-mails and information flow over the past several months from Mr. Rob McIlwaine, CP10 Proponency Chief in our new Proponency Division regarding CP10 training and developmental assignments. You will continue to see more involvement in the Human Resources arena by my CP10 staff in the coming weeks and months.

CP10 has begun to assist CHRA in funding critical training to our HR specialists out in the field. We are currently funding twelve CHRA classes at this time. We are also working on creating new HR developmental assignment opportunities to broaden our HR specialists' functional abilities as well as some targeted TDY experiential training assignments for hands on skill set development. A recent example is the LMER competitive developmental assignment announced last month. Mr. Michael Cooper, Dugway Proving Ground CPAC and Mr. Vance Penn, HQ IMCOM G1 were selected by Mr. David Helmer, Chief of our Labor & Employee Relations Division to participate in a LMER six-month developmental assignment. They will receive mentoring and hands-on experience while detailed for short periods of time over a six-month period working specific LMER assignments not routinely encountered in order to broaden their knowledge and experience base.

On a personal note, Mr. Jeff Lind recently joined the CP10 Proponency Office in AG1-CP and brings a great deal of HR depth and breadth experience with him. Jeff has over 25 years of Army HR experience working at both operational and staff levels in all areas of HR within CONUS and OCONUS. He joins us from HQ U.S. European Command.

As your Career Program Functional Chief Representative I am excited about these changes and am committed to the continued development of our HR Specialists to improve the quality, competency and esprit de corps of our HR community in order to better serve our customers.

Regards,

JAY D ARONOWITZ



New Deputy AG1-CP

A hearty "WELCOME" is extended to Ms. Ronna Garrett who assumed her new duties as the HQ Army Deputy Assistant G-1 for Civilian Personnel effective 19 May 2014. Ms. Garrett comes to AG1-CP from the United States Army Forces Command (FORSCOM) where she served as the HR Director since 2009. She has over 28 years of federal service with extensive experience at both HR operating and command staff levels and is a great champion of Civilian HR and CP-10. Ms. Garrett is the recipient of numerous awards. She has both a B.S. and M.S. in HR Management; is a certified Senior HR Professional; and is a graduate of the Federal Executive Institute. She follows in the footsteps of Mr. John Mosley who retired as the Deputy AG1-CP on 2 May 2014.

Workers Compensation Costly for Army

Workers Compensation is very costly for the Army. In the last six years, Army has spent approximately one billion dollars on this program. In addition to covering the cost of medical care for injured employees, it also covers the cost of paying injured workers to stay at home – even though they may be capable of continued employment in some form or another.

One way the HR community can make an impact on this costly outflow of money is by efficient management of injury cases at the CPAC level. Each CPAC has an HR Specialist designated to work as their Injury Compensation Specialist and manage their Workers Compensation cases. However, often the Specialist is new to the job and may be uncertain about how to handle certain cases.

New Injury Compensation Specialists have some help; DCPAS has created FREE on-line training. This training can be done at any time and at each individual's own speed. Army's Implementing Guidance for Workers Compensation, Update 1, dated April 2013, urges all Injury Compensation Specialists to take this training within 30 days of assuming responsibility for the Workers Compensation program at their specific location. To sign up for the on-line training, first request a new, separate password by emailing your request for training access to: Chris.inserra@cpms.osd.mil

Once you receive your separate password, go to the following website:

<https://lms.cpms.osd.mil/cm6/cm0681/home.html>; Then click the button "create new user" and follow the directions. You are then ready to embark on learning how to help Army - and how to help your injured co-workers.

Army's Implementing Guidance for Workers Compensation, Update 1 is located at:

<http://cpol.army.mil/library/benefits/acwci/>

Ms. Daisy Crowley, daisy.p.crowley.civ@mail.mil and Ms. Karen Dowd-Carpenter, DSN 656-3863, karen.v.dowd-carpenter.civ@mail.mil are the points of contact.

Tapes Refresher

Rater, Ratee, or Senior Rater Departure

There is a requirement to prepare an annual appraisal if the rater or ratee departs within 120 days of the end of the rating period, provided that the ratee has been under a performance plan for at least 120 days.

Although there is no requirement to complete an annual appraisal if the senior rater is leaving within 120 days of the rating period and also no minimum period that a senior rater has to be in the rating chain to serve as a senior rater, it is recommended that the rating period be shortened and a rating be done prior to the senior rater's departure. This would likely be in the best interest of the organization and the employees.

We recommend using the flexibilities provided in Appendix A of AR 690-400, Chapter 4302 to shorten a rating period when a senior rater is departing within the 120 days as the senior rater would be familiar with the ratee's performance for that rating period and the new senior rater would start at the end of the rating period.. However, it is up to the organization to determine if they want to use this flexibility. Note that the situations cited in Appendix A for lengthened or shortened rating periods are only examples, they are not all inclusive.

Mandatory Supervisory Performance Objective(s)

A Presidential directive issued on 11 May 2010 requires Federal managers and supervisors with hiring authority to be held accountable for recruiting and selecting highly qualified employees. To comply with this Presidential directive, DoD and the ASA (M&RA) issued memorandums directing the below "hiring reform" language be included as part of or a separate objective for managers/supervisors with hiring responsibilities.

"Effectively attract/recruit a high caliber workforce in accordance with measurements identified in organizational staffing/hiring goals; ensure successful transition/retention into Federal Service by providing opportunities for orientation and tools for enabling employees to successfully perform during the probationary period. Identify current/future position requirements to ensure recruiting is appropriately focused and timely to produce high quality candidate pools. Act responsibly and timely on all hiring decisions."

The 2011 ASA M&RA Hiring Reform Mandatory Performance Objective memorandum can be found at <http://cpol.army.mil/library/mer/20110907-SAMR.pdf>.

Note that TAPES provides rating standards as well as requirements for supervisors to be rated on sexual harassment and compliance with Army emphasis programs. Also note that supervisors/managers have to have specific objectives for Organizational Management/Leadership (OM/L) and Equal Employment Opportunity /Affirmative Action (EEO/AA). The Yes/No boxes in Part VI a. of the Evaluation Report (DA Form 7222); one box or the other must be checked to indicate whether or not the ratee received an "Excellence" in OM/L or EEO/AA or both. If the "No" box is checked, the supervisory ratee cannot receive an Overall Rating above Successful Level 3.

If the performance plan of a supervisor/manager does not have the aforementioned performance objectives, the following two options will apply –

- (a) Amend the performance plan by adding the required objectives and rate the supervisory ratee after 120 days, OR
- (b) If the rating chain and the ratee agree that while the performance plan did not include these objectives, expectations in these areas were understood, then annotate the performance plan with the objectives and a statement that they were understood. Then there is no need to extend the rating period.

Rating Disagreement between the Rater and Senior Rater

If the senior rater in the rating chain does not agree with the rater's rating(s), there should be attempts to resolve the disagreement through discussion. If the disagreement is not resolved, the senior rater directs or makes necessary changes to objectives ratings and comments/examples.

TAPES Pamphlet 690-400

The TAPES Pamphlet can still be used for guidance to the extent that the issue covered does not contradict with the TAPES regulation. The Pamphlet can be found at:

http://cpol.army.mil/library/mer/tapes/DA_PAM_690400_1993_OBSOLETE_Total_Army_performance_evaluation_system_TAPES.pdf.

TAPES Newsletters

The TAPES Newsletters are still good references for specific issues so long as the guidance does not contradict with the TAPES regulation or other current systems and regulations. The TAPES Newsletters can be found in CPOL, under Management-Employee Relations, <http://cpol.army.mil/library/mer/tapes/>.

Mr. Tony Wai, DSN 656-4037, tony.f.wai.civ@mail.mil is the point of contact.

Army Civilian Acculturation Program

It's coming! The Army Civilian Acculturation Program is about to begin with a pilot program at several installations within AMC, MEDCOM, IMCOM, TRADOC, CASCOM and AG1-CP. It is the culmination of over a year's work by many individuals and organizations to better integrate new civilian employees into the Department of Army. What exactly is acculturation? It is the socialization process through which new employees to an organization learn, adjust to, and internalize the organization's corporate culture. The goal of the program is to establish an Army standardized Acculturation framework which develops understanding, commitment, responsibility, and better prepares new civilian employees to become fully productive members of the Army Profession.

Army acculturation will involve both onboarding and orientation and will provide various resource materials including toolkits for the new employee, their sponsor and supervisor to inspire the employee to become

confident members of the Army profession and display the required competence, character, and commitment to become Army professionals.

The pilot program is scheduled to begin on 14 June 2014. As Army HR professionals you will play a key role in ensuring the success of the program.

Mr. David Clay, HQ TRADOC, DCS G-1/4, david.w.clay6.civ@mail.mil is the point of contact.

New CP10 Funded Training

In order to provide more training opportunities to the CP10 community, HQDA CP10 Proponency Office is utilizing an increase in FY14 funding to pay for a number of CHRA classes currently identified in CHRTAS. We are currently funding 16 classes with additional classes possible. Because these classes were previously funded by CHRA, and due to differences in processing requirements between HQDA AG1-CP and CHRA, the following information and procedures apply to all students applying for HQDA/ACTEDS CP10 funded training courses.

GoArmyEd Student Account Required

A **GoArmyEd STUDENT account is required** for all *HQDA CP10 funded* courses. Unlike courses requested in CHRTAS where a separate SF182 is generated individually, the CP10 Proponency Office will generate a group SF182 through GoArmyEd for all attendees to a HQDA CP10 funded course. This will become even more important in the future as more training opportunities will be transitioning to GoArmyEd as the vehicle to apply for CP10 classes. Please note - if you are a supervisor and have a Supervisor GoArmyEd account- you still need to establish a GoArmyEd STUDENT account to attend CP10 funded training. To establish a GoArmyEd account, go to: <https://www.goarmyed.com/>. Students must ensure their contact information is current within GoArmyEd to minimize any delays in generating group SF182's for these classes.

Government Credit Card Required for TDY

For U.S. citizens, a Government Credit Card is required for all official TDY, unless specifically exempted. This is especially important when required to travel to attend training because of the linkage between the DTS and the government travel card when travel funding is allocated as "individual" versus "central" billed. If you are planning or scheduled to attend CP10 funded training and your organization utilizes individual billing in DTS, you should request a government travel card when enrolling in CP10 funded training.

Defense Travel System (DTS)

DTS is the automated system utilized to generate travel orders within the DoD. Find out who your local DTS administrator or "super user" is to get help with specifics on generating your travel orders. Remember to

procure all official travel reservations and tickets through your official travel office to avoid any problems with reimbursement for travel expenses.

By following these procedures when applying for any CP10 funded training, you will help to make this process a success and better ensure trouble free participation in any requested training.

Mr. Robert McIlwaine at DSN 656-4902, is the AG-1CP point of contact.

Training Corner

The CP-10 Civilian Human Resources Training Program has crafted a robust and comprehensive training calendar for the rest of the Fiscal Year. A quick review of our training calendar located at http://www.chra.army.mil/a_char/divisions/tmd/default.asp will provide with a host of training options.

Training is available for all of our program areas to include Staffing, Classification, Labor, and Management Employee Relations, and Non-Appropriated Fund Training. In addition, you will find Effective Writing and Project Management Training. In anticipation of continued reshape activity across the Army, we are offering multiple sessions of Planning and Conducting a Reduction in Force.

We encourage every member of the CP-10 Community to consider signing up for some of the courses that we are offering throughout the rest of the year.

As you take some time to review our training opportunities, please don't hesitate to visit the GoArmyEd website found at: <https://www.goarmyed.com/>

GoArmyEd is rapidly becoming the Army's Civilian Learning Management System for Civilians and is linked to Army Career Tracker (ACT). These combined systems offer a comprehensive suite of tools that will allow Army Civilians to track their training and development. All members of the CP-10 Family are encouraged to set up accounts in both GoArmyEd and ACT.

Effective 1 Jan 14 GoArmyEd was approved for use by all DA civilian employees, with the exception of DA interns, NAF and Local National employees as the application process for government funded education and training events. ALARACT 141/2014 – "Use of GoArmyEd for HQDA G3/5/7 Civilian Education and Training Requests", dated 28 May 14, provides an update on the status of GoArmyEd use for civilians. To see the ALARACT, go to the CP 10 Army Career Tracker (ACT) landing page in the ACT News section at:

https://actnow.army.mil/wps/wcm/myconnect/6d6b077d-08ad-4adc-90b7-c9bef895acbf/ALARACT+GoArmyEd.pdf?MOD=AJPERES&CONVERT_TO=url&CACHEID=6d6b077d-08ad-4adc-90b7-c9bef895acbf

Mr. Robert McIlwaine, DSN 656-4902, or Mr. Jeff Lind, DSN 656-4648, Jeffrey.s.lind2.civ@mail.mil are the points of contact.

CAREERIST CORNER

Developmental Assignments

Congratulations to the following careerist who were selected for developmental assignments this year:

Sara Barksdale	Dyron Jolly
Deborah Sanders	Tara Smith-Overton
Perry Blake	Christopher Lessard
Julie Keller	Humberto Cruz-Oyola
David Faulkner	Kathy Bellinder
Agnes Perez Muniz	Rhonda Rynes
Michael Cooper	Vance Penn

Academic Degree Training (ADT)

We are currently boarding ADT packets for Fall 2014.

Defense Civilian Emerging Leader Program (DCELP)

We will board the FY15 DCELP applications in late June. The interest level was tremendous compared to FY13 and FY14; we received 20 applicatin packets for FY15.

Promotions

Congratulations to the following people who were recently promoted:

GS-15

Carla Shamberger, USACE
Barbara Guy, HQDA
Joelle Garlow, FORSCOM
Rebecca Thompson, USACE
Edmund Shaw, ASA (M&RA)

GS-14 Rosalinda Jenkins, MEDCOM; Asunta McCathern, ASA (M&RA); Barbara Warren, AMC; Kamilah Covington, USACE; John Crone, HQDA; Ursula Burkhalter, IMCOM; Shelia Center, EUCOM

GS-13 Richard Park, ASA (M&RA); Ann Mershon, CHRA; Cleotricia Tyson, USASOC; Gregory Hoegner, CID; Christopher Trego, CHRA; Kimberly Marshall, NGB; Victoria Zimmerman, CHRA; Michael Warfield, CHRA; Gwendolyn Hernandez, IMCOM; Marian Kazar, CHRA; Sheri Graham, CHRA; Katherine Hauserman, CHRA; Brenda Kendrick, CHRA; Leenard Kennedy, HQDA; Stephanie Wolff, MEDCOM; Lauren Anderson, CHRA; Milicia Johnson, USASOC

Retirements

Congratulations to the following careerist who have recently retired; thanks for all your years of service:

Marva Tibbs	43 years	Debra Erickson	30 years
Rosa Goston	39 years	Kathleen Crockett	30 years
Emily Morgan	37 years	Linda Logan	28 years
Susan Simmons	37 years	Daisy Crowley	25 years
Barbara Panther	33 years	Robert Wise	18 years
Carl Rogers	30 years	Ray Domaskin	10 years



AG1-CP

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