



## **SOUTHWEST CIVILIAN PERSONNEL ADVISORY CENTER**

Fort Worth, Texas

# **SOUTHWEST EXPRESS**

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## **Changes in the Federal Career Intern Program (FCIP)**

An Executive Order was signed on 27 December 2010 that terminates the existing Federal Career Intern Program (FCIP) as of 1 March 2011. The E.O. also ends the existing co-op/SCEP (Student Career Employment Program) authority and establishes new Pathways Programs. The new Pathways Programs consist of programs that will replace FCIP and SCEP. SCEP (co-op) appointments will be replaced with a new "Internship Program". FCIP will be replaced by a "Recent Graduates" program. We are awaiting further guidance and implementing instructions for the new programs.

Current status: As of 5 January 2011, we can no longer make any new FCIP job offers. There is no change at this time to the SCEP (co-op) program.

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## **USA Staffing System to replace RESUMIX**

In February 2011, the USA Staffing system is scheduled to replace the RESUMIX automated recruitment system for recruitment actions within the Southwestern Division. Implementation is subject to fulfillment of Labor obligations.

USA Staffing is an Office of Personnel Management (OPM) web-based program that is integrated with USAJOBS, another OPM software application used to advertise job opportunity announcements. Although both

systems seem similar in function, USAJOBS is used to search for Federal jobs, store resumes for later applications, and to obtain status information for positions employees have applied. USA Staffing is used to apply for vacant positions.

The CPAC will provide more information and training on USA Staffing prior to implementation.

### **Questions and answers on the implementation of USA Staffing:**

Q: What are some of the differences between Resumix and USA Staffing?

#### **Resumix**

- No attachments allowed
- Only one resume allowed
- Click Button to Self-Nominate
- Check Answer for status (e.g., referred/selection status)

#### **USA Staffing**

- Attachments allowed
- Maintain up to 5 resumes
- Applicants get to answer job-related questions on announcement to address and highlight their skills.
- Automatic email notification of change in status (e.g., referred/selection status)

Q: Will my resume in RESUMIX automatically migrate to USAJOBS?

The resumes currently existing in RESUMIX will not automatically migrate to USAJOBS. Employees will need to establish USAJOBS accounts and create a resume. Employees will have the option to copy and paste any existing resumes or information from RESUMIX to

USAJOBS or save the information in a word processing document (instructions below). Employees can begin building their USAJOBS accounts and resumes immediately, and upload other supporting documents as needed (i.e. DD214, VA Letters, etc).

**Instructions for moving resume from Resumix/Army Resume Builder to USAJobs:**

1. **Open a Word doc.**
  
2. **Go to CPOL ([www.cpol.army.mil](http://www.cpol.army.mil)) employment**
  - **Click "Build A resume/check Status"**
  - **Under Registered Users click "Login"**
  - **Click "Answer"**
  - **Click "View Resume"**
  - **Highlight the Resume**
  - **Right click "copy"**
  - **Open word document**
  - **Right click "paste"**
  - **Click "File"**
  - **Click "Save As" to Desktop**
  - **Name your resume**
  
3. **Go to USAJobs ([www.usajobs.gov](http://www.usajobs.gov))**
  - **Click "First Time Visitors"**
  - **Create Account**
  - **Complete new account information**
  - **Click "I agree, create my account"**
  - **Click "Resume"**
  - **Click "Upload resume"**
  - **Name your resume**
  - **Click "Browse"**
  - **Select the resume saved to desktop**
  - **Click "Upload"**

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**Freeze on Pay Adjustments for Federal Civilian Employees**

On 22 December 2010, President Obama signed legislation to prohibit statutory pay adjustments for most Federal civilian employees.

**Covered Employees** - The pay freeze is expected to apply to approximately 2 million Federal civilian employees. Covered employees include employees under the General Schedule, Executive Schedule, Senior Executive Service (SES), prevailing rate, and other Executive branch pay systems and schedules.

**Covered Pay Adjustments** - The pay freeze statute prohibits "statutory pay adjustments" for Federal civilian employees that would otherwise take effect in 2011 and 2012.

**Pay Freeze Exclusions** - Pay adjustments not covered by the freeze include promotions, within-grade step increases, quality step increases and other similar individually-based pay increases. Additional payments, such as performance awards/bonuses; recruitment, relocation, and retention incentives; and premium payments (e.g., overtime pay), are not affected by the pay freeze and must be paid in accordance with requirements and limitations in law, regulations, and agency policy. Pay-setting flexibilities, such as the GS superior qualifications and special needs pay-setting authority for newly appointed employees under 5 CFR 531.212 and the GS maximum payable rate rule under 5 CFR 531.221, are not affected by the pay freeze.

**Effective Date** - The statute and Presidential memorandum cover pay adjustments that would otherwise take effect during the period beginning on 1 January 2011, and ending on 31 December 2012.

**2011 Pay Schedules** - OPM has posted salary tables and guidance to reflect the pay rates that will be in effect in 2011 at [www.opm.gov/oca/11tables/index.asp](http://www.opm.gov/oca/11tables/index.asp).

**Prevailing Rate Systems** - Prevailing rate employees under 5 U.S.C. 5343(a) are covered by the pay freeze during calendar years 2011 and 2012. OPM will not authorize increases in existing special rates or approve new special rates for prevailing rate employees, except in extraordinary circumstances. OPM will continue to authorize reductions and terminations of special rates as requested by agencies. The Department of Defense will post revised wage schedules at <http://www.cpms.osd.mil/wage>.

## **Questions and Answers on the Pay Freeze**

### **Q1. When is the pay freeze effective?**

A1. The pay freeze covers adjustments which would otherwise take effect between 1 January 2011, and 31 December 2012.

### **Q2. Which categories of employees are excluded from the pay freeze?**

A2. Employees of the United States Postal Service and the Postal Regulatory Commission are not covered by the pay freeze, nor are members of the uniformed services (Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration, and Public Health Service).

### **Q3. Can agencies continue to request special rates?**

A3. OPM will not authorize increases in existing special rates or approve new special rates under 5 U.S.C. 5305, except in extraordinary circumstances. OPM will continue to authorize reductions and terminations of special rates as requested by agencies.

### **Q4. Who should employees contact if they have questions about their pay?**

A4. Employees should contact the CPAC.

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