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 –

1-28 Feb   Black History Month
15 Feb   President's Day (Federal Holiday)
22 Feb   ACSIM/IMCOM Town Hall

- -

Welcome to OACSIM! – The following military and civilian personnel joined OACSIM in 2010. Please welcome them to the team.

- *Installation Services Directorate*: Marcina George, Jana Helton, Elizabeth Keppner, Maria Lloyd, Margaret Lucas, JoAnna Pike, Helen Roadarmel, Karen Spurgeon, and Donna Wilhoit

- *Operations Directorate*: LTC Michael Ryan

- *Resources Directorate*: Aaron Thomas and Jason Farquhar

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ACSIM/IMCOM Town Hall – LTG Lynch will be hosting his monthly ACSIM/IMCOM Town Hall and Hoot and Holler social gathering on 22 Feb 10, 1400-1700 at Fort Myer. Transportation will be provided and pick-up/drop-off information will be emailed at a later date. Per LTG Lynch, this event is mandatory for all military, government civilians, and contractors.

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Government Travel Card (GOVCC) – Just a reminder the GOVCC is only to be used only for **official travel**. If there's a requirement to attend local conferences and/or events, fees such as parking, conference fees, and gas/mileage are reimbursable by completing a local travel voucher through Defense Travel System (DTS) and must be approved by the traveler's DTS approving official. Additionally, if the event is in the National Capital Region and accessible by public transportation, the MSD will provide metro fare to the employee (see below). Unauthorized charges to a GOVCC will be reported to the traveler's supervisor and/or DTS approving official.

Please contact Stacy Cribb for additional information, 601-0380, or E-mail: stacy.cribb@us.army.mil

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Metro Fare – Do you need metro fare for official local travel? Use of government-issued metro fare cards is authorized for DA civilians and military personnel use during official local travel.

For more information, please contact Dory Olney, 604-2454, dory.d.olney@us.army.mil

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

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NSPS Transition – As mentioned in our Jan 10 newsletter, on 5 Jan 10, DoD and the Army published guidance on filling NSPS vacancies during the transition period and it is available for viewing on the Army's NSPS website: http://cpol.army.mil/library/general/nsps/repeal.html.

The NSPS Transition Office (NSPSTO), previously known as NSPS PEO website, has been redesigned and went live on 1 Feb 10. The website address is: http://www.cpms.osd.mil/nsps/index.html. The redesigned NSPS website focuses on providing information to two audiences: those working in NSPS and those transitioning out of NSPS. Key features include a new NSPS Transition Page and the GS-101 course to assist employees in learning about the General Schedule system. The website also features a feedback page where employees have an opportunity to provide comments and suggestions on web content and areas where additional information would be helpful. The website will be updated as guidelines and procedures concerning the transition out of NSPS are finalized. Currently, the transition will occur in three phases:

> Phase I. **Transition** – method of filling positions until 1 Jan 12 or conversion out of NSPS.
> Phase II. **Conversion** – event that moves employees out of NSPS to non-NSPS systems that covered employee and/or position previously, or that would have if NSPS had not been established.
> Phase III. **Development** – includes design, implementation, evaluation of new performance management system, appointment rules, and training.

While the NSPS transition is in early planning stages, some preliminary policy guidance has been issued:

- All employees must be transitioned out of NSPS by no later than 1 Jan 12, with no loss of or decrease in pay upon conversion out.
- The majority of employees will convert to GS.
- The rules of the gaining personnel and pay system (i.e., GS) will be followed in determining the placement (grade and step) of NSPS employees.
- New appointments and hires in DoD will be placed in GS or other non-NSPS personnel systems if classified position descriptions exist and an appropriate performance appraisal system is in place (i.e. TAPES).
- By March 1, 2010, the required classified position descriptions and performance appraisal systems will be in place and, with certain approved exceptions, no new appointments will be made to NSPS.

You are encouraged to frequently access the NSPSTO website for transition updates.

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

For more information on the guidance for filling vacant positions during the NSPS transition period, contact Brenda Brown, 604-1456, or E-mail: Brenda.brown5@us.army.mil or Christine Bennett, 602-8531, or E-mail: Christine.bennett@us.army.mil.

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Defense Travel System (DTS) Update – Travelers are reminded that TDY training travel order issuing officials are responsible for ensuring the below verbiage is included in all travel authorizations. Training travel orders will include one of the following statements verbatim in the Comments section of the DTS travel authorization when a privately owned conveyance is approved in conjunction with TDY:

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.

Page | 2

In-and-around mileage is not authorized to exceed 50 miles per day if lodged on-post **OR** in-and-around mileage is not authorized to exceed 50 miles per day if lodged off-post.

Travelers are required to keep a daily mileage log (SF 1164, Claim for Reimbursement for Expenditures on Official Business) for subsequent approval and reimbursement.

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MDW Joint Base Myer-Henderson Hall Tax Center – The 2010 MDW OSJA Tax Center will prepare tax returns from 1 Feb 10 to 30 Apr 10 in the Joint Base Myer-Henderson Hall, Building 406, in support of Service members, military dependents and military retirees.

For appointments, please call (703) 696-1040; John P. Mitcham, Division Chief, (703) 696-0769; CPT Jacquin P. Gilchrist, Tax OIC, (703) 696-0767; or Mrs. Beverly Whiteside, Tax Center Resource Coordinator, (703) 696-0761. You can also visit their website at http://www.mdw.army.mil/sja/taxcenter.htm.

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Updating Training Information in the Executive Administrative Center (EAC) – Recently there have been a significant number of instances where EAC office administrators have added training for an employee when there is a previous training for the subject, i.e., Army Management Internal Controls Program (AMICP) training.

When an office administrator must update training information into an employee's EAC training record, i.e., AMICP training, s/he must update the existing entry by clicking the link in the "Edit" column (see Enclosure 1), change the " Completion Date:" field and click the "Add" button.

Recording Covey Time Management Training in the EAC – The EAC was updated to allow EAC office administrators to record Covey Time Management in an employee's EAC record. Two courses are available on the drop-down menu – the supervisor/manager classroom course and the Webinar course for non-supervisors, which is in development.

A list of current EAC office administrators is provided at Enclosure 2. For more information, please contact John Yates, 601-0376 or E-mail: john.d.yates@us.army.mil.

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February Army Safety Gram – Jobsite housekeeping is part of our job no matter what type of work we do. Keeping our work area clean and tidy helps avoid jobsite accidents including falls, fires, cuts, and chemical exposures. Please see Enclosure 3 for safety tips on you can keep your work area hazard free.

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

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Acquisition Planning Training – MSD is offering another training session that addresses acquisition planning. Topics for the training will include contents of acquisition plans/strategies, market research, and milestone development. This training will focus on proper planning for contract award and present the contents of documents that will provide critical information for requirements owners to effectively procure services and products.   All OACSIM employees are welcome to attend. The training will be held in the 11th floor conference room (11100) of the Presidential Tower on Wednesday, 10 Feb 10, from 1000-1100.

For more information and/or to confirm your attendance, contact Tom Symalla, 601-2514, email: thomas.symalla@us.army.mil.

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Information & Technology Update – When you get a new CAC, please be reminded that you must open an IMCEN helpdesk ticket to request to have your new card registered on the HEN and the new certificates on the card published. Failure to do so will result in network errors and your inability to open some emails.

Also, please remember to log off your PC at the end of the business day by selecting the "log off" option and allowing the system to systematically close and save all network related connections and applications. Once this is complete, remove your CAC. However, leave your PC powered on in order to receive updates. Recent analysis has confirmed that keeping the power on is cost beneficial in terms of electricity and man-hours saved.

If you just remove your CAC without closing applications you may experience network drive mapping errors when you re-enter the network. You should always close all applications before you log off the network.

For more information, please contact Lester Echols, OACISM Information Management Officer, 604-1461 or E-mail: lester.echols@us.army.mil. IMCEN Helpdesk can be reached by calling 693-4337 or E-mail: imcenhelpdesk@conus.army.mil.

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MSD Monthly Article by Chris Mayard – In our November newsletter we introduced you to Chris Mayard, a new CP-11 intern and member of the MSD Budget and Acquisition Branch Team. Chris has written his third article on what it is like to be working in the intern program and for the OACSIM.

Over the past few months, I have been writing about in-processing and taking classes. This month, I've been spending a majority of my time at MSD working on the Program Objective Memorandum (POM). Most of the work I did was organizational and helping with the QMIS presentation. Although the POM process seems very complex, I am starting to piece together some of it. After attending the QMIS briefing, I have a better idea of how the process actually works. I am grateful to have this kind of experience so early on in my career, as it is only available at the HQDA level. The next few months I will be in class almost every week and in the office only one or two days a week. I should be finishing my Financial Management Certification from the Graduate School within this time period, and then I will write a review on this program. Happy Valentines Day!

https://adminapps1.hqda.pentagon.mil/EAC/home.jhtml

Live Search

File   Edit   View   Favorites   Tools   Help

Links   CF   ATAAPS   Customize Links   EAC   JPAS   CVS   EDA   Army CPOL   DSS

Executive Administration Center

Page   Tools

PERSONNEL   OFFICE   REPORTS   CONTRACTS   INVENTORY   TDA   DASHBOARD   PERSTAT

Executive Administration Center

U.S.ARMY

12-JAN-2010

Logout

Training:

>> Personnel Details

>> Basic Information

>> Home/Contact

>> Evaluation

>> Security

>> TDA

>> Misc

>> PT

>> Assign Responsibilities

>> Assign Raters

>> Assign Roles

>> Assign Contract

>> Add Awards

>> Add Training

>> Run Reports

>> Manage Responsibilities

>> Personnel TapDB

Edit		Course or Degree	Concentration	School	Location	Completed	Comments	Delete
	MANDATORY	Army Managers Internal Control Program				2009-12-19		
	MANDATORY	Ethics				2009-12-01		
	MANDATORY		DCIPS Conversion			2009-08-13		
	MANDATORY	Suicide Prevention II				2009-06-02		
	MANDATORY	DoD Information Assurance Awareness				2009-05-05		
	MANDATORY	Personally Identifiable Information				2009-05-05		
	MANDATORY	Portable Elec Devices and Removable Storage Media				2009-05-05		
	MANDATORY	Anti-Phishing				2009-05-05		
	MANDATORY	Personally Identifiable Information				2009-04-22		
	MANDATORY	Suicide Prevention I				2009-03-05		
		No Fear				2008-06-05		
	MANDATORY	Information Awareness	DoD			2008-04-29		
	MANDATORY	Information Awareness	Army			2008-04-29		
		Information Systems Standard Concent				2007-12-06		
	MANDATORY	LSS 101				2007-01-05		

Done

Trusted sites | Protected Mode: Off

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RED highlighted training entry: INCORRECT!!!
Menu selections and data entry does not reflect current training date or type of training completed.

Training:

Edit	Type	Course or Degree	Concentration	School	Location	Completed	Comments	Delete
	MANDATORY	OTH	2010 MIC Administrators Special			2010-01-12	Satisfies 2010 annual tng rqmt	☐
	MANDATORY	OTH	ATAAPS			2009-06-05		☐
	MANDATORY	Suicide Prevention II				2009-04-22		☐
	MANDATORY	Personally Identifiable Information				2009-04-17		☐
	MANDATORY	DoD Information Assurance Awareness				2009-04-17		☐
	MANDATORY	Anti-Phishing				2009-04-17		☐
	MANDATORY	Safe Home Computing				2009-04-17		☐
	MANDATORY	Portable Elec Devices and Removable Storage Media				2009-04-17		☐
	MANDATORY	Suicide Prevention I				2009-03-09		☐
	MANDATORY	Army Managers Internal Control Program				2009-01-09		☐
	MANDATORY	Emergency Escape Mask				2007-11-13		☐
	CIV	HQDA AOTC				2007-07-16		☐
	MANDATORY	HQDA Orientation				2007-03-19		☐
	MANDATORY	LSS 101				2006-12-29		☐
	MANDATORY	NSPS - HR Elements				2006-11-07		☐
	CIV	Force Integration				2006-09-18		☐

GREEN highlighted training entry: CORRECT!!!
Menu selections and data entry reflects current training type; only completion date of training completed.

https://adminapps1.hqda.pentagon.mil/EAC/home.jhtml

Live Search

File   Edit   View   Favorites   Tools   Help

Links ATAAPS JPAS AIES EAC CVS EDA OPM Secure Messaging Login FCG ACSIM Intranet Kastle Security Stuff DSS Old Links

Executive Administration Center

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U.S. ARMY

PERSONNEL   OFFICE   REPORTS   CONTRACTS   INVENTORY   TDA   EXPERTISE   DASHBOARD   PERSTAT

19-JAN-2010

Logout

Personnel >> Add Training

Name: Mr William Ford

Training:

>> Search for Personnel
>> Search Results

>> Personnel Details
>> Basic Information
>> Home/Contact
>> Evaluation
>> Security
>> TDA
>> Misc
>> PT
>> Assign Responsibilities
>> Assign Raters
>> Assign Roles
>> Assign Contract
>> Add Awards
>> Add Training
>> Run Reports
>> Manage Responsibilities
>> Personnel TapDB
>> Awards - TapDB

Edit	Type	Course or Degree	Concentration	School	Location	Completed	Comments	Delete
✎	MANDATORY	OTH	2009 MIC Employee Training			2009-12-01		☐
✎	MANDATORY	OTH	ATAAPS			2009-06-05		☐
✎	MANDATORY	DoD Information Assurance Awareness				2009-04-28		☐
✎	MANDATORY	Portable Elec Devices and Removable Storage Media				2009-04-28		☐
✎	MANDATORY	Safe Home Computing				2009-04-28		☐
✎	MANDATORY	Anti-Phishing				2009-04-28		☐
✎	MANDATORY	Personally Identifiable Information				2009-04-27		☐
✎	MANDATORY	Suicide Prevention II				2009-04-22		☐
✎	MANDATORY	Suicide Prevention I				2009-03-09		☐
✎	MANDATORY	Ethics				2008-11-17		☐
✎	MANDATORY	HQDA Orientation				2008-08-25		☐
✎	CIV	Emergency Escape Mask				2007-11-05		☐
✎	CIV	Computer User Security Course				2007-10-18		☐
✎	CIV	AT Level 1 Awareness Training				2007-10-09		☐
✎	CIV	LSS 101	LSS Trng Awareness			2007-06-14		☐
✎	CIV	NSPS 101				2007-05-17		☐
✎		OTH	Industrial College of the Armed Forces	Industrial College of the Armed Forces	Fort McNair, DC	1997-07-01		☐
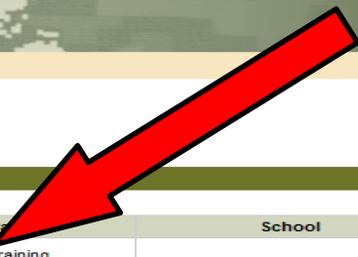
delete

Add Training:

Training Type: ---Select---

Course or Degree: ---Select---

Concentration:

School:

Location:

Completion Date: (mm/dd/yyyy)

Done   ✔ Trusted sites | Protected Mode: Off   🔍 100%

OACSIM Executive Administration Center Office Administrators
as of 3 February 2010

|		
Office Administrator	Wickham, Jeffrey	Immediate Office of the ACSIM/DACSIM/CACO/SACO/BT
Office Administrator	Davis, Althea	Information & Technology Directorate
Office Administrator	Hampton, Emanuel	Information & Technology Directorate
Office Administrator	Alston, Thomasine	Installation Services Directorate – Front Office
Office Administrator	Fowler, Gail	Installation Services Directorate – Front Office
Office Administrator	Gilchrist, Larry	Installation Services Directorate – Front Office
Office Administrator	Cushman, George	Installation Services Directorate - Army Environmental Division
Office Administrator	Cole, Mary	Installation Services Directorate - Army Housing Division
Office Administrator	Purkey, Megan	Installation Services Directorate - Army Housing Division
Office Administrator	Wildanger, Yvonne	Installation Services Directorate - Public/Private Initiatives Division
Office Administrator	Matthews, James	Installation Services Directorate - Soldier & Family Readiness Division
Office Administrator	Wynn, Eligia	Installation Services Directorate - Soldier & Family Readiness Division
Office Administrator	Tennis, Nancy	Management Support Division
Office Administrator	Jennings, Donna	Operations Directorate – Front Office
Office Administrator	Snow, Adam	Operations Directorate – Front Office
Office Administrator	Pflug, Mary	Operations Directorate - Army Reserve Division
Office Administrator	Jordan, Brenda	Operations Directorate - Base Realignment & Closure Division
Office Administrator	Perrin, De	Operations Directorate - Base Realignment & Closure Division
Office Administrator	Shaw, Gloria	Operations Directorate - Base Realignment & Closure Division
Office Administrator	Caravantes, Maria	Operations Directorate - Construction Division
Office Administrator	Ostrom, Michael	Operations Directorate - Facilities Policy Division
Office Administrator	Ullrich, David	Operations Directorate - Facilities Policy Division
Office Administrator	Whetstone, Karen	Operations Directorate - Operations Division
Office Administrator	Simmons, Reba	Operations Directorate - Plans Division
Office Administrator	Callahan, Brenda	Resources Directorate
Office Administrator	Otto, Maryann	Resources Directorate
Office Administrator	Steinway, Eileen	Resources Directorate
Office Administrator	Welch, Shawn	Resources Directorate

Hazard Free Housekeeping for Your Work Area

Jobsite housekeeping is part of your job no matter what type of work you do. Keeping your work area clean and tidy helps avoid jobsite accidents including falls, fires, cuts, and chemical exposures.

Follow these tips for safe jobsite housekeeping:

- Keep all materials and equipment in their proper storage places when they are not in use.

- Do not keep tools and equipment around if you do not need them. Return unnecessary tools to the tool crib and materials to central storage areas.

- Store tools safely to prevent injury. Blades should be covered. Do not leave tools where they could fall off a bench.

- Keep traffic areas such as aisles clear and free of stored materials and scrap.

- Make sure entryways and traffic lanes are dry and free of ice, water, and grease.

- Do not allow obstacles such as cables and hoses to cross traffic areas. These create unnecessary tripping hazards.

- Keep emergency equipment in good condition and free of obstacles. Do not allow anything to block access to emergency exits, fire extinguishers, fire hoses, fire sprinklers, safety showers, eyewashes, or first aid equipment.

- Maintain electrical equipment. Keep cords untangled and away from heat and moisture. Whenever possible, have permanent wiring installed instead of using extension cords.

- Close drawers and cabinet doors promptly. Many serious accidents have occurred when someone tripped over an open drawer or slammed into an open storage cupboard door.

- Clean up spills immediately. Know what to do in case of a chemical spill.

- Keep chemicals in properly labeled containers and keep them closed when not in use. Know where to find the Material Safety Data Sheet (MSDS) for any chemical you use. Keep only the amount of chemical you require in your work area.

- Keep trash and scrap cleaned up and thrown away. Oily rags must be disposed of in approved covered containers.

- Empty trash and scrap containers frequently.

- Repair or report any hazards such as loose tile or carpeting, loose stairs and holes in the floor.

- Keep windows and light fixtures clean to improve lighting. Replace burned out light fixtures promptly.

- Watch for surfaces with splinters and have them sanded down.

- Never store heavy objects out of sight in an overhead location.

- Confine your eating and drinking to the lunch area. Smoke only in designated areas.

- Keep walls and work surfaces free of excess paper. Have a system for posting and dealing with phone messages. Keep addresses and other notes in a simple filing system to keep them off your work surface.

- Keep emergency numbers posted at each telephone. The street address and telephone number of your work location should also be posted at each phone to assist anyone who might be calling for emergency help.
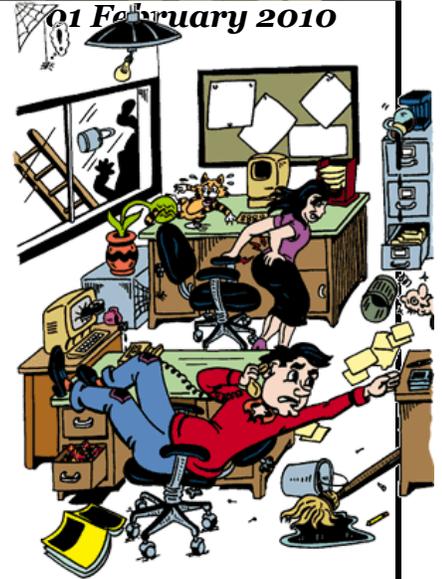
The old saying about "a place for everything and everything in its place" sums up jobsite housekeeping!