



DEPARTMENT OF THE ARMY  
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1  
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FORT BENNING, GEORGIA 31905



PECP-SCR-H

1 May 2007

SUBJECT: Fort Benning CPAC Staffing Update 5-2007

1. This publication is issued to ensure the Fort Benning Commanders, managers, supervisors, and employees are kept informed of employment and staffing issues. Future updates will contain updated information on specific employment topics (i.e., compensation, recruiting procedures, travel entitlements, classification issues, NSPS implementation information, etc.) and will be issued on a monthly basis.

This document is a compilation of articles written by CPAC staff members as well as information excerpted from various sources which include, but is not limited to, the Government Executive Newsletter, FedWEEK, the Federal Manager's Daily Report, the ABC-C Newsletter, and the Retirement and Financial Planning Report.

2. **New Telework Bill Introduced in Senate.** Advocates of work-from-home policies in government found new congressional support last week [26-30 Mar] when two senators introduced legislation that would make most federal employees eligible for telework by default.

The bill, introduced by Senators Ted Stevens, R-Alaska, and Mary Landrieu, D-La., would reverse a law that makes federal employees ineligible to telework unless their agencies decide otherwise. The legislation would require agencies to show that an employee's job is inappropriate for work away from the office in order to prevent the practice. It would not apply to employees whose jobs involve sensitive materials, national security or physical contact with equipment.

In a statement, Stevens and Landrieu said the legislation was introduced because it would enhance efficiency, reduce traffic congestion and improve the lives of federal employees by allowing them to work from home on a full- or part-time basis.

"This bill represents just one small piece of that puzzle," said Stevens, who is the ranking member of the Senate Commerce, Science and Transportation Committee. "By encouraging federal agencies to allow employees to work from

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home, we will reduce their use of gasoline, save them thousands of dollars in fuel expenses each year and help protect our environment."

The legislation also would require all new employees and managers to take telework training courses. All reviews of job performance would include a discussion of telework feasibility.

In addition, each agency would need to designate a full-time employee as a "Telework Managing Officer" responsible for implementing a telework policy. The official would serve as a liaison between employees and managers as well, and would develop accountability and productivity criteria. The official also would keep employees informed of their telework eligibility.

The bill defines telework as an arrangement where employees work regularly at an alternative site at least two business days a week to reduce their commuting time.

The most recent government-wide survey of employee teleworkers, released in December 2005, showed that the number working away from the office grew by 37 percent in 2004. Of the 1.8 million employees included in that survey, 752,337 were deemed eligible for telework by their agencies. Of those, nearly 19 percent - or 140,694 - took advantage of the arrangement.

"This legislation will help American families by giving federal workers the opportunity to continue serving the nation while spending more quality time with their loved ones," Landrieu said. "It is a commonsense proposal, and I will work closely with my colleagues to secure its quick passage."

As chairman of the House Science-State-Justice-Commerce appropriations subcommittee during the last session of Congress, Rep. Frank Wolf, R-Va., an outspoken supporter of alternative work arrangements, sought to encourage telework by exerting financial pressure on the agencies under his jurisdiction.

Wolf's most recent bill, which failed to pass into law last session, would have required agencies under the panel's jurisdiction to outline strategies to increase the number of workers eligible to telecommute, and would have withheld \$5 million in appropriations for fiscal 2007 if the number of telecommuters failed to increase over the previous year.

Wolf's office did not respond to a request for comment on telework-related legislative efforts this Congress.

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A study released Monday by the Telework Exchange, an Alexandria, Va., private-public partnership, indicated that interest in telework is increasing, but agencies lack personnel dedicated to implementing it.

According to the study, a majority of federal telework coordinators spend a quarter or less of their time on telework-related work. The study included 36 representatives from 26 civilian and Defense Department agencies.

In January, the Telework Exchange and the Federal Managers Association, a 200,000-member organization representing the interests of supervisors, released a study that showed that federal managers still have reservations about telework. A fear of losing control over employees was the top concern, the study stated.

But compared with the private sector, the government outpaces its counterparts by a 3-1 margin, a recent study from the information technology vendor CDW Government said.

**3. Distance Between Best and Worst Agencies to Work Widens.** Overall employee satisfaction across government has changed little since 2005, but the gap between the best and worst agencies is growing, according to an assessment released Thursday, 19 April 2007.

Government-wide employee satisfaction has decreased 0.4 percent since 2005, according to the 2007 Best Places to Work rankings issued by the Partnership for Public Service and American University's Institute for the Study of Public Policy Implementation. Among the 55 agencies included in both the 2005 and 2007 rankings, more than twice as many declined in satisfaction over the two years than improved.

Since 2005, the gap between the first and last ranked agencies increased by 19 percent. And among the 26 agencies that have participated in all of the rankings since 2003, the spread has increased by 83 percent.

"The best are getting better, and the worst are getting worse," said Max Stier, president of the partnership. "That's a problem ... and it's something we obviously need to focus a great deal of attention on."

The rankings are based on the Office of Personnel Management's 2006 Federal Human Capital Survey. The organizations graded agencies on a number of qualities, as perceived by the 221,000 federal employees who completed the

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OPM survey. Those dimensions include leadership, teamwork and use of skills, family-friendly culture, strategic management and support for diversity.

The top five large federal agencies were the Nuclear Regulatory Commission, the Government Accountability Office, the Securities and Exchange Commission, NASA and the Justice Department.

For small agencies, the Federal Mediation and Conciliation Service, the Merit Systems Protection Board, the Office of Management and Budget, the National Science Foundation and the Millennium Challenge Corporation held the top five spots.

The most improved large agency this year was the Social Security Administration, which had a 9.7 percent increase in employee satisfaction and placed 7th in the large agency rankings. Among the small agencies, the Federal Housing Finance Board and the Export-Import Bank of the United States both posted improvements of more than 17 percent.

The survey also found that women are slightly more satisfied than men, and employees under the age of 40 have higher satisfaction scores than those 40 and older.

"Not only do the ... rankings provide federal managers and government leaders with a road map for improving employee engagement and commitment, the rankings also raise red flags for areas of concern," Stier said.

The results indicate that one agency of particular concern is the Homeland Security Department, which came in 29th out of the 30 large agencies included. (The Small Business Administration finished last.) DHS also was the lowest-ranked agency in eight out of 10 workplace categories, including employee skills and mission match, leadership, work-life balance, teamwork and pay and benefits.

At a House subcommittee hearing Thursday, DHS Chief Human Capital Officer Marta Perez attributed many of the department's troubles to the fact that it is still young. She pointed to a review of DHS that found major mergers take about five to seven years to be successful. She added that the department is in a much better position now than it was when OPM's survey was conducted in 2006, largely because it has since implemented new training programs for managers.

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But National Treasury Employees Union President Colleen Kelley called the Best Places rankings another "wake-up call" to DHS. "The considerable assets and dedication these employees bring to their jobs should be put to work in the service of our country," she said, "not treated as if they were irrelevant or counterproductive to the agency's mission."

For a listing of the ranked agencies please go to  
<http://bestplacestowork.org/BPTW/about/>

**4. Lawsuit Seeks Sunday Pay Differential for Part-Timers.** A lawsuit filed Wednesday, 18 April 2007, by the labor union that represents employees at the National Weather Service could determine whether all part-time federal employees are entitled to a 25 percent bonus for working on Sunday.

The lawsuit, brought by the National Weather Service Employees Organization, seeks to clarify that four part-time weather forecasters who work on Sunday are entitled to the same 25 percent differential that full-time federal employees receive for Sunday work.

The union filed the suit in the U.S. Court of Federal Claims on behalf of Theodore Fathauer and Laurie Nisbet, lead forecasters in Fairbanks, Alaska, and Robin Fox and Richard Thoman, general forecasters in Spokane, Wash. The Fairbanks and Spokane offices, like each of the weather service's 122 forecast facilities, must be staffed around the clock to issue forecasts and warnings of severe weather.

Since switching to a part-time schedule in 2004, Fathauer has worked about 15 Sundays each year, while Thoman has worked about 22. Fox and Nisbet became part-time forecasters in late 2006 and work Sundays on an occasional basis. The forecasters are seeking lost premium pay for the Sundays they have worked since going to a part-time schedule.

The employees regularly received Sunday premium pay when they were full-time employees, but the National Weather Service stopped the Sunday differential pay when they went to part-time work, in keeping with an Office of Personnel Management regulation that limits the payment of Sunday differentials to full-time employees, said Richard Hirn, general counsel for the union.

Congress approved legislation in 1966 that entitles federal employees on the General Schedule pay system to a 25 percent differential when they are

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scheduled to work on Sunday. But the law does not make a distinction on eligibility between full-time and part-time employees, Hirn said.

He added that a 1978 law made it clear that Congress wanted to promote opportunities for federal employees to pursue job-sharing or other part-time opportunities. "I am sure Congress did not intend that people engaging in job-sharing should be paid less than people on a full-time schedule," he said.

The lawsuit contends that OPM is discriminating against part-time workers by denying them the same premiums granted by law to all federal employees. "I'm optimistic that OPM is going to reconsider their regulations," Hirn said.

OPM declined to comment.

**5. No Time Off for Travel on Holiday, OPM Says.** Federal employees traveling on federal holidays as part of their jobs are not entitled to compensatory time off, under final rules issued Tuesday, 10 April 2007, by the Office of Personnel Management.

"Compensatory time off for travel may be earned by an employee only for time spent in a travel status away from the employee's official duty station when such time is not otherwise compensable," the rules stated.

The final regulation will go into effect May 17, according to a notice published in the Federal Register. OPM reviewed comments submitted by agency officials, union representatives and members of the public in response to a 2005 draft proposal.

The National Treasury Employees Union, which had recommended that employees be compensated for work-related holiday travel, expressed disappointment.

"NTEU's efforts led to establishment of this important program for federal employees, and I would have hoped that OPM, in its rule-making, would apply it in the broadest possible context, consistent with Congress's intent," said Colleen Kelley, the union's president.

The 2004 Federal Workforce Flexibility Act allows agencies to compensate employees with time off for business travel they conduct outside of normal working hours.

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"The need for all this resulted from inconsistent approaches by agencies for either granting or not granting comp time," said Mike Orenstein, a spokesman for OPM. "These rules put into regulation what is allowed and during what periods."

Under the final rules, the compensatory leave will be credited in direct proportion to the amount of time spent on authorized travel for work, and agencies will be responsible for managing their policies.

The regulations apply only to workers who are defined as employees under Title 5 regulations. This excludes Senior Executive Service personnel, Foreign Service Officers and wage grade employees, the notice said.

OPM also revised the definition of "travel" to clarify that time spent traveling in connection with union activities is not creditable for the purpose of earning compensatory time off. Also, travel time accrued as a result of a change of job or location is not eligible, the notice said.

The new rules also clarify that an employee must use his or her accrued compensatory time off within 26 pay periods after it is earned. The rules permit the head of an agency to extend this time limit if an emergency prevents an employee from using the benefit.

Additionally, in a departure from the draft proposal, employees do not have to exclude time spent for meals from the computation used to determine time off. It is not practical for agencies to make refined distinctions between employees who choose to eat at the terminal restaurant and those who choose to eat while walking or waiting at the gate, the notice said.

During the comment period, some agency officials expressed concern that employees who travel internationally on a regular basis would rapidly accrue compensatory time off, and suggested that OPM limit the amount of comp time an employee can earn. But OPM argued that any such change would have to be made by Congress.

"NTEU will be working with agency management to ensure that federal employees enjoy the full benefits envisioned in the compensatory time program," Kelley said.

6. **TSP to Assess Capacity to Handle Stock Market Plunges**. Officials overseeing the Thrift Savings Plan should be sure they are prepared to handle

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an increased volume of transactions in the event of a major market plunge, members of the retirement plan's board said at a meeting Monday, 16 April 2007.

TSP officials noted that following the stock market drop in late February, about 10 percent of participants with investments in the 401(k)-style plan's International (I) Fund made changes. Though the market recovered quickly, board Chairman Andrew Saul said the plan must be prepared to deal with a major influx of transactions.

"We have to make sure we are building ourselves up structurally for increased volume and increased participants," Saul said. "God forbid that we have a major world event...we really have to plan for this."

Officials noted that the system that processes the transactions normally operates on about three-fifths of its capacity. Should the market fall significantly, the system could be turned on to full capacity, allowing it to handle approximately four to five times the volume of transactions. Any transactions that exceeded that amount could be delayed.

Saul recommended that TSP officials assess the situation and issue a report, and that the issue be discussed in-depth at next month's board meeting.

Meanwhile, new TSP Executive Director Greg Long said plan assets are now up to \$213 billion and are increasing by \$10 billion per quarter. TSP also has more than 3.7 million participants, Long said.

"We said we'd be a \$400 billion plan in three years, but I think we're going to be a \$400 billion plan in two years," Saul said. "You really have a fund that could grow at least \$50 billion a year."

During the past month, military service members' participation in the plan increased from 24.3 percent to 24.6 percent, Long said. He added that TSP officials will receive data from the Defense Department next month on military service participation during the past year.

**7. DHS Urged to Shift Bonus Money From Execs to Employees.** The Homeland Security Department must find a way to give employees better recognition for their contributions and achievements, according to Democrats on the House Homeland Security Committee.

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In a 2007 report card, the panel's majority staff said delaying monetary awards and bonuses for upper-level managers and Senior Executive Service employees at the department would allow such awards to be reserved for front-line and non-supervisory employees. This would demonstrate that everyone's work is appreciated and valued, the report said.

"Given the department's congressionally authorized flexibility in the personnel area, it has the opportunity to implement a novel approach to recognize and award front-line and other non-supervisory employees," the assessment stated.

According to DHS spokesman Russ Knocke, the department already has sufficient monetary award and bonus programs available for front line workers. "I'm unclear what [the committee] is driving at there," he said. "We already have that."

Carol Bonosaro, president of the Senior Executives Association, argued that history shows the merger of many agencies into one large department can demoralize employees. "To behave as though the executives and managers can lead cheers and increase everyone's morale is just very short-sighted, and all it's going to do is decrease their morale as well," she said.

The report card pointed to a number of challenges DHS faces, including a shortage of contracting and technical management personnel for key acquisition programs and the "lack of a financial management system that can give timely, critical insight into all levels of department expenditures."

Three of 17 categories graded received "incomplete" marks: border security, critical infrastructure, and management and organization. Employee morale was the only area to receive an "F."

The mark was in line with the results of the Office of Personnel Management's 2006 federal workforce survey, in which DHS ranked last or almost last in the categories of job satisfaction, leadership and workplace performance.

"The department's ability to attract and retain a talented and professional workforce will be seriously impeded if it continues to allow circumstances that lead to low employee morale," the report card stated.

The report particularly criticized the agency's attempt to create a new personnel system, formerly known as MaxHR but now called the Human Capital Operational Plan. An appeals court last summer upheld a decision striking down

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the labor relations portions of MaxHR, ruling that the system effectively eliminated the collective bargaining rights of employees.

Despite the court's ruling, the department has moved ahead with HCOP, which "blends MaxHR components with other problematic standards for measuring employee success," the report stated.

The committee recommended that in moving forward with the new personnel system, the department retain the use of career ladders, education and training opportunities that are tied to career advancement, flexible work schedules, job sharing and other family-friendly practices. DHS also must ensure that hiring and promotions are not only conducted in an appropriate manner, but are perceived by employees as fair, the report said.

Knocke said DHS officials are "deeply committed to continuing to work with our employees and find ways to better support them. Our greatest strength is our employees, and they are completely focused on the mission and not distracted by these sorts of unhelpful reports."

**8. Political E-Mails Trigger Surge in Hatch Act Complaints.** A U.S. enforcement agency has seen a surge in the number of complaints about federal employees sending politically oriented e-mails, a trend officials say could lead to a record number of Hatch Act violations this year.

"As people become more comfortable with e-mail use, we see a spike in Hatch Act complaints," an attorney in the Hatch Act unit of the Office of Special Counsel told CongressDaily. "I expect to see a continued intersect between federal employees, the Internet and the Hatch Act."

OSC recorded 299 complaints last year -- an all-time high for the independent investigative agency charged with enforcing the Hatch Act. The law bars federal employees from engaging in any political activity during work hours, which includes circulating petitions and campaigning.

Sending a political e-mail, either on a personal or work account, is barred under the law.

Among the variety of recent e-mail cases brought to the agency's attention was one involving a federal worker who e-mailed an invitation to a party supporting the re-election campaign of Rep. Tim Holden, D-Pa.

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The invitation, which was "obviously ... directed toward the success of Mr. Holden's re-election campaign," was e-mailed to more than 300 individuals, according to the OSC. The worker received a 60-day suspension.

In a case involving action against a supporter of President Bush's re-election, a federal employee had e-mailed a photo of the president in front of an American flag with the statement, "I Vote the Bible."

While the agency said it does not have an official count on how many e-mail violations occurred last year, the OSC attorney said the Internet is a rising problem area for enforcement. The attorney was allowed to be interviewed on the condition of anonymity.

The agency reported receiving 248 Hatch Act-related complaints in 2004, a general election year. That number was nearly matched with 245 complaints in 2005, despite it being a non-election year, which presumably would mean a dip in the volume of political e-mail.

The rise of popular Web sites like YouTube, which features politically charged video clips, has added to the challenge of keeping partisan politics out of the workplace, the OSC attorney said. Employees often pass along website links without knowing it violates the Hatch Act.

To educate workers and reiterate the law's extensive reach into prohibited political activities, the office issued an advisory last month highlighting decisions made by the Merit Systems Protection Board on cases of federal employees using their government e-mail address to circulate political messages.

The Hatch Act decisions "send a clear message to the federal community [that] no political activity means no political activity, regardless of the specific technology used," OSC Special Counsel Scott Bloch said in the advisory.

In one of the highlighted cases, an EPA employee was found in violation of the law for forwarding a letter from the Democratic National Committee to 31 agency co-workers that urged support for then-presidential candidate Sen. John Kerry, D-Mass.

The punishment decision for the employee is still pending, although the lightest sentence under the law is a 30-day suspension without pay.

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Ward Morrow, assistant general counsel of the American Federation of Government Employees, the largest federal employee union, said such cases, where employees may not even be aware they are violating the law, "just aren't warranted."

Morrow said the Hatch Act "was designed for serious violations of bringing partisanship into the workplace." He said the law was never intended to punish a more minor offense like forwarding a video clip or campaign Web site.

The minimum penalty of a 30-day suspension is also too harsh, Morrow said, adding that the law should be revised to include less stringent punishments.

"The law seems to be a very heavy-handed way of dealing with e-mail," he said. "Congress needs to take up Hatch Act reform."

House Oversight and Government Reform Federal Workforce Subcommittee Chairman Danny Davis, D-Ill., said his panel will hold a hearing later this year on the Hatch Act generally -- and the use of e-mails, in particular -- but that overhauling the law was unlikely.

"There is a lack of knowledge, of federal workers just not knowing the rules," Davis said, acknowledging the upswing in Hatch Act complaints.

Davis said rather than change components of the law, more needs to be done to educate workers on the rules.

"The average employee does not set out to violate the law," he said, reiterating OSC's view. "Awareness is all they need to keep them from being in violation."

9. **Backlog of Requests for Public Information Growing.** Many agencies have not kept pace with a growing number of requests for information under the Freedom of Information Act, causing the number of pending requests carried over from year to year to steadily increase, according to a new report from the Government Accountability Office.

The review of 24 agencies' annual FOIA reports from 2002 to 2005 highlighted the importance of establishing plans to improve handling of information requests. Such plans are required under an executive order signed by President Bush in December 2005.

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Median response times ranged from less than 10 days for some parts of agencies to more than 100 days for others, the report (GAO-07-411) said.

But recently, the rate of FOIA requests has flattened, the report noted. Except for the Social Security Administration, the request increase was only about 3 percent from 2004 to 2005 compared to 28 percent from 2002 to 2003.

GAO recommended that Congress require agencies to provide additional statistics in their annual reports, including a means to determine average government-wide response times.

In testimony before the Senate Judiciary Committee last month, Meredith Fuchs, general counsel of the National Security Archive at the George Washington University, which collects and publishes declassified documents, said agencies view people making FOIA requests as the enemy instead of "as the customer or as part of the team."

Fuchs said agencies' reports demonstrate that Bush's executive order is not enough to prompt changes, and that legislation is required. She cited the example of the Justice Department, which is the lead agency on implementation of the order, but has failed to meet 30 of its own FOIA performance improvement goals.

A Justice Department spokeswoman said the department would allow a letter from Melanie Ann Pustay, acting director of Justice's Office of Information and Privacy, to stand as its response to the report. In the letter, Pustay said the report accurately depicts the status of FOIA request processing.

Last month, the House overwhelmingly passed sweeping legislation to reform the FOIA system, despite the Bush administration's contention the bill would impose substantial administrative and financial burdens on agencies.

The House bill (H.R. 1309) was sponsored by House Oversight and Government Reform Committee Chairman Henry Waxman, D-Calif. Similar legislation on the Senate side (S. 849) awaits action in the Judiciary Committee.

10. **Reintroduction of Bill to Make Loan Repayments Tax-Free for Feds.**  
Sen. George Voinovich, R-Ohio, ranking member on the Senate federal workforce subcommittee, has re-introduced legislation that would make the

student loan debt payments that agencies make on behalf of federal employees tax free as an additional recruitment and retention incentive.

Currently employees are eligible to receive up to \$10,000 per year in loan payments -- and up to a total of \$60,000 in exchange for staying with the agency, usually for three years, but those payments are taxed as income. Voinovich said making them tax-free would be a great tradeoff in terms of a personnel investment.

The Generating Opportunity by Forgiving Educational Debt for Service Act -- GOFEDS -- would also amend the Active-Duty Educational Loan Repayment Program so certain enlistments in military specialties could receive loan repayments tax free as well.

11. **Manager Training Bill Introduced.** Legislation (S-967) offered in the Senate would set new training standards and requirements for managers and supervisors. The main sponsor is Sen. Daniel Akaka, D-Hawaii, chair of the Senate federal workforce subcommittee, who said that the government suffers from "inconsistent guidance on training and sometimes inadequate training due to an agency's other priorities and limited resources."

"Given the growing number of federal managers who are eligible to retire, and the need to attract a robust, well-skilled workforce, it is important that employees who are expected to manage and supervise have the tools to do so effectively," he said. He noted that the recently released data from an OPM government-wide workforce survey show several areas of concern regarding management.

The bill would require that new supervisors receive training in the initial 12 months on the job, with mandatory retraining every three years on how to work with employees to develop performance evaluations and evaluate employees. Current managers would have three years to obtain their initial training. The bill also would require mentoring for new supervisors and training on how to mentor employees, and require training on the laws and procedures relating to whistleblower and anti-discrimination rights.

12. **Feds Dedicated but Uncertain About Future of Workforce, Survey Finds.** Employees at all levels of government are dedicated to supporting their agencies' missions, but are concerned about how the government will be able to maintain a dedicated and qualified workforce, according to a Merit Systems Protection Board report based on its 2005 merit principles survey.

MSPB also found high job satisfaction and commitment despite perceived organizational instability and jitters about pay reform.

Most employees -- 76 percent -- believe their agencies accomplish their missions successfully, and another 76 percent say their agencies produce high-quality products and services, according to MSPB's online survey of about 37,000 randomly selected permanent federal employees.

Three quarters of respondents said the current workforces in their agencies have the necessary knowledge and skills needed to accomplish agency missions, and the same percentage would recommend the government as a good place to work, according to MSPB.

However, it said first-line supervisors and other managers reported problems recruiting highly qualified applicants, something that could be caused by insufficient recruitment strategies or incentives, the slowness of the hiring process, or the use of inadequate assessment instruments.

While 63 percent of respondents said they have enough training to do their jobs, nearly half said they'd like additional training to improve job performance, the survey found.

However, the report said supervisors cannot always justify or fund the training so they should work with employees to identify and prioritize training needs through, for example, putting in place career development plans.

Workforce planning strategies utilizing recruitment, retention, and training methods are also a good idea, especially for agencies whose supervisors report too few high-quality applicants for their open positions, the report said.

As with the last survey, conducted in 2000, MSPB cited an information gap between supervisors and non-supervisory employees, who believe they are kept in the dark somewhat, particularly regarding performance issues.

However, about 60 percent of respondents said they are treated fairly in employment matters and the number of prohibited personnel practices that are reported is nearing a 20-year low.

About half of supervisors reported having had to deal with at least one serious workplace conflict in the last year, while over a third of employees have experienced such a conflict in the last two years.

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Employees tend to trust their immediate supervisors but not upper level management, whose absence generates some distrust and other problems, MSPB said.

It also found that most federal employees are satisfied with their work, feel secure, and that their jobs are stable.

The survey also found 60 percent of employees are satisfied with pay but that just 39 percent are satisfied with the recognition and rewards they receive.

While most employees support the idea of a pay-for-performance system, they remain unsure of how that can be implemented in the federal sector, MSPB said.

It said many of those employees are set to leave their jobs, nearly a quarter in the next year alone -- one-third for retirement, another third to take another federal job, and the rest unsure why, with about five percent saying they've had enough. Many employees said they were looking for better pay and more opportunities for advancement as reasons for seeking change.

Agencies must continue to educate managers and all other employees in proper workplace behavior, monitor adherence to merit system principles and prevention of prohibited personnel practices, as well as create a culture in which employees trust that their performance will be accurately rated, that they will be treated fairly, and that adequate resources are available to reward and recognize them, according to the report.

13. **Army Senior Fellows Program for 2007-2008**. The Department of the Army has announced the Army Senior Fellows Program for 2007-2008. The Senior Fellows Program is a dynamic, senior level program that is designed to identify, develop and groom Army employees for possible accession into Army Senior Executive (SES) positions. SES positions are on par with those at the uniformed General Officer level.

This specialized two-year fellowship is designed to further the professional development of senior Army employees in order to create a cadre of high potential candidates for Army Executive Positions. The Senior Fellows Program creates a venue that will contribute to the creation of a high quality SES leadership Corps whose skills are equal to those of their General Officer counterparts. Successful applicants experience classroom forums, developmental assignments and interaction with Senior Government and private industry leaders.

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The Army Senior Fellows Program, under which all travel and educational opportunities are centrally funded, will select twelve two-year Fellows annually. American citizenship is required and prospective fellows should apply only if they expect to participate 2007-2008 as deferrals are not permitted.

Applicants are required to submit the following below to Office, Deputy Chief of Staff, G-1, ATTN: DPAE-CP (Attn: Ms. Vern Carter), Hoffman Building 1, Room 476, 2461 Eisenhower Avenue, Alexandria, VA 22331-0320. All application materials including reference letters must be received by or post marked not later than **15 May 2007**.

- Cover letter
- Resume
- Two page essay that describes the applicant's career aspirations, goals and suitability for the Senior Fellows Program. As part of the essay the applicant must elaborate on how the Army would benefit from the applicant's participation in the Senior Fellows Program
- Three written references
- A Command endorsement

For additional information on the application process, contact Ms. Vern Carter at [Vern.carter@us.army.mil](mailto:Vern.carter@us.army.mil).

Finalist interviews are scheduled to be conducted not later than 5 Jun 07 and selections [scheduled to be] made not later than 8 Jun 07.

14. **Army Materiel Command (AMC) Fellows Program**. AMC is looking for college graduates as well as others who might be interested in a 5-year multi-disciplinary training program. The entry-level is GS-07 with a target grade of GS-13. The Fellows program includes the opportunity for tuition-paid graduate education plus salary and on-the-job training. All interested candidates must be mobile and must be willing to live and work around the Country as well as overseas.

For additional information on the AMC Fellows Program, contact Ms. Pamela Myers at 656-9753 (DSN) or 703-806-9753 (commercial).

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15. **Spiral 1.3 NSPS Conversion Status**. One hundred sixty-five IMCOM non-bargaining unit employees successfully transitioned to NSPS, Sunday, 15 April 2007. Non-bargaining unit DENTAC, ACA, and Fort McClellan employees were also spiraled.

The next major transition for Fort Benning non-bargaining unit employees will occur in November 2007.

16. **Human Resources (HR) for Supervisors**. The HR for Supervisors Course is highly recommended for all Department of Army civilian (DAC) and military supervisors of appropriated fund (APF) civilian employees who supervise at least 3 appropriated fund DAC employees. The course is 40 hours long and is intended to help the supervisor in performing his/her HR management duties. In addition to teaching the participants about HR regulations and processes, the course introduces them to the automated HR tools. Completion of this course can enhance the supervisor's confidence and performance. The course includes the following modules:

- Overview of army CHR (includes coverage of Merit System Principles and Prohibited Personnel Practices)
  - Staffing
  - Position Classification (includes an introduction to CHR automated tools such as CPOL, ART, Gatekeeper and FASCLASS)
- Human Resource Development
- Management Employee Relations
- Labor Relations
- Equal Employment Opportunity

The course, which does not address supervision of non-appropriated fund (NAF) or contract employees, includes lectures, class discussion and exercises. There is a pre and post test administered at the beginning and end of the course. There is a change to the next scheduled course which was originally to be conducted from 11-15 June 2007. The new date is **16-20 July 2007 and will be conducted from 0800 to 1630 in building #6, classroom #225**. Please see

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the schedule below for the last class start date of FY 07. The point of contact for this course is Ms. Stephanie Carpenter, Fort Benning CPAC, 545-2681.

**DATE**

17-21 September 2007

17. **RPA and ART Workshop.** The Fort Benning CPAC HR specialists are available to conduct RPA and ART desk-side walkthroughs and/or workshops to assist managers/supervisors and new DCPDS account holders with accessing and using DCPDS, ART, initiating RPAs, creating Gatekeeper Checklists, forwarding and tracking RPAs, generating reports and printing SF 50s. Training can be accomplished via individualized sessions or activity specific workshops upon request. If you desire training of this nature, please contact your servicing HR specialist to arrange for scheduling.

18. **Job Aids Available on the Web.** Lotus ScreenCams (how-to-movies) are available to assist DCPDS users with DCPDS, Army Regional Tools (ART), Oracle 11i and other automation tools. ScreenCam movies ART Logon, Ghostview, Gatekeeper, Inbox Default, Initiating an RPA, Logging On, Navigator, RPA Overview and RPA Routing are available on the web at: <http://www.chra.army.mil/>. Click on HR Toolkit and then click on the name of the movie to download or play it. Managers/supervisors and administrative personnel responsible for initiating RPAs are encouraged to review this site and check out these new tools. ART Users Guide has been updated and provides descriptions of and instructions for using tools available in ART, including such tools as Employee Data, Inbox Statistics (timeliness and status information about personnel actions), Organization Structure (information about positions in various organizational elements), and many more tools. It is intended for use by managers, resource management officials, administrative officers, and commanders as well as CPAC and CPOC staff members. There is both an on-line and downloadable Word version (suitable for printing).

In addition, to the ART Users Guide, there is a Defense Civilian Personnel Data System (DCPDS) Desk Guide which provides how-to information about tasks and functions that end users might need to perform in DCPDS, such as initiating a Request for Personnel Action (RPA) and creating a Gatekeeper Checklist. The ART Users Guide and the Desk Guide can be accessed from the CHRA web page at: <http://www.chra.army.mil/>, by clicking on HR Toolkit. In addition to these tools the Fort Benning CPAC staff is available to assist you in accessing DCPDS,

ART, initiating RPAs, creating a Gatekeeper Checklist, forwarding and tracking RPAs, generating reports and printing an SF 50. If you have any questions or need assistance, please contact your servicing HR specialist to arrange a time so we can come to your office to help you.

19. **Emergency Contact (Next of Kin) Database**. Information on the Emergency Contact Database is located on the Civilian Personnel on Line (CPOL) website <http://www.cpol.army.mil/>. It can be accessed from the CPOL homepage by clicking on the link for “Emergency Guidance and Resources,” and then clicking on “Emergency Contact Database” Managers need to keep reminding their civilian employees of the need to have their current emergency contact information on file in the Emergency Contact Data Base. In addition, supervisors and managers are required to conduct periodic validations, with employees, to ensure the accuracy of their data. If assistance is needed, please contact project e-mail account at [echelp@asamra.hoffman.army.mil](mailto:echelp@asamra.hoffman.army.mil).

20. **Fort Benning CPAC Homepage**. Please log on to our website at <https://www.benning.army.mil/Cpac/Index.htm>. If you have suggestions on ways to improve or recommendations for information to add, please contact the undersigned.

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