

Joint Forces
Headquarters
2722 SW Topeka
Blvd. Room 136
Topeka, KS 66611



HUMAN RESOURCE OFFICE BULLETIN

July–August 2011 Issue

HRO on the Web:

http://www.kansastag.gov/FEDHRO_DEFAULT.asp?PageID=124

In This Issue:

Page 2–3:

Defense Civilian
Personnel Data System
User Documentation
for Release 12

Page 4:

Don't Lose Out on TSP
Matching

Myths about Diversity

Page 5:

Women's Equality Day
(Poster), (August 26th,
2011)

Page 6:

Technician
Retirements (May,
June, July 2011)

Page 7:

Federal Human
Resource Staff



Anger Management Tips: Taming Your Temper

If you have a tough time controlling your anger, you can take steps on your own to improve your anger management. The suggestions listed below can help you get your anger under control:

Practice deep breathing. If you feel yourself getting angry, don't let it build up until you have a violent outburst. Try breathing deeply from your diaphragm in long, slow breaths, giving your heartbeat a chance to slow down. Repeat a word such as "relax" or "calm" as you breathe. Breathing deeply will ease your tension.

Change your environment. Get out of the situation if you need to. The quickest way to uncouple yourself from a source of anger is to take a five-minute walk and get some fresh air. The walk will help you calm down and the break can give you time to think about the cause of your anger. Find someone to talk things over with – someone who can help you calm down and gain perspective.

Court to ten. Counting to ten is an anger management tip that has worked for centuries. The Roman poet, Horace (65–8 BC), said, "When angry, count to ten before you speak; if very angry, one hundred". Counting to ten (or one hundred helps you step back from an anger-provoking situation, buys time for you to examine the problem, and then decide on an effective, rational way to express your anger.

Do something physically exerting. Physical activity can provide an outlet for stressful emotions. Numerous worldwide studies have documented that exercise can dissipate stress energy and improve your mood. If you're about to erupt, go for a brisk walk or run, a swim, lift weights or shoot baskets.

Ask yourself this question. Before you react in anger, ask yourself: "Will the object of my anger matter ten years from now?" Chances are, asking this question, you will see things from a calmer perspective.

Let go of what is beyond your control. You can change only yourself and your responses to others, not what others do to you. Getting angry doesn't fix the situation and often makes you feel worse. If someone constantly arouses your anger, focus on the troublesome situation and brainstorm solutions.

Your EAP is here to help

If you feel that your anger is really out of control, if it is having an impact on your relationships or on other important parts of your life, consider contracting your Employees Assistance Program (EAP) to learn how to handle it better. A psychologist or licensed mental health professional experienced in anger management can work with you in developing a range of techniques for changing your thinking and behaviors.

Your EAP can help you and your dependant family members with any type of personal, family or work-related concern. To obtain no cost counseling or other EAP services, please call **800-869-0276** or securely request services from the Member Access section of the EAP website:

www.eapconsultants.com

Defense Civilian Personnel Data System User Documentation for Release 12

Submitted by CMSgt Lynn McConnell
PSM Manager

Oracle R12 is being released during Memorial weekend. Once system is back up, there are a few areas in DCPDS where users will see new buttons, columns, links, and/or data elements. The fact that users see these new items does not mean that they are being used by DCPDS. It simply means that Oracle R12 introduced a few new items. Users may also notice that a link that once existed at the top and bottom of a page, now only exists at the top of the page. Additionally, tabs that were located on the right side of the page, may now be located on the left side of the page in Oracle R12. Below are some screen shots of Oracle R12 screen changes that users may notice.

SCREEN CHANGES

1. Tabs

Tabs within Self Service have a new look. They look more like tabs and not links; however they are no longer available at top and bottom of the page. With R12 they only appear at the top of the page.

The screenshot displays the Oracle R12 interface for the Defense Civilian Personnel Data System. The user profile for Julius Steadham is shown, including general information, job details, and a navigation menu. The navigation menu at the top of the profile area contains the following tabs: Appointment, Position, Personal, Salary, Benefits, Awards and Bonuses, Performance, and Personnel Actions. Below the navigation menu, there is a table for job details and a table for retained grade details.

Details	Effective Date	Job	Grade/Pay Band	Step or Rate
Show	15-Aug-2010	Civilian Pay (0544)	GS-06	01

Retained Grade Details						
Date From	Date To Grade	Retained Step or Rate	Retained Pay Plan	Retained Pay Table ID	Retained Pay Basis	Temporary Promotion Step
No results found.						

Continued on next page...

2. Tab Location

When viewing the My Workplace or My Biz main screen you will see that the tabs are now on the left hand side of the screen. In 11i the tabs were located on the right hand side.

Rating Official/Higher Level Reviewer - Windows Internet Explorer

https://www.ice.dhs.gov/ice/ice/paa/.../paa/.../paa/.../paa/.../paa/.../paa/.../paa/.../

File Edit View Favorites Tools Help

Rating Official/Higher Level Reviewer

Performance Appraisal Application (PAA) Version 3.0

Navigation Favorites ICE MyBiz ICE PAA V3 Home Logout Preferences Help

PAA Main Page Provide Guest Feedback

Rating Official/Higher Level Reviewer Provide Guest Feedback

Performance Appraisal Application Main Page

[Need Help?](#)

Warning: The Performance Appraisal Application is designated for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.

From the Main Page, you can create, update and view employee Performance Plans; change the Rating Official and/or Higher Level Reviewer; view and print part or an entire plan after it is created; close a plan, and track the status of a plan.

You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.

To create a Performance Plan: To complete other actions described above:

- Select 'Choose a Plan Type'
- Select 'Appraisal Plan Type'
- Select the 'Go' button
- Select an option from the Action column
- Select the 'Go' button

Important: To become familiar with the columns, select the 'Need Help?' link.

Plans/Appraisals In Progress

TIP Only Employees that have a plan in progress are listed below.

Show Me Appraisal Year

Create New Plan

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
AIF Barsch, Anthony R.	PPM	AIF Stowell, Johnson H	2010	338887	09-Mar-2010	NSPS Approved	Pending PPM Approval	Pending PPM Approval	View <input type="button" value="Go"/>
AIF Chepiga, Jeremy V	PPM	AIF Talman, Enrique W	2010	345177	04-Mar-2010	NSPS Approved	Pending PPM Approval	Pending PPM Approval	View <input type="button" value="Go"/>
AIF Steters, Mel T	PPM	AIF Stowell, Johnson H	2010	345801	09-Mar-2010	NSPS Approved	Pending PPM Approval	Pending PPM Approval	View <input type="button" value="Go"/>
AIF Bachman, Sametha P	PPM	AIF Talman, Enrique W	2010	345540	04-Mar-2010	NSPS Approved	Pending PPM Approval	Pending PPM Approval	View <input type="button" value="Go"/>
AIF Berke, Burt	PPM	AIF Stowell, Johnson H	2010	346104	11-Mar-2010	NSPS Approved	Pending PPM Approval	Pending PPM Approval	View <input type="button" value="Go"/>

Records Displayed

start HP Quality Center Rating Official/High... HERVANDIZ, JAV... Create Applications... R12 User Docum... R12 task_rcdc_wsp11... 100%

3:46 PM

Don't lose out on TSP matching



Submitted by Bobbi Harvey
Human Resource Specialist

If you reach the annual maximum too quickly, you could lose some Agency Matching Contributions because you only receive Agency Matching Contributions on the first five percent of your basic pay that you contribute each pay period. If you reach the annual limit before the end of the year, your contributions (and consequently your Agency Matching Contributions) will stop

TSP has a calculator to determine the specific dollar amount to be deducted each pay period in order to maximize your contributions and, if you are a FERS employee, to ensure that you do not miss out on Agency Matching Contributions.

<https://www.tsp.gov/planningtools/electivecontributions/electiveContributions.shtml>



Myths about Diversity

Submitted by SFC Francisca Jimenez
EO/EEO Specialist

Myth #1 Diversity is Diverse.

REALITY: The reality is that if properly explained by management, diversity can bring a unifying esprit to a company's efforts.

Myth #2 There is One single case for Diversity.

REALITY: The reality is that each company has its own case story. Not one group is exactly alike.

Myth #3 The hardest part of Diversity is recruitment.

REALITY: The reality is that the hardest part of creating a diverse workforce is retention. If all do not work together within their diverse culture, people will leave to find a better one.

Myth #4 Diversity requires lowering standards.

REALITY: The reality is diversity can lead to bringing out the best performance in everyone.

Myth #5 if the Boss is on board, diversity will succeed.

REALITY: The reality is that if all senior leaders and management are not committed as well, diversity will fail.

Source: http://www.timeinc.net/fortune/services/sections/fortune/pdf/103006_Diversity_Ads.pdf

Women's Equality Day

August 26

I AM
where I am
BECAUSE OF
the

BRIDGES

that I
CROSSED.

SOJOURNER TRUTH
was a bridge.

HARRIET TUBMAN
was a bridge.

IDA B. WELLS
was a bridge.

MADAME C. J. WALKER
was a bridge.

FANNIE LOU HAMER
was a bridge.

Oprah Winfrey

For more information go to:

Picture provided by DEOMI

<http://www.biography.com/womens-history/firsts.jsp>

Technician Retirements (May, June, July 2011)

Submitted by MSgt Robin Lewis
Human Resource Specialist

The following Technicians have recently retired. We appreciate their many years of service and wish them the best in their retirement.

Army

Donald Tryon, May 7, 2011

Scott Fairbanks, May 20, 2011

Lucas Herman, July 2, 2011

Air

Ronda Klein, May 13, 2011

Jason Kallansrud, June 4, 2011

Thomas Doviak, June 21, 2011

Eldon Jackson, June 30, 2011

Gary Shephard, July 2, 2011

Perry "Pete" Crabtree, July 25, 2011



CLASSIFICATION UPDATE

Submitted by MSgt Tammy Wells
Classification Specialist

You May Notice...

Position Description (PD) Numbering –

NGB has made the change to the new PD numbering. The PDs themselves have not changed. So if you are looking for the PD 70636000 Surface Maintenance Mechanic, you will receive the same PD with D1194000 as the new number. You can see the new numbers in your MyBiz, MyWorkplace account information. These new numbers should be the numbers used when completing SF52s.

Additional Reminder – Statement of Difference –

If you have a position that is announced with lower performance levels (i.e. 8/10) we are now using Statement of Differences from the full performance level. Most of these will be developed as announcements are processed to develop a library and will be identified with an alpha suffix. Using the PD D1194000 as the full performance, D1194A00 will identify the lower performance.

If you have questions regarding these issues please contact MSgt Tammy Wells-Switzer, Classification Specialist at 274-1161.

Human Resource Staff

LTC Roger Krull	Human Resource Officer	274-1167	RM 141
SMSgt Keith Guffy	State Labor Relations Specialist	274-1162	RM 140

MANPOWER DIVISION

Lt. Col Shelly Bausch	Chief, Manpower	274-1982	RM 138
CMSgt Lynn McConnell	Personnel Systems Manager	274-1165	RM 136
TSgt Orlando Saucedo	Personnel Systems Assistant	274-1163	RM 136
MSgt Tammy Wells	Classification Specialist	274-1161	RM 136
MSG Lyle Babcock	Management Analyst/DTS	274-1941	RM 136

EMPLOYEE SERVICES DIVISION

SMSgt Keith Guffy	Chief, Employee Services	274-1162	RM 140
Bobbi Harvey	Employee Benefits Specialist	274-1172	RM 136
MSgt Robin Lewis	Human Resource Specialist	274-1206	RM 136
MSgt Kathy Thornton	Human Resource Assistant	274-1187	RM 136
MSgt Terry Spangler	Staffing Specialist	274-1160	RM 136
SrA Diane Collins	Staffing Specialist	274-1053	RM 136
Vacant	Staffing Specialist	274-1184	RM 136
Dottie Clark	Employee Development Specialist	274-1185	RM 136
Michele Wright	Human Resource Administrator	274-1180	RM 136

AGR DIVISION

CW2 Morgan Davis	AGR Manager	274-1182	RM 135
SFC Katie Carnahan	AGR Staffing Specialist	274-1186	RM 136
MSG Chris Kuti	AGR Pay Specialist	274-1636	RM 136
MSgt Doug Roudybush	Tricare Specialist	274-1164	RM 136
SGT Daniel Forrest	Human Resource NCO	274-1330	RM 136

EO/EEO DIVISION

CW3 Sandra Lashley	EO/EEO Manager	274-1166	RM 143
SFC Francisca Jimenez	EO/EEO Specialist	274-1168	RM 143

FAMILY PROGRAMS/ WORKFORCE SUPPORT DIVISION

MAJ Robert Stinson	Chief, Workforce Support	274-1183	RM 105
Mary Nesbitt	Family Programs Director	274-1171	RM 101
Michelle Williams	Family Readiness Assistant	274-1173	RM 103
TSgt Deanna Davis	Family Programs Specialist	274-1553	RM 102
PFC Stephanie Hodges	Family Support Specialist	274-1512	RM 102
SGT Jennifer Gold	Yellow Ribbon Event Acct. Mgr.	274-1512	RM 102
Heather Wellman	Yellow Ribbon Specialist	274-1211	RM 112
Jes Robinson	Yellow Ribbon Specialist	274-1211	RM 112
Amanda Herlinger	State Youth Coordinator	274-1491	RM 102
Darcy Seitz	State Youth Coordinator	274-1967	RM 102
Bonnie Murdock	Military OneSource JFSAP	274-1557	RM 102
Robert Johnson	Military Family Life Consultant	274-1129	RM 104
2 LT Tim Traynor	JFHQ Sexual Response	274-1578	RM 104

Transition Benefits Division

Beth Visocsky	Transition Assistance Specialist	274-1129	RM 112
Howard Steanson	Transition Assistance Advisor	274-1188	RM 112

ESGR Division

Fred Waller	ESGR Director	274-1559	RM 112
-------------	---------------	----------	--------

**Bulletin Publisher <mailto:michele.m.wright@us.army.mil>