



# CIVILIAN HUMAN RESOURCES AGENCY SOUTH CENTRAL REGION CIVILIAN PERSONNEL EMPLOYEE BULLETIN JULY 2012

## AF LINK:

<http://www.bragg.army.mil/Organizations/TENANT-UNITS/Civilian-Personnel-Advisory/Home.aspx>

## NAF LINK:

[http://www.bragg.army.mil/Organizations/Tenant-Units/Civilian-Personnel-Advisory/NAF/AF\\_home.aspx](http://www.bragg.army.mil/Organizations/Tenant-Units/Civilian-Personnel-Advisory/NAF/AF_home.aspx)

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**ARMY CIVILIAN CORPS CREED**

Civilian Personnel Advisory Center  
Fort Bragg, NC 28310  
Director, Diann Batts

## AutoNOA:

### The New Process to Submit Awards/Appraisals

AF AutoNOA Website for AF Appraisals: The new process to submit Appropriated Fund Appraisals is effective 20 Jul 12. The CHRA AutoNOA team has developed a website for Managers to submit their employee's performance ratings into DCPDS and upload the signed appraisal form on the website which will be filed directly into the employees' eOPF.

The site went live on 1 Jun 12. CHRA's requirement to electronically submit performance appraisal documents will now be easier than ever. The new website offers centralized features and tools for completing end of rating cycle requirements. The manager will be able to enter the numeric ratings on the webpage and then upload the appraisal form onto the website. After review and submission, the manager will then have the immediate opportunity to enter a Performance Award and/or Time-Off Award for that employee. The current SOP for submitting appraisals and awards will be modified accordingly.

Although the cutoff date for the SC Region to accept hardcopies is 20 July 2012, management is encouraged to start using this tool immediately. Link to AUTONOA WEBSITE: <https://nccpoc.ria.army.mil/autonoa/> <<https://nccpoc.ria.army.mil/autonoa/>>.

## **ELECTION DAY INFORMATION**

As Election Day 2012 approaches, it is important that all DoD personnel-military and civilian be aware of the limitations that exist when participating in political activity. All personnel are encouraged to carry out the obligations of citizenship. Eligible voters are encouraged to vote. With respect to other political activities, this notice provides a general overview of the rules and includes hyper links to more specific guidance.

Please visit the following link for more information [http://cpol.army.mil/library/general/depsecdef\\_06192012.html](http://cpol.army.mil/library/general/depsecdef_06192012.html).

## **Employee Benefits Information System (EBIS): Roth Contributions**

Starting 28 June 2012, you will be able to make contributions to Roth TSP through the Employee Benefits Information System or the automated telephone system. For additional information on TSP Roth, please visit the [TSP website](#).

## **EBIS: eSEMINAR**

The ABC-C is pleased to announce the launching of a new benefit tool eSeminar. The eSeminar module provides an additional avenue for you to become educated on your benefits.

The courses provide a narrative presentation with eight separate benefit topics ranging from new employee benefits, TSP, Social Security, financial planning, and Flexible Spending Accounts. The courses contain benefits-related information for early, mid-career and end of career retirement planning. The eSeminar module is available in [EBIS](#).

## **Training for Supervisors on Workers' Compensation**

There have been some questions about training for supervisors on workers comp. The ALARACT link below mandates new supervisors be trained within 120 days of appointment and mandates refresher training every three years. Within this supervisor's development course is a workers' compensation piece.

Please see the ALARACT document at the link below concerning enrollment guidance. This also meets the training requirement listed in DoD 1400.25. <http://www.amsc.belvoir.army.mil/common/files/SDCEnrollmentALARACT.pdf>



Each month, CPAC will recognize an outstanding employee for their dedication, hard work, and contributions to our success. If you know of a great employee and would like to nominate them for this recognition, please complete the attached nomination form. It's that easy!

Tell us why this employee exemplifies what's best about CPAC, using examples and as much detail as possible. All CPAC employees are eligible to receive this award.

When completing the nomination form, please complete it in its entirety to ensure the nominee is recognized for their outstanding dedication. If you have a co-workers that you think provides internal and external customers with outstanding service, show your support and send in a nomination for that person today!

Nominations may be submitted by email by COB on the 7<sup>th</sup> of each month:

Email: [kat.schlosser@us.army.mil](mailto:kat.schlosser@us.army.mil)  
Subject line: Employee of the Month

If you have any questions, please contact:  
Katherine Schlosser  
ICARE Team Lead, ICARE Committee  
[Kat.schlosser@us.army.mil](mailto:Kat.schlosser@us.army.mil) (910) 643-8167

# Civilian Human Resources Agency (CHRA) Civilian Personnel Advisory Center Training Schedule

Date	Course	Target	Time and Location	Enrollment Info
10 July 2012	MER Do's and Don'ts	Supervisors	1300 - 1500 CPAC Training Room Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, submit your request via email to the CPAC Training Manager.
10 July 2012	Tapes	Supervisors	1300 - 1500 CPAC Training Room Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, submit your request via email to the CPAC Training Manager.
11 July 2012	Converting from RESUMIX to USA Staffing	Prospective/ Current Federal Employees	0930 - 1130 CPAC Training Room, RM 122 Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, submit your request via email to the CPAC Training Manager.
17 July 2012	FECA	Supervisors	1300 - 1500 CPAC Training Room Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, submit your request via email to the CPAC Training Manager.
19 July 2012	Nuts and Bolts of Disciplinary Actions	Supervisors	1300 - 1500 CPAC Training Room Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, submit your request via email to the CPAC Training Manager.
25 July 2012	Converting from RESUMIX to USA Staffing	Prospective/ Current Federal Employees	0930 - 1130 CPAC Training Room, RM 122 Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, submit your request via email to the CPAC Training Manager.
26 July 2012	How to Negotiate with the Union	Supervisors	1300 - 1500 CPAC Training Room Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, submit your request via email to the CPAC Training Manager.

For more information, please contact the Bragg CPAC Training Office via email at [edward.m.lemanski2.civ@mail.mil](mailto:edward.m.lemanski2.civ@mail.mil).

For Civilian Personnel courses, please register through the Civilian Human Resources Training Application System (CHRTAS) at [www.atrrs.army.mil/channels/chrtas/default.asp](http://www.atrrs.army.mil/channels/chrtas/default.asp)

## Register in CHRTAS

In the center of the page, under the logo, see PLEASE SIGN IN BELOW. Click on the arrow to select your category: Category to select is ARMY. See SIGN IN OPTIONS: Sign in using one of the three options (CAC, AKO, DOB, and SSN). Create a Student Profile, or update: CREATE/UPDATE STUDENT PROFILE Click CREATE/UPDATE CHRTAS RECORD.

## Apply for Courses

Select FY 2012 and Select region (0106 - CHRA - South Central). Use the Drop Down to find course and Select course (like HR for Supervisors) Select Location, desired date, and course. Submit the Application Your supervisor will receive an email to approve/disapprove course enrollment.

# ARMY CIVILIAN CORPS CREED



**I am an Army Civilian – a member of  
the Army Team.**

**I am dedicated to our Army, our Soldiers  
And Civilians.**

**I will always support the mission.**

**I provide stability and continuity during war  
and peace.**

**I support and defend the Constitution of the United  
States and consider it an honor  
to serve our Nation and our Army.**

**I live the Army values of Loyalty, Duty, Respect,  
Selfless Service, Honor, Integrity, and  
Personal Courage.**

**I am an Army Civilian.**

