



# The Nugget

## Newsletter for the Army Pacific Region Pacific Region Civilian Personnel Operations Center Fort Richardson, Alaska

Volume 3, Issue 2

August 2000

### **DIRECTOR'S MESSAGE**

Patricia S. Pearson, Pacific Region CPOC Director

This newsletter is full of articles that should interest you. Please take the time to educate yourself by reading this newsletter. Our goal is to keep you abreast of important changes dealing with your employment.

A late breaking, time sensitive news item of importance is that, beginning the first pay period in October, most federal employees will see an increase in their take-home pay due to an OPM change in FEHB premium conversion. The deductions for health benefit premiums will now be the amount converted to pre-tax. This includes deductions for retroactive coverage, pay back of premiums from a prior period of LWOP, and other adjustments. Participation is automatic unless the employee elects to waive this option.

Employees may elect to waive participation by filing a waiver form. It must be received in the CPOC no later than 5 October 2000. Another important change is that employees can no longer change from self and family to self only at any time. Now these changes can only be processed if it is the result of what OPM is calling a Life-Qualifying Event or during open season. More information concerning this change is available on the internet at [www.opm.gov/insure/health/pretaxfehb](http://www.opm.gov/insure/health/pretaxfehb).

Other important information pertaining to your federal employment awaits your reading in this newsletter.

### **MODERN DEFENSE CIVILIAN PERSONNEL SYSTEM UPDATE**

Lee Smoot, Pacific Region CPOC

The Pacific Region has served as one of DoD's three Operational Test and Evaluation (OT&E) sites for MDCPDS since October 1999. The primary purpose of the OT&E phase of deployment is to identify and correct functional and technical system problems and deficiencies before the system is deployed throughout the Department of Defense. Fielding this system has not been without impact on our customers because our customers have had to experience change as well. We appreciate your support and patient in assisting us in fulfilling our testing responsibilities.

The Air Force Test and Evaluation Center (AFOTEC) conducted an evaluation in the Pacific Region in Dec 1999 and January/February 2000. Results of the evaluation were used in the decision on May 19, 2000 by the Office of the Assistant Secretary of Defense (OASD (C3I)) to grant Milestone III approval for the modern system, with stipulations that the DoD Civilian Personnel Management Service has addressed.

DoD recently announced its decision to delay the deployment to the other Regions to begin January 15, 2001. The primary reason for the delay is to allow time for operational testing of the functionality of a portion of the Pre-planned Upgrades added in the May 2000 retrofit, and the delivery of the Non-Appropriated Fund and Local National modules due in November and December 2000, respectively. Army requested and received approval to field two more regions sooner and is currently targeting October 2000. Completion of deployment of all DoD regions would be by the end of FY Sep 30, 2001. –

*Modern Update Continued on Page 2*



## Modern Update *Continued from Page 1*

The delay will also allow DoD to devote more time to correcting outstanding problems the three component OT&E sites have reported.

The impact of these problems is largely borne by the staff in the Civilian Personnel Operations Center and to some degree on the Civilian Personnel Advisory Centers. Workarounds for processing actions where database system problems exist add to the workload and require extra work to assure personnel actions are completed with no impact on pay.

Impact of the system on our Regional customers has been one borne of change to once familiar processes and products. The Modern system has, in some cases, delivered less than the Functional Process Improvements (FPIs) had provided. The limitations of the Inbox for managers is one example and are being addressed by DoD. We have been assured that once DoD gets past the tremendous job of reaching full deployment, it will focus on enhancements providing more flexibility for our end users and the personnel community. The Pacific CPOC is working on improving the types of queries and reports available to our users that were lost in the switch of systems. Overall acceptance of the new system by our users is evolving. As the system is improved, so will our users' acceptance improve.

The Region has been instrumental in identifying problem areas and recommending alternative approaches. As such, the Pacific Region has been proactive in its role as an OT&E site and has made a profound and positive impact on the Modern system processes. For example, the complicated and laborious position hierarchy process delivered with the system had huge workload implications on the classification and system staff and customers. The Region knew there had to be an alternative and elevated its concerns to the senior leadership at HQDA. HQDA provided the experts needed to develop the alternative to the hierarchy that was presented to and accepted by DoD. The Army alternative to position hierarchy will save countless manyears and has made the Modern system far more functional.

Improvements to the system will continue. We have had 6 system patches and a major retrofit since deployment. Each one of these upgrades has fixed a problem or added functionality. Problem resolution processes are improving as well. DoD and Lockheed Martin Federal Services are working together with the components to establish sound configuration

management control. This is essential once the deployment to the remaining Regions begins in October 2000.

Overall assessment of the Modern system is that it works. While the system is not perfect, we are processing personnel actions timely and customers are being paid timely using whatever workarounds are needed. As a region, we're doing our job as an OT&E test site to assure DoD and its system developers get what they need to resolve problems, identify enhancements and deliver a fully functional product so savings can be ultimately realized. We are confident that, over the next few months, many of these workarounds and problem reports identified will be resolved. 🌟



## **Conversion to the Defense Civilian Intelligence Personnel System**

Linda Grue, Pacific Region CPOC

Department of Army has converted Civilian Intelligence Personnel Management System (CIPMS) positions and employees to the Defense Civilian Intelligence Personnel System (DCIPS) effective July 16, 2000.

DoD Directive 1400.35, "Defense Civilian Intelligence Personnel System (DCIPS)," dated March 19, 1999, provided the policy framework for DCIPS. The following actions were directed in compliance with phased DCIPS implementation:

a. Intelligence components converted the appointing authority from 10 USC 1590 to 10 USC 1601; and changed the pay plan for all General Schedule positions from GS to GG. (Other pay plans will remain unchanged at this time.)

b. Defense Agencies and Intelligence components of the Military Departments continue to use current intelligence personnel authorities and policies until specific DCIPS regulations and related guidance are issued. The Military Departments will continue with current CIPMS authorities, policies, and procedures until further notice.

Assistance has been provided by the Pacific Region Civilian Personnel Operation Center (CPOC) and Civilian Personnel Advisory Centers (CPACs) in accurately identifying serviced CIPMS populations, issuing individual employee conversion notices, updating the Modern System and FASCLASS databases to show the required changes, and providing Notification of Personnel Actions (Standard Form 50). 🌟

## Deadline for Army Civilian Personnel Attitude Survey

Excerpt from HQDA Civilian Personnel Bulletin 00-28, 28 July 00

If you received the Army Civilian Personnel Attitude Survey (the Army-wide Survey) in the mail and haven't completed it, there's still time. You have to hurry, though, because we need to begin our analysis soon. The survey is one of the main decision-making tools we have to track employee morale and customer satisfaction. It is a vital part of our effort to improve Army's policies and practices.

If you have already completed and returned the survey, thank you! If you have not already completed it, please do so and return in promptly in the envelope provided with the survey.

Your participation in this survey is important. We greatly appreciate your help and look forward to receiving your confidential response.

Please help us make everyone's opinion count! 🌱

## PCS Costs for Central Referral Selections

Dennis Jinnohara, ASA M&RA - Excerpt from the Army Civilian Personnel Bulletin, 11 Aug 00

In October 1988, DAPC-CPS-R11 message 241300Z Oct 88 was issued stating that any move of an individual selected from a Department of the Army Career Program Mandatory Referral Level List was in the best interest of the government and all PCS costs associated with career program selections must be paid. Recently, there have been questions about whether the policy was still in effect or was it rescinded. The issue was addressed at a recent Career Program Policy Committee (CPPC) meeting. The Committee's decision was to apply current policies in the Joint Travel Regulation (JTR) but that the central referral notice will advertise if PCS costs will not be paid. Therefore, PCS costs are authorized but management can determine, in regard to a specific vacancy, whether it is in the interest of the Government to pay PCS costs. Management may decline to authorize PCS costs in accordance with the JTR. If management intends not to pay PCS allowances, this decision will be advertised in the central referral notice. This decision will not be imposed after referral or selection. If the central referral notice is silent, there is an assumption that PCS allowances will be paid. The policy will be reflected in the upcoming AR 690-950. 🌱

## New Sick Leave Policy from U.S. Office of Personnel Management



As of June 20, federal employees may use a total of up to 12 weeks of sick leave each year to care for a family member with a serious health condition. This benefit broadens the options available for employees to meet their family responsibilities.

The definition of "family member" for sick leave purposes remains unchanged. "Serious health condition" has the same meaning as found in US Office of Personnel Management's (USOPM) regulations at 5 CFR 630.1202 for administering the Family and Medical Leave Act of 1993 (FMLA). For a complete text of the new regulation, simply go to their website: <http://www.opm.gov/fedregis/index.htm>. In addition, questions and answers on the administration of this new entitlement are posted at <http://www.opm.gov/oca/leave/html/sIQ&A>. Share with your employees the fact sheet on "Sick Leave for Care of a Family Member with a Serious Health Condition" at <http://www.opm.gov/oca/leave/html/12week.htm>.

Administrative controls. This new program has the potential for making the leave program administratively more complex for managers if employees are absent for extended periods of time. Enforcement of the following safeguards built in by USOPM should reduce this complexity:

- 1) Employees who use the sick leave under the "Sick Leave For Family Care Purposes" will have to maintain 80 hours of unused sick leave in addition to the sick leave they use. Only 40 hours of this sick leave can be advanced by the agency.
- 2) Second, supervisors should obtain medical certification to establish the requirement for "administratively acceptable evidence" when there is any doubt about the validity of the request.
- 3) Third, an employee facing a family medical emergency should be required to use his or her own annual and sick leave before receiving any donated annual leave from other federal employees.
- 4) If an employee previously has used any portion of the 13 days of sick leave for general family care or bereavement purposes in a year, that amount must be subtracted from the 12-week entitlement. If an employee has already used 12 weeks of sick leave Sick Leave – *continued on page 4*

## Sick Leave – continued from page 3

to care for a family member with a serious health condition, he or she cannot use an additional 13 days in the same year for general family care purposes.

5) Finally, USOPM limits the amount of sick leave that a caregiver (such as a husband or parent) can use to care for a family member incapacitated due to childbirth or pregnancy. The caregiver is entitled to use sick leave to care for the new mother for the period a health care provider certifies that she is incapacitated (generally about 6 weeks, USOPM states), but may not use sick leave after the mother is no longer incapacitated to "bond" with the new child.

e. Collective bargaining agreement provisions. This new USOPM sick leave policy should be applied in accordance with sick leave provisions in the appropriate collective bargaining agreement. 🌟

## VETERAN'S PREFERENCE FOR SERVICE IN KOSOVO

Carolyn Knudsen, Pacific CPOC

President Clinton signed Executive Order 13154 on May 3, 2000, which established the Kosovo Campaign Medal. Veterans possessing this medal and meeting the other requirements will be eligible for veteran's preference. This campaign medal is being awarded to Members of the Armed forces for service in Kosovo or its contiguous waters or airspace after March 24, 1999, and before a terminal date yet to be set by the Secretary of Defense. Secretaries of each military department will decide who is eligible to receive the medal.

The Executive Order specifies that "any such member may be awarded the Kosovo Campaign Medal in lieu of the Armed Forces Expeditionary Medal (AFEM), or the Armed Forces Serviced Medal, but no person may be awarded more than one of these three medals by reason of service in Kosovo."

The Department of Army will be awarding the Kosovo Campaign Medal instead of an AFEM--no AFEM will be awarded for Kosovo.

## Expansion of Military Leave for Reserves and National Guards

Public Law (PL) 106-65, National Defense Authorization Act for Fiscal Year 2000 was signed October 5, 1999. Section 1106 expands the use of military leave for inactive duty training to federal civilian employees serving in the Reserves or National Guard. Prior to the authorization of PL 106-65, employees

called to inactive duty training were required to use annual leave, compensatory time earned, credit hours earned or leave without pay (LWOP).

5 U.S.C 6323(a)(1) is amended to permit an employee to use their entitlement to 15 days of military leave to include inactive duty training. An employee is entitled to military leave without loss of pay, time, or performance or efficiency rating for active duty training, inactive duty training, or engaging in field or cost defense training.

This change does not impact time and attendance systems. Active and inactive duty training will be input into the time and attendance system using the leave code for military duty. This contents of this memorandum is also posted on the HQ Defense Finance and Accounting Service website. 🌟

## Requests for Personnel Action Timeliness – What You Can Do To Help

Marilyn Seneviratne, Pacific Region CPOC

Requests for Personnel Actions (RPAs), formerly known as SF's 52, are the authorizing documents the CPAC and CPOC need to take action. When these aren't submitted in advance of the action requested, the employee or the employee's family often suffers.

Please remember:

- Award RPAs must be routed through Budget personnel for approval, and RPA must state the type of award requested. For example, we have received awards requested as Special Act with time-off hours annotated in salary award block of RPA or in the notepad. The Incentive Award SOP is a great guide to follow when submitting awards RPAs. You can view the Incentive Award SOP on the Pacific Home Page under the Benefits and Awards link.

- RPAs for death in service require a 24-hour turnaround from notification of death to processing action; however, RPAs are being submitted untimely. Request managers' assistance in getting death RPAs to the CPOC within the required turnaround to avoid tying up death benefits for survivors.

- RPAs for retirements have not been timely; many are not initiated until after the employee retires. Untimely submission prevents the employee from receiving lump-sum payment for annual leave in the appropriate pay week.

- RPAs for extensions of temporary appointments, promotions and reassignments are often not reaching us in time to process and meet payroll deadlines. These should be initiated at least 30 days prior to the expiration date of the temporary action.

## DRUG TESTING PROGRAM

Liz Lane, Pacific Region CPOC

The Department of Army (DA) has established a drug abuse testing program for civilian employees in accordance with the provisions of Executive Order 12564, DOD Directive 1010.9, and the Health and Human Services Mandatory Guidelines for Federal Workplace Drug Testing Programs. The program is designed to assist in determining fitness for appointment to, or retention in a testing designated position; identify drug abusers and notify them of the availability of appropriate counseling, referral, rehabilitation services or other medical treatment; and assist in maintaining national security.

Certain positions are characterized by critical safety or security responsibilities and are called testing designated positions (TDPs). Employees in these TDPs are subject to random testing that occurs without suspicion that a particular individual is using illegal drugs. Provided below are categories of positions that have been identified as TDPs:

- (1) Positions that carry firearms;
- (2) Positions that operate a motor vehicle transporting one or more passengers on a weekly basis;
- (3) Operators of motor vehicles who are required to have a commercial drivers license and drive motor vehicles weighing more than 26,001 pounds or drive motor vehicles transporting hazardous materials;
- (4) Positions that require Top Secret clearance or have access to Sensitive Compartmented Information;
- (5) Railroad operating crews and railroad personnel handling train movement orders, conducting safety inspections, or the maintaining and repairing of signal systems;
- (6) Certain aviation flight crewmembers, air traffic controllers, and aviation personnel;
- (7) Alcohol and Drug Abuse Prevention and Control Program (ADAPCP) positions in which the incumbent provides direct rehabilitation and treatment services to identified illegal drug users;
- (8) Personnel Reliability Program positions, nuclear duty positions or chemical duty positions;
- (9) Positions involving the supervision or performance of controlling and extinguishing fires, and/or the rescuing of people endangered by fire;
- (10) Positions handling munitions or explosives;
- (11) Positions electroplating critical aircraft parts; or
- (12) Front line law enforcement personnel with drug interdiction duties who have access to firearms.

In addition, there may be certain jobs that a Major Command (MACOM) or installation commander considers appropriate to be identified as TDPs for the purpose of drug abuse testing, but that do not fall within those listed above. These may be included in the testing program with prior approval of the MACOM, DA, or the Department of Defense (DoD). A formal request for authorization to test these specific positions must be forwarded through command channels.

The following policy applies to all persons selected for or currently employed in DA Testing Designated Positions (TDP). People working in or tentatively selected for TDPs will be required to participate in urinalysis testing in the following circumstances:

- (a) Before appointment or selection to a TDP;
- (b) Periodically after appointment or selection, on a random basis;
- (c) When an employee volunteers for drug testing;
- (d) When there is a reasonable suspicion that an employee uses illegal drugs;
- (e) When there is an examination authorized by DoD or DA regarding an accident or unsafe practice; or
- (f) As part of a counseling or rehabilitation program for illegal drug use.

Persons selected for TDPs must be provided a notice of being subject to drug testing. This notice acknowledges DA's right to require TDP selectees and employees to participate in random urinalysis testing. Whenever an employee is subsequently assigned to another TDP, he/she is again given notice. External candidates selected for TDPs may also be tested for drugs prior to appointment to the position.

Any DA civilian employee who is found to use illegal drugs may be subject to disciplinary action. Such determination may be made on the basis of direct observation, a criminal conviction, confirmed positive test, the employee's own admission, or other applicable evidence. A range of disciplinary actions is available. DA employees who are found to use illegal drugs shall not remain in the **TDP**. Upon successful completion of rehabilitation, or as part of a rehabilitation program if progress is evident and the employee poses no danger to health, safety or security, the employee may be returned to the **TDP**.

Supervisors must consult with their servicing CPAC before initiating any formal disciplinary or adverse action. Supervisors should also consult with their servicing CPAC before referring an employee to the ADAPCP.



## Thrift Savings Update

Marilyn Seneviratne, Pacific Region CPOC

The Thrift Savings Plan open season changes projected for 2000 have been delayed indefinitely due to programming problems. Therefore, the open seasons will remain 15 May - 31 Jul 00 and 15 Nov 00 - 31 Jan 01. Please remember that only one TSP-1 form can be processed each open season; check your deductions and allocations carefully before submission.

## DELEGATED EXAMINING UNIT (DEU)- External Recruitment Outside the Resumix Process

### “KSA’S (Knowledge, Skills and Abilities)”

Dione Moore, Pacific Region CPOC

Many applicants have seen the term “Knowledge, Skills and Abilities” or KSA’s but may not be sure what it means and what is required for application to jobs filled through the Delegated Examining Unit (DEU).

Knowledge, Skills and Abilities (KSA’s) are the attributes required to perform a job and are generally demonstrated through a combination of qualifying experience, education, and training. Knowledge is a body of information applied directly to the performance of a function. Skill is an observable competence to perform a learned act proficiently. Ability is competence to perform an observable behavior or a behavior that results in an actual product.

Applicants who apply under a Competitive Examination Announcement should address each KSA separately. Each KSA is evaluated individually and given points according to the crediting plan levels that are provided by the selecting official. The instructions can be found under the How to Apply section of each announcement.

On plain bond paper, write one KSA at the top of each page and describe in detail the experience, education, training and awards (include dates) you have had that pertain to that KSA. These forms will be used to rank candidates who have been determined to be basically qualified. Submit KSA’s with the OF-612 or any type of resume.

Information about DEU can be found out on the Pacific Region CPOC Homepage under DEU <http://pacific-cpoc.ak.pac.army.mil>.

## APPLYING FOR JOBS IN THE PACIFIC REGION JUST GOT EASIER!

### ARMY’S NEW RESUME BUILDER NOW ON-LINE

Lee Smoot, Pacific Region CPOC

The Department of Army has recently deployed the new version of its CPOL Personnel Resume Builder. The new Resume Builder is easier to use than the old version and aids the user in preparing and submitting resumes in response to Department of the Army vacancy announcements. The biggest change is that users are now able to save and edit resumes, and they can send a single resume to multiple locations. The new builder requires a user id and password the user creates. Saved resumes remain in the database for 90 days from the date last accessed.

Resumes saved on the CPOL Resume Database cannot be accessed by anyone but the person who created the resume using their personally assigned user id and password. This database is only there for users to store resumes they have created for future editing, update and transmission to Regional CPOCs or other locations.

**IMPORTANT NOTE:** Applicants must go to the tab “Send Out Existing Resume” to send a resume to their locations of choice otherwise it does not flow.

Applicants are able to submit their resumes directly from the Resume Builder. A link from the Vacancy Announcement to the Resume Builder is provided to facilitate submission of resumes for most vacancies. However, we caution applicants to carefully follow the "Standard/Other Requirements/Instructions on How to Apply" section of the announcement to assure that they satisfy all application requirements. After they have a resume on file with their Region of choice, applicants must submit a self-nomination to be considered for a specific vacancy.

Another great feature of the new Builder is the ability for the user to view the activity of the resume they have on file in the DA Resume Builder database by clicking on the “View Resume Activity Summary” tab.

Additionally, applicants to the Pacific Region will notice specific Pacific Region supplemental data requirements. Applicants who are not currently working for the Army on a permanent appointment in the Pacific Region must click on the Pacific-Supplement box and complete the information in the Resume Builder before saving and submitting the resume to the Region.

## CHECK OUT CHANGES TO THE PACIFIC REGION JOB INFORMATION KIT

Mary Hendrickson, Pacific Region CPOC

You will notice the Pacific Region Job Information Kit has a different look. The Kit was changed 5 June 00 to come in line with changes made to the Army's Resume Builder. The changes also reflect suggestions from applicants, managers and users of the Resumix system. **Be sure you are using this version.**

The Job Information Kit has been revised for applicants to apply with step-by-step instructions. First step covers resume preparation and the appropriate supplemental data. The second step describes the process for preparing and submitting a self-nomination for a specific vacancy.

Here are some highlights contained in the new Job Kit:

- Do's and Don'ts that apply to both surface mailed resumes and emailed resumes
- Resume samples, samples of the supplemental and self-nomination format
- Definitions of the supplemental data information (Appendix A)
- A "Common Mistakes to Avoid" list and
- A checklist to assist the applicant
- The format of the resume is a replica of what is on the Department of Army's Resume builder
- An applicant must submit a self-nomination in order to be considered for a vacancy. This may either be done as an email message or by surface mail. The format is included in the kit.
- Each time an applicant has been selected for a new position through RESUMIX, they are encouraged to submit a new resume before applying for a new vacancy.
- If a resume is rejected for exceeding three pages, non-scannable, non-readable, format, etc., it must be submitted on or before the closing date of the vacancy announcement or postmarked (for surface mail) before the closing date of the vacancy announcement in order to be considered. Failure to do so will make the applicant ineligible for consideration
- Permanent employees serviced by the Pacific Region will not be required to submit supplemental data. Non-serviced applicants are required to submit and complete the Continental United States (CONUS) supplemental data. For positions located in Japan and Okinawa applicants will also complete the lower portion of the CONUS supplemental data.

## What's Happening in the Training World?



Dick Dooley  
Pacific CPOC HRD Team

Like most other businesses in the world today, the Pacific Region HRD Team has taken even more information "on line". We have made a conscientious effort to put training information that is applicable to the variety of the customers we service throughout the region. There is something for almost everyone.

One of the easiest ways to access our training site is by visiting the Pacific Region Home Page at: <http://pacific-cpoc.ak.pac.army.mil>. It's just that easy!

Of particular interest to supervisors is our "HRD Tool Box for Managers." This is a simple "point and click" method to find answers to your most commonly asked questions in areas such as: determining what leadership courses are available and how to go about scheduling them; billing procedures; delegation of training authority; individual development plans; regional training SOPs; new employee orientation; required training, and much more.

In addition, we have included other topics which discuss updating completed training, listing the regional training schedule, leadership training opportunities, and much more.

Take a few moments to browse these features. You may just discover some training benefits and programs you didn't know existed!!!



*Training information is available on our Home Page – just click on the Training site and 'amaze yourself' .....*

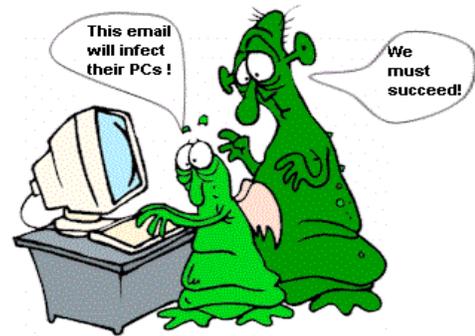
## BUSINESS OBJECTS REPORTING TOOL

Jessie Lipscomb, Pacific Region CPOC  
Chief, Information Systems and Training

Recently HQ DA procured a new report tool called Business Objects (BO) for the Army Civilian Personnel Operation Centers (CPOCs) and Civilian Personnel Advisory Centers (CPACs). This tool will simplify ad hoc development of queries and reports against the Modern Defense Civilian Personnel Data System (DCPDS). Since the PACIFIC Region was the first region in Army to deploy the Modern DCPDS, we are now the first to get the tool. We've started developing reports for use PACIFIC Region-wide. We plan on deploying the Business Objects Web Intelligence to selected activities throughout the PACIFIC Region in the 4<sup>th</sup> Quarter. Our current dilemma is that we only received a total of 30 copies of the software for the CPOC & CPACs. DA has agreed to allow us to make available some additional copies to organizations to try out at least until the end of the year. At that time we may ask if you would be willing to pay \$395 to continue using the powerful reporting tool. The following reports are now available via the internet for the CPOC & CPACs using Business Objects Web Intelligence: PACIFIC REGION Strength Report (Drill down to employees); OPF Combine Report; Awards; CEFMS Extract; Training; Average Grade; Employee Record Brief; SF75; & MACOM Strength Report. We are especially interested in providing the tool to organizations that have a liaison person working personnel actions for the organization. We believe this tool will help them manage workload and empower them with a simple tool to pull information for the organization.

	PT PERM	PT TEMP	INT PERM	INT TEMP	PT PERM	PT TEMP	REAL PERM	Days
CPAC - Alaska	120	14	1	1	11	10		1,341
CPAC - Hawaii	120	12	20	10	44	10		4,839
CPAC - Japan	40	11	1	4	3			140
Total	4,440	368	22	15	78	22		8,740

Please contact your servicing CPAC for more information.



## Information Security: Past, Present and Future

Mike Nickles, Pacific Region CPOC

Information Security has always been an important part of our National Defense. Information is power and the right information in the wrong hands can change what happens. What if the British had known that George Washington was going to cross the Delaware on that night so many years ago? Or, what if the Germans had received information on how to produce the Atomic Bomb? This information could have changed the course of history as we know it.

Now this may seem a little dramatic, but the information that we have access to could be very important to someone else. Granted, we deal with mostly Unclassified, but Sensitive information (Privacy Act), but you might be surprised what someone can do with a valid Social Security Number (SSN). There are known cases of someone using somebody else's SSN to get access to that person's credit and destroy it. We all must be on the alert for someone who wants the information that we have access to.

Information Security, specifically computer virus problems, have been brought back to the forefront, thanks to the most recent outbreak of the "I Love You" virus. This virus was cleverly engineered to make the receiver open the attachment. Once the attachment was opened, OOPS, too late, the system was already infected. This attack brought down email servers around the world. This could have easily been prevented if users were well trained and knew not to open email from people they do not know or if they receive multiple messages with the same subject line.

Easy access to the Internet has made information more readily available today than ever before. It seems everyone is using the Internet. Hackers are constantly on the lookout for vulnerabilities to systems around the world – and they have many different tools at their disposal. Information is easily and quickly shared.

What does this mean to you? Safeguarding the information that you are given access to is not only important, but it's the law. You can help protect information by safeguarding your passwords and updating your anti-virus definitions. This will not prevent hackers from getting into your systems, but this will help in their protection.

Intrusions to DoD sites increased from 27 in 1997 to 58 in 1999. This is the number of intrusions that were detected and reported. There were just 234 incidents reported in 1997, but a staggering 3077 incidents were reported in 1999. How many went unreported or undetected? Your System Administrator and Network Manager are trained to detect these intrusions and report them. However, if you notice anything strange with your system report it immediately to your Information Systems Security Officer (ISSO).

What does the future hold? Well, that is the million-dollar question. Certainly information will still be as valuable as we have seen throughout history. Protection of that information will probably change. The users that have been given access to that information will still be the first line of defense just as it is today.

We all have the responsibility for Information Security.



**Log out, lock up and think security.....**



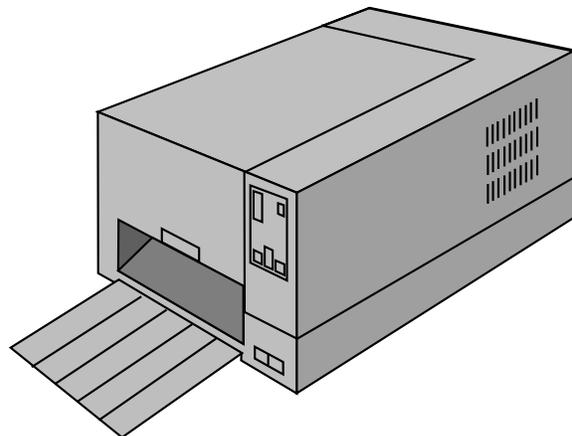
### **PACIFIC PONDERS:**

***People who stand still may avoid stubbing their toes, but they won't make much progress. Every company, every department needs supervisors with the courage to try new ideas and run the risk of making mistakes. Otherwise progress never happens...***



### **Problems Printing?**

Please see Page 10 directly following this article for instructions for printing requests and notifications of personnel actions in the Modern DCPDS.



## Instructions for Printing Requests and Notifications of Personnel Actions in the Modern DCPDS Using Ghostview

Gary Alexander, Pacific Region CPOC

These instructions can also be found under Manager's Tool Kit on the Pacific Region Home Page.

### Using GhostView to Batch Print Notice of Personnel Actions (NPAs)

1. Select the Responsibility that corresponds to your Supervisory View (or Hat) (e.g. SUPV ARPCEVRA011001)
2. Select Processes and Reports  
Submit Processes and Reports
3. Click in the Name block
4. Click the LOV icon
5. Select Batch Print Notification of Personnel Action
6. In the Parameters Window:  
Enter 2211 in the POI block  
Click in the Organization block  
  
Click the LOV icon  
Enter %UIC% as the Partial Value in the Long List Window (where UIC is the your Organizations Primary UIC (e.g. W4UJAA for U.S. ARMY GARRISON - ALASKA)  
Enter a From Effective Date (e.g. 01-NOV-1999)  
Enter a To Effective Date (e.g. 07-DEC-1999)  
If you want to reprint SF50s that have already been printed  
Enter Yes in the Reprint Printed SF50s block  
If you want to print both Front and Back  
Enter Yes in the Back Page Block (Front Page Block defaults to Yes)  
Click OK
7. In the Print Options section of the Submit Requests screen  
Copies 1  
Style CIV, portrait, letter, 12 cpi (this is the default - should not have to change this)  
Printer Click in the Printer block to select a your printer.  
Note: You may use the first printer on the list (0default\_prn) to access and print using GhostView.
8. Click on Submit
9. Record the Request ID number
10. Click on Help, View My Requests to get to the Request Window
11. Your process (referenced by the Request ID number) should be either Pending, Running or Completed (press F8 to refresh the screen)

Once your process is completed

12. Click the Report icon at the bottom of the screen to view your SF50s using GhostView.

You can reprint the SF50s using GhostView if necessary.

From the main Navigator Menu screen

Select Processes and Reports

View Reports

Find (highlight) the ##### that you recorded above

Click the Report icon at the bottom of the screen to view the NPAs via GhostView.

### Using GhostView to Print Request for Personnel Action (RPA)

1. Select the Responsibility that corresponds to your Supervisory View (or Hat) (e.g. SUPV ARPCEVRA011001)
2. Select Civilian Inbox
3. Find (highlight) the RPA that you wish to print
4. Click on the Respond button (bottom of Inbox) to display the RPA

5. Click on the Print icon  (located on the top tool bar)
6. When the Printing window is displayed
  - Click in the white box next to the word Printer to display the Printers selection window
  - The first printer in the list (0default\_prn) will be highlighted
  - Click OK button
  - The name of the selected printer (0default\_prn) should be displayed in the white box next to the word printer
  - Click OK
  - A Note window will be displayed with the following message:  
APP 38008: Your report has successfully been submitted, your Request ID is #####
  - Write the ##### down, this is your reference to the print job
  - Click OK
7. Close the RPA
8. Close the Civilian Inbox
9. Select Processes and Reports
  - View Reports
10. Find (highlight) the ##### that you recorded above
11. Click the Report icon at the bottom of the screen to view your RPA using GhostView.

You can reprint the RPA using GhostView if necessary by repeating steps 9 through 11.

**Please send questions and comments about the Nugget to the Pacific Region CPOC  
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