



The Nugget

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

Volume 3, Issue 1

March 2000

Director's Message

Change – A Vital Part of Modernization

Tony Whitehouse, Acting Director

1999 was a year for change in the Pacific Region. Changes in leadership and staff, introduction of new automated systems and tools, and upgrades to existing systems had a profound and generally positive impact on our operations. CA studies, downsizing, and organizational realignments were in the forefront and will continue into 2000.

Our main goal is to maintain high standards of customer service in the midst of these major changes. This issue of the Nugget has several articles on the Modern System aimed to help you better understand aspects of the system and how they apply to you.

The primary purpose of this message is to thank you for your patience and support during our most significant periods of change in implementing the Modern System. Your willingness to work with us has made all the difference. We will move forward together in 2000. ♣



"Don't fear change, embrace it."

Anthony J. D'Angelo

Modern Defense Civilian Personnel Data System Operational in the Pacific



Dr. Diane Disney, DoD, presents award to the Pacific Region L-R Col Stansfield, DCSPER, USARPAC, Tony Whitehouse, Acting Director, CPOC, Dr. Disney; Pat Pearson, Acting Civilian Personnel Director, USARPAC; Ginger Groeber, DoD.

The Army's Pacific Region was selected to be the first Operational Test and Evaluation Site in the Department of Defense for deployment of the Modern Defense Civilian Personnel Data System (Modern DCPDS). This new system replaces the former Defense Civilian Personnel Data System (DCPDS). Conversion from DCPDS to Modern began 15 October 1999. The new system became operational on 25 October 1999 with the production of the first personnel action (SF 50). On 2 November 1999 managers initiated their first "Modern" requests for personnel action. ♣

Personnel Systems in the Pacific Region

By the Lisa's: Terlaje & Davis

There are several systems and interfaces used by the Civilian Personnel Community. The two systems used most often by users outside of the personnel community are:

Modern DCPDS - This database contains information on new and existing employees. It is the database of record for all employees in the Pacific Region. It is used to create, maintain, or process Requests for Personnel Action (RPA) and produce Notifications of Personnel Action (NPA).

Data is stored and transmitted (interfaced) to other systems; such as Payroll and HQ Army and our Resumix Data Base.

Regional Reporting Database (CSU) - This database is used for reports and quick easy access to employee information. This database is similar to the old FPI - Regional Applications. Data is refreshed nightly from Modern DCPDS and is valid as of the end of the previous day.

To gain access to the either database, please coordinate with your CPAC. ♣

Calling all Managers! Managers Toolkit On-Line

By Lisa Davis

Several new features have been added to the Pacific Region Homepage at <http://pacific-cpoc.ak.pac.army.mil/index.htm>.

In the Managers Toolkit in addition to FASCLASS and PD Library we've added an electronic history of all SF50's that were processed in the old PPI system. In the future we plan on adding the current Modern DCPDS SF50s to this history, so you'll have one place to go for copies of past SF50s (aka NPAs in MDCPDS). There is also an Employee Record Brief containing award, appraisal, and benefits information on employees. Managers can access their own record and records of their employees. The Filled and Vacant report provides simplified access to organizational position information. All of these reports can be viewed as an easily printable Adobe Acrobat PDF file or as HTML. To access these new features you need a Modern System CSU userid and password. ♣

List of Values (LOV) Shows External Users and Applicants

By the Lisa's: Terlaje & Davis

Many types of people use the Modern DCPDS for a variety of reasons. Most use the system to request, initiate, and fund, approve or process a personnel action on an employee. Modern DCPDS maintains data on employees within the Pacific Region. Most users are civilian employees in the database. However, there are some users that are not civilian employees, such as military supervisors, some budget and manpower personnel, and others. We call these people External Users.

Modern DCPDS security requires external users to be added to the database in order to have a user id. Military supervisors are placed in special virtual positions built in the database. All positions are organized into a position hierarchy. Where the supervisory or virtual position is established in the position hierarchy determines which employee records a supervisor can see. External users requiring access to employee data can be given the same access as an established supervisory position. No virtual positions are required in the position hierarchy for these other external users (Non-military). If an external user is not attached to a position in the position hierarchy, all users will view that external user in the List of Values (LOV) in the Request for Personnel Action (RPA) Name Block. This means that you are seeing your employees as well as any external users and applicants who are not attached to a position. Please note that we have identified, reported and suggested fixes to this problem.

If you are granted access to this government system, you are immediately subject to the Privacy Act of 1974, as amended. You must protect the information seen in this system. Unauthorized disclosure may result in removal of access, prosecution and/or fines. ♣



Modern DCPDS Password Protection

By Mike Nickles

Password protection has become more and more important with the increasing amount of information that is available today on computers. The information in the Modern DCPDS, if compromised, could be very damaging to individuals who have entrusted us with its protection. This is why it is important that you not only protect your password from being compromised, but use a password that is not easily decoded.

Following these basic rules will help keep this system safe from those who might want to exploit information that can be gained from the Modern DCPDS.

1. You should use a password that begins with an alpha character and contains at least one special character. The special characters for Oracle HR are the dollar sign (\$), the number sign (#), the numbers 0 through 9, and the underscore (_).
2. The password should consist of a combination of uppercase and lowercase letters and should be eight (8) to ten (10) characters in length. Avoid passwords that are either all numbers or all letters to the greatest extent possible.
3. Never select a password that is related to your personal identity, history, or environment.
4. Never select a word that can be found in a dictionary.
5. Do not write down your password.
6. Do not give it to anyone else.
7. New passwords should not duplicate or be similar to old passwords.

If you think that your password has been compromised, please contact your local CPAC right away. Data protection starts with you!

If you require access to the Modern DCPDS and the Regional Reporting Database (CSU), please contact the appropriate CPAC. ♣



**REMEMBER YOUR USER ID AND PASSWORD
KEEP THEM PROTECTED AT ALL TIMES!**

Implementation of Modern DCPDS and the Imposition of Security Requirements

By Gary Alexander

With the designation of the Pacific Region as the OT&E Test Site for the Modern DCPDS application, the personnel data base of record for all Appropriated Fund Army Civilian employees (and soon to include all Non-Appropriated Fund employee data) resides at the Pacific Region, Civilian Personnel Operations Center (CPOC), Fort Richardson, Alaska.

To comply with guidelines imposed by the DISC4's Information Assurance Program, the Pacific CPOC, in cooperation with the Pacific Region Civilian Personnel Advisory Centers (CPACs) will be implementing security procedures designed to protect the integrity and availability of civilian personnel data that we are charged with maintaining.

The primary focus of our efforts will revolve around the collection of information that will allow us to verify a 'bona fide need for access' to Modern DCPDS. This will be accomplished using DISA Form 41, Sept 1996 (EF).

The information required for completion of this form will be gathered using a phased implementation approach. Phase 1 will encompass data collection for all CPOC and CPAC employees who have been issued a Modern DCPDS user id.

Phase 2 will cover all external Modern DCPDS users. External users are defined as military supervisors, and any other users who have a requirement to access the Pacific Region's Modern DCPDS application, such as civilian Appropriated Fund employees who are not serviced by the Pacific Region personnel community. These types of user are defined as external user or anyone who is not in the Pacific Region database.

Phase 3 will cover the remainder of the Modern DCPDS users, such as civilian managers, Resource Management users, and administrative liaisons throughout the region.

At this time, specific timetables have not been established for completing these requirements, however, as the plan is formulated and the exact procedures are established this information will be disseminated through the chain of command. ♣

Printer Registration for Modern DCPDS

By Mike Nickles

Printing in the Modern Defense Civilian Personnel Data System (DCPDS) has created new challenges. Anyone who wants to print reports in the Modern DCPDS must have a printer that has been registered with us at the CPOC. If you want to print an RPA (SF52), NPA (SF50) or from the CSU Reports database it is not necessary to have your printer registered with us. Normally only liaison/admin staff and EEO would require registered printers. Printers can be registered with us by going to the following URL:

<http://cpac.usarpac.army.mil/modern/Modern%20PrinterRegistration%20Form.htm>

There are a couple of rules that have to be followed for us to properly register a printer for use with Modern DCPDS. The printer must be a laser jet printer compatible with HP Laser Jet 4 printers and must have postscript capability. It also needs to be shared on your local network with a unique IP address that can be reached from outside of your local network.

The name you give your printer on the registration form does not have to match the name of the printer as it is shared on your local network. However, it should be unique enough to be easily identifiable when using Modern DCPDS. You should try to follow a couple of rules when coming up with a name. The name should not be more than 10 characters in length with no special characters. The name should not contain dashes, but underscores are permissible. An example of a name for a printer for the Fort Wainwright, Director Public Works with an IP of 111.222.111.231 would be fw_dpw_231. This is just an example and you can use whatever best works for your organization.

Once you have filled out the form and submitted it to our office, we will try to configure the printer for use with Modern DCPDS. There are some common problems that we encounter when trying to configure printers. If your printer is not turned on when we are trying to configure it we will not be able to finish setting it up for use. If your network is behind a firewall that has Port 515 closed or does not allow Ping to come through, then we will have problems finishing the setup for your printer. We will send you an email message, if we can not complete the configuration of your printer,

We will usually have your printer configured with 24 hours after you have submitted the registration form to us. Your printer should show up within Modern DCPDS when you go to print a report. If you have any problems please feel free to contact us at

helpdesk@cpocpac.army.mil. 🍀

Instructions for Batch Printing NPAs

By Gary Alexander

The following steps lead the way to successful batch printing the Notification of Personnel Actions at your office site.

Select Batch Print Notification of Personnel Action 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) and click OK to bring up a list of organizations that match your partial value.

Note: Select the Organization with Clear text (e.g. US ARMY PACIFIC REGION, CIV PERS OPS CARP1W1KCAA 01)

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

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)

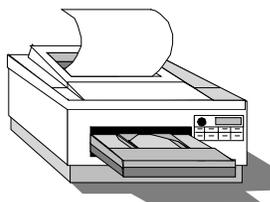
Printer Click in the Printer block to select a your printer.

You may use the first printer on the list (0default_prn)

to access and print using GhostView.

Click on Submit

Click on Help, View My Requests to get to the Request Window 🍀



For more information on this subject please consult the Pacific Region Home Page under the Manager's Toolkit

AUTOMATED CLASSIFICATION TOOLS

By Linda Grue

To ensure more expedient processing of requests for new job descriptions, the Civilian Personnel Operations Center (CPOC) is now requesting all new job descriptions be developed using the automated tools available to management (COREDOC, PD Library, FASCLASS).

When a known series is available in these systems, we strongly recommend that managers use one of these automated tools to prepare a position description. Instructions to effectively utilize COREDOC and PD Library are located on the Pacific Region CPOC's regional homepage under the Classification section. Job descriptions for positions serviced by other CPOCs can also be located and reviewed for possible use by accessing other Regional CPOCs' homepages under FASCLASS.

DOD also has a website for standardized job descriptions. To aid in your search for a position classification document, this website contains three separate document libraries: Standard Core Personnel Documents (SCPDs), General Core Documents (GCDs), and Simplified Position Documents (SPDs). The documents in these libraries may be used to obtain a position description, recruitment knowledges, skills, and abilities, and training competencies. They are provided as a supplemental to the basic COREDOC procedures. The Internet address for this website is <http://www.cpms.osd.mil/scpd/>.

If management finds none of the automated tools effectively produces the job description for their needs, the servicing classifier should be contacted to discuss the issue. If necessary, management may also contact the classifier for instructions on the use of the tools.

All new draft job descriptions that are submitted to the servicing CPAC must be developed by use of an automated tool. Due to the automation of job descriptions into FASCLASS, it is essential that all JDs be submitted to the CPOC in an electronic format. Use of these tools and exercise of delegated classification (where applicable) will expedite the classification process. This will avoid slower processing times.

We hope these tools are useful to you and welcome any comments you have for their improvement. These tools were designed with you in mind. ♣



Essential Tools of the Trade.....

ORACLE TRAINING ADMINISTRATION

By Jim Kelly

The Pacific Region Civilian Personnel Operations Center is conducting the operational test and evaluation of the Oracle Training Administration (OTA) module of the modern Defense Civilian Personnel Data System (MDCPDS) for the Department of the Army. The OTA is an automated training management system that is scheduled to replace the DD Form 1556 as the method to request training and maintain employee training records.

Training was provided to the Pacific Region CPOC and the Alaska CPAC staff (Richardson, Wainwright, and Greely) in October 1999. The Hawaii CPAC staff and managers received OTA training in November 1999 and Japan CPAC staff and managers received training in January 2000. Additional training for managers and training monitors in Alaska is scheduled in the Spring.

The Pacific Region CPOC also developed a user guide for managers and procedural guides that provide quick OTA references. The Pacific Region CPOC was able to brief OTA lessons learned and provide instructional guidance to representative from the other regional CPOC's at a meeting at CPOCMA in December.

The Hawaii CPAC in coordination with Tripler Army Medical Center has conducted the first phase of the operational test and evaluation in the Pacific Region. Their efforts have provided invaluable information during this initial phase. Full implementation of the OTA module in the Pacific Region will occur when all Pacific Region users have been provided training and all systemic features have been thoroughly tested. Readers can view the most recent OTA updates developed by the Pacific Region CPOC by visiting the CPOCMA web site at

<http://www.cpocma.army.mil/mdcpds/referenc.htm> ♣

THRIFT SAVINGS PLAN

By Marilyn Seneviratne

Due to computer programming problems, the TSP program has delayed proposed implementation of the two new funds, the method of computing interest on accounts, and the upcoming open season period. The next open season that was scheduled for 15 April – 30 June 2000, has been moved to 15 May – 31 July 2000. The following open season, 15 October – 31 December 2000 remains as proposed at this time. ♣

THE DETAILS ON DETAILS.....

By Robin Bush

Many organizations in the Pacific Region are currently under Commercial Activities Study. To make Details of employees within these organization as easy as possible, the Pacific Region CPOC has established the following procedures.

Non-Competitive Details (To the same or lower grade) Not To Exceed One Year:

1. Manager initiates Request for Personnel Action (RPA). Provides employee with a copy of the RPA and Job Description from FASCLASS. The Not To Exceed date is one year.
2. When RPA is received by CPOC, Classification is to indicate on the RPA if the FLSA status or Premium Pay changes.
3. RPA is forwarded to processing clerk to check for regulatory compliance. If the Detail is not in regulatory compliance (verified by Staffing Specialist or Assistant) the CPOC Specialist notifies the CPAC Generalist who in turn notifies the manager that the detail cannot be processed with the reason it is not in regulatory compliance.
4. If the detail is in compliance, the RPA is printed three times. The first copy will be completed as a Detail with a NTE of 120 days. The second and third copies will be completed as Extension to Detail in 120 day increments. The total of the three RPA's will be one year. The three RPAs will be filed in the OPF. If FLSA or Premium Pay changes then the actions will be to sent to payroll.
5. CPOC will only process an RPA to terminate a detail if the date of termination is prior to the original NTE date. No RPA is necessary if the detail is to terminate on the original NTE date.

Competitive Details (To a Higher Grade) NTE One Year

1. Manager initiates RPA. The Not To Exceed date is one year.
2. When RPA is received by CPOC, Classification is to indicate on the RPA if the FLSA or Premium Pay changes.
3. RPA is forwarded to Staffing Specialist for announcement. Once the selection is made the RPA is printed three times. The first copy will be completed as a Detail with a NTE of 120 days. The second and

third copies will be completed as Extension to Detail in 120 day increments. The total of the three RPA's will be one year. The three RPAs will be filed in the OPF. If FLSA or Premium Pay changes then the actions will be to sent to payroll.

4. CPOC will only process an RPA to terminate a detail if the date of termination is prior to the original NTE date. No RPA is necessary if the detail is to terminate on the original NTE date.

Details to an Unclassified Set of Duties NTE 120 Days

1. Manager initiates RPA. Provides employee with a copy of the RPA and Unclassified Set of Duties. Not To Exceed date is 120 days.
2. When RPA is received by CPOC, Classification is to indicate on the RPA if the FLSA or Premium Pay changes.
3. RPA is forwarded to processing clerk to check for regulatory compliance. If the detail is not in regulatory compliance (verified by Staffing Specialist/Assistant) the CPOC Specialist will notify the CPAC Generalist who in turn notifies the manager that the detail will not be processed with the reason it is not in regulatory compliance.
4. If the detail is in compliance, the RPA will be completed as a Detail with a NTE of 120 days. The RPA will be filed in the OPF. If FLSA or Premium Pay changes then the actions will be to sent to payroll.
5. Details to Unclassified Set of Duties can not be extended. The duties must be classified before any further action can be taken.

The CPOC will only process an RPA to terminate the detail if the date of termination is prior to the original NTE date. No RPA is necessary if the detail is to terminate on the original NTE date.

If you have any questions concerning these procedures please contact your servicing CPAC generalist. ♣

REEMPLOYMENT RIGHTS – Frequently Asked Questions

By Robin Bush

Q: What are Reemployment Rights?

A: 10 USC 1586 authorizes DoD civilian employees a rotational program between duty posts outside of the Continental U.S. (CONUS) and the Continental U.S. The Secretary of the Army has issued regulations, AR 690-352, which establishes the procedures that will be used by civilian Army employees.

Q: Who is eligible?

A: To be eligible for the reemployment rights program the employee must be a career or career-conditional employee in the competitive service in the United States or a non-foreign overseas area (i.e., Alaska/Hawaii); and be offered an assignment in a competitive or excepted service position outside CONUS or its territories or possession by a DoD activity.

To be eligible to exercise reemployment rights the employee must satisfactorily complete the overseas duty and apply not later than 30 days following completion of such duty.

Q: How long do I have reemployment rights?

A: Reemployment rights to CONUS activities are up to a maximum of five years. Reemployment rights from Hawaii is three years.

If your tour is extended beyond the 3 or 5 years you must obtain approval from the losing CONUS/Hawaii organization to extend the reemployment rights.

Q: If I don't get my reemployment rights extended and remain overseas how do I return to CONUS?

A: Return placement is through the DoD Priority Placement Program (PPP), the appropriate career program or through the employee's own efforts.

Q: Can my reemployment rights be forfeited?

A: Employees that have an initial grant of reemployment rights forfeit these rights:

- (1) Upon return placement in any position in CONUS.
- (2) After submitting a notification of resignation or retirement when the overseas activity does not agree to the employee's written request to withdraw the requested action prior to the effective date or the employees has completed PCS or separation travel.

(3) After accepting employment outside DoD or transferring to a public international organization while serving overseas with reemployment rights.

(4) After a PCS move to CONUS for long-term training and being dropped from the overseas activity's rolls.

(5) When tours are extended beyond five years (three years in Hawaii), and they do not obtain an extension of rights from their form CONUS employer.

(6) When they do not apply to exercise reemployment rights within the time limits.

(7) If they are DA employees in Hawaii or Alaska and leave DA employment.

Q: Who is ineligible for reemployment rights?

A: 1. Ineligible employees are those employees that accept assignment with DA overseas after:

- a. Submitting a resignation, which may not be withdrawn;
- b. Receiving a notice of involuntary separation for any reason, including a general notice of RIF;
- c. A public announcement of closing of the activity where employed;
- d. Receipt of a functional transfer offer to which the employee has not replied within specified time limits;
- e. Declining a functional transfer offer; or
- f. Receipt of an unresolved written notice of proposed adverse action on performance or conduct.

2. Employees from non-DoD agencies who accept DoD overseas employment.

3. Employees who accept initial overseas employment with non-DoD agencies or transfer to a public international organization.

4. Employees who accept employment overseas while on leave.

5. Employees who are serving a probationary period following initial appointment to the competitive service.

6. *Employees who occupy intern positions immediately prior to overseas assignments and those who are initially appointed in CONUS for overseas assignment as an intern.*

Q: If I accept an overseas assignment what should I do?

A: *The losing CONUS activity is required to have the employee sign the appropriate statutory reemployment rights agreement. The original goes with the employee in the Official Personnel File. A copy is maintained by the losing activity.*

When the employee receives the Notification of Personnel Action that effects the movement a remark should be listed that states the employee has reemployment rights for the appropriate time period.

Q: How do I get an extension to my overseas assignment?

A: *The overseas commander has the authority to extend the assignment to a maximum of five years. If the overseas commander extends the assignment the losing CONUS activity is notified by completion of a supplement to the reemployment rights agreement. This does not apply to Hawaii. There is no provision for the overseas commander to extend an assignment beyond the initial three tour.*

Any extension beyond 5 years, or 3 years for Hawaii, must be approved by the losing CONUS activity.

Q: Can my CONUS position be filled if I accept an overseas assignment?

A: *The vacated position can be filled by any type of appointment or internal placement deemed appropriate.*

The new employee must be notified in advance that the position is obligated to an overseas returnee and upon return of the overseas employee he or she will be reassigned to a vacant position, or placed or separated by RIF.

Q: What if my CONUS activity or position is disestablished?

A: *If the CONUS activity or position is disestablished, or the position is contracted out, downgraded or upgraded, the CONUS activity must notify the employee via the overseas activity within 60 days of the position action.*

If the activity to which the employee has reemployment right is disestablished or the position has been contracted out and no other position of that type or grade level exists at the activity return from overseas will be through PPP.

If the position no longer exists and the return would cause a RIF the employee may register in PPP.

Q: How do I notify my CONUS activity of my return?

A: *The employee must apply within the time limits and have satisfactorily completed the initial tour and any approved extensions.*

The employee must formally (in writing) apply to exercise reemployment rights up to six months before but no later than 30 days following completion of the tour or any approved extensions. Application will be through CPOC channels of the local activity to the former employing activity in CONUS.

Q: What if my CONUS position is encumbered, what placement action will be taken?

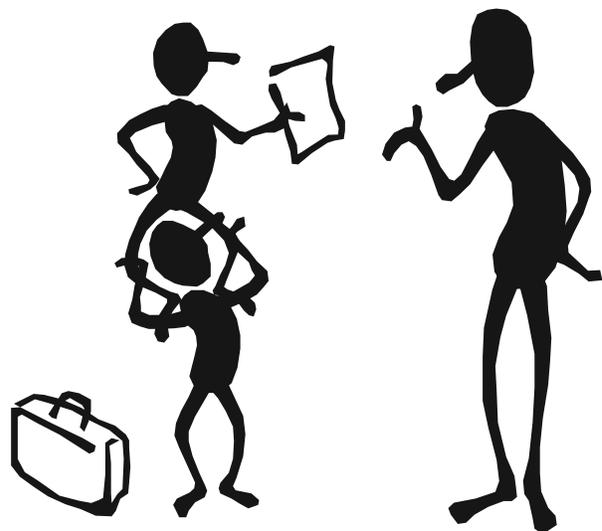
A: *The employee will be placed in a position that is established for 90 days. The employee will be given a RIF notice and if not placed at the same grade will immediately be registered in the PPP.*

During the 90 day RIF notice period placement can not be effected RIF procedures will decide the employee's assignment.

If two or more employees are entitled reemployment rights to the same position, the employee who left the position first has prior right to be restored to it. The subsequent employee will be placed in accordance with the applicable provisions.

If you have or think you have reemployment rights contact your servicing CPAC generalist to insure that your records are properly documented.

More information can be found in PERMISS on Army's Civilian Personnel On-Line website. ♣



THE 3 R'S - RECRUITMENT, RELOCATION AND RETENTION

By Jane Green

The 3 R's are incentive tools that management can use to recruit and retain highly qualified employees. These tools are becoming increasingly effective in today's tight job market. Below is a synopsis of each bonus/allowance.

RECRUITMENT BONUS – A recruitment bonus of up to 25% of the annual rate of basis pay may be offered to candidates for hard-to-fill positions and/or occupations that are critical to the organization's mission. Payments are made upon a determination that difficulty would otherwise be encountered in filing the position. Newly appointed employees and current employees are eligible for the bonuses. Bonuses are paid as lump sums and require a written service agreement to complete a specified period of employment with the agency.

RELOCATION BONUS – A relocation bonus of up to 25% of the annual rate of basic pay may be offered as incentive to certain current employees when it is determined that in the absence of such a bonus difficulty would be encountered in filing the position. Occupants of hard-to-fill positions and/or occupations that are critical to the organization mission are eligible for relocation bonuses. Employees accepting such bonuses must sign a written service agreement to complete a specified period of employment with the agency.

RETENTION ALLOWANCE – Payments of up to 25% of the annual rate of basic pay may be offered to an individual or to a group or category of employees in order to retain their services. A current employee is eligible for a retention allowance if the unusually high or unique qualifications of the employee or a special need of the agency for the employee's services makes it essential to retain the employee.

For detailed information please contact your local Civilian Personnel Advisory Center. ♣



SOARING WITH SOARS!

By Lee Smoot

Have you applied for a job in the Pacific Region lately? If you have you should already be aware of our new applicant notification process and resume viewer capability available on our Home Page, <http://pacific-cpoc.ak.pac.army.mil/170300/index.htm>.

It's easy and secure. When you first access SOARS you will be prompted to create your personal user id and password and asked to provide other identifying information to assure your log-in cannot be compromised. Please keep your SOARS Log-in information secured. Once you have created your personal log-in you're ready to SOAR!

The Standard On-Line Applicant Response System (SOARS) is the method the Pacific Region uses to notify candidates of the status of their self-nominations and display their current resume. After you have submitted your resume and gotten the receipt acknowledgment from us you can access SOARS for the latest information on the status of self-nominations submitted within the past four months. When you do, you will also see the resume you currently have on file in our Resumix database.

If you have had a change in your personal contact information, changed jobs or added education, you will want to revise and resubmit your entire resume. You may do so through the Army's Resume Builder on the [Army Civilian Personnel Online](#) web site, or you may send it in the body of an e-mail to resume@cpocpac.army.mil, with subject of 'Resume'. This new resume will replace the one you have on file. Remember that you may have only one resume on file at any time.

As always, we welcome your comments on SOARS so we can make improvements to serve you, our most important customer. ♣