



SOUTHWESTERN DIVISION CIVILIAN PERSONNEL ADVISORY CENTER

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To reach the SWDCPAC: <http://www.swf.usace.army.mil/swd-cpac> (TOLL FREE) 800-453-8907
819 Taylor St., Rm 2A14, Fort Worth, TX 76102-0300

[Steven G. Crawford, Director, Southwestern Division Civilian Personnel Advisory Center](#)

Recruitment Options Under NSPS

Management has several options when filling NSPS positions. To determine what option is appropriate under certain circumstances, consideration must be given to Merit Principles, bargaining unit obligations, and what is best for the organization.

When circumstances warrant, management may request the placement of a candidate through non-competitive procedures. This may include management directed reassignments, temporary promotions not to exceed 180 days, appointment of a VRA, DCIP/FCIP candidate, SCEP, reinstatement eligible, or a veteran with a 30% or more compensable disability. The Human Resources (HR) Specialist will verify qualifications and appointment eligibility and ensure that all mandatory placement programs such as PPP are clear, make the job offer and then process all related personnel actions. Pay will be set using applicable NSPS pay setting guidance.

In some instances, management may wish to consider current permanent employees of the District for a reassignment or a temporary promotion opportunity. Management may then send out an informal Recruitment Bulletin, generally via e-mail, informing employees of the vacancy and requesting resumes be sent to the designated point of contact by the suspense date on the bulletin. Once management has chosen a candidate from this informal process, he/she submits a Request for Personnel Action (RPA) with the candidate's name. The HR Specialist will verify qualifications and appointment eligibility and insure that all mandatory placement programs such as PPP are clear, make the job commitment and then process the personnel action. Even though this position was not announced under a formal vacancy announcement, it is considered a voluntary action and pay will be set according to the requirements for a voluntary reassignment.

Management, in consultation with their Human Resources Advisor, will most frequently request that a vacancy be advertised so that he/she may consider a larger group of candidates, i.e., current employees seeking reassignment, promotion, or change to lower grade as well as candidates from outside the current workforce. A formal vacancy announcement will then be issued, either an Internal Recruitment Announcement (IRN) or a Delegated

Examining Announcement (DEU). Candidates submit their resume and self-nomination through RESUMIX procedures by the closing date of the announcement. The HR Specialist reviews the applications and issues a referral list to management. Once the manager has made his/her selection, the HR Specialist will verify eligibility and make the job offer. Pay will be set by the manager in accordance with applicable NSPS pay setting guidance.

Watch for those promotion and reassignment opportunities in whatever avenue they are advertised and apply for those that interest you.
POC – Odessa Ellis, 817-886-1184

TSP Lifecycle Funds

Do you break out into cold sweats when you think about managing your retirement investment funds? If you do, or even if you only get a slight twinge of searing pain behind your eyes, you may want to learn more about the TSP Lifecycle Funds.

The Thrift Savings Board realized that managing your retirement investments can be a stressful and confusing task. In an effort to make your investing as painless as possible, they created the "L" Funds. The Lifecycle Funds are not a new fund that you can invest in, but rather a combination of the existing G, F, C, S, and I funds.

The concept of the "L" fund is that it lets you determine the time frame in which you are going to need the money in your TSP account after you leave Federal Service. Based on this time frame, you select the appropriate "L" fund and the Thrift Board manages your investments for you. Each quarter as you move towards your expected date of withdrawing funds from your TSP, the investments in the fund become more conservative. The Lifecycle Funds are designed to give you a diversified portfolio without the stress of managing your investments.

What could you do with all of that extra, headache free time?

To learn more go to www.tsp.gov and click on Lifecycle Funds or contact Catherine Rhodes @ 817-886-1190 or Lesley Slaughter @ 817-886-1038; we will be delighted to discuss the "L" funds with you.

Designation of Beneficiary Forms

If you've recently had a significant life change, such as marriage/divorce, death of a family member or the birth/adoption of a child, you should review your beneficiary designations to ensure they are up to date.

The laws regarding Civil Service Retirement, Federal Employees' Retirement System, Federal Employees' Group Life Insurance, the Thrift Savings Plan, and any unpaid compensation provide that unless other designations have been made, the benefits due survivors of deceased federal employees will be paid in the order of precedence indicated below:

- To the widow or widower.
- If neither of the above, to the child or children in equal shares, with the share of any deceased child distributed among the descendants of that child.
- If none of the above, to the parents in equal shares or the entire amount to the surviving parent.
- If none of the above, to the executor or administrator of the estate of the deceased.
- If none of the above, to the next of kin under the laws of the state in which the descendant was domiciled at time of death.

If you wish to designate a different person or persons than stated in the order of precedence listed above, the appropriate forms are listed and linked below. All the forms are fill able with the exception of the TSP-3. The TSP-3 should be mailed directed to the address on the form but all the other forms should be submitted to Catherine Rhodes or Lesley Slaughter in the CPAC who will annotate date received and then forward them to the Operations Center at Fort Riley for filing in your Official Personnel Folder.

Beneficiary Forms (Linked Below)

[FEGLI, SF-2823 \(4/01\)](#) (previous not usable)

[CSRS, SF-2808 \(12/99\)](#) (previous usable)

[FERS, SF-3102 \(6/00\)](#)

[TSP-3, TSP-3 \(5/99\)](#) (previous obsolete)

[UNPAID COMPENSATION, SF-1152 \(11/91\)](#)

POC – Catherine Rhodes, 817-886-1190 or Lesley Slaughter, 817-886-1038.

Leaving On A Jet Plane: Helpful Hints for an Overseas Tour

Accepting an overseas position can be both a challenging and exciting experience. The purpose of this article is to assist employees in the administrative process after accepting a non-GWOT overseas position.

Employees selected for overseas positions will receive a job offer from the gaining CPAC. The gaining CPAC will coordinate with our office and will also send a package of overseas forms and information to the selectee. The gaining organization will prepare and provide the PCS orders.

In addition to completing the required CPAC forms, the selectee must also apply for the "red" passport, which is the type only issued to government officials. Passport application may be done at your nearest military installation (transportation/passport office). The passport process may take from six to eight weeks, so it is important to do this as soon as PCS orders are received.

Additionally, employees going overseas will need to coordinate with your Transportation office to coordinate movement of household goods and vehicles.

After you receive your passport and your reporting date, contact your SATO Travel office and make flight arrangements. Make sure you request a sponsor from your gaining organization to assist with transportation and hotel needs.

The SWD CPAC will provide counseling and assistance on overseas processing requirements (physical exam, transportation, etc.), entitlements, and return rights. From a processing standpoint, we will identify your position as "obligated" in the Human Resources database and coordinate the shipment of your Official Personnel Folder (OPF) to the appropriate servicing organization.

Normally, a position obligated to an overseas returnee with statutory return rights is filled on a permanent basis. The employee selected to fill the obligated position must agree, in writing, that occupancy of the obligated position is subject to the return of the employee on an overseas assignment.

Employees who accept overseas positions are generally assigned to two or three year tours. An employee may remain overseas beyond the initial tour, at the request of the overseas manager and coordinated with the CONUS manager, for up to five years and still retain statutory return rights to the stateside position. However, the manager does not have to maintain the position obligation beyond the five year date.

It is important that employees who accept overseas assignments keep in touch with their CONUS supervisor, so there is no confusion over return rights and status.

Common Veteran Appointing Authorities

The following special authorities permit the noncompetitive appointment of eligible veterans. Use of these special authorities is entirely discretionary with the agency; no one is **entitled** to one of these special appointments:

The Veterans Recruitment Appointment (VRA)

The VRA is a special authority by which agencies can appoint an eligible veteran without competition. The VRA is an excepted appointment to a position that is otherwise in the competitive service. After 2 years of satisfactory service, the veteran is converted to a career-conditional appointment in the competitive service. (Note, however, that a veteran may be given a noncompetitive temporary or term appointment based on VRA eligibility. These appointments do not lead to career jobs.)

When two or more VRA applicants are preference eligible, the agency must apply veterans' preference as required by law. (While all VRA eligibles have served in the Armed Forces, they do **not** necessarily meet the eligibility requirements for Veterans' preference under section 2108 of title 5, United States Code.) **Terms and conditions of employment:** VRA eligibles may be appointed to any position for which qualified up to GS-11 or equivalent (the promotion potential of the position is not a factor). The veteran must meet the qualification requirements for the position. (Any military service is considered qualifying for GS-3 or equivalent.) After 2 years of substantial continuous service in a permanent position under a VRA, the appointment will be converted to a career or career conditional appointment in the competitive service, providing performance has been satisfactory. Once on-board, VRAs are treated like any other competitive service employee and may be promoted, reassigned, or transferred. VRA appointees with less than 15 years of education must complete a training program established by the agency.

Eligibility Criteria:

The Jobs for Veterans Act, Public Law 107-288, amended title 38 U.S.C. 4214 by making a major change in the eligibility criteria for obtaining a Veterans Recruitment Appointment (VRA). Those who are eligible:

Disabled veterans; **or**
 Veterans who served on active duty in the Armed Forces during a war, or in a campaign or expedition for which a campaign badge has been authorized; **or**
 Veterans who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces Service Medal was awarded; **or**
 Recently separated veterans.

Veterans claiming eligibility on the basis of service in a campaign or expedition for which a medal was awarded must be in receipt of the campaign badge or medal.

In addition to meeting the criteria above, eligible veterans must have been separated under honorable conditions (i.e., the individual must have received either an honorable or general discharge).

How To Apply: Veterans should contact directly the Federal agency personnel office where they are interested in working to find out about VRA opportunities.

Veterans Employment Opportunities Act (VEOA)

This authority permits an agency to appoint an eligible veteran who has applied under an agency merit promotion announcement that is open to candidates outside the agency.

Eligibility: To be eligible for a VEOA appointment, a candidate must:

be a preference eligible **or**
 veteran separated after substantially completing at least 3 years of continuous active duty service performed under honorable conditions.

Terms and conditions of employment: A veteran given a VEOA appointment will be given a career or career conditional appointment in the competitive service.

How to apply: Veterans interested in applying under this authority should seek out **agency merit promotion announcements open to candidates outside the agency**. Applications should be submitted directly to the agency. Please note: veterans who have career status or are reinstatement eligible are not eligible for VEOA appointments.

30 Percent or More Disabled Veterans

These veterans may be given a temporary or term appointment (not limited to 60 days or less) to any position for which qualified (there is no grade limitation). After demonstrating satisfactory performance, the veteran may be converted at any time to a career-conditional appointment.

Terms and conditions of employment: Initially, the disabled veteran is given a temporary appointment with an expiration date in excess of 60 days. This appointment may be converted to at any time to a career conditional appointment. Unlike the VRA, there is no grade limitation.

How to Apply: Veterans should contact the Federal agency Personnel office where they are interested in working to find out about opportunities. Veterans must submit a copy of a letter dated within the last 12 months from the Department of Veterans Affairs or the

Department of Defense certifying receipt of compensation for a service-connected disability of 30% or more.

All information for this article was taken from the Vets Info Guide which can be found on opm.gov under veterans' information. To find out more information on hiring veterans you can contact Marcy Taylor at 817-886-1196 or email marcita.taylor@us.army.mil.

Employee Assistance Program (EAP)

Did you know that EAP has more to offer than just alcohol and drug counseling or crisis counseling?

"Your Ever-Changing Life" provides a broad range of articles on issues such as marriage, parenting, financial planning and retirement.

You may view these articles at <https://www.magellanassist.com/mem/yourever-changinglife.aspx>.

To view more EAP information go to <http://www.swf.usace.army.mil/swd-cpac/districts.htm>.
