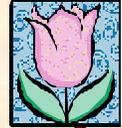


Southwest Civilian Personnel Operations Center  
Fort Riley, Kansas

SWCPOC



# Trailblazer



Issue 2-03

Together Everyone Achieves More

April 2003



From the Director  
Kenneth R. Nephew

It has been a little over a month that I became the Director of the SWCPOC and remain deeply committed to continuing the high level of customer service that we have always tried to maintain. One indicator of success is that my transition to this job has been transparent to the customers we service.

We as a region, face many challenges ahead and the best way to ensure success is that we continue to work together to accomplish our assigned missions. Together, we will go through the M2M conversion, conversion to the 11i database, implementation of the Installation Management Agency (IMA) concept and the Human Resources Integrated Process Team (HR-IPT) decisions.

We are committed to keeping you apprised of the changes to come and how they will impact servicing through newsletters such as this, notices on CPOL, special communications with the CPACs and through the various Major Commands. You will have the full support of the CPOC workforce as we go through these transitions.

We will be hosting a CPOC/CPAC Conference in May and hope to have more information to share on many of these issues at that time.

Thanks for your continued support!



The SWCPOC will be hosting a CPOC/CPAC Conference from 13-14 May 2003 at Fort Riley, KS.

**Upcoming  
CPOC / CPAC  
Conference  
13-14 May**

The conference will be for all activities serviced by the Southwest Region. The theme for this year's conference is "Maintaining Excellence in Human Resource Administration."

Discussions during the conference will be about issues shaping the future of the Army Civilian Resource Program and how we can continue to maintain our method of delivery to our customers.

We are looking forward to meeting with you. Hope to see you here!



## CPEA Team Visits the SWCPOC

The U.S. Army Civilian Personnel Evaluation Agency (USACPEA), lead by Mr. Julian (J. P.) Jones will be visiting the SWCPOC from 30 March -11 April 2003.

The purpose of their visit is to assess the civilian personnel responsibilities, program effectiveness, efficiency and compliance.





## Position Descriptions and FASCLASS

Employees should have a copy of their position description (PD). The PD is used primarily to determine the appropriate classification and pay for a position. The PD also serves as the basis for preparing an employee's performance plan/objectives; preparing a training plan, and reviewing an employee's work experience.



The PD describes the major duties performed by the position, percentage of time spent on each major duty, and the type of supervision received.

All PDs also contain the statement: "Performs other duties as assigned" to make it clear that the duties are not limited to those described in the job description and that other minor duties may be performed. Depending on the format of the classification standard used to evaluate the position, the PD also may contain narrative descriptions of factors used in the classification evaluation process.



Since the supervisor assigns work to employees, the supervisor is also responsible for ensuring that PDs accurately describe the duties and responsibilities required and performed by positions under their supervision. The supervisor is responsible for submitting revisions to job descriptions when there are significant changes to the major duties.

Employees may access their job description online using FASCLASS. FASCLASS is an abbreviation for Fully Automated System for Classification. This web-based system

## FASCLASS

contains all Department of Army PDs that are currently in use.

Access FASCLASS through [www.cpol.army.mil](http://www.cpol.army.mil). When the Army CPOL screen appears, click on "Tools," then on "FASCLASS." After the FASCLASS screen comes up, you may search for your position description.

If you know the CCPO ID and your position number, enter that information in the white block at the upper right corner of the screen and click on "Go." If you don't know your CCPO ID number, position your cursor over the button labeled "FASCLASS" which is in



the upper left corner of the screen. Then click on "Search Position Data".

When the "Search by Position Data" screen appears, you can click on the icon next to "CCPO ID" to pull up a listing of installations. Select your installation, and Tab over to the "PD#" block. Enter your position number and press the Enter key. A "Results Search" screen will then appear. Click on the underlined blue PD number to view your position description. After the position description appears on the screen, it can be printed by clicking on the printer icon; or clicking on File, Print.



Your PD number can be found on your most recent SF50, Notification of Personnel Action, in Block 15. The PD number is the first portion of the number that is printed immediately below your position title in Block 15. It is either 5 or 6 characters long, and may contain alpha characters.

You can also access PDs in FASCLASS by searching other fields on the "Search by Position Data" screen. Available search fields include Position Title, Pay Plan, Series, Grade, Career Program, and others. Next to most of the search items,

## Distance Learning "We're Going Places!"



there is an icon that can be clicked to bring up a list of possible choices.



## Distance Learning in HRDD is growing in leaps and bounds!

The newest adventure was the Payroll Interface course presented on March 10, 2002. This class was presented by DFAS specialist, Michelle Vallow, and had participants from every CPOC in CONUS as well as the Joint Interagency Task Force East from Key West, FL. This course trained over 160 people and was a huge success.

If you haven't tried distance learning, it's a worthwhile experience. Keep a look out for



the distance learning courses SWCPOC has to offer.

List of upcoming courses:

- 2 Apr 03  
Leadership Skills for  
Non-Supervisors
- 10 Apr 03  
TAPES
- 11 Apr 03  
Retirement Preparation
- 17 Apr 03  
Preparing a Quality Resume using the Army  
Resume Builder
- 17 Apr 03  
Using the Web-Based RESUMIX Referral  
System
- 22 Apr 03  
Benefits and Entitlements - TSP
- 07 May 03  
Retirement Preparation
- 08-09 May 03  
BOA/ART
- 14-15 May 03  
BOA/ART
- 28-30 May 03  
Intermediate/Advanced Position  
Classification
- 04 Jun 03  
Communicate Better
- 11 Jun 03  
Dealing With Difficult People
- 18 Jun 03  
Briefing Techniques



# Adware/Spyware

## What are they? What can we do about them?

**Adware** is code embedded in a program to display advertising banners while that program is running. These ads often appear as pop-up windows or as a bar that appears on a computer screen.

Adware programming can also track your personal information obtained from your computer and from the Internet sites you visit and pass the information on to third parties without your knowledge. **Adware** that does this has been dubbed **Spyware**.

**Spyware** is software that sends information about you across the Internet without your knowledge or explicit permission. **Spyware** can take the form of computer viruses, calendar programs, music download/sharing programs or games, and is installed when you install an interesting program found on a web site.



You are often in the dark as to what this program has really loaded onto your computer. You think the program is a useful helper program or just a game, but you've actually loaded a program that will spy on you as you use your computer. You will see a rapid increase in Spam email after installing one of these **spyware** programs.

People make **Spyware** because they receive money for the information collected about you. There is little control over the use of this information, but it is usually sold to a wide variety of businesses and developers.



Businesses and developers then use this information to understand marketing trends and to develop products and services for you. If done properly with full disclosure to the user, **Spyware** can assist businesses in meeting the needs of customers in a cost-effective way.

However, the key words are "if done properly", which is often not the case. Even if the intent of a particular **Spyware** product is legitimate, users generally have no way of determining this.



These programs invade your privacy but they have the potential to do even more harm. **Spyware** can easily do anything any other program can do. This includes monitoring your keystrokes, scanning your files, and cataloging what you have loaded on your computer. **Spyware** can also monitor your chat and email programs





and track where you go on the Internet. It can even report any attempt you make to modify or remove it from your system.

*Spyware* is a hot topic in the computing world because it raises a tremendous number of ethical and legal issues. If you haven't checked your home computer lately, you might be surprised what *Spyware* you will find, and will probably want to remove these programs from your computer. Be aware, though, that these programs are pervasive. They can be difficult to remove, and once removed they have the tendency to reload at a later time, depending on how you use your computer and where you go on the Internet. Here are just a few examples:

**Comet Cursors** – a spybot that tracks websites. A cursor add-on for Internet Explorer that includes free animated cursors and icons for almost any theme on the web.

**Hotbar** – Adware/possibly Spyware – collects and stores web pages viewed and data that are entered in the search engine. Determines which ads and buttons to display on the hotbar toolbar and which to show on the browser.

**Gator** – a Spybot that fills in passwords for you and shows a lot of ads. Tracks the sites you use and forwards the data back to the company's servers.

**Bonzi Buddy** – possibly Spyware and has no privacy policy. Bonzi Buddy is your Internet Buddy. He walks, talks, sings, browses and searches the Internet with you.

 Please remember that the computers provided at work are for government use only and unauthorized software is not allowed on them. The tools mentioned in this article are to assist you with your computer at home and to raise the awareness of the impact *spyware/adware* has on your personal information and habits.



## Safety is an Attitude

The most common cause of work-related injuries involves



slips, trips, and falls. Slip, trip, and fall accidents are the number one preventable type of accidents in the workplace.

Most slip, trip and fall injuries are preventable. Some are due to adverse weather conditions, but many are from improper housekeeping. Train yourself to recognize potential hazards and report any you may find in your workplace. Slow down, remain steady, and be aware of your surroundings at all times.

Tips to Remember:

- ? Keep cabinet drawers and doors closed.
- ? Use handrails when using stairs and take one step at a time.
- ? Keep a firm footing, maintain your balance, and allow enough time to get where you are going.
- ? Take shorter steps, especially on damp surfaces.
- ? When carrying objects, make sure they can be carried comfortably and vision is not blocked.



## Settlement Agreements

Don't forget to include us in the discussions prior to finalizing settlement agreements. If the language in the agreement obligates the SWCPOC to process

your actions in accordance with certain provisions, then we want to be included in your negotiations.

Contact Lucy Gonzalez, SWCPOC LMER Advisor at (785) 239-0015 or DSN 856-0015. You can also fax copies of agreements to fax number (785) 239-2393.



Send comments or suggestions to:

Lucy Gonzalez  
Office of the Director  
DSN 856-0015, FAX 856-2393  
[Lucy.Gonzalez@cpocswr.army.mil](mailto:Lucy.Gonzalez@cpocswr.army.mil)