



# CPMS Express

Get on the fast track



## New CPMS Leaders Are Selected

Number 2006-2  
March 2006

**C**PMs Director Brad Bunn recently announced the selection of Debra M. Tomchek as Deputy Director for Program Support, vice John C. Moseley, who retired in January. Ms. Tomchek reported to her new position on February 21<sup>st</sup>.

With more than 25 years of experience in Federal HR management, Ms. Tomchek is a well-known and respected leader. She has been highly successful in all aspects of HR, including personnel policy, strategic human capital planning, workforce analysis, and service delivery. Among her most recent achievements is delivering a “green” score for Strategic Management of Human Capital on the DOJ Presidential Management Agenda scorecard.

Previously, Ms. Tomchek was the Director of Human Resources (HR) at the Department of Justice (DOJ). Her prior assignments also include serving as the Director of Research Applications at the Office of Personnel Management (OPM), directing the Office of Organizational Improvement at the Department of the Treasury, and serving as the HR Director at the Department of Commerce.

In her new position, Ms. Tomchek provides senior HR leadership for the CPMS Office of Complaint Investigations, as well as four CPMS Divisions: Civilian Assistance and Re-Employment, Injury and Unemployment Compensation, Recruitment Assistance, and Strategic Integration.

## NSPS Update

**T**he Department of Defense (DoD) and OPM are working with DOJ to determine next steps regarding the February 27<sup>th</sup> district court [decision](#) that enjoins implementing parts of the National Security Personnel System (NSPS). Affected portions of the NSPS final [regulations](#) are as follows:

“Ms. Tomchek brings with her a wealth of experience, knowledge, innovation, and results in the HR arena,” Mr. Bunn said. “Please join me in welcoming her to CPMS.”

- ◆ Subpart G, Adverse Actions;
- ◆ Subpart H, Appeals; and
- ◆ Subpart I, Labor-Management Relations.

Additionally, Sharon Stewart, CPMS Deputy Director for Advisory Services, announced the selection of Johnny L. McLean as Chief of the Field Advisory Services (FAS) Division. He replaced Rita M. Barnum, who retired in January.

The Department can implement the performance management, compensation and classification, staffing, and workforce shaping provisions of the HR system. Beginning in late April, the Department intends to implement these provisions in Spiral 1.1 organizations. The Department will also review its options for deploying Spirals 1.2 and 1.3, planned for later this year and early in 2007, respectively.

For the last four years, Mr. McLean has headed the FAS Benefits and Entitlements Branch. Previously, he acquired a strong, well-rounded background in all areas of HR management from his work with the Agency for International Development and the National Institute of Environmental Health Sciences, one of the National Institutes of Health.

NSPS contributes to overall DoD transformation. Accordingly, the ability to recruit, shape, and sustain the civilian workforce to meet the mission will continue to drive NSPS strategy.

“Mr. McLean combines depth and variety of experience with detailed knowledge” of CPMS, Ms. Stewart said. “Please join me in congratulating him.”

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## Veterans' Preference Is Clarified and Extended to Operation Iraqi Freedom

Staffing & Development [E-mail us](#)

Recent legislation amended the veterans' preference eligibility criteria in section 2108(1) of title 5, United States Code (U.S.C.). CPMS issued a February 28<sup>th</sup> [memorandum](#) outlining these changes, which are briefly recapped below.

Effective January 6<sup>th</sup>, individuals are entitled to veterans' preference within the Federal civil service if they:

- ♦ Served on active duty as defined by 38 U.S.C. 101(21) at any time in the armed forces for a period of more than 180 consecutive days; and

- ♦ Any part of this service occurred during the period beginning on September 11, 2001, and ending on the date prescribed by Presidential proclamation or law as the last date of Operation Iraqi Freedom.

This addition to the veterans' preference eligibility criteria is found at 5 U.S.C. 2108(1)(D).

The new law also clarified that individuals "discharged or released from active duty in" the armed forces under honorable conditions are eligible for veterans' preference. This phrase replaced the previous language,

"separated from," in 5 U.S.C. 2108(1).

The pertinent legislation is Sections 1111 and 1112 of the National Defense Authorization Act (NDAA) for Fiscal Year (FY) 2006 (Public Law 109-163), January 6, 2006. OPM is in the process of modifying its issuances to incorporate these changes.

## DoD Civilian Workforce Demographics Are Now Online

Regionalization & Systems Modernization [E-mail us](#)

DoD civilian workforce [demographics](#) are now available on the CPMS Web site. Here you will find various charts and graphs on the DoD civilian population, to include basic statistics by Component, race and national origin, gender, age, and education as well as supervisory/nonsupervisory and white collar/blue collar comparisons.

Two commonly requested reports, retirement eligibility and turnover by Component, are also available. These reports contain data

extracted from the Defense Civilian Personnel Data System (DCPDS) at the end of each month. The reports will be posted to the CPMS Web site by the 15<sup>th</sup> of the following month.

Workforce demographics are now available for the past three months: December 2005 and January and February 2006.

We welcome any suggestions or constructive feedback you may have regarding this product. Please drop us a line using the "E-mail us" link for this article to let us know what you think.

## DoD Conference

The fifth annual DoD Worldwide HR Conference will be held July 17-20 at the DoD Executive Training Center in Southbridge, Massachusetts. A memorandum from the Deputy Under Secretary of Defense (Civilian Personnel Policy) will be issued in the near future, soliciting participation by the Military Services and the Fourth Estate. Please save the dates.

## Mass Processing for '06 Pay Adjustment

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DCPDS had another successful year in its mass processing of 450,000 actions across 15 HR regions for the January 2006 General Schedule (GS) pay adjustment. Total processing time for all HR regions was just over 48 hours, on a par with the January 2005 pay adjustment.

Careful planning was the key to success. The Regionalization and Systems Modernization Division (REGMOD) and Lockheed Martin (LM) began preparations in November 2005 by validating the mass salary pay process with Oracle end-of-year software.

Due to pay administration changes contained in the Federal Workforce Flexibility Act of 2004 (Public Law 108-411), October 30, 2004, this year's validation was more challenging than in the

past. In addition, a system stress and performance test was run against a mock HR operating environment.

As the weekend of January 7-8 drew near, CPMS provided more than 400 local pay tables to LM for pre-staging. REGMOD provided DoD Components detailed instructions on executing the mass salary process and working with various special pay tables.

On Friday, January 6<sup>th</sup>, shortly after 7:00 a.m. Eastern Standard Time (EST), the Components began more than 415 mass salary executions. Ready to assist 24/7 throughout the weekend were REGMOD functional representatives and LM technical experts. All DoD HR regions were back in operation by Sunday, January 9<sup>th</sup>, 11:30 a.m. EST. Component reaction to successful mass salary processing was very positive.



## Senior Leaders Challenge and Inspire DLAMP Grads

Defense Leadership and Management Program (DLAMP) [E-mail us](#)

The Hon. David S. C. Chu, Under Secretary of Defense for Personnel and Readiness, hosted a February 7<sup>th</sup> Defense Leadership and Management Program (DLAMP) ceremony to recognize 74 participants who recently completed the program.

Attendees were honored by a visit from the Hon. Gordon R. England, Deputy Secretary of Defense. He shared his leadership philosophy, which he has summarized in 15 principles.

Dr. Chu presented the keynote address, citing NSPS, the Defense Language Program, and the recent Base Realignment and Closure (BRAC) decisions as examples of Defense transformation. He challenged the graduates to be strong, creative leaders of change.

The Hon. Francis J. Harvey, Secretary of the Army, was among the many distinguished guests present. Ms. Patricia S. Bradshaw, Deputy Under Secretary of Defense for Civilian Personnel Policy, and Mr. Bunn presented the certificates of completion.

DLAMP graduates now number 213. A total of 141 former participants have been selected for Senior Executive Service or equivalent positions.

The announcement soliciting [nominations](#) for the DLAMP Class of 2006 has been distributed throughout the Department. Component nominations are due to the DLAMP office on April 14<sup>th</sup>. A copy of the announcement is posted on the DLAMP Web site at [www.cpms.osd.mil/dlamp](http://www.cpms.osd.mil/dlamp).

The next DLAMP completion ceremony is scheduled for July.

## Principles of Leadership

Deputy Secretary England has distilled his philosophy of leadership into the following 15 principles:

1. Provide an environment for every person to excel.
2. Treat every person with dignity and respect—nobody is more important than anyone else.
3. Be forthright, honest, and direct with every person and in every circumstance.
4. Improve effectiveness to gain efficiency.
5. Cherish your time and the time of others—it is not renewable.
6. Identify the critical problems that need solution for the organization to succeed.
7. Describe complex issues and problems simply, so every person can understand.
8. Never stop learning—depth and breadth of knowledge are equally important.
9. Encourage constructive criticism.
10. Surround yourself with great people and delegate to them full authority and responsibility.
11. Make ethical standards more important than legal requirements.
12. Strive for team-based wins, not individual ones.
13. Emphasize capability, not organization.
14. Incorporate measures and metrics everywhere.
15. Concentrate on core functions and outsource all others.

## CPMS Offers Pay, Benefits, and Retirement Courses

CPMS will offer the following courses in Arlington, Virginia. Dates below exclude travel time.

**RETIREMENT SYSTEMS AND BENEFITS PROGRAMS.** This comprehensive, four-day presentation is for personnelists who are new to the retirement and insurance programs and those with experience who may need a review. Participants will receive a desk reference guide with more than 20 subjects tabbed for quick access (April 4-7 and July 11-14).

**PAY-SETTING SEMINAR.** This two-day seminar covers the essentials of pay setting for GS and Federal Wage System (FWS) employees. It is appropriate for

personnelists and generalists with at least six months of pay-setting experience (April 12-13, July 19-20, and September 13-14).

**RETIREMENT COVERAGE CORRECTION ACT.** This two-and-a-half-day course will help HR specialists understand retirement coverage determinations: how to determine the correct enrollment and how to fix prior, erroneous enrollments (April 25-27 and September 19-21).

**APPLIED BENEFITS WORKSHOP.** This four-day workshop is for experienced Employee Relations Specialists, retirement counselors, and other personnelists who have advanced beyond the trainee level in benefits administration (those who

have attended the Retirement Systems and Benefits Programs course or a similar offering may also attend). The course includes extensive exercises and case studies in specific applications, plus a desk reference guide for each participant (May 9-12 and August 15-18).

**BENEFITS FOR STAFFERS.** This three-day course for Staffing Specialists provides Federal benefit and retirement program information plus hands-on experience with issues applicable to providing staffing support (June 20-22).

To register for any of the above courses or obtain information about additional course offerings, please visit the [FAS](#) Web site.



## What Is BRAC Restored Annual Leave?

Classification & Pay [E-mail us](#)

Employees at almost all DoD installations being closed under the 2005 BRAC process are entitled to have forfeited annual leave automatically restored if the criteria of 5 U.S.C. 6304(d)(3) are met. Exceptions may include locations where a contingency must be met before closure can occur. In that case, check with the CPMS Pay Team regarding coverage issues.

The entitlement to restored leave also affects employees of installations being re-

aligned under the 2005 BRAC process, provided that the criteria of 10 U.S.C. 2687 are met. Click [here](#) to access a set of frequently asked questions (FAQs) posted on the FAS Web site. The FAQs provide DoD guidance for determining whether an employee meets these criteria, as well as other pertinent issues associated with annual leave restoration at BRAC closing or realigning installations or activities.

The provisions of 5 U.S.C. 6304(d)(3) were originally enacted and amended during

the 1990s to ease DoD workforce reductions and keep a reduced staff of employees at work. Under 5 U.S.C. 6304(d)(3), BRAC closure or realignment of a DoD installation is “an exigency of the public business” for purposes of restoring annual leave accumulated in excess of the annual maximum permitted by 5 U.S.C. 6304(a). Thus, management no longer has to make that determination before an employee can have forfeited annual leave restored.

Any annual leave in excess of the employee’s maximum leave ceiling that is accrued by an employee at a 2005 BRAC installation and forfeited at the end of the leave year must be automatically restored and credited to the employee in a separate leave account. Employees are exempt from the normal requirement to have scheduled their leave in advance before it can be restored.

Although not required to do so, employees may want to retain a hard copy of the final leave and earnings statement for the leave year. This will help them verify that any forfeited annual leave has been properly restored.

Employees are not required to use restored leave before other annual leave. If not used, restored leave will be included in the lump sum payment for annual leave when the employee:

- ◆ Moves to a DoD installation that is not subject to realignment or closure;
- ◆ Retires; or
- ◆ Is separated.

Alternatively, employees might prefer to use their restored leave and other annual leave to stay on the rolls beyond their scheduled separation date if doing so would let them qualify for retirement or Federal Employees Health Benefits coverage.

## Final Rule for Asbestos EDP Deletes “Practically Eliminated” Clause

Classification & Pay [E-mail us](#)

Since 2003, FWS employees have received environmental differential pay (EDP) for asbestos exposure in accordance with Occupational Safety and Health Administration (OSHA) standards. Section 1122 of the NDAA for FY04 (Public Law 108-136), November 24, 2003, made OSHA standards the criteria for such payments.

Now, OPM has issued a final [rule](#) amending title 5, Code of Federal Regulations, Part 532 to reflect this legislation. At DoD’s request, the final rule deletes the clause, “and protective devices or safety measures have not practically eliminated the potential” for asbestos-related illness or injury.

The “practically eliminated” clause had been in effect since the 1970s. The Department commented that this language, while appropriate for other EDP categories, was no longer necessary for asbestos exposure because, under the NDAA for FY04, OSHA standards are controlling. OPM agreed and adopted DoD’s comment.

Federal agencies have long used OSHA standards to administer hazardous duty pay for GS employees exposed to asbestos. The EDP final rule, which was issued on February 22<sup>nd</sup>, reflects the Department’s successful efforts to achieve symmetry in this regard between the FWS and GS systems.

- ◆ Moves to a non-DoD agency;

## ICUC Conference

Injury & Unemployment Compensation [E-mail us](#)

The Injury and Unemployment Compensation (ICUC) Division will hold its ninth annual training conference the week of May 8-12 in Southbridge, Massachusetts. The conference is designed for advanced ICUC program managers.

Topics will include Pipeline, NSPS and workers’ compensation, reasonable accommodation, the Family and Medical Leave Act and the Federal Employees Compensation Act, filing claims from the war zone, and reporting fraud, waste, and abuse.

Reservations will continue to be accepted until the limit of 150 attendees is reached. Registration, hotel, travel, and per diem information is on the [ICUC](#) Web site.



## Enterprise HR Integration (EHRI) Makes a Promising Debut

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More than 10 million Federal employee personnel actions are processed annually, according to the Office of Management and Budget. Even though agencies use automated data systems, many agencies still maintain actions in paper form. Additionally, agencies must process data requests from various HR oversight entities. In responding to these requests, agencies often bear the administrative burden of multiple data entry and collection efforts.

Now, help is on the way: the Enterprise Human Resources Integration (EHRI) initiative is being developed to ease the exchange of Federal HR information. EHRI is one of the five e-Government initiatives included in the HR line of business (LOB), an inter-agency effort led by OPM to develop business-driven, common solutions for business processes and/or technology-based shared services that can be made available across the Government.

OPM's vision for the EHRI initiative, when combined

with OPM's Retirement Systems Modernization initiative, is that of an interlocking enterprise system based on the employee life-cycle. The five HR LoB initiatives, to include EHRI, will streamline and improve processes for moving Federal employees through the employment lifecycle.

DCPDS was modified in December 2005 as part of an e-Government implementing milestone initiative to begin an electronic flow of expanded personnel data to OPM. DoD Components successfully provided OPM

with EHRI dynamics, status, and training reports in late January. OPM is analyzing the data and will provide feedback to the Components and CPMS for review and necessary action.

The EHRI dynamics and status reports now contain more data elements than the current Civilian Personnel Data File (CPDF) reports—117 for the dynamics report and 167 for the status report. The training report includes 26 data elements.

The dynamics and training reports will be provided to OPM biweekly, and the status report will be furnished monthly. Initially, OPM will require concurrent submission of CPDF and EHRI reports. Once OPM is satisfied that EHRI reporting is complete and accurate, the current CPDF reports will be discontinued.

## Pipeline: Your SHARE Is Waiting

Injury & Unemployment Compensation [E-mail us](#)

The Pipeline Reemployment Initiative for Defense Employees (Pipeline) is an important tool for DoD installations to improve their lost production day (LPD) rate under the Safety, Health, and Return-to-Employment (SHARE) initiative established by President Bush in FY05.

In FY05, DoD expended approximately \$600 million in workers' compensation costs, of which 77 percent was attributed to payments for disability. This results in more than \$1.2 million paid every day to current or former employees, without productivity gains from those employees.

Pipeline enables DoD installations to overcome re-

employment issues such as budget and complement constraints by providing funding for salaries and benefits, as well as overhire authority for the first year of re-employment of an injured DoD civilian employee. Pipeline provides installations with the ability to integrate injured workers back into full employment, while effectively reducing LPDs during the recovery period.

The program has a positive effect on mission readiness and preparedness. At the same time, Pipeline allows injured workers to contribute to the mission and improve their quality of life.

More than 56 DoD installations tapped into Pipeline funding and full-time equivalent (FTE) positions in FY05 to return injured employees back to produc-

tive jobs, realizing a lifetime potential cost avoidance of more than \$153 million. Pipeline has demonstrated success in those areas; however, more funding and FTE positions are available for use by the many other DoD installations that have yet to take advantage of this valuable program.

Don't miss out on this opportunity to demonstrate that your installation supports its injured workers. The DoD Pipeline Reemployment Program [Guide](#) spells out program procedures. To find out more about how Pipeline can benefit your installation and assist in meeting or exceeding the SHARE LPD goal, please contact your DoD Liaison or ICUC's Pipeline Program Manager, Ardine Marie, at (703) 696-1995.

## HR Competency Assessment

CPMS strongly supports the OPM HR Specialist Competency Assessment initiative, which was launched March 2<sup>nd</sup> via a Web-based assessment tool. By focusing on those competencies identified as most critical for HR specialists, the assessment will provide valuable information for HR workforce development.

DoD HR specialists and their supervisors have recently received instructions on how to complete the assessment. Please participate!



## CPMS Personnel-ity Profile

### WSD's Marney Braasch: A Small-Town Girl Makes Good

**M**arney Braasch of the Wage and Salary Division (WSD) may be a small-town girl at heart, but city life also agrees with her. "I grew up in Lewisburg," she says, a picturesque, college town of about 6,000 along the banks of the Susquehanna in central Pennsylvania.

Marney's parents still live there. Her mother manages a high-quality retirement center in the area, while her father commutes to Wilkes-Barre as an engineer and manager with Air Products, a worldwide supplier of industrial gases and equipment.

"There's a lot of farming around Lewisburg—cows, horses, and corn and other crops," Marney says. "One of my favorite childhood memories is of going out in the hot sun with my parents and two brothers into this huge berry patch to pick strawberries. We'd pick tons of them and freeze them to enjoy all winter long."

Now adults, the three siblings have dispersed to pursue their varied interests. "My younger brother is in his first year of dental school at Boston University. My older brother is a chef in a Montana resort town. He fly-fishes, and that's what I'll do when I visit him on vacation this summer."

As for Marney, in 1997 she

enrolled at James Madison University, a 15,000-student campus, "definitely a change from my 99-student high school graduating class!" In May 2001 she received a Bachelor of Sci-



ence (BS) in communications, with concentrations in public relations and organizational communications, and an HR minor.

"I joined CPMS in 2001 as a Data Collector in the WSD Nonappropriated Fund (NAF) Pay Systems Branch. My official title was HR Specialist (Compensation)." Within five years, she became one of the Branch's two Senior Project Officers, NF-201-5. (Under the NAF pay-banding system, NF-5 is roughly equivalent to GS-13.)

Marney has enjoyed the travel involved. "My job has taken me to Hawaii and New York City, but I've also

enjoyed seeing smaller places that I might not have visited otherwise.

"Data Collectors are on-site for two weeks at a time, and we drive to the different companies participating in a wage survey. This means we can really learn about the area, plus we get to know so many great people and stay in touch with them over the years."

She appreciates her WSD colleagues. "I love the people I work with! If one of us asks for input about handling an issue or situation, everyone jumps in to offer a suggestion. We relate well to each other."

Her current job challenges include a NAF wage survey on the Gulf Coast. "This month, we are conducting a survey in Biloxi, Mississippi. Keesler Air Force Base is located nearby. The base and the surrounding area were devastated by last year's hurricane activity.

"Our team consists entirely of experienced Data Collectors, and I will join them on-site to help wrap up this survey. We are doing whatever it takes to alleviate any administrative burden on Keesler Air Force Base personnel as well as participating businesses."

Off-duty, Marney enjoys living in the vibrant Courthouse area of Arlington.

"My parents and relatives love the restaurants, shopping, and entertainment here. When they visit, we dine out in my neighborhood, which has American bistro and Italian cuisine, plus several other dining choices within walking distance.

"Mom likes to shop at the Pottery Barn a block from my apartment. In the summer, we enjoy going to soccer games, or we may hop on the Metro—two blocks from the apartment—and ride the subway into Washington to watch the Wizards play basketball."

#### CAREER BRIEF

**EDUCATION:** BS in communications, James Madison University, 2001.

#### EXPERIENCE:

- ◆ July 2001-August 2004, Data Collector.
- ◆ August 2004-October 2005, Project Officer.
- ◆ October 2005 to Date, Senior Project Officer.

### CPMS Employment

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

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