



United States Army Dental Command

CIVILIAN HUMAN RESOURCES UPDATE

May 2009

IMPACT OF PANDEMIC INFLUENZA ON CIVILIAN EMPLOYEES

The Office of Personnel Management has developed a decision chart to assist managers and supervisors in determining the appropriate course of action when confronted in the workplace with an employee who appears ill during a declared pandemic influenza outbreak or an employee who has been exposed to pandemic influenza. Managers and supervisors should follow the chart to ensure that an employee who appears ill during a declared influenza pandemic or has been exposed to pandemic influenza leaves the workplace as quickly as possible so as to protect the employee and limit exposure to other workers. The decision chart is available online at: <http://www.opm.gov/pandemic/agency/decisionchart.asp>. For the latest information on the H1N1 flu visit: www.cdc.gov/h1n1flu.

THRIFT SAVINGS PLAN FIRST QUARTER STATEMENTS AVAILABLE

First quarter TSP participant statements, which cover the period from January 1 through March 31, 2009, are now available via the TSP web site. To receive e-mail updates whenever new participant statements are added, you can sign up using the "Get E-mail Updates" link at: www.tsp.gov.

UPDATING CIVILIAN TRAINING RECORDS

A new Training History Management feature has been added to the Civilian Human Resources Training Application System (CHRTAS). The functionality enables civilians to have Army and Non-Army training events added to their official personnel records. After entering required course data, users can submit the entry to their supervisor. Once approved, the entry displays under the Self Declared Training tab. A CHRTAS training update user guide is available at: https://www.atrs.army.mil/channels/ATMS/includes/Training_History_User_Guide.pdf.

PERFORMANCE APPRAISAL APPLICATION ENHANCEMENTS

Several new enhancements have been added to the Performance Appraisal Application (PAA). New capabilities include:

- Transferring PAA Records between Regional Databases. As employees move from one Agency/Component to another, their PAA appraisal will now transfer with them.
- Trusted Agent. Rating officials and higher level reviewers can assign an individual to act on their behalf as their trusted agent within the PAA to perform performance management documentation.
- Performance Management Reports. The Interim Review Status Report is being changed to reflect statuses based on PAA record conditions. Raters can now determine which employees do not have an interim review initiated, are pending approval, and are completed. In addition, the output is available in MS Excel.

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