



# August 2011

## 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 share d network at [J:\ALL\\_Share\01A - MSD One Stop Files](J:\ALL_Share\01A - MSD One Stop Files). For questions on the "One Stop" files, please contact Nancy Tennis at (703) 695-6995 or E-mail: [nancy.tennis@us.army.mil](mailto:nancy.tennis@us.army.mil).

### Upcoming Key Events –

<b>17-23 August</b>	Drug Free Workplace Week
<b>24 August</b>	LTG Lynch Leadership Development Program Session (OD Lead) – for GO/SES and COL/GS-15 personnel only, 1500-1700, Room B4, Pentagon Library and Conference Center
<b>26 August</b>	Women's Equality Day
<b>2 September</b>	Day of Minimal Manning
<b>5 September</b>	Labor Day – Federal Holiday
<b>12 September</b>	ACSIM Town Hall, 0800-1000, Pentagon Auditorium
<b>19 September</b>	LTG Lynch Leadership Development Program Session (IT Lead) – for GO/SES and COL/GS-15 personnel only, 0830-1030, Room B6, Pentagon Library and Conference Center

### Topics in this Month's Newsletter

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**Welcome to OACSIM!** – The following personnel joined OACSIM since the publication of our July 2011 newsletter. Please welcome them to the team.

- Information and Technology Directorate: Sheila Tritle (IT front office – internal reassignment)
- Installation Services Directorate: Jonathan Winkler (ISH)

- Operations Directorate: COL Brian Boyle (OD front office), Kirsten Brents (Summer Hire), Talisa Caldwell (Summer Hire), Julien Coy (Summer Hire), Marvin English (ODO), Lisa Keeling (ODC – internal reassignment), LaSandra Miller (ODO), CPT(P) Peter Hurgronje (ODP), Roberta Preston (ODO), Liisa White (ODB), David Williams (ODB-F), Jared Young (Summer Hire)

- Resources Directorate: Stacey Royston (RDF), Alisa Skribner (RDR)

- Staff Action Control Office: Donna Frazier, Katrina Easley

- Strategic Initiatives Group: COL John Dumoulin

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## Human Resources Update –

**Total Army Performance Evaluation System (TAPES) Update** – All TAPES support forms for OACSIM personnel must be in an approved status with the exception of any new employees who have been on board for less than 30 days. As a reminder, support forms must be in place within 30 days of an employee’s assignment to OACSIM. Per AR 690-400 employees must perform under an approved support form for a minimum of 120 days. Employees may not receive a special or annual TAPES appraisal until the minimum period of performance has been met.

The Directorate Performance Award Pool schedule for the GS-13 and above personnel who received an annual rating as of 30 Jun 11 is provided below. The Pool Manager for each Directorate pool is the Director and the panel members are the Directorate Deputy and all Division Chiefs. For the Executive Directorate, which is comprised of the OACSIM Special Staff Offices and the Executive Front Office, the Pool Manager is the DACSIM, and the panel members are the Chiefs of the MSD, Strategic Initiatives Group, Congressional Affairs Contact Office, and the Business Transformation Office. Dates and times are subject to change.

Directorate	Date	Awards Pool Time	Conf Room
Installation Services	26 Aug 11	1000-1200	5B143A
Information & Technology	29 Aug 11	1400-1600	5C137A
Resources	30 Aug 11	1330-1530	5C1064A
Operations	31 Aug 11	1100-1300	5C137A
Executive	1 Sep 11	1400-1600	3E474

All OACSIM personnel are reminded that receiving a performance award, regardless of rating, is neither a guarantee nor an entitlement. Employees who receive a performance award will be notified in writing NLT 7 Sep 11. Performance awards will be processed to the Civilian Personnel Advisory Center (CPAC) o/a 21 Sep 11. Timing of award receipt is contingent on CPAC processing time of the annual appraisals.

The new rating cycle for GS-13 and above personnel who received an annual rating as of 30 Jun 11 began on 1 Jul 11. New support forms for these personnel must be turned in to the OACSIM Personnel Systems Manager (Nancy Tennis) NLT 15 Sep 11. A formal SACO tasker will be issued NLT 12 Aug 11. The rating period will be 1 Jul 11 – 30 Jun 12.

**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 (703) 695-7161 or E-Mail: [marianne.eisenhauerwall@us.army.mil](mailto:marianne.eisenhauerwall@us.army.mil), or Ms. Mary Kay Collins, Deputy, MSD, at (703) 695-7164 or E-Mail: [marykay.collins@us.army.mil](mailto:marykay.collins@us.army.mil).

Additionally, mid-point counselings for all GS 1-8 and all WG and WL employees are to be completed and documented on DA Form 7223-1. A formal SACO tasker was issued on 8 Jul 11 with a suspense date of 29 Jul 11.

The rating period for GS 9-12 employees who were assigned to OACSIM on/or before 3 Jul 11 ends on 31 Oct 11. Completed appraisals will be due to Nancy Tennis NLT 15 Nov 11 and the Directorate performance award pools will be conducted in the December timeframe. A tasker for completion of the annual appraisals for employees in this category will be issued in the early October.

For more information and/or questions, contact Nancy Tennis, (703) 695-6995, or E-mail: [nancy.tennis@us.army.mil](mailto:nancy.tennis@us.army.mil)

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**myPay Moving to CAC-Enabled Login** – Soon, myPay will be CAC enabled for DoD users. The myPay CAC login is an added feature that makes it easier for military members and civilian DoD employees to view their myPay accounts when they are using CAC-enabled computers. All myPay customers will still be able to access myPay using a login ID and password, regardless of where you are or whether you have a CAC. In addition, you can now connect to myPay via a mobile device. For more information, click on the website at: <https://mypay.dfas.mil/mypay.aspx>.

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**Reassignment Personnel Actions for OACSIM Personnel Who Moved to the Pentagon** – As a result of the relocation moves for many OACSIM employees from Crystal City or Rosslyn to the Pentagon, employee duty locations addresses changed to the Pentagon, Arlington, Virginia. The personnel actions processed as a Reassignment SF-50. When impacted employees view their SF-50 records in MyBiz they will see a Reassignment SF-50 with an effective date of their Division's move to Pentagon. The submission of the Reassignment personnel action also triggered the payout of any accumulated BRAC Restored Leave for those personnel who accumulated BRAC Restored Leave.

For instructions to view your SF-50, go to [J:\All\\_Share\01A - MSD One Stop Files\Civilian Personnel Info\How to Find Your SF-50.pps](J:\All_Share\01A - MSD One Stop Files\Civilian Personnel Info\How to Find Your SF-50.pps).

If you are an employee who is expecting a BRAC Restored Leave payout and has not received it to date, please contact Mary Kay Collins, 695-7164, or E-mail: [marykay.collins@us.army.mil](mailto:marykay.collins@us.army.mil) or Brenda Brown, 695-7072, or E-mail: [Brenda.d.brown@us.army.mil](mailto:Brenda.d.brown@us.army.mil).

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**Supervisor Requirement to Designate Employee Eligibility to Telework in the Defense Civilian Personnel Data System (DCPDS)** – Attention all supervisors! The new Telework Tool has been updated in your "MY WORKPLACE" tab on the [www.cpol.army.mil](http://www.cpol.army.mil) website that will be used by Office of the Administrative Assistant to track telework statistics. Effective 11 Jul 11, supervisors are now able to update or change existing employee telework eligibility for employees in their hierarchy as a result of the Telework Enhancement Act of 2010, which mandated that supervisors determine telework eligibility for their employees and notify them of their eligibility status.

Although OACSIM Policy Memorandum 1: Alternative Work Schedule (AWS) (Flexible and Compressed), Telework, and Dress Code Policy addresses telework eligibility procedures, a formal SACO tasker is forthcoming for all OACSIM civilian and military supervisors to document this information in their "MY WORKPLACE" tab for their employees. Updates or changes to employee telework eligibility can be accomplished through My Workplace; > My Employee Information; > Personal Tab; > Update/Change Telework Eligibility Link. A report which provides position and employee telework information is also available for supervisors.

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For more information, please contact Dory Olney, 695-7048, or E-mail: [dory.d.olney@us.army.mil](mailto:dory.d.olney@us.army.mil) or John Yates, 695-7111, or E-mail: [john.d.yates@us.army.mil](mailto:john.d.yates@us.army.mil).

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## **Budget and Acquisition Update –**

**Defense Travel System (DTS) Training Requirement Change** – In August 2010, the DoD Financial Management Regulation (FMR) Volume 5, Chapter 33 was changed to require both initial and annual refresher training for Authorizing Officials (AOs) and Department Accountable Officials. To satisfy this requirement, the Defense Travel Management Office offers a web-based course, Training for Accountable Officials and Certifying Officers. The course is available in two versions; as an initial version and a refresher version that serves as annual training.

- Initial Class - Familiarizes new Certifying Officers and Departmental Accountable Officials with their duties and responsibilities.
- Refresher Class - Provides a way for experienced Certifying Officers and Departmental Accountable Officials who work in DTS to satisfy the requirement for annual refresher training.

Personnel can expect to take an average of 30 minutes to complete each class. Training can be completed in more than one sitting. Travel Explorer (TraX) does not retain a record of your progress after you exit a training module, so if you wish to return to the module, navigate directly to the page last viewed and proceed from that point; there is no need to start the module over.

Go to [http://www.defensetravel.dod.mil/Docs/Training/Accessing\\_Training\\_for\\_AOs\\_and\\_COs.pdf](http://www.defensetravel.dod.mil/Docs/Training/Accessing_Training_for_AOs_and_COs.pdf) for information on how to login to TraX and access the training.

For more information, please contact Stacy Cribb, 695-7048, or E-mail: [stacy.cribb@us.army.mil](mailto:stacy.cribb@us.army.mil)

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**DTS Approving Official (AO) Training** – The MSD will be offering formal AO training for all DTS AOs and those individuals who reconcile travel for "others" on Wednesday, 17 Aug 11 in the MSD conference room, 5C137A, from 0830-1600. It is vital that OACSIM AOs receive this information as OACSIM has already been audited and will continue to be audited for transactions in DTS. Please come and join us for this invaluable training opportunity and share any questions/concerns or helpful hints you may have.

You may reserve a seat in this training by e-mailing Stacy Cribb, [stacy.cribb@conus.army.mil](mailto:stacy.cribb@conus.army.mil), with your name, phone number and DTS role.

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## **Workforce Development Update –**

**Mandatory Completion of Supervisory Training for All OACSIM Civilian Supervisors and Military Supervisors of Civilian Personnel** – A formal tasker will be issued soon requiring all OACSIM civilian supervisors and military supervisors of civilians to document that they have completed mandatory supervisor training by updating their Defense Civilian Personnel Data System (DCPDS) civilian personnel training record or official military personnel file as appropriate. General Officer and Senior Executive Service member supervisors must also complete this training.

This requirement is resulting from an Army ALARACT issued on 1 Jul 11, which is currently being revised by the Army G3/5/7 to modify the suspense dates noted in the ALARACT. As soon as the revision is received, we will issue the aforementioned tasker. Excerpts from the 1 Jul 11 ALARACT follow (the dates noted below should not change as a result of the revision):

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- Beginning 1 Oct 11, all supervisors will be required to complete the Supervisor Development Course (SDC) at least once every three years to meet the refresher/sustainment training requirement.

- Beginning 1 Oct 11, the Army will only recognize the SDC as being the single method of instruction for providing mandatory supervisor training. Until 30 Sep 11, the Human Resources for Supervisors Course can be documented as meeting the mandatory supervisor training requirement.

- All Army civilian supervisors are also required to complete the requisite Civilian Education System (CES) training for their grade.

Please note that the Army Management Staff College (AMSC) has discontinued new enrollment in the current SDC (Course 131 F21). A newer up-to-date version of the courseware product is coming on-line o/a 1 Oct 11 through the Army Learning Management System. Personnel who are currently registered for the current version of the SDC MUST graduate the course NLT 30 Sep 11 or they will be cancelled for non-completion. No extensions will be granted for the current course.

If you are a civilian supervisor or a military supervisor of civilian employees, and you have completed either the SDC or HR for Supervisors Course, you are highly encouraged to update your civilian/military training record now.

Refer to the MSD One-Stop/Training Management folder on the J: drive, [J:\All\\_Share\01A - MSD One Stop Files\Training Management](J:\All_Share\01A - MSD One Stop Files\Training Management), for further information about updating your training records or to obtain information on CES training.

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**Harvard University for Senior Executive Fellows (SEF) Suspense Dates Issued** – The Army announced the open application period for the next three sessions of the Harvard University Program for SEF. The purpose of the 4-week course is to build executive skills in political and public management, human resource management, organizational strategy, communication and leadership. This program is open to managers who are at the GS-14 through GS-15 level who meet the nomination criteria.

The course date, OACSIM suspense date, and SACO Tasker Number to obtain information on how to apply are provided below. Please keep in mind that nominees must have completed the Civilian Education System (CES) Advanced Course BEFORE the application deadline. A copy of the Advanced Course Certificate of Completion or copy of the CHRTAS CES Advanced Course Credit Documentation must be included in the application packet. In addition, nominees must have completed three years of service in a permanent Department of the Army civilian position(s) by the date provided in each tasker.

Course Dates	OACSIM Suspense Date	SACO Tasker Number
17 Oct 11 – 11 Nov 11	5 Aug 11	110712501
27 Feb 12 – 16 Mar 12	1 Nov 11	110712499
16 Apr 12 – 11 May 12	3 Jan 12	110712498

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**Army Management Staff College (AMSC) “How To” Guide** – The AMSC has published a “How To” guide that outlines the appropriate level of Leader Development Education/Training for developing Army Civilian Corps members in accordance with the Chief of Staff of the Army 2010 guidance as the Army postures the workforce for today and future operations. To access this guide, please go to [J:\All\\_Share\01A - MSD One Stop Files\Training Management\AMSC How To Apply.pdf](J:\All_Share\01A - MSD One Stop Files\Training Management\AMSC How To Apply.pdf).

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**Updating Your Training Records** – The interim Civilian Training Policy is provided at [J:\All\\_Share\01A - MSD One Stop Files\Training Management\Functional Training Interim Policy Guidance - 15 June 2011 - sent 14 Jul](J:\All_Share\01A - MSD One Stop Files\Training Management\Functional Training Interim Policy Guidance - 15 June 2011 - sent 14 Jul)

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[11.pdf](#) for your information/use during the administration and processing of civilian training programs/ courses. Information contained within this document will be included in the next update to AR 350-1, Army Training and Leader Development, which will be out for staffing during the first quarter of FY12. Of particular note, is the fact that the policy states that employees should annually, during their birth month, review their personnel/ training records in DCPDS/ATRRS/CHRTAS, and other career program/command-designated training management systems, to ensure that completed training is recorded.

For more information on any of the above information, contact Roxann Dent, 695-7078, or E-mail: [Roxann.dent@us.army.mil](mailto:Roxann.dent@us.army.mil).

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### **Logistics Services Update –**

**DoD Shuttle Bus Schedule –** The following link provides the latest DoD Shuttle Bus schedules for the Pentagon/Washington DC Metropolitan areas, <https://customerresources.whs.mil/DFD/ShuttleBus.cfm>.

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### **Information & Technology Directorate Article –**

**Army Data Center Consolidation Plan (ADCCP) –** In early 2010, the Office of Management and Budget (OMB) directed all Federal Agencies to comply with the Federal Data Center Consolidation Initiative (FDCCI). The focus of this initiative is to promote the use of Green IT by reducing the overall energy and real estate footprint of government data centers, reduce the cost of data center hardware, software & operations, increase the overall IT security posture of the government, and shift IT investments to more efficient computing platforms and technologies.

Army CIO G6 issued EXORD 209-11 ADCCP mandating all organizations complete tasks to support data center consolidation efforts. This initiative is the Army's response to the OMB FDCCI requirement to develop a plan to consolidate data centers. The ADCCP addresses key tasks at the command level, requiring Army Commands (ACOMs) to establish application migration Centers of Excellence (COE), coordinate enterprise hosting services, discover, rationalize, migrate and virtualize Army Applications. This will allow streamline tracking and reporting. The expected end state is a 75% reduction of the Army's data centers by the end of FY15.

In February 2011 Army conducted a Cost Benefit Analysis (CBA). The results of the CBA revealed a 2.8 year payback from the end of the migration period. The total savings is estimated at \$300M for the data center consolidation initiative. This CBA details the required investments, cost savings, paybacks, and non-quantifiable ADCCP benefits. The ADCCP cost estimate also includes the total cost of ownership (TCO) model for the Army. The Army is working to consolidate the DoD IT infrastructure to achieve greater economies of scale.

All identified data centers from FY11-15 will be migrated to the DISA Defense Enterprise Computing Center. Applications will comply with the DISA hosted Active Directory (AD) Forest and will conform to DISA Operating Environments (OE) /Platform. The number of OE's is reduced by Application Rationalization (reduction in applications) and Technical Rationalization (reduction in licenses due to sharing - "multi-tenancy"). Sixty-five percent of identified applications will be migrated, 30% will be retired and 5% will remain local at data centers. The ADCCP is in line with the DoD IT Consolidation Roadmap, and is linked to the Army's Enterprise Email, Enterprise Directory Services and Authentication Network Discovery and Visibility Initiatives.

**What will this mean for the IMC?** Redundant and legacy applications will be eliminated by developing enterprise applications and providing enterprise hosting as a managed service. Migrating data centers located at United States Army Garrisons (USAG) to a cloud computing environment will allow the Army to gain

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efficiencies through personnel management, resourcing and funding. As the Army begins to retire data centers the IMC will gain the ability to repurpose facilities space and reallocate/repurpose potential IT funding. Consolidating data centers will reduce the need for storage space and real estate, as well as lower the demands for power and cooling. ADCCP will help to reduce installation energy consumption and data footprints.

The Army data center inventory identifies 206 data centers for closure. Of the identified data centers, 10 are currently in the process of officially closing with 27 scheduled to close by FY11. The Army CIO G6 hosts an ADCCP Senior Working Group meeting which focuses on Resource Recovery for data centers. The meeting focuses on the emerging data center cost recovery approach and the roles of the various HQDA staffs for the Army data center consolidations, closures and migration. The working group members are seeking to synchronize personnel efficiencies gained through ADCCP efforts. The results of the synchronization will eliminate organizations claiming duplicate efficiencies as a result of multiple personnel decrement efforts within the Army. The working group will investigate options and COAs to best capture and eliminate duplicate reporting personnel and funding efficiencies. These efforts will also help to define data centers and applications "as is" and "to be" costs/budgets to support the FY14-18 Program Objective Memorandum processes and timelines.

OACSIM is mandated to oversee consolidation efforts for the IMC. The Information and Technology Directorate (ITD) will oversee the reporting and coordination of the ADCCP initiative for OACSIM. In June, the ITD issued a tasker requesting Directorates with reporting requirements to identify a point of contact to coordinate ADCCP efforts.

**Want to know more about Data Center Consolidation?** Please visit:

AKO - <https://www.us.army.mil/suite/page/643748>

MilBook - <https://www.milsuite.mil/book/groups/army-data-center-consolidation>

ADCCP EXORD: <https://www.us.army.mil/suite/doc/29849376>

Or contact the following ITD personnel:

Neisha Miles, (703) 696-2536 or E-mail: [neisha.miles@us.army.mil](mailto:neisha.miles@us.army.mil)

Jeremiah Collins, (703) 696-2667 or E-mail: [jeremiah.d.collins@us.army.mil](mailto:jeremiah.d.collins@us.army.mil)

Vanessa Persaud, (703) 696-9784 or E-mail: [vanessa.persaud@us.army.mil](mailto:vanessa.persaud@us.army.mil)

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**Pentagon DiLorenzo TRICARE Health Clinic (DTHC) Wellness Program** – Special thanks to Larry Gilchrist in the Installation Services Directorate for sharing the following information.

The DTHC's Worksite Wellness Program is FREE for all Pentagon active duty military and federal civilian employees and provides health screenings, health education classes, fitness testing, exercise prescription, and 24 free Pentagon Athletic Center visits. Per AR 600-63, OACSIM supervisors are reminded that they are authorized to approve up to three hours of administrative leave per week to allow their employees to participate in command-sponsored physical exercise training, monitoring, and/or education, provided these activities are an integral part of a total fitness program, such as that offered by DTHC, and the wellness program does not exceed six months in duration.

For more information on the DTHC Wellness Program, please visit

<http://dilorenzo.narmc.amedd.army.mil/Pages/fittowin.aspx>.

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**MSD Tuesday and Thursday Afternoon Closure Update** – In Apr 11, MSD began closing on Tuesday and Thursday afternoons to enable MSD personnel to conduct necessary task training, complete communications

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with internal and external customers, and conduct required detailed analysis of budget, acquisition, and personnel issues. MSD has completed 90 days under this new initiative and, while the additional dedicated time has been very effective, we have determined that we no longer need to close on both afternoons. We will continue to close only on Thursday afternoons beginning the week of 8 Aug 11. MSD thanks you for your continued support.

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