



May 2007, Number 2007-4

Inside:

Joint Leadership Development <i>DLAMP Graduation Ceremony</i> <i>Hold Your Next Event at Southbridge</i>	2 3
Staffing and Development <i>Direct Hire Is Useful at Job Fair</i>	2
Civilian Assistance and Re-Employment <i>Reporting BRAC Buyouts</i>	2
Recruitment Assistance <i>Hiring Heroes Program</i>	3
Injury and Unemployment Compensation <i>Pipeline Information at Your Fingertips</i>	3 3
Policy and Strategy Support <i>Emergency Preparedness</i>	4
CPMS Employment	5
HR Business, Information, and Technology Solutions <i>2007 Status of Forces Survey-Civilian</i> <i>DoD Demographic Information</i>	5 6 6
CPMS Personnel-ity Profile	6
DoD HR Conference	6

About CPMS Express

Click [here](#) to be notified when new issues are published. You may also use this link to unsubscribe. We welcome your feedback; please use the icon at the end of an article to e-mail us.

We invite you to reprint or excerpt articles, with attribution as follows:
 Reprinted (or excerpted) from the Civilian Personnel Management Service newsletter, *CPMS Express*.



CPMS to Conduct Audits of the Army Southwest and North Central Regional Service Centers

Compliance audits are one of the accountability activities under the new Department of Defense (DoD) Civilian Human Capital Accountability System (CHCAS). Previously, the Office of Personnel Management (OPM) led such audits. Starting this summer, the Department will assume the lead.

CHCAS, an enterprise-wide accountability system, focuses on Human Resources (HR) accountability and the key systems of Human Capital (HC) management. These systems include strategic alignment, leadership and knowledge management, results-oriented performance culture, and talent management.

Beginning in July, the CPMS Accountability and Evaluation Division, assisted by the Army Civilian Personnel Evaluation Agency, will audit the Army North Central and Southwest Regional Centers. These audits are part of an eight-year cycle designed to provide a comprehensive, detailed assessment of DoD HR operations.



Personnel actions and associated records will be sampled to evaluate overall HR management. HR policies and guidelines developed by the Army's Civilian Human Resources Agency (CHRA), the North Central and Southwest Civilian Personnel Operations Centers (CPOCs), and the regional Civilian Personnel Advisory Centers (CPACs) will also be included in the review.

Individual and group interviews will be conducted with policy staff, managers, supervisors, employees, and HR staff to assess how well—

- Army/CHRA policies and procedures cascade down to regional CPACs and CPOCs;
- HR programs and policies support mission accomplishment; and
- Stakeholders understand HR legal, regulatory, and program requirements.

Audit results, annual survey analysis, workforce data, and program reviews form the basis of the annual DoD HC Accountability Report to OPM. This report will highlight Department-wide HC results and recognize best practices.

Results from activities such as HC audits provide a road map for future civilian workforce initiatives. The goal is to ensure the Department has the right people doing the right job, at the right time and place, and at the best value to achieve mission success.

—Accountability and Evaluation



DLAMP Graduation Ceremony

Sixty-eight participants were honored at an April 27 ceremony in Arlington, VA, for having completed the Defense Leadership and Management Program (DLAMP). Deputy Secretary of Defense Gordon R. England and Deputy Under Secretary of Defense for Civilian Personnel Policy Patricia S. Bradshaw presented certificates of completion to the honorees.

Principal Deputy Under Secretary of Defense for Personnel and Readiness (PDUSD(P&R)) Michael L. Dominguez hosted the event. Acting Secretary of the Army Pete Geren presented the keynote address.

DLAMP is a key component of DoD succession management strategy, preparing a cadre of senior civilian leaders to fill critical positions now and in the future. The robust cur-



Deputy Secretary England congratulates Sandra Barnhart at the April 27 DLAMP graduation ceremony.

riculum is designed to develop highly capable senior civilian executives with an enterprise-wide perspective; substantive knowledge of the national security mission; a shared understanding, trust, and sense of mission with military leaders; and strong leadership and management skills.

DLAMP requirements include a Master's degree from an accredited institution; graduate courses in business management and public policy areas, based on an individual needs assessment; foundation courses in national security studies and leadership; and Professional Military Education (senior level). Since DLAMP's inception in 1997, a total of 510 participants have met the program's goals.

—Joint Leadership Development



Direct Hire Boosts Job-Fair Success

On March 31, the Walter Reed Army Medical Center (WRAMC) CPAC conducted a job fair at WRAMC to ensure adequate staffing for the warrior-care mission there. More than 145 Army and CPMS employees contributed to the day's success; 2,079 applicants registered, and 125 tentative offers were made, including 15 Registered Nurses.

Previously, CPMS obtained direct-hire appointment (DHA) authority from OPM for critical, direct patient-care positions at WRAMC in these fields: psychology; biological sciences; and medical, hospital, dental, and public health.

While public notice requirements still apply, DHA expedites hiring by eliminating traditional competitive hiring procedures. This allows appointment of qualified applicants on the spot.

Learn more about DHA in title 5, Code of Federal Regulations, Part 337, Subpart B.

—Staffing and Development



Reporting BRAC Buyouts

When approved in conjunction with Base Realignment and Closure (BRAC), voluntary separation incentive payments (often called "buyouts") are not subject to the statutory annual limit that otherwise applies to DoD buyouts. However, the number of buyouts authorized at BRAC activities must be reported annually to Congress.

The Defense Civilian Personnel Data System (DCPDS) was updated in 2004 with specific codes to reflect when a BRAC-related buyout is granted. This eliminates the burden of compiling BRAC buyout data manually each year. Once the data are captured in DCPDS, the report can be compiled at the DoD level without requiring Component submissions.

A quick reference sheet containing the required BRAC buyout remarks is posted on the BRAC Transition Web site at <http://www.cpms.osd.mil/brac/separation.aspx>.

—Civilian Assistance and Re-Employment



Hold Your Next Event at Southbridge

Need a place for your next conference, training session, or workshop? Take advantage of an existing pre-paid lease, and use the Executive Management Training Center (EMTC), Southbridge, MA. It is an ideal setting, built for the purpose of educating DoD future leaders.

In a recent [letter](#), David S. C. Chu, USD(P&R), encouraged DoD Components to use this state-of-the-art residential training center for education, training, and conferences.

You need not look far to find someone who has experienced the facility first-hand. The DoD Worldwide HR Conference is one of many annual events held at EMTC. The last five Conferences were successfully hosted here for leading DoD HR professionals from around the globe.

EMTC has over 48,000 square feet of executive meeting space, providing an optimal environment far away from work distractions. The Center has a large auditorium and ballroom, classrooms, breakout rooms, audio-visual support, high-speed Internet, catering, and ample free parking.

The Visions Restaurant comfortably accommodates up to 216 guests with two private dining rooms. Full buffet breakfast and lunch are provided daily at a cost of \$23.37 per person.

There are 195 well-appointed guest rooms furnished with the executive in mind, featuring large work areas with high-speed Internet and all the amenities of a four-star hotel room.

(Continued on page 4)

DoD Hiring Heroes Program Helps Injured Warfighters Rejoin the Workforce

The Hiring Heroes Program helps injured warfighters return to work. The program has conducted nine career fairs since April 2005, and more than 150 severely injured service members received DoD civilian employment offers during fiscal year (FY) 2006.

A recent event at Fort Dix, NJ, shows how the program works. In addition to the Department, a total of about 30 companies (including IBM and Comcast) and state and local governments had tables at this career fair.

Approximately 300 service members registered for the event. A large number of participating company recruiters said they were favorably impressed by the high caliber of the service members who were in attendance.

“It’s been very successful,” said Karen Hannah of the Recruitment Assistance

Division, because participants “get names, phone numbers, and e-mail addresses of employers.”

During the Fort Dix event, DoD and company recruiters made a total of 53 job offers. Another 75 interviews were scheduled for later dates.

-Recruitment Assistance



CAREERS IN NATIONAL DEFENSE
STRENGTHEN YOUR COUNTRY. EMPOWER YOURSELF.

The re-energized DoD recruitment Web site, www.godefense.com, now offers a functionality for live chat with career counselors. It also features DoD employees in video vignettes about mission-critical skills.

Pipeline Information Is at Your Fingertips

The DoD Pipeline Program enables employees with job-related injuries and illnesses to return to work. By the end of FY 2006, Pipeline returned 358 employees to productive positions. The potential, lifetime cost avoidance for the Department was approximately \$281 million.

Please visit the new Pipeline Program home page at <http://webcms.cpms.osd.mil/pipeline/pipeline.aspx>. (This can also be accessed through the Injury and Unemployment Compensation (ICUC) Division home page.) You will see a general overview of program features, as well as four separate areas. Two of these areas contain material tailored to Injury Compensation Program Administrators in the field and those at Component headquarters level. The other two areas spell out what supervisors and field commanders/HR directors need to know.

For more information, contact the Pipeline Program manager in the ICUC Division at 703-696-1995 (DSN 426-1995).

-ICUC





Personnel Accountability and Structured Communication Processes Are Keys to Emergency Preparedness

The top priorities during a natural or man-made crisis are to ensure the continuity of mission-essential functions and secure the safety and well-being of the workforce. Personnel accountability and structured communication processes are keys to achieving these goals.

Personnel accountability involves both management and employee responsibilities. Management should maintain an up-to-date list of personnel assigned by unit or organization, as well as those serviced by the installation.

Employees need to keep their emergency contact information current and accurate. During a crisis, they should report their status to their supervisor or a pre-designated call center.

Structured communication processes must also be established in advance, to include one or more of the following:

- Telephone trees, i.e., structured lists of phone numbers (home, cell, and emergency contacts) for use to get the word out;
- Call-in systems for employees to report their status and availability for work;
- Live hotlines and recorded information lines for employees and/or customers to obtain information;
- Web sites with information on actions to take and report-in procedures; and
- Structured broadcasts with general information.

DoD Components have established toll-free phone numbers that employees can use to report-in. These are normally working numbers for other mission operations but are switched to serve as emergency numbers in an actual crisis.



Employee report-in procedures must meet the requirements of Section 508 of the Rehabilitation Act of 1973, as amended (codified at title 29, United States Code (U.S.C.), Section 794d). During an emergency or crisis situation, employees should report the following:

- Name;
- Status, e.g., safe, okay, need assistance;
- Location;
- Family information, e.g., location, safe, need assistance;
- Phone numbers (land and cell);
- Alternative phone numbers;
- Activity, Command, and organization;
- Name of supervisor and contact information;
- Nature of the emergency affecting the employee;
- Employee's ability to perform work either at the worksite or at an alternative location; and
- If at an alternative location, that address and contact information.

Everyone in the DoD workforce should be prepared and know beforehand what to do and how to report in emergencies.

The DoD Implementation Plan for Pandemic Influenza (PI) is on the PI Watchboard Web site, www.dod.mil/pandemicflu, along with pamphlets and brochures on individual preparedness.

Preparedness information and the "800" numbers are available at www.cpms.osd.mil/disasters.

Be powerful; be prepared!

-Policy and Strategy Support



Let's Meet at EMTC

(Continued from page 3)

After hours, DoD guests can unwind by playing billiards or darts in the Game Room, conveniently located near the Shades Lounge, or working out in the fully equipped Focus Fitness Center. Free evening shuttle service is available to all guests for dining, entertainment, and shopping.

EMTC is located between two major airports: Logan International, Boston, MA; and Bradley International, Hartford, CT. Free limited shuttle service to and from these airports is available for your event.

For more information, click [here](#).

-Joint Leadership Development





FAS Seeks Feedback on HR Practitioner FAQs

Field Advisory Services (FAS) has posted NSPS frequently asked questions (FAQs) for HR practitioners [online](#). Topics include pay and hours of work, performance management, and staffing.

We hope you find the FAQs useful, and we welcome feedback. Here is some feedback we recently received and our reply.

Q. In FAQ [36](#) under pay and hours of work, you describe movement from a nonappropriated fund (NAF) position to an NSPS one as a promotion for pay-setting purposes. Why is this an internal movement (promotion, six percent), and not a new hire (old step 1 plus 30 percent)?

A. DoD NAF employees are Federal employees (reference 5 U.S.C. 2105(c), and the DoD Civilian Personnel Manual, Subchapter (SC) [1401.2](#)). Granted, NAF employees are not subject to many personnel laws that OPM administers for appropriated fund employees, but they *are* Federal employees, nonetheless.

As such, NAF employees are not newly appointed to the Government when they move to an NSPS position. Thus, under [SC1930.10](#), pay is set based on the nature of action, as determined by a level-of-work comparison (see [SC1950.6.3.3.8.7](#)).

For an explanation of the term, “newly appointed,” see question [12](#) of the NSPS FAQs.

-Classification and Pay



SOFS-C Will Yield Insight on Employee Attitudes

The 2007 Status of Forces Survey of DoD Civilian Employees (SOFS-C) was implemented on May 7 and will run through June 15. SOFS-C will provide valuable information on what you are thinking and feeling about—

- How leaders perform in your organization;
- How performance is managed and recognized;
- How mission needs are addressed through recruiting and developing talent; and
- How satisfied you are with your job, organization, training and development, career progression, pay and benefits, and HR services.

Previously, DoD civilian employees took the biennial Federal Human Capital Survey (FHCS) in the summer of 2006. OPM administered that survey, and results are on the CPMS Web [site](#).

In the intervening odd-numbered years, OPM now requires executive agencies to conduct a comparable survey and report the results. This mandate flows from the National Defense Authorization Act for FY 2004 (Public Law 108-136), November 24, 2003.

The law requires agencies to administer annual surveys and assess employee satisfaction, as well as leadership and management practices that contribute to agency performance. This requirement took effect on January 1.

SOFS-C has been administered semiannually since 2003 by the Defense Data Manpower Center (DMDC). Starting this year, however, this will change at USD(P&R) direction. DMDC will now

conduct one civilian survey per year—SOFS-C—for the entire Department.

FHCS occurs in even-numbered years and SOFS-C, in odd-numbered ones. Thus, DoD Components need not administer surveys to meet OPM requirements. Components are encouraged to use SOFS-C results in their human capital planning, but they are also free to assess employee perceptions by conducting internally developed surveys.

The 2007 Web SOFS-C will be given to about 100,000 DoD civilians. In the survey’s first week, DMDC administered an experimental, 20-question QuickCompass Web poll to a sample of civilians. Its results will be compared to identical 2007 SOFS-C items to evaluate this new assessment method. Here is further information about [SOFS-C](#) and [QuickCompass](#).

If you receive a survey, we appreciate your time in responding. We want to boost our response rate back to the 2004 and 2005 levels of 60 percent or more. The higher our response rate, the better data we will have to inform decision-makers on HC issues.

—HR Business, Information, and Technology Solutions (HR-BITS)



CPMS Employment

CPMS vacancies are posted on USAJOBS. To access employment opportunities for status candidates, click [here](#).

For other CPMS vacancies, click [here](#).



CPMS Personnel-ity Profile

Raven Umipeg of FAS Enjoys Helping Field-Level HR Specialists

Raven Umipeg (her last name rhymes with “roomy peg”) has been a DoD employee for almost two decades, but her roots in the Department go deeper. “I was born at England AFB—Air Force Base—LA,” she says. “My father was in the Air Force, and I enlisted myself when I was 19 years old.”

Her active-duty assignments involved early warning systems. Then, as an Air Force reservist in 1987-8, she was assigned to the Special Operations Group at Hurlburt Field, FL, where she provided administrative support to forward air controllers and paratroopers.

Another DoD link was forged when Raven became a young military spouse. “Early on, my husband Roland was assigned to the Philippines, so my first civil service job was as a GS-3 teacher’s aide there.

“I held my first HR job, a staffing clerk position, at Bergstrom AFB, TX. I had worked there for only about a year when Bergstrom closed in 1993.

“Base closure took an emotional toll on everyone involved, but looking back I have to say the experience was a great lesson in customer service for me. Our HR office tried very hard to cushion the impact on employees.”

She followed her husband to his next assignment and continued her DoD civilian career, but Raven did not work in HR again until 1999 while stationed at the Air Force Academy in Colorado Springs, CO. Then, in 2001, she accepted positions of increasing responsi-

bility with the Air Force Personnel Center at Randolph AFB, TX. By 2006 she had progressed from a General Schedule (GS) 203-5 to a GS-201-11 HR Specialist (Recruitment and Placement).

That year, after leaving military service, her husband joined the CPMS Recruitment Assistance Division. Soon Raven followed him to Arlington, where she was promoted to GS-201-12 with the Air Force District of Washington. Finally, this February she accepted an offer from the FAS Staffing Branch.

“I like responding to the questions FAS receives. My co-workers and I work as a team to research pertinent laws, regulations, or policies. We often discuss the inquiries. This ensures we give a response that will enable HR specialists in the field to do their job. I like being able to help them.

“On a personal note, our children are grown now. Chad is an Air Force engineering technician, and he will soon redeploy for his third Iraq tour. Aubrie is a social work major at the University of Texas, Austin.

“Roland and I live in Alexandria, VA, less than two miles from its historic seaport. In the evenings, we love to visit its shops and restaurants, sit by the waterfront to read and people-watch, or just unwind with a walk through Old Town’s 18th century architecture.

“Northern Virginia and the surrounding area are rich in American history and offer many cultural activities. We enjoy being here very much,” Raven says.

DoD Demographics

Ever wonder how many employees the Department has? Need to know the ratio of supervisors to employees? These and other questions can be answered by visiting the “DoD Demographics” link on the CPMS home page, www.cpms.osd.mil.

The link takes you to a book of data on the DoD overall workforce, blue-collar workforce, Senior Executive Service, NSPS, education levels, percentage of employees eligible for retirement, and so on.

The data are refreshed monthly. Archives of the two previous months are also available for your use. The book is in PDF—portable document file—format, so you can easily download it to your own computer.

Finally, expect changes to the book’s layout in the future. We are revising the way information is presented and making the book more interactive. —HR-BITS



Worldwide HR Conference

The sixth annual DoD Worldwide HR Conference will be held July 16-19 at the DoD Executive Management Training Center, Southbridge, MA. This year’s theme is “DoD HR 2007: Building the 21st Century Mission-Ready Workforce.”

HR Specialists in the field who wish to attend should contact their Component representative. For further information, click [here](#).