



May 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 shared network at 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.

Upcoming Key Events –

1-8 May	National Days of Remembrance
1-31 May	Asian Pacific Heritage Month
7 May	Military Spouse Appreciation Day
8 May	Mother's Day
20 May	Leadership Professional Development Session (GO/SES & COL/GS15 & Above Only)
21 May	Armed Forces Day
27 May	Minimal Manning Day
30 May	Memorial Day Holiday

Memorial Day 2011- The last Monday in May is the day our nation honors service men and women. The MSD Team would like to thank everyone for the service and support they provide to our Soldiers and their Families across the Installation Management Community each and every day. The National Moment of Remembrance encourages all Americans to pause wherever they are at 3 p.m. local time on Memorial Day for a minute of silence to remember and honor those who have died in service to the nation.

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

- Information & Technology Directorate: Samuel Parris (ITG)
- Installation Services Directorate: Paul Malace (IS Front Office)

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.

We are now at the point in the Senior System performance plan cycle for GS 9-12 personnel to have their mid-point counselings completed. All verbal mid-point counselings for GS-9-12 employees must be completed NLT 1700, 31 May 11.

OACSIM SACO Tasker 110413793 provides the list of personnel who require mid-point counselings at this time. In keeping with the spirit of working towards a paperless environment, MSD does not need another copy of the support form, but will need rating officials to provide Nancy Tennis with the date the mid-point counseling

was completed for each of their employees for tracking purposes. Please note that we ARE NOT within 120 days of the end of the GS 9-12 Senior System rating period so rating officials can update/add new performance objectives during the mid-point counseling session (pen and ink additions to the employee's support form or addition of a Word document are acceptable methods to add/update performance objectives on the DA Form 7222-1).

As a reminder, mid-point counselings are a verbal discussion between the rater and the ratee and the mid-point counseling date must be annotated on the DA Form 7222-1 in Part III. The rater's and ratee's initials are the only ones required for the mid-point counseling. The support form is an official part of the annual appraisal that will be completed at the end of Oct 11.

The remaining 2011 TAPES requirements are provided below for your information:

Oct 10 – Dec 11	Continuous ongoing dialogue between employees and supervisors on performance expectations and assessment of their performance against expectations across all TAPES cycles
NLT 31 May 11	Mid-point counselings completed for GS 9-12 Senior System employees with a rating period ending 31 Oct 11
30 Jun 11	Rating period ends for all GS13 and above Senior System employees
NLT 15 Jul 11	Mid-point counselings completed for GS 1-8 and all Wage Grade and Wage Leader Base System employees with a rating period ending 31 Jan 12.
NLT 31 Jul 11	Completed annual appraisals (DA Form 7222 and 7222-1) for all GS13 and above Senior System employees with a rating period ending 30 Jun 11 due to MSD Personnel Systems Manager
1 Aug 11	New support forms for GS13 and above Senior System employees due to OACSIM Personnel System Manager who received an annual appraisal with a rating period end date of 30 Jun 11 (new rating period is 1 Jul 11-30 Jun 12)
Late Aug 11	OACSIM Performance Awards Pool for GS13 and above employees who received an annual appraisal with a rating period end date of 30 Jun 11 and who were assigned to OACSIM on 30 Jun 11
31 Oct 11	Rating period ends for all GS 9-12 employees
NLT 30 Nov 11	Completed annual appraisals (DA Form 7222 and 7222-1) for all GS 9-12 Senior System employees with a rating period ending 31 Oct 11 due to MSD Personnel Systems Manager
1 Dec 11	New support forms for 9-12 Senior System employees due to OACSIM Personnel System Manager who received an annual appraisal with a rating period end date of 31 Oct 11 (new rating period is 1 Nov 11-31 Oct 12)
Dec 11	OACSIM Performance Awards Pool for GS 9-12 employees who received an annual appraisal with a rating period end date of 31 Oct 11 and who were assigned to OACSIM on 31 Oct 11

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

General Fund Enterprise Business System (GFEBs) Lines of Accounting (LOAs) – As a reminder, when you prepare your Defense Travel System (DTS) travel orders you MUST use your Directorate's GFEBs LOA, which ends with a "g" and is available via the drop down menu. If you use the incorrect LOA, when you process your DTS travel voucher, you will not get paid. The MSD Budget Team is available to assist you if needed.

For more information, contact Stacy Cribb, 695-7041, or E-mail: stacy.cribb@us.army.mil.

Civilian Personnel Refresher Training for Admin Personnel – The MSD Civilian Personnel Branch will be conducting a one hour training session on 19 May 11 from 1300-1400 in CR 5C137A to review civilian personnel processes and frequently used forms.

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, or Ms. Mary Kay Collins, Deputy, MSD, at (703) 695-7164 or E-Mail: marykay.collins@us.army.mil.

Interested personnel should contact Christine Bennett at (703) 695-7126, or E-mail: Christine.bennett@us.army.mil to reserve your seat.

Compensatory Time – Compensatory Time – The MSD has received many inquiries regarding who is authorized to approve compensatory time in OACSIM. Per ACSIM Policy Memorandum 1, compensatory time can only be approved by the ACSIM, DACSIM, or a Director and the approval authority cannot be further delegated (NOTE: Additionally, only the DACSIM may approve overtime for any employee). Employees must gain approval to work compensatory time BEFORE it is worked by completing DA Form 5172-R, Request for Overtime/Compensatory Time, [Link to DA Form 5172-R](#). Although this form is obsolete, it is still being used by the OAA Payroll Office and the MSD until a local form can be approved. There should be no after-the-fact submissions for compensatory time approval. As a reminder, any request for compensatory time being paid out as a result of it not being used by the end of the 26th pay period after the pay period during which it was earned, must be approved by the DACSIM. Compensatory time is paid out at the overtime rate so it is imperative that supervisors monitor their employees' leave report to ensure compensatory time is not paid out. Additionally, per OACSIM Policy Memorandum 1, an employee must use recorded compensatory time BEFORE using annual leave. The annual Time and Attendance Audit will be conducted during the next quarter and this will be an inspectable item.

For more information, contact Mary Kay Collins, 695-7164, or E-mail: marykay.collins@us.army.mil.

Building Pass Renewal – Please see Robert Murafsky or John Yates in Room 5C140, Pentagon, to pick up the paperwork to renew your building pass. The renewal paperwork must be given directly to the employee because it contains personally identifiable information.

Questions should be directed to Robert Murafsky, 703-695-7035, or E-mail: Robert.murafsky@us.army.mil or John Yates, 703-695-7111, or E-mail: john.d.yates@us.army.mil

Common Access Card (CAC) Renewal/Replacement – Does your CAC need to be renewed? If so, no paperwork is required when your CAC is approaching or exceeds the expiration date except when the CAC is lost or stolen. When a CAC is lost or stolen, the CAC holder must report the loss to OACSIM Security at the earliest possible date by telephone or in person. Upon notification from the CAC holder, OACSIM Security will prepare a memorandum for the CAC holder to present to the CAC issuing official attesting that the CAC has been reported as lost or stolen. Employees who go directly to a CAC issuing office and do not have the memorandum signed by OACSIM Security will be turned away without having a new CAC issued. The replacement CAC will have the same expiration date as the lost or stolen CAC.

To find the nearest CAC issuing facility, use the RAPIDS Locator Web Site: <http://www.dmdc.osd.mil/rsl/>. The offices located in the Pentagon, Room 1F1084 and Room 5C1049, are available on a first come, first served basis.

Government employees can also use the following link to schedule an appointment online at the CAC office located in on the first floor of the Taylor Building, <http://appointments.cac.navy.mil/>. Contractor personnel may also use the link after they receive notification from the Contractor Verification System (CVS) that their CAC application has been approved.

Visit the MSD One Stop for more information on CAC renewals/replacements, ([Link](#)).

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Questions should be directed to John Yates, 703-695-7111, or E-mail: john.d.yates@us.army.mil or Robert Murafsky, 703-695-7035, or E-mail: Robert.murafsky@us.army.mil

Telephone Issues – Now that the majority of OACSIM Directorates/Divisions have moved to the Pentagon, employees are learning how to use the Voice over Internet Protocol (VoIP) telephone system.

Below are helpful tips for troubleshooting issues with the VoIP phone system. You can view the VoIP phone guide available on the MSD One Stop, J:\All_Share\01A - MSD One Stop Files\Telephone and Blackberry Services\Pentagon VOIP Phone User Guide Version 3 1.pdf, for more detailed information on the new VoIP phones.

- To reset voicemail or telephone login passwords call the IMCEN Help Desk at (703) 693-4337 and request a reset.
- To retrieve voice mail messages when you are not at your desk, dial (703) 571-5500 and follow the prompts.
- To forward calls when you are not at your desk (i.e., when teleworking):
 - Press the navigation cluster directional toggle button until "Forward" displays on screen by pressing the down arrow ("Forward" should show up on the right side, second gray button from the top)
 - Press the "Forward" button and the LCD flashes with a telephone icon.
 - Enter the number you want to forward your phone calls to (i.e., your home number, your cell phone, etc.). Be sure to include "99" prior to the 10 digit phone number if forwarding outside of the Pentagon.
 - Press the "Forward" button again. The LCD telephone icon will be steady, which is the indication that your call forward is turned on.
 - To cancel the Call Forward feature press the "Forward" button and the LCD indicator goes off.

For additional information, please contact Lillie Jones, (703) 695-7158 or E-mail: Lillie.jones@us.army.mil

Attendance at Training or TDY and Changes to ATAAPS – Per OACSIM Policy Memorandum 1, employees and supervisors are reminded that if an employee is working an Alternative Work Schedule (compressed and/or telework) and are attending training/TDY for one day or more they must change their work schedule to a regular eight hour, 40 hour work week for that entire pay period. Training/conferences and TDY are not normally scheduled to last more than a regular 8 hour work day, thus if an employee is on a 9 hour compressed work schedule day they are not entitled the extra hour and will be converted back to the 8 hour work day for that pay period.

Pay Cap for Premium Pay – Did you know that there is a pay cap which may impact earned compensatory time? Employees may receive premium pay only to the extent that the payment does not cause their total basic pay and premium pay to exceed the greater of the maximum rate of basic pay for the GS-15 grade level, including any locality adjustment or applicable special salary rate, or pay rate for level V of the Executive Schedule.

More information can be found at <http://www.opm.gov/oca/pay/HTML/02maxqs2.asp>.

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Human Resources Command (HRC) Inaugurates New Toll-Free Number – Soldiers and other customers will be able to contact the U.S. Army Human Resources Command much more easily now that HRC has a new easy to remember toll-free number: 1-888-ARMYHRC (1-888-276-9472).

For additional information, please click on the HRC website at <https://www.hrc.army.mil/site/index.asp>.

Office of Personnel Management (OPM) Fact Sheet Updates – OPM updated the below fact sheets as a result of the National Defense Authorization Act for Fiscal Year 2011. Please click on the link to obtain current information on these topics.

2011 Bi-weekly Pay Cap on Premium Pay – <http://www.opm.gov/oca/pay/HTML/11GSCap.asp> (Note 5 updated)

Maximum General Schedule Pay Limitations – <http://www.opm.gov/oca/pay/HTML/02maxgs2.asp> (Note 4 updated)

Civilian Employees in Combat Zones – <http://www.opm.gov/combatozones>> (First bullet and three sub-bullets under “Pay and Benefits for Federal Civilian Employees in Combat Zones” updated)

Effect of Extended Leave Without Pay (LWOP) (or Other Nonpay Status) on Federal Benefits and Programs – http://www.opm.gov/oca/leave/html/LWOP_eff.asp

Workforce Development Update:

Civilian Education System (CES) Continuing Education for Senior Leaders Course (CESL) – The Army Management Staff College has announced the class dates for the next CES CESL course. The next offering will be 4 ½ days and will be conducted at the Army Management Staff College, Fort Belvoir from 8-12 Aug 11, with a report date of 7 Aug 11. Target audience for this course is senior Army civilians at the GS-14/15 or equivalent pay grade who have completed the CES Advanced Phase 2 Course or have been granted equivalency credit by the Army G-3 for other leadership courses. Students approved to attend this course must complete an online distributed learning requirement before the start of the resident course. Qualified applicants must register via the Civilian Human Resource Training Application System (CHRTAS), <https://www.atrrs.army.mil/CHANNELS/CHRTAS/student/main.aspx> .

Updating Civilian Training Records in MyBiz – As a reminder, all OACSIM civilian employees in OACSIM were required to update their training records in MyBiz (via the Civilian Personnel Online website) by 20 Apr 11 for any training that is mandatory or at least 8 hours in length, if that information has not been previously entered by the school or personnel office representatives. This is an ongoing requirement as applicable training is completed.

Employees can review/update their official training via the CHRTAS by selecting the Training History Management link on the left hand side of the webpage. Records are usually updated within 1-3 business days. Employees must provide their supervisor with documented proof of completed training such as a certificate of training, SF-182, DA Form 1059, DD Form 1556, DD Form 214, or official school transcript, and the supervisor will then verify and confirm the training via CHRTAS.

Only CPAC Human Resource specialists, school registrars or the employee may initiate updating the employee’s training record. Please note that updating records in the Executive Administration Center (EAC)

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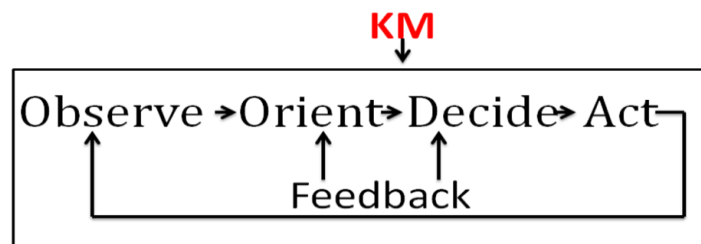
does not update official Defense Civilian Personnel Data System/CHRTAS records. Currently, there is no ability to link these systems.

Note: Army CES leadership courses cannot be updated via this method. To update these leadership course records for DA Civilians or prior military members, please review the guidance at https://www.atrrs.army.mil/channels/chrtas/student/equivalency_request.aspx.

For additional information about the above information or any other CES courses/workforce development issues, please contact Ms. Roxann Dent, Roxann.Dent@us.army.mil, (703) 695-7078.

Monthly Information & Technology Directorate Article on Knowledge Management (KM) – Did I Do That?

How many of you use a process of “observe, orient, decide, and act” to gain understanding? The art of gaining insight to an operation or a process is called the OODA (“observe, orient, decide, and act”) Loop. This was developed by a USAF military strategist, Colonel John Boyd, and is an information strategy concept for use in developing military strategy.



So what does this have to do with knowledge management? Well, let’s break down the individual pieces of the OODA Loop.

- Observe - this is looking at the outside information, interactions, or circumstances, which can be explicit or implicit in nature.
- Orient – this is looking at the inside information, interactions, or circumstances, which is tacit. This is the information that you gain from heritage, education, environment, culture, and life experiences.
- Decide – here’s where we’re making a decision. Knowledge Management brings together the information you need to make an informed decision.
- Act – now that you’re informed you can execute your decision.

This is a continuum where feedback can influence the stages of observation, orientation, or decision.

Knowledge Management Training is found on the KM site of the IMC SharePoint site, under Shared Service: <https://km.oacsim-imcom.army.mil/Shared Services/ITD-G6CIO/KM/default.aspx?PageView=Shared>.

For further information on KM, contact Ms. Jo Ann Remshard, (703) 601-7481 or E-mail joann.remshard@us.army.mil.

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Updating Contact Information in the Global Address List (GAL) – When personnel relocate and their phone number and/or address changes, they must update their profile information in the GAL so their new contact information is reflected. To update the GAL, go to: J:\All_Share\GALMOD\galmod32.exe and the program will allow the employee to change any item that is not "grayed" out.

Pentagon Tours – To take a guided tour of the Pentagon, you must make a reservation in advance. Reservations may be booked from 8 to 90 days in advance. Reservations will not be accepted for tour dates within 7 days or more than 90 days away. All guided tours of the Pentagon are free and available by reservation only. Tours are conducted Monday through Friday from 0900-1500. For more information and to schedule a tour, please go to <http://pentagon.afis.osd.mil/tour-selection.html>.

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