

Southwest Civilian Personnel Operations Center Fort Riley, Kansas

SWGPOC

Trailblazer

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Together Everyone Achieves More

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FROM THE DIRECTOR

The Fall Commanders' Conference is Right Around the Corner!

Plans are underway for the CPAC/CPOC Fall Commanders' Conference on 4 to 6 Nov 03. The conference will be held in Topeka, KS at the Kansas History Center. Lodging for participants will be at the AmeriSuites, adjacent to the History Center.

If you haven't sent in your registration form by now, please do so as soon as possible so that we can make appropriate plans.

We look forward to having you join us for the latest news and information on human resource management issues affecting the Southwest Region. Part of the conference will also include a presentation by Mr. Mark Scharenbroich who will present some very interesting views and tips on Leadership and Teamwork. See you soon!

This year's CHR Worldwide Conference will be held



Civilian Human Resources (CHR) Worldwide Conference 2003

at the Wyndham Inner Harbor Hotel, Baltimore, MD, from October 27 - 31, 2003.

The theme of the conference is **"Implementing Transformation - From Today's Reality to the Future"**. The conference will explore, from a practical perspective, the state of Army civilian human resources today and how we must evolve to meet the challenges of the future.

Featured speakers and workshops will include:

- Explore ways to strategically position HR in alignment with and support of the Army's transformation vision.
- Furnish updates on HR initiatives and trends in DOD/Army and the government in general (ongoing/upcoming organizational changes, emerging/shifting roles, new legislation, projects and initiatives, enhanced automation tools).
- Enable HR specialists/managers to "sharpen the saw", with workshops and discussions on topics such as strategic partnering, customer service, and leadership development.
- Provide a forum for HR specialists/managers to see the future from our customers' perspectives and to exchange views with customers about how to maximize HR services support of Army missions.
- Facilitate interactions among members of the Army HR community and stimulate new ideas about dealing with significant operational concerns and issues.

A conference/registration web page is available at <https://cpolrhp.belvoir.army.mil/chrwwc/default.asp>



REORGANIZATIONS AND REALIGNMENTS

What is a **reorganization**?

A reorganization occurs when a manager makes a decision to change the organizational structure of the organizational entity. It normally moves employees from one organization to another.



Sometimes job description duties will change. Sometimes, however, the existing job description will follow with the employee.

A very important assumption throughout this process is that the reorganization will result in jobs for all employees at their current grades. When the reorganization has a negative grade impact, a "Reduction in Force" (RIF) usually becomes necessary.

The manager's role in reorganization is critical to the success of the process. Management defines the scope of the reorganization to include the number of positions to be reorganized, the number of new job descriptions to be written, the organization names to be established and deleted, and the proposed effective date of the reorganization. A helpful tool to use in explaining the scope of your reorganization is to prepare new and old organization charts.



The approval to reorganize comes directly from your organization's chain of command. The appropriate procedures vary greatly between organizations. Setting the effective date will depend on the mission requirements, and the need to begin work in the new environment.

Once it is determined when the reorganization will go into effect, the manager is ready to start coordinating with the CPAC and CPOC on setting the milestones leading up to the proposed effective date. This, of course, is contingent upon how much time will be needed for the preparation of new job descriptions and other documents for the new structure.

For small reorganizations, a good rule of thumb is that new organization names need to be submitted to the CPOC about six weeks prior to the effective date. The Defense Finance and Accounting Service (DFAS) requires a 6-week timeframe to build new organization records in the payroll system.

For individual or small groups of actions that do not require new organization names to be built in

DFAS, the RPAs should be submitted to the CPOC about two weeks prior to the effective date.

What is a **realignment**? A realignment is the movement of an employee and the employee's position when there is an organizational change. The employee remains in the same agency and there is no change in the employee's position, grade, or pay.

In other words, the employee stays on the same job number, moves to another organization or activity and the losing organization is giving up the TDA space so it can go with the employee. Requests to realign employees can be submitted with a Request for Personnel Action (RPA) or Memorandum.

Leadership Education and Development (LEAD)

Did you know that new supervisors must complete the Supervisory Development Course (SDC) and the LEAD course within six months after appointment to a supervisory position? Yes, it is a requirement - so be sure to enroll in SDC and LEAD as soon as possible after assignment to a supervisory job.



Mark it on your calendar, then just DO IT !

Sustaining Base Leadership and Management Course



The Army Management Staff College is accepting applications for Sustaining Base Leadership and Management (SBLM) Resident Course Class 04-2.

Applications are only accepted through the electronic application process (EAP). The suspense date to have your application packet to the SWCPOC, HRDD is 6 Jan 04.

For more information, contact Lois Vaughan at Comm 785-239-0092.

Check it out: www.amsc.belvoir.army.mil





New Names for Fort Riley Training Facilities

The Fort Riley University Digital Training Facility has changed its name to the **Distributed Learning Center (DLC)**.

The SWCPOC FY04 Distributed Learning schedule has been developed and sent to the region. The courses offered are the top courses that were extracted from our training needs survey.

Course schedule for first Quarter FY04 is listed below:

Date	Course
22 Oct 03	Retirement Preparation
28 Oct 03	Training Advisory Group meeting (TAG)
29 Oct 03	Navigating the Army Resume Builder
29 Oct 03	Web Based Referral System
6 Nov 03	Dealing with Workplace Negativity
13 Nov 03	Achieving Maximum Productivity
19 Nov 03	Navigating the Army Resume Builder
19 Nov 03	Web Based Referral System
2 Dec 03	TAPES
4 Dec 03	Consideration of Others
10 Dec 03	Customer Service
11 Dec 03	Retirement Preparation

Are you thinking about retiring? Do you have questions on how to begin the process? Does the thought of preparing and submitting all the paperwork seem overwhelming?

Good news! The Army Benefits Center - Civilian (ABC-C) is here to help you! Counselors are available from 6am-6pm Central Time, Monday through Friday, to guide you through the preparation of your retirement package. Call us at 1-877-276-9287 or TDD at 1-877-276-9833. We will be happy to send you the forms you need.



If you are comfortable surfing the Internet, retirement forms and information can be found on our web site at <https://www.abc.army.mil>.

A checklist of forms can be found at <https://www.abc.army.mil/Information/ABCRetirement/Forms/Forms.asp>. You may not need to complete every form on the checklist. Please call us if you have any questions regarding the need to complete a specific form.

Don't forget to tell your supervisor that you're retiring. Your supervisor must create a Request for Personnel Action and forward it to the ABC-C for processing.

Let ABC-C take some of the worry out of the retirement process. Call us or visit our web site for information and/or assistance.

Wanting to make a military deposit for



Making a Military Deposit

reserve active duty service and not sure what to provide to ABC?

Be sure to provide the following to expedite your request:

- Copy of Orders for each period of reserve active duty service;
- Verification of earnings for each period of service using LES or RI 20-97;
- Any and all DD214's or DD 215's, as applicable;
- SF 2803 for CSRS and SF 3108 for FERS;
- DARF forms, if available, however, they cannot be the only source, as they do not specify specific dates for the active duty service.

Wondering what happens after you get your military deposit estimate from the Army Benefits Center?



The paperwork is forwarded to DFAS to set up an account for each period of military service.

DFAS will then mail a letter to you indicating the amount to pay. This letter will also include information regarding multiple periods of service. For example, if you have two periods of military deposit service, the first period will be in Block 20 of your LES. When that period is paid in full and indicated in Block 20 as amount due \$0.00, you then must contact DFAS to let them know to set up the next account. This will not be done automatically; the employee must request it.

Once each period of service is paid in full, an OPM 1514 is generated. If you would like a copy of this form, which you will need to place in your Official Personnel Folder, you must contact DFAS and request a copy.



A Wealth of Information!

Here are some good sites where you can get a lot of information on a large variety of subjects:



www.cpol.army.mil

http://www.cpms.osd.mil/cpm/cpm.html#CHAP_0700

<http://www.defenselink.mil/>

http://www.defenselink.mil/dodgc/defense_ethics/

<http://www.opm.gov/>

http://www.dol.gov/esa/owcp_org.htm



Did you know ◻ ◻ ◻

- Settlement agreements that require the SWCPOC to process specific actions w/in a certain timeframe, should be sent to: Lucy Gonzalez at fax number 785-239-2393 or via email to Lucy.Gonzalez@cpocswr.army.mil.
- Requests for information must be requested in writing and should be sent to: Darla Otto at fax number 785-239-2393 or via email to Darla.Otto@cpocswr.army.mil.



Send comments or suggestions to:

Lucy Gonzalez
Office of the Director
DSN 856-0015, FAX 856-2393
Lucy.Gonzalez@cpocswr.army.mil