



SOUTHWEST CIVILIAN PERSONNEL ADVISORY CENTER

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To reach the SWCPAC: <https://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, Southwest Civilian Personnel Advisory Center

USA Staffing

Reminder: Southwestern Division, Civilian Personnel Advisory Center will begin implementation of USA Staffing on 4 April 2011 for Tulsa, Little Rock, and SWDO. Any recruit actions received prior to 4 April 2011 will be completed through Resumix.

Fort Worth and Galveston Districts will implement USA Staffing beginning 18 April 2011.

As a reminder, all of our USA Staffing training information is available on our website under the "Employment Section." CPAC Website: <http://www.swf.usace.army.mil/swd-cpac/home.asp>.

Below are several frequently asked questions for applicants:

How do I find out about Army jobs?

Current Army job opportunities are available on www.armycivilianservice.com. Each job announcement will provide a description of the duties to be performed, minimum qualifications required, salary range, information on who can apply, and whether the job is permanent or temporary, full-time or part-time. The announcement sites are updated daily so you are encouraged to visit often.

What is the status of my application?

Application Manager provides easy access to information on the status of your applications. When in USAJobs, login to "My Account" then click "Application Status". E-mail notices will

also be sent to the address you provide in your "biographical data".

What are the functions of the Application Manager?

- Serves as a single source for managing and tracking Army job applications
- Allows receipt of timely feedback at multiple stages during your application process
- You may create and store up to five resumes as well as required supporting documents in your USAJobs account
- Allows the upload of critical documents once and you may reuse them for future applications

What does the application package include?

Your application package includes your resume, responses to the assessment questionnaire and supporting documents.

How do I Apply?

- Search for current Army vacancies at www.armycivilianservice.com
- For each specific vacancy, complete instructions on submitting your application
- Login or create your USAJobs account
- Upload all required supporting documents and submit answers

- After the submission of the application you will receive an email confirming the receipt of your application

POC in the CPAC is Becky Rauch at 817-886-1199.

Electronic Entrance On Duty (e-EOD) Tool

On 14 March 2011 Army implemented the Electronic Entrance On Duty (e-EOD) tool for in-processing new employees. The tool supports on-line completion of required forms, the means of tracking forms, and the ability to print forms for signature. The selectee receives an e-mail with their USERID and password to enter the e-EOD tool to complete the required forms for employment. The regional personnel processing center at Fort Riley will be able to access the forms on-line, eliminating the need for hard copy submissions. We are working closely with newly hired personnel to ensure that they understand the administrative requirements of the e-EOD process.

The POC in the CPAC is Katie Blasingame at 817-886-1178.

Personnel Security Investigation Portal (PSIP)

All Army civilian positions require some level of investigation based on the position sensitivity designation. PSIP is the automated starting point for requesting personnel security investigations (PSI). Once an applicant receives a tentative job offer, the Human Resources (HR) Specialist provides the forms to start the PSIP process. The applicant receives an email with instructions to log into the PSIP system to complete the background investigation paperwork electronically. Since migrating to PSIP in January 2010, the security process has significantly decreased the amount of time it takes to receive a completed background investigation.

The CPAC POC is Katie Blasingame at 817-886-1178.

Smoking Cessation Benefits

All Federal Employee Health Benefit (FEHB) plans now offer 100% coverage to help you quit once and for all.

What is the 2011 FEHB Program tobacco cessation benefit? Beginning in plan year 2011, all FEHB plans were required to cover:

- a. Four tobacco cessation counseling sessions of at least 30 minutes for at least two quit attempts per year. This includes proactive telephone counseling, group counseling and individual counseling.
- b. All 7 FDA-approved tobacco cessation medications.

These benefits are to be provided with no copayments or coinsurance and not subject to deductibles, annual or life time dollar limits.

While FEHB plans previously covered smoking cessation treatment programs, these programs often included copayments, coinsurance and annual or lifetime coverage limits. The benefit covers all forms of tobacco use, including cigarettes, snuff, and chewing tobacco.

To find out more about how you as an employee or an annuitant can access the benefit you will need to contact your health benefit carrier or consult the plan's brochure.

For more information, see <http://www.opm.gov/insure/health/nosmoking/ind ex.asp>.

POC in the CPAC is Catherine Rhodes, 817-886-1190.

Authority to Redeposit Refunds under the Federal Employees Retirement System (FERS)

Prior to implementation of Section 1904 of the National Defense Authorization Act (NDAA) for Fiscal Year 2010, Public Law 111-84, enacted 28 October 2009, FERS employees who separated from federal service and were paid a refund of their FERS retirement deductions permanently forfeited all retirement credit for the service covered by the refund. If the FERS refund included a refund of CSRS deductions covering CSRS service that became subject to FERS rules, employees permanently forfeited all retirement credit for that CSRS service as well. If that individual returned to work for the Government in a position covered under FERS, the employee could not repay (or redeposit) the refunded FERS and CSRS deductions. The service covered by the refunded deductions could not be used in determining when the employee would become eligible to retire and it could not be used in computing the amount of the employee's annuity.

(Employees who received a refund of CSRS deductions for service that would be credited under FERS rules before becoming subject to FERS could establish FERS credit for that refunded CSRS service upon returning to work under FERS by paying a FERS deposit for the service, generally equal to 1.3 percent of the basic pay received during that service, plus interest.)

Section 1904 of NDAA – FERS Redeposits

Section 1904 of the NDAA now provides the authority for FERS employees who took a refund of their FERS deductions to make a redeposit of the amount refunded, plus interest. FERS employees who took a refund of CSRS deductions covering CSRS service that is credited under FERS rules may also make a

redeposit for that service to reestablish full retirement credit for that service. The FERS redeposit for refunded CSRS service will be based on the appropriate percentage of the employee's basic pay that is required for credit under FERS as noted in the table below, plus interest. Interest for a FERS redeposit begins to accrue from the date the employee received the refund of the retirement deductions.

Redeposit for Refunded CSRS Service Subject to FERS Rules Type of Service	Percentage of Basic Pay
Full-CSRS service	1.3%
CSRS Interim Service (FICA and CSRS coverage between January 1, 1984 and December 31, 1986)	1.3%
CSRS Offset Service (FICA and CSRS coverage after December 31, 1986)	Appropriate FERS deduction rate

The provisions of section 1904 of the NDAA only apply to employees covered under FERS on or after 28 October 2009, and only affect annuity benefits based on a separation from FERS coverage on or after 28 October 2009.

Employees covered by FERS on or after 28 October 2009, may repay (or redeposit) any FERS deductions previously refunded to them. They may also redeposit any CSRS deductions previously refunded to them that covered CSRS service that is credited under FERS rules.

Payment of the FERS redeposit for FERS service covered by a refund of FERS deductions and CSRS service (that is credited under FERS rules) covered by a refund of CSRS deductions allows the refunded service to be creditable for determining an employee's retirement eligibility and for computing the amount of an employee's annuity.

Payment **NOT** made of the FERS redeposit for FERS service covered by a refund of FERS deductions and CSRS service (that is credited under FERS rules) covered by a refund of CSRS deductions only allows the refunded service to

be creditable for determining an employee's retirement eligibility but it is not creditable for computing the amount of an employee's annuity.

Employees wanting to make a FERS redeposit may complete the current FERS Application to Make a Deposit, SF 3108. Employees must indicate on the application that the period of service was refunded and fax the completed application to ABC-C @ 785-239-6228 for processing.

Employees wanting to make a FERS redeposit for refunded service and a FERS deposit for non-covered service will be assigned two service credit account numbers and will receive two separate statements based on each service credit account calculation. (The two accounts will be set up based on one application – two applications are not necessary.)

POC is Catherine Rhodes, 817-886-1190.
