“MEET THE CPOC”
“MEET THE CPOC”

WELCOME AND OPENING REMARKS

BLANCHE D. ROBINSON
DIRECTOR
Civilian Human Resource Agency

** 8th Army G-1, CPD

Regional Director Office

Civilian Personnel Operations Center

Civilian Personnel Advisory Centers

Area Installation Commander

IMA KORO

* Installation Commanders have day-to-day, operational control over the CPACs. The Installation Commander is the rater of the CPAC Chief and the RDO is the senior rater.

** Proponent of the LN program also provides guidance and policy oversight for employees across the peninsula i.e., LQA, merit promotion regulation, and pay setting regulation.
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CPOC STRUCTURE

* Dual-hatted as operations and staff
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US STAFFING PROPONENT

KIMBERLY ALFORD
CHIEF, CFD A
WHAT IS RESUMIX?

The Department of Army (DA) mandated the use of RESUMIX. This automated ranking and referral system is designed to streamline the candidate ranking and referral process and reduce the time it takes to fill vacancies at installations serviced by Civilian Personnel Operations Centers (CPOC) throughout Army.

- A new way of defining rating and ranking criteria being used
- Referral lists are received in less time
- Only Best Qualified (BQ) candidates are referred
- Referral lists are transmitted electronically
Manager/Selecting Official Responsibilities:

- Update or develop the position description (PD)
- Discuss recruitment strategies with HR community
- Determine area of consideration (AOC)
- Initiate request for personnel action (RPA)
- Complete gatekeeper checklist
- Participate in the development/refinement of skills
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ABBREVIATED RESUMIX PROCEDURES

- Schedule and conduct interviews
- Make timely selections/alternate selection (s)
- Forward annotated referral list

cont’d
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ABBREVIATED RESUMIX PROCEDURES

Civilian Personnel Operations Center (CPOC) Responsibilities:

- Review RPA and gatekeeper
- Perform job analysis
- Develop vacancy announcements
- Provide skills search criteria to managers
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ABBREVIATED RESUMIX PROCEDURES

- Apply skills criteria
- Review candidate eligibility/qualifications
- Issue referral list
- Verify selected candidate’s eligibility and/or qualifications
- Finalize the recruitment action, update RESUMIX, and close out the case file
RESUMIX SKILLS

● **Required Skills**
  - Job-related
  - Applicants must possess/bring to the job to successfully perform the duties

● **Desired Skills**
  - Job-related
  - Desirable but not mandatory for successful performance (i.e., can be learned on the job)
APPLICANT ELIGIBILITY CRITERIA

- Meet Skills Criteria? 
  - No → Employee rated not among Best Qualified group to be referred.
  - Yes → Within Area of Consideration (AOC)?
  - No → Employee rated not among group eligible to apply (outside of AOC).
  - Yes → Meets Time-in-Grade?
  - No → Employee not referred due to lack of time in grade.
  - Yes → Meets Specialized Experience?
  - No → Employee rated not qualified due to lack of specialized experience.
  - Yes → Must also meet any education or license requirements (if applicable).

MAKES THE REFERRAL LIST!!!
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RECRUITMENT STRATEGIES

- Tour of duty/work schedule
- Area of consideration
- Re-engineer job/developmental jobs
- Recruitment bonus
- Advance recruitment
QUALITY OF APPLICANTS

- Qualifications
- Insufficient number of applicants
- Large number of applicants
RECRUITMENT ASSISTANCE ENHANCEMENTS

Recently implemented

- Five point contact w/ selecting officials
- Use of Delegated Examining Unit (DEU) for hard to fill positions
- Monthly “Resumix for Managers” briefing
- QC referral process
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ENTITLEMENTS
AGENDA

- LQA and local hires
- Tour extensions
- Renewal Agreement Travel (RAT)
- Priority Placement Program (PPP)
- Reemployment rights
- Other entitlements
LQA & LOCAL HIRES

- References – DSSR 031-12 and DOD1400.25-M, SUBC 1250

- World wide/Korea wide recruiting

- Eligible employees

- Ineligible employees
TOUR EXTENSIONS

- Policy AR 690-300 and EUSA Reg 690-3
- Issued to management 6-8 months prior to rotation date/DEROS
- Extension beyond 5 years
- Non-extension
RENEWAL AGREEMENT TRAVEL (RAT)

● Reference: JTR Volume 2, Chap 5500 Part K

● Eligibility

● Delay of RAT
PRIORITY PLACEMENT PROGRAM (PPP)

- Eligibility
- Area of referral
- Tour extensions after acceptance of offers
- Employee report date
- Performance rating requirements
REEMPLOYMENT RIGHTS

- Eligible employees

- Statutory right to reemployment - Title 10 USC, AR 690-300 chapter 352

- Forfeiture of rights
OTHER ENTITLEMENTS

- Reference: DSSR
- SMA (Separate Maintenance Allowance)
- Post allowance
- Post differential
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MANAGEMENT TOOLS

EARTHA HENRY
BRANCH CHIEF, CFD
AGENDA

● Army Portal
  ■ Organization structure
  ■ Notes on the RPA
  ■ RPA Tracker
  ■ Gatekeeper Checklist
    - Specific Recruitment Source

● Web-Based Referral Selection Process
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ARMD PORTAL TOOLS
ARMY PORTAL TOOLS

View all positions within an Organization.

- See the total number of positions an Organization has.
- View the position information for a position within an Organization.
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ORGANIZATION STRUCTURE

This provides position information.

Links to FASCLASS.

Allows you to view appointments & benefits, etc.
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RPA NOTES

RPA Information

RPA Number: 04JUL1FDW6BKAA061664
Action Requested: RECRUIT_FILL
PP-Seri-Gp: GS-0801-15
Effective Date: ---
Proposed Effective Date: ---
Name: ---
Nature of Action: ---
CPAC Location: (FD) EIGHTH US ARMY SEOUL (AREA II)
Command Code: BA
Request ID: 2364913
Position ID: 509130
Unique Number: 061664
GK: N

Add a New Note:

PLACE NOTE HERE

Specialist will respond to your inquiry

Date          Created by  Note Entry
2004-09-08    Baker      Sent several email and requests to manager for skills. Have not
                 received as of 9/9/2004. Proceeding with rating without the managers
                 input.
2004-05-02    Baker      Done input 8/2/04
2004-06-02    Janet M    Please post CIVPRO VAB event
2004-08-02    COPELAND  DENISE
RPA TRACKER

Track the progress of all RPAs in one location.

- Add notes to an RPA and view responses entered by other users.
- View the entire contents of RPA and monitor the approval process.
- See the Approver Signature, Status Remarks, and Current/Last Inbox information for an RPA.
GATEKEEPER

- Ensure your gatekeeper checklist is complete
- Work with the local CPAC to determine the best recruitment strategy
If you do not recommend a specific Recruitment Source, the Merit Promotion Plan minimum Area of Consideration will be used.
MINIMUM AREA OF CONSIDERATION

Includes the following:

- Non-temporary employees serviced by Korea CPOC
- Military Spouse Preference (MSP)
- Veterans Employment Opportunity Act (VEOA)
- Non-Appropriated Fund Employees (NAF) eligible for interchange
- Interagency Career Transitions Assistance Plan (ICTAP)
- Internal Department of Army Employees
- Family members on Leave Without Pay (LWOP)

https://134.11.61.26/CD8/Publications/USFK/EUSA%20Reg%20(USFK)/ByPub.htm
WEB BASED REFERRAL

● Management receives a referral list via email to AKO account.

● Selection panel criteria

● Selection timeframe

● Electronic return of selections
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PRODUCTION & QUALITY

- Announcement posting
- Referral of candidates
- Job offers
US PRODUCTION TIMELINE
RECRUIT/FILL ACTIONS

DA Standard: 55 days

1-2 Days 14 days 2 days 5-7 days 14 days 1-2 days 1 day 1 day
CFD Announcement CRPC Rating Referral CPAC CPAC EEO Staffing Employee Offer Accept
Prepare Period List Checks
VA Issues

CPOC – CFD

**DA Standard: 35 days

CPOC Goal: 24 - 27 Days

**Staffing to 1st referral.
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TECHNICAL SERVICES

PAIGEANT HILL
HR SPECIALIST, CFD A
AGENDA

● Establishing and maintaining Official Personnel Folders (OPFs)

● Creating and updating electronic records for the Defense Civilian Personnel Data System (DCPDS)

● Working with DFAS to resolve pay issues

● Working with ABC-C to perform data verification

● Processing awards through Auto NOA
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CPOC-DFAS INTERFACE

myPay puts you in control

myPay allows you to manage your pay information, leave and earning statements, W-2s and more.

myPay puts more information and services at your finger tips. Brought to you by DFAS...

Your Financial Partner @ Work

Important Tax Information

W-2 Information
Effective September 17, 2003, all current myPay active/reserve military users and Defense Finance and Accounting Service (DFAS) civilian employees who request or already have a myPay Personal Identification Number (PIN) and access myPay are consenting to receive only an electronic W-2. They may, however, elect to receive a hardcopy W-2 via a hardcopy W-2 through the MyPay system. Click here for more information.

In addition to the W-2 view/print/save capabilities currently provided, your 2004 W-2 will feature a printer-friendly version viewable with Adobe Reader.

1099R Information
Effective September 1, 2004, at current myPay military retired users who request or already have a myPay Personal Identification Number (PIN) and access myPay are consenting to receive only an electronic 1099R. They may, however, elect to receive a hardcopy 1099R. Click here for more information.

Tax statements will be available on myPay as follows:

"The Army, Navy, and Air Force Active Duty W-2 for 2004 is now available."
- Retired 1099R: available online Dec. 13
- Annuity 1099R: available online Dec. 14
- Air Force, Army, & Navy Reserve W-2s: available online Dec. 27
- Civilian W-2s: available online Jan. 6
- NASA W-2s: available online Jan. 14
- Air Force, Army, & Navy Active Duty W-2s: available online Jan. 14

Popular FAQs
- How do I get a new PIN?
- About your Personal Identification Number (PIN)
- LES Display and Delivery
- Military Tuition Assistance Plan (TSP)
- System Availability
- Assistance/Customer Support
- Other FAQs

NOTICE!!!

CRSC Backlog Status Update (Dec. 27, 2003): DFAS continues to process all CRSC payments as quickly as possible. Payments are being made within 60 days in the majority of cases, however some cases require special processing due to their complexity. We have restructured our CRSC support strategy to accommodate more accurate and timely information to our customers through our Customer Support Representatives. If you have specific questions about CRSC payments, please call toll-free 1-800-472-7699 between 8:00 AM and 4:30 PM Mon-Fri (except federal holidays).

CRSC FAQs click here:
- Concurrent Retirement and Disability Payments (CRDP) Update click here:
If your 2005 TSP Catch-Up election was effective on 12/12/04 and you were 49 years of age at the time, you are not able to view your transaction in EBIS. We have coordinated your action with payroll. Please do not make another transaction.

Please click here for more information on how to make your biweekly contribution to TSP Catch-Up. NOTE: You must enter the amount you want deducted per pay period not annually!

Visit the Uniformed Services section for important information regarding retroactive reimbursement of FEHB premiums while called to active duty!

"ALL employees should read the "Announcements" section first to keep updated on system changes!

- Announcements
- Navigation Tips
- ABC-C Telephone Menu
- Security & Privacy
- Mission and Function
- Open Seasons
- Site Map
- ABC-C News (November 11/4)
- Disclaimer
- Help
- Contact Webmaster (Technical support questions & trouble)
- Notice & Consent
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TSP ISSUES

THRIFT SAVINGS PLAN

TSP Headlines
- IRS Form 1099-R
- TSP Open Seasons Eliminated: July 1, 2005
- Your TSP participant statement — December is available

Calculators

Participant Statements & Highlights

Account Access

Returns, Share Prices, & Fund Sheets

TSP Features
- Civilian
- Uniformed Services

Forms & Publications
- Civilian
- Uniformed Services

Info for TSP Representatives
- Civilian
- Uniformed Services

Special Interests

The TSP is a retirement savings plan for civilians who are employed by the United States Government and members of the uniformed services. The Federal Retirement Thrift Investment Board, administers the Thrift Savings Plan (TSP). The Web site http://www.frtib.gov, provides information about the FRTIB electronic reading room, procurements, and employment opportunities.
AUTO NOA

● What is it?

● How does it work?

● Processing Requirement / Management Responsibility:

  ■ Appraisals must be forwarded, received, and input prior to submission of RPA

  ■ Awards must be forwarded:
    - With the required information annotated
    - To the correct group box.

  ■ QSIs should not be submitted as one time payment awards
If the NOA is an 892/QSI the new step is automatically populated on the RPA.
Input the percentage in whole numbers.
Input the award amount without the decimal.
Input the hours of the award here!
This is the only place other than notepad to put remarks on this RPA. Do not place remarks in part F.

QSI is granted for period 1 Feb 04 - 31 Jan 05. Award granted by Robinson, Blanche on 15 Feb 05. Performance award signed on 15 Feb and forwarded to the CPOC on 15 Feb 05.
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AUTO NOA
GOVERNING REGULATIONS

● USFK Regulation 690-1, Regulations and Procedures – Korean Nationals

● USFK Regulation 690-118, Qualification Standards for Korean Employees

● USFK Pamphlet 690-500, Classification Guidance and Standard Job Descriptions

Regulations and forms:
https://www-eusa.korea.army.mil
Publications/FOLA:
https://8tharmy.korea.army.mil
KN REDUCTION-IN-FORCE (RIF)

- KN RIF rules
- Background of KN reductions
- RIF status
- Hiring freeze
- Competitive area
- Employment priority groups
- RIF notices/timeline
KN REDUCTION-IN-FORCE RULES

- USFK Regulation 690-1, chapter 4
- Labor Management Agreement between USFK and KEU
- USFK polices and guides
Agreement between the US and ROK for the Land Partnership Plan (LPP)
- Base closures, consolidations, returns

Agreement concerning Special Measures Act (SMA)
- 2005 ~ 2006: SMA $ decreased 8.9%

Withdrawal of US troops & transformation
- 12,500 by 2007/2008
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Legend
Retained
Merged
Closing (Closure/Return)
New

Cp Giant (2004/2005)
Cp Colbern (2007)

Yongsan
Cp Kim (2008)
Cp Gray (2006)

K-16
Suwon COB
Yongin
Osan AB
Cp Humphreys
Chongju COB
Kunsan AB
Kwangju COB

Cp Casey
Cp Hovey
Cp Castle (2006)
H-220 (2008)


Cp Red Cloud
Cp Sears (2005/2006)
Cp Essayons (2008)
Cp Jackson
Cp Stanley
Cp Kyle (2008)

Cp Eagle (2008)
Cp Long (2008)

CNFK Pohang (2011)

Cp Mu Juk
Cp Carroll
Cp Walker
Cp Henry
Taegu COB

Kimhae COB

Cp Hialeah (2006)
Chinhae
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**KN RIF STATUS - 2004/2005**

- Joint Security Area (JSA)
- Camp Page
- Camp Howze
- Camp Bonifas
- Camp Greaves
- Camp Garry Owen
- Camp Giant
- Camp Edwards
- Camp Stanton
KN RIF STATUS - 2004/2005

- 2\textsuperscript{nd} Infantry Division
- Area I Support Activity
- 1\textsuperscript{st} Signal Brigade
- 8\textsuperscript{th} PERSCOM
- Western Corridor
- Commissary, MEDCOM, dining facilities, MWR activities
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KN RIF STATUS - 2006

- Camp Colbern
- Camp Hialeah
- 52nd Aviation
- Warrior Base, Area I
- 728th MP Bn
- 23rd Area Support Group
Hiring Freeze

- 15 Jul 2004: Hiring Freeze
- 1 Oct 2004: Reappointment Policy Changes
- 1 Oct 2004: Request for Cooperation
- 2 Nov 2004: Modification of Hiring Freeze
- 9 May 2005: USFK-Wide KN Hiring Freeze
- 7 Oct 2005: MOU between CPOC & KSC
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Competitive Area - EUSA/ HQ, USFK/KORO

- Area I:  
  - Tongduchon/Yonchon/Uijongbu/Paju/Munsan
  - Chunchon

- Area II:  
  - Seoul/Bupyong/Kimpo/Songnam

- Area III:  
  - Pyongtaek/Songtan/Osan
  - Suwon/Yongin
  - Wonju/Hoengsong

- Area IV:  
  - Pusan/Masan
  - Cheju-do
  - Taegu/Waegwan
  - Kunsan/Kwangju
Employment Priority Groups

1. **Mandatory placement** – serviced by KOREA CPOC
2. **Mandatory placement consideration** – serviced by other CPOs
3. Mandatory restoration
4. Priority consideration
5. Current employees

1. **Area reemployment priority list**
2. Military spouse and family members
8. Veterans/disabled/widows/member of immediate family
9. Other applicants
KN RIF Notices

- Labor Management Agreement: 6 Months
- USFK Regulation 690-1: 120 Days
  - Competing Employees: 30 Days
  - Long-term Temporaries: 14 Days
  - Other Temporaries & Intermittent: 7 Days
- Holiday Period: 20 December – 10 January
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KN RIF Timeline

MONTHS

<table>
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<tr>
<th>6</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
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<td>(180 days before)</td>
<td>(120 days before)</td>
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</table>

**CPOC runtime**

- Prepare RIF notices

**Notice Period (120 days)**

**Mgmt:**
- Notify CPAC
- Notify DHRM/CPOC
- Submit RPAs to CPOC

**CPAC:**
- Notify DHRM/CPOC
- Notify local level union

**DHRM:**
- Notify nat’l level union
- Notify ROK MOL

**CPAC:**
- Deliver RIF notices to employees

**CPOC:**
- Issue RIF notices to CPAC

*Need more days depend on scale of reductions (numbers of positions abolished)*

**REFERENCES:**

- USFK Regulation 690-1, Chapter 4
- Labor Management Agreement between USFK and KEU
KN HR UPDATE

- Romanizing Korean Employees’ Names in English
- USFK Regulation 690-1 Interim Changes
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US CLASSIFICATION PROPOONENT

DAVE GERDIS
HR SPECIALIST, CFD
“MEET THE CPOC”

POSITION CLASSIFICATION
REGULATORY BASE

The Law:

● Title 5 United States Code (5USC)
  ■ Chapter 51 – Classification
  ■ Chapter 53 – Pay Rates and Systems

Regulatory Reference:

● Code of Federal Regulations (5CFR)
  ■ 5 CFR, Part 511 – Classification under the General Schedule
  ■ 5 CFR, Part 532 – Prevailing Rate Systems
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POSITION CLASSIFICATION REGULATORY BASE cont’d

- Office of Personnel Management
  - Position classification standards (General Schedule)
  - Job grading standards (Federal Wage System)
  - www.opm.gov/fedclass

- Department of Defense

- Department of the Army

- Major Army Command (MACOM)

- Local Guidance
FEATURES OF THE CLASSIFICATION SYSTEM

● Internal equity – equal pay for substantially equal work within the pay system

● External equity – comparability with the private sector for similar types and levels of work (including annual salary or wage surveys)

● Making the pay system work is a balancing act!
Typical CPAC functions

- Delegation of Classification Authority (DCA) training
- Preliminary position classification and position management advisories
- Offering/exploring alternatives for resolving classification complaints
Typical CPOC Functions

- Process position classification actions and administer pay
- Review and determine final action of pay systems, title, series and grade
- Apply new classification standards
- Train CPAC specialists in the classification arena
- Provide advisory determinations as needed
A Commander’s assignment of responsibility for the classification of civilian positions

- Delegated through the supervisory chain
- Assigns classification accountability to managers
- Designed to enhance the personnel management authority of supervisors
- When not exercised by the Commander, this authority must be delegated to the CPOC
The main goal of DCA is to speed up the classification and staffing processes to “Fill Jobs Fast”

Communication is the key to making DCA work
Local National Position Classification

Regulatory Reference:

● United States Forces, Korea PAM 690-500 (Position Classification Guidance and Standardized Job Descriptions)

● HQ, Eighth United States Army

Classification Authority:

● Commanders do not exercise DCA over Local National positions

● Directorate of Human Resources Management, HQ EUSA – authority to approve/disapprove the upgrade of a variant position
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REGIONAL TRAINING PROGRAM

JOHN ROBBERT
CHIEF, CHRA HRDD
“MEET THE CPOC”

CHRA’S HUMAN RESOURCES DEVELOPMENT DIVISION (HRDD)

● STAFF: CHIEF AND 4 SPECIALISTS

● LOCATION: CHRA REGIONAL TRAINING CENTER, BLDG. 1208, CAMP HENRY, DAEGU

● PHONE: DSN 768-6577

● FAX: DSN 768-6582

● E-MAIL: john.robbert@korea.army.mil

“MEET THE CPOC”

THE REGIONAL TRAINING NETWORK

CHRA HRDD

CPAC

CPAC

CPAC

YOUR ACTIVITY

ACTIVITY TRAINING COORDINATORS
To coordinate, facilitate & support high-quality, cost-effective civilian training in support of the Army’s mission Korea-wide
HRDD TRAINING PROGRAMS & SERVICES

- Annual Korea-Wide Civilian Training Needs Survey

- Fiscal Year (FY) Regional Civilian Training Program Plan

- CHRA Regional Training Course Schedule
  (Courses conducted in Seoul and Daegu)

- Support Services:
  - Advisory Services re: training regulations, Army requirements, new technologies, on-line, VTT, and more.
  - On-Site Assistance locating, purchasing & arranging high-quality cost-effective for individual activities.
## THE ANNUAL NEEDS ASSESSMENT PROCESS

### NEW!

### STEP 1

**Employee & supervisor complete/update Individual Development Plan (IDP)**

<table>
<thead>
<tr>
<th>TIME</th>
<th>FRAME</th>
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<tbody>
<tr>
<td>During annual performance appraisal (times vary)</td>
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#### INDIVIDUAL DEVELOPMENT PLAN

**INDIVIDUAL DEVELOPMENT PLAN PRIVACY ACT STATEMENT**

Table 5, U.S. Code, Section 552a, authorizes collection of this information. This information will be used by supervisory, employee and civilian personnel officials to plan and/or subordinate training, education and other career development activities. Collection of your Social Security number is authorized by 5 U.S.C. 552a. Furnishing this information on this form, includes your consent thereby, voluntary. If your activity uses the information on this form for purposes other than those indicated above, they will provide you with additional statements reflecting those purposes.

**Section 1: GENERAL INFORMATION**

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<thead>
<tr>
<th>NAME (First/Last):</th>
<th>LAST FOUR OF SSN:</th>
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<tbody>
<tr>
<td>ORGANIZATION:</td>
<td>PAY PLAN:</td>
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<td>POSITION/TITLE:</td>
<td>SERIES:</td>
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<tr>
<td>E-MAIL ADDRESS:</td>
<td>GRADE/STEP:</td>
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<td>REMARKS:</td>
<td>WORK PHONE (COMEDY):</td>
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**Section 2: EDUCATION**

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<th>SOME COLLEGE (ONS):</th>
<th>NUMBER OF YEARS/ CREDITS:</th>
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<td>MAJOR:</td>
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<tr>
<td>Other:</td>
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<td>MAJOR:</td>
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**Section 3: CAREER GOALS**

**SHORT TERM (1-2 YEARS)**

**LONG TERM (3+ YEARS)**
## MEET THE CPOC

### THE ANNUAL NEEDS ASSESSMENT PROCESS

#### STEP

**FRAME 2. Supervisor completes Consolidated Training Needs**

#### TIME

March - April

---

**IDP/TRAINING NEEDS CONSOLIDATION FORM**

<table>
<thead>
<tr>
<th>ORGANIZATION:</th>
<th>DIV'N/DEPT:</th>
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<tbody>
<tr>
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<td>DSN:</td>
</tr>
<tr>
<td>POC E-MAIL:</td>
<td>DATE:</td>
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**PRIORITY 1: ESSENTIAL FOR MISSION ACCOMPLISHMENT OR PERFORMANCE**

**A. DEPT. OF ARMY & OTHER REQUIRED TRAINING FOR SUPERVISORS & MANAGERS**

<table>
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<tr>
<th>COURSE TITLE</th>
<th>DELIVERY</th>
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<tbody>
<tr>
<td>1. Supervisor Development Course (SDC)</td>
<td>On Line</td>
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<tr>
<td>2. HR for Supervisors</td>
<td>CPAC</td>
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<tr>
<td>3. Leadership Education and Development (LEAD)</td>
<td>CPAC</td>
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<tr>
<td>4. Manager Development Course (MDC)</td>
<td>On Line</td>
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<tr>
<td>5. Sustaining Base Leadership and Management (SBLM) Program</td>
<td>CONUS</td>
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<tr>
<td>6. Supervisory Development Course for KN Supervisors</td>
<td>CPAC</td>
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<tr>
<td>7. Intro to Supy for US Military &amp; Civilian Supervisors of KN Employees</td>
<td>CPAC</td>
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<tr>
<td>8. Military Personnel Management for Civilian Supervisors</td>
<td>CPAC</td>
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<tr>
<td>9. Civilian Personnel Mgt for Military Supervisors of DAC Employees</td>
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<table>
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<td>1. Action Officer Development Course (AODC)</td>
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<td>2. A-76 Course</td>
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</tr>
<tr>
<td>3. Counterfactual Officer Representative Course (COR)</td>
<td>On Site</td>
<td></td>
</tr>
</tbody>
</table>

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77
# THE ANNUAL NEEDS ASSESSMENT PROCESS

## IDP/Training Needs Consolidation Form (Continued – P.2)

<table>
<thead>
<tr>
<th>ORGANIZATION:</th>
<th>DIV’N/DEPT:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

### Priority 2: Highly Recommend for Maximum Proficiency

#### A. Career Enhancement for Managers and Executives

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Delivery</th>
<th>Number Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organizational Leadership for Executives (OLE)</td>
<td>On-Site</td>
<td></td>
</tr>
<tr>
<td>Personnel Management for Executives I (PME I)</td>
<td>CONUS</td>
<td></td>
</tr>
<tr>
<td>Personnel Management for Executives II (PME II)</td>
<td>CONUS</td>
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</tbody>
</table>

(Add more spaces as needed using “Insert Rows Below”)

#### B. Career Enhancement for Supervisors

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Language</th>
<th>Delivery</th>
<th>Number Required</th>
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</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

(Add more spaces as needed using “Insert Rows Below”)

#### C. Career Enhancement for Employees

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Language</th>
<th>Delivery</th>
<th>Number Required</th>
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<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

(Add more spaces as needed using “Insert Rows Below”)

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**NEW!**
## THE ANNUAL NEEDS ASSESSMENT PROCESS

<table>
<thead>
<tr>
<th>STEP</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Activity heads consolidate input into single report &amp; forward to HRDD via CPAC</td>
<td>May</td>
</tr>
<tr>
<td>4. HRDD consolidates input, drafts Korea-wide plan &amp; returns to activities</td>
<td>June</td>
</tr>
<tr>
<td>5. Activities approve plan &amp; budget accordingly</td>
<td>July</td>
</tr>
<tr>
<td>6. HRDD &amp; CPACs implement approved plan</td>
<td>August-September</td>
</tr>
</tbody>
</table>
“MEET THE CPOC”

THREE NEW NEEDS ASSESSMENT PRODUCTS

1. Individual Development Plan (IDP) form & instructions

2. IDP/Training Needs Consolidation form & instructions

“MEET THE CPOC”

VISIT CHRA HRDD’s WEBSITE:
“MEET THE CPOC”

INFORMATION SERVICES

ROBERT E. JOHNSON
CHIEF, ISD
AGENDA

- Applying for/closing DCPDS / CSU accounts
- DCPDS user training
- Reporting HR application problems
APPLYING FOR/CLOSING DCPDS / CSU ACCOUNTS

● System Access Nomination and Authorization Request (SANAR)

● DCPDS user ID request form

● Submit completed forms to CPOC

● Failure to close accounts creates problems

● Forms submission requirements are available on the CPOC Korea public web site under DCPDS

DCPDS USER TRAINING

● User guides are available on the CPOC Korea public web site under DCPDS.

● Area CPAC’s provide user training on a regular basis

- Area I   -  Ms. Ko, Hyon Suk    732-6047
- Area II  -  Ms. Kim, Chong Ok    738-3637
- Area III -  Mr. Kang, Su Won     753-8777
- Area IV -  Ms. Ha, Un Chong      768-6627
REPORTING HR APPLICATION PROBLEMS

- DCPDS / PORTAL / CSU - Local CPAC PSM
- ANSWER / RESUMIX
  applicanthelp@cpsrxtp.belvoir.army.mil
- DEERS