

workbook

c i v i l i a n h u m a n r e s o u r c e m a n a g e m e n t a g e n c y



SHARE: SELF HELP AUTOMATED RESOURCES FOR EMPLOYMENT

CHRMA is pleased to announce the development of new SHARE (Self Help Automated Resources for Employment) centers. They will serve as automated versions of the former Job Information Centers.

SHARE centers will be located in CPAC buildings and will contain several computers - for use by Appropriated Fund, Non-Appropriated Fund and Local National employees and applicants.

Customers may browse Internet listings of jobs, create a resume and save it, and perform other related job search tasks at the centers. Some of the centers are cooperative efforts between CPACs and Army Community Service centers to provide a much-needed service for Army civilians.

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Changes that Work for You

by Jeannie Davis, Director, Civilian Human Resource Management Agency

This second edition of the *Workbook* continues our efforts to provide leaders and managers in Europe information about changes and important issues relating to civilian human resource management (CHRM).

Over the last year, you have seen a number of major changes in the way we provided you with CHRM support. These have included a change in our data system (to Modern DCPDS or "Modern") a new version of Resumix, adjustments to rotation program management, an amended Living Quarters Allowance regulation, and others. There is good news and bad news for the upcoming year. The good news is that more change is on the horizon - and the bad news is that more change is on the horizon.

The first change you will see is the deployment of the Fully Automated System for Classification (FASCLASS). While this is Army's version II, FASCLASS has not previously been available in Europe. This is a tool that will truly make your supervisory jobs easier. Training will be provided by your CPACs and additional information can be found in this edition of the newsletter and on the CHRMA Website.

Another change you will soon see is the elimination of the ACCES system for career program positions. The Army plan is that as of 1 Jan 2003, all posi-

tions will be filled through either Resumix or Delegated Examining Authority. As of 8 November, no additional updates were accepted into Easy ACCES, as that system is being phased out.

Army has been working on a plan to centralize Resumix databases and soon thereafter to institute a Standard Inventory Based Recruitment System so that all applicants use one method and portal to apply for all jobs in Army. This has been something long in the works and it is exciting - one way and one place to apply for all jobs - what a great concept!

Now that we deployed the Modern system, we will be moving to a web-based system known as version 11i. We will also centralize Modern databases and our data will once again reside in CONUS, supporting the Army effort to reduce the number of servers required and ensure maximum protection of data. We expect these changes to occur sometime next year.

Those are the externally driven changes, but you will also see a number of initiatives from CHRMA - intended again to support you in meeting your mission. These include:

- Release of a new sponsorship regulation and processes to assist new civilians as they are assigned to Europe - Additional refinements to

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Did you know that the CHRMA website is the primary communication tool for civilian human resources information in USAREUR? Find all the information you need at www.chrma.hqusareur.army.mil. Some topics on the website include:

MANAGEMENT TOOLS

Have an employee with an on-the-job injury? Find information about this and more in management tools on the CHRMA website.

TRAINING

Are you working on a training schedule for your employees for the next fiscal year? The CHRMA website lists and describes training opportunities.

IMA

Do you or your employees have questions about the new Installation Management Agency? Find out more at the CHRMA website.

DOWNRANGE DEPLOYMENT

Thinking about going downrange? Everything you need to know is on the website.

MODERN SYSTEM

Need a workaround or can't figure out your RPA? The website offers extensive directions for Modern System.

CPAC HOMEPAGES

Need to contact your local CPAC or want to know the latest personnel news in your area? Visit the website to access CPAC homepages.



Changes that Work for You *continued from page one*

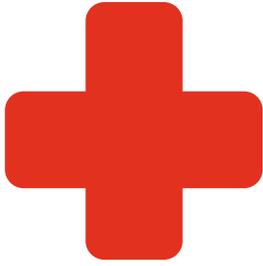
the Resumix system, to include elimination of the restrictive update periods

- Change to the flow of Requests for Personnel Action to bypass the Civilian Personnel Advisory Centers - allowing them to focus on proactive support to managers (this action also is working as an Army-wide initiative)

We will be telling you more about these changes as we have additional information.

In closing, I would like to say a special thanks to the civilians serving in the Balkans. I was able to meet many of you earlier this year - and want you to know we understand the sacrifices you have made, as well as the challenges you face. I would also like to encourage all of our readers to consider downrange opportunities for yourself and your employees. They are exciting, career-broadening assignments and there are many tangible incentives - consider serving the Army in a new way!

As always, thanks for your support. I would like to hear from you as to areas you would like us to focus on for the next newsletter - please give your CPAC chief this feedback and we'll include comments in future newsletters.



EMERGENCY CONTACT DATA SYSTEM

<http://www.cpol.army.mil>

CHRMA ENCOURAGES ALL EMPLOYEES TO ENTER THEIR EMERGENCY CONTACT INFORMATION TODAY!

The US Army recently developed an Emergency Contact Data System, a web-based emergency contact and next of kin database, for US citizen Appropriated Fund and Non-Appropriated Fund employees.

The Army developed the system as a result of the lessons learned from the September 11th terrorist attacks. It sought to create a system that makes emergency contact data readily available in the event of an emergency.

The Department of the Army is strongly encouraging all US citizen employees to fill out their emergency contact information at the website <http://www.cpol.army.mil> under "Emergency Contact Data."

USAREUR civilian employees also should visit the Civilian Human Resource Management Agency (CHRMA) website at www.chrma.hqusareur.army.mil for

ENTER YOUR DATA TODAY

special overseas instructions. The collected data will be securely stored and made available to authorized supervisors and those who will be directly involved in the actual process of notifying emergency contact(s) and processing or assisting with the necessary

documents in the event of an emergency situation, such as injury or death of an employee. The information requested includes the name(s) of a primary emergency contact(s), their relationship to the employee, their address(es), and phone number(s).

Commanders and managers should encourage all of their U.S. citizen civilian employees to enter their information into the database. Although participation is voluntary, the Army strongly supports participation for the welfare of its civilian workforce. As USAREUR serviced organizations experience high turnover rates, Commanders and managers should remind their employees, on a semi-annual basis, of the need to review and update the emergency contact information.

SHARE: SELF HELP AUTOMATED RESOURCES FOR EMPLOYMENT

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According to Jeannie Davis, Director of CHRMA, the centers were necessary across USAREUR. "We recognize that many people don't have access to a computer," said Ms. Davis. "By creating SHARE centers, we are making the process of applying for a job easier."

CHRMA expects all SHARE centers to be operating by the end of the year. Look for more information on the centers in future issues of *Workbook*.

"My Tour Wasn't Extended, Now What?"

a survival guide for when your rotation overseas is over

contributed by Donna Best & Christa Pritchard

q&a

priority placement program

The DoD PPP is an automated, world-wide referral program that is used to make job placements within DoD. Employees who currently work overseas and are nearing the end of their tour are generally eligible to register. Employees who are facing involuntary separation, downgrade, or transfer of function are also generally eligible to register in the PPP. It is the most effective out-placement program in the federal government.

The Department of Defense Civilian Assistance and Reemployment (CARE) Office recently conducted PPP briefings throughout USAREUR. Slides from this briefing are available online at the CHRMA website at www.chrma.hqusareur.army.mil/policy/mgmt_tools/ppp_briefing.htm. Following are some frequently asked questions to help you better understand the program.

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The nature of the European rotation policy means that for most civilian employees, a tour in Europe ends after three years. Some may be concerned about the transition back to a CONUS position.

First and foremost, consider your options. Many civilian employees have reemployment rights, often called "return rights," to a position in CONUS. If you have return rights to a job at the same grade or higher, you will be required to exercise the return rights at the end of the overseas tour unless you find another job. To make the process of exercising your return rights easier, you should schedule an appointment with your servicing CPAC immediately upon receiving notice of non-extension, but no later than 7 months prior to your tour ending. The CPAC will notify the gaining activity of your intent to return, and will help determine the date of your return. Once a date has been established, you must complete a request for orders and submit it to your servicing CPAC. You can find this form at the CHRMA website -

www.chrma.hqusareur.army.mil under "Living and Working Overseas." Look under "Inprocessing Forms".

If your return rights are to a lower grade, you may choose to register in the Priority Placement Program (PPP), an automated, Department of Defense referral program that was designed to place employees in CONUS upon completion of their overseas tour. If you do not have return rights you must register with PPP six months prior to your DEROS. See the article at left for more information on PPP.

You also have the option of applying for positions listed through open vacancy announcements at <http://www.cpol.army.mil> or <http://www.usajobs.opm.gov>. You may begin your employment search anytime. Other options include retirement, resignation, Non-Appropriated Fund jobs, and contract positions.

USAREUR values and appreciates the civilians who choose an overseas tour and strives to make the transition back to employment in the US a smooth process.

For more information on your options, visit the CHRMA website at www.chrma.hqusareur.army.mil under "Management Tools," "Employment," and "Master Index" or contact your servicing CPAC.

WHO IS ELIGIBLE FOR PPP REGISTRATION?

Appropriated Fund (AF) competitive service employees with career or career-conditional status, and excepted service employees with or without personal competitive status are generally eligible to register in the PPP if there are no questions about their performance or conduct. This includes employees on Veterans Readjustment Appointments (VRA), special appointments for the handicapped, and Defense Civilian Intelligence Personnel System (DCIPS) employees covered by the Personnel Interchange Agreement. Excepted Service employees without competitive status can register only for excepted service positions. Temporary, term and Overseas Limited (OSL) employees are not eligible for registration with PPP.

HOW DOES PPP WORK?

Employees are registered into an automated system and are referred using numeric priorities (1 through 3). The assigned priority is based on the severity of the employee's proposed personnel action e.g., Reduction in Force, Transfer of Function, etc. Priority 1 registrants must be considered for placement before priority 2 and 3 registrants.

Priority 1: RIF separations with no permanent offer

Priority 2: RIF demotion - two or more GS grades or declination of an offer outside commuting area or nondisplaced overseas returnee (within same component)

Priority 3: Nondisplaced overseas returnee (referred to different component) or nondisplaced overseas family members or military

spouses

The assigned priority determines which recruitment actions are "stopped" when a match occurs.

For example, a priority 1 registrant stops promotions, reassignments, appointments & transfers.

HOW DO I SIGN UP?

Signing up is easy – make an appointment with your servicing CPAC specialist who will walk you through the process. Remember to take a current resume that shows your work history and a copy of

NEW!!

CAN MY ORGANIZATION APPROVE AN EXTENSION OF MY OVERSEAS TOUR AFTER I HAVE ACCEPTED A JOB OFFER THROUGH THE PPP?

No! Army Regulation (AR) 690-300, Chapter 301, Para 5-3(b) states that no type of tour extension will be granted after a PPP offer is accepted. Therefore, employees are not permitted to have their overseas tours extended after they have accepted a job offer through the PPP. Last minute extensions contrary to this provision would violate the spirit and intent of the DoD PPP program.

your last performance appraisal to the appointment.

WHEN SHOULD I SIGN UP?

If your tour has not been extended, you must register six months before the end of your tour.

If the decision not to extend is made before the last six months of your tour, you must register at least seven workdays before the last six months of your tour begins.

If the decision not to extend is made within the last six months of

your tour, you must register within seven working days from the date of the decision.

Displaced overseas employees are registered upon receipt of reduction-in-force notice or declination of transfer of function offer.

DO I NEED TO BE FULLY QUALIFIED WITH THE SKILLS AND OCCUPATIONAL SERIES FOR WHICH I AM REGISTERED?

YES. Employees may only register for positions for which they are sufficiently well qualified so no undue interruption will occur at the work site at which s/he is placed. This will normally go beyond the basic Qualification Standards. As a general rule, recency of experience will be a significant factor in the skill registration process. Well-qualified is defined as able to satisfactorily perform the duties of a position with orientation only and without extensive training. Qualifications are jointly determined by the registering and gaining activities.

HOW MANY JOB OFFERS WILL I RECEIVE THROUGH PPP?

ONE. As a registrant, you will only receive one valid offer of employment. Therefore, it is crucial to select locations and skills that you find agreeable.

WHAT IS CONSIDERED A VALID OFFER?

An offer from a DoD activity for which the employee has registered, of a continuing position which equals or exceeds the working hours of the employee's current permanent position is considered valid. However, the CPAC may determine that certain offers that meet the above criteria are invalid. Examples of invalid offers



TIRED OF THE SAME OLD EUROPEAN CASTLES?

consider civilian
employment
downrange

The US Army Europe has job opportunities for civilians in fields such as Safety, Information Technology, Supply, Education, Security, Force Protection and more. These are remote field positions, located in the Balkans, and the Army offers a generous compensation package that may include relocation bonus, danger pay or foreign post differential.



visit the chrma website at
<http://www.chrma.hqusareur.army.mil>
to find out more information
or call DSN 370-6986
or civilian 06221-57-6986

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q & a priority placement program

include unreasonable difference in working conditions such as excessive travel, hazardous work, or positions that are obligated to other employees with return rights.

WHAT ARE MY RESPONSIBILITIES AS A PPP REGISTRANT?

· You must keep the CPAC informed of your current address and telephone number so that you can be contacted concerning job offers. Employees who fail to do so will be removed from the program.

· You must be willing to accept any one of the grade levels, skills, and locations for which you are registered.

· If you become temporarily physically incapacitated, you must inform the CPAC. Your registration will be deferred until you are able to fully perform the duties of the position for which registered.

· If you have already registered in PPP and become temporarily physically incapacitated, your registration will be deleted until you are able to fully perform the duties of the position for which you were registered, provided that your period of eligibility has not expired. (Note: an offer received while physically incapacitated and prior to the temporary deletion from the program is not considered a valid offer.)

HOW LONG WILL I REMAIN REGISTERED IN THE PPP?

Eligible employees remain registered until one of the following occurs:

- Placement
- Declination of a valid offer
- Directed return
- Ineligibility

If none of these occur, an employee is removed from PPP 30 days prior to exercising return rights.



CHRMA Office Suite Dedicated to September 11 Victim Deborah A. Ramsaur

On October 22, 2002, CHRMA dedicated its Director's suite to the memory of Deborah A. Ramsaur, a former Civilian Personnel Directorate secretary, who was killed at the Pentagon on September 11, 2001 while serving as LTG Maude's secretary. The suite is now known as the Ramsaur Suite.



OPEN SEASON



'Tis the Season to Make Your Changes

Thrift Savings Plan

TSP open season runs from October 15 and ends December 31, 2002 (This is a change from previous fall open season dates). During the open season, eligible civilian employees may begin contributing to the TSP or change the amount of current contributions to the TSP.

Employees covered by the Federal Employees Retirement System may elect to contribute up to 13 percent and Civil Service Retirement System covered employees may elect to contribute up to 8 percent of basic pay. All civilian TSP Open Season elections and changes must be transacted through the Army Benefits Center - Civilian via the Interactive Voice Response System at 1-877-276-9287 or the Employee Benefits Information System at <https://www.abc.army.mil/> and selecting "Benefits Change". Employees may also view their most recent TSP contribution election via these systems.

Employees may only make contribution allocations (designate which of the five TSP investment funds money should be placed in) or inter-fund transfers (change the investment of money already in the TSP account) through the TSP website at <http://www.tsp.gov/> by selecting "Account Access" or by calling the ThriftLine at (504) 255-8777. More

now is the
time to
make
changes
to many of
your federal
benefits

information about the TSP may be found in the booklet, "Summary of the Thrift Savings Plan for Federal Employees" available on the TSP website by selecting "Forms and Publications" under the "Civilian" column.

Health Benefits

Federal Employees Health Benefits Open Season runs from November 11 through December 9, 2002. Open Season offers all eligible federal employees the opportunity to modify their current health insurance plan or select a new one. However, Open Season does not affect new employees, who still have 60 days from their start date to enroll in a health insurance plan. Employees should visit the FEHB website at <http://www.opm.gov/insure/02/ind ex.html> to review the Open Season guide, make changes or obtain health plan brochures.

It's important to note that some insurers do not offer coverage for employees residing overseas. Other important facts about overseas coverage include:

- Overseas providers are not Preferred Providers
- Most overseas providers require payment "up front"

The U.S. Office of Personnel Management offers special information regarding overseas coverage at the website:

<http://www.opm.gov/insure/02/ht ml/standard/overseasinfo.html>.

Long Term Insurance

Open Season for the new Long Term Insurance program ends December 31, 2002. Enrollment information and other specifics on the program can be found on the Internet at www.opm.gov/insure/ltc.

The program is designed to cover expenses related to long-term medical care in a nursing home or in a patient's home. Federal employees will be able to purchase the insurance for themselves or their families, including their parents. Federal retirees may enroll only themselves and their spouse in the program. The federal Office of Personnel Management (OPM) has contracted with John Hancock and Metlife insurance companies to provide the benefit.

FULLY AUTOMATED SYSTEM FOR CLASSIFICATION FASCLASS

The Department of Army has recently enhanced its automated classification tool, FASCLASS, to provide managers with greater control over position descriptions that dictate job duties, pay grade, and series.

This updated system allows commanders, managers and supervisors to view position descriptions currently in use within their organization; locate and use position descriptions in the database that match their mission requirements; or create new position descriptions.



Once created, managers may edit descriptions at any time and then forward to the CPOC for processing.

According to Jeannie Davis, Director of CHRMA, "FASCLASS is a valuable automated classification tool, providing managers the ability to locate position descriptions that might be appropriate for use from a wide variety of position descriptions within Army. It also allows managers the ability to view, create, and update the position descriptions of employees within their organizations. Although it has been available to managers at CONUS locations since 2001, USAREUR position descriptions were not made available until this past week. I think all managers will find that FASCLASS is a very useful tool to assist them in managing positions within their organization."

Managers can benefit from FASCLASS in many ways. For example, managers can search the entire Army database for existing position descriptions to create a new position description to meet their needs. FASCLASS also provides managers with a quick way to check classification of similar jobs in other areas to get a general idea of how jobs might be classified, which is useful for budgeting and planning purposes. In addition, FASCLASS reduces the amount of time necessary to process personnel actions, and often results in a higher quality position description.

To begin using FASCLASS, managers and commanders should follow the following procedures:

- Set up a user account in FASCLASS as soon as possible to begin using the system. The system can be accessed through the CHRMA website, both on the Home Page and under "Management Tools", under "Classification." Click on "FASCLASS", then click "Restricted Access" and the site will walk the user through setting up an account.

- Attend FASCLASS training. CPACs throughout USAREUR will be conducting FASCLASS training in the upcoming months. The short, half-day course provides extensive information for viewing, creating, and editing position descriptions. All commanders and managers who will utilize FASCLASS must take this course. To obtain training, individuals should contact their servicing CPAC at the following phone number or email address:

CPAC	Civilian	DSN
Benelux	06827-5076 <i>email: beneluxCPAC@cpoceur.army.mil</i>	361-5076
Grafenwoehr	0964-183-1630 <i>email: grafenwoehrCPAC@cpoceur.army.mil</i>	475-1630
Hanau	0618-188-1430 <i>email: hanauCPAC@cpoceur.hqusareur.army.mil</i>	322-1430
Heidelberg	0622-157-1630 <i>email: heidelbergCPAC@cpoceur.army.mil</i>	370-1630
Hythe	0238-020-3354 <i>email: hytheCPAC@cpoceur.army.mil</i>	243-3354
Kaiserslautern	0631-536-7255 <i>email: kaiserslauternCPAC@cpoceur.army.mil</i>	489-7255
Stuttgart	0711-729-2665 <i>email: stuttgartCPAC@cpoceur.army.mil</i>	421-2665
Vicenza	0444-51-7356 <i>email: vicenzaCPAC@cpoceur.army.mil</i>	634-7356
Wuerzburg	0931-889-1430 <i>email: wuerzburgCPAC@cpoceur.army.mil</i>	351-1430

For more information on these changes, visit the CHRMA website at www.chrma.hqusareur.army.mil.