



SOUTHWEST CIVILIAN PERSONNEL ADVISORY CENTER

Fort Worth, Texas

SOUTHWEST EXPRESS

Volume 3, Issue 4

July 2011

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

Now that we have fully implemented USA Staffing within all of SWD, we would like to offer the information below to assist you in your application process.

How to Apply to Army Jobs:

- Search for current Army vacancies at www.armycivilianservice.com and click on "Job Search"
- Specific instructions on submitting an applicant package can be found by clicking on "How to Apply"
- Start the application process by clicking "Apply Online" from the job announcement
- Login or create your USAJobs account
- Click on "Apply for this position now!"
- You will be directed to "Application Manager" and click on "Proceed with my Application"
- Complete required information

Resume Tips:

- You may tailor your resume to specific job opportunities
- Must include complete dates (month/year) and hours worked per week for each employment period
- Can be created using USAJobs template or copied/pasted from Resumix into USAJobs template

- Must be uploaded under the title of "Resume" in order to receive consideration
- Only one resume per application will be considered

Assessment Questionnaire:

- Be sure to complete the assessment questionnaire
- Eligibility and qualification determinations based on selected responses to questions

Supporting Documents:

- Include all supporting documents with your application as specified in the announcement to establish eligibility and qualifications such as:
 - **Latest Notification of Personnel Action (i.e., SF-50 or DA-3434); if you are a current federal employee you will not receive consideration without including this document**
 - DD-214, SF-15, Veterans Administration Letter; Request for Terminal Leave
 - Transcripts (copies are fine for applying but if selected you will need to provide official copies)
 - Licenses/certifications
 - Additional documentation as required in the vacancy announcement

- Supporting documents must be submitted with the application before the closing date of the announcement.

For additional information, 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>.

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

Planning to Retire Soon?

If you are preparing to retire, please note that the Army Benefits Center-Civilian (ABC-C) strongly recommends that you submit your retirement application package to them within 120 days of your intended retirement date.

Your early submission will help to ensure a timely receipt of your first annuity payment from the Office of Personnel Management. If you submit your retirement package to the ABC-C with less than 60 days notice, you should be financially prepared for a delay in the receipt of your first annuity payment.

Although there are circumstances that may cause a delay in an employee's application submission, the ABC-C strives to complete all packages expeditiously. However, employees are encouraged to follow the ABC-C's 120-day recommendation whenever possible to help achieve a smooth financial transition into retirement.

The ABC-C offers Retirement Forms Preparation Briefings to help employees complete retirement applications. The presentations, along with more information on retirement can be found by visiting the ABC-C web site at <https://www.abc.army.mil>."

NEW!! Input Your Own Awards into MY BIZ

Employees are now able to enter, print, and update a record of the non-monetary awards they have received into the Defense Civilian Personnel Data System (DCPDS). Everyone should take advantage of this opportunity to show the honor and recognition received as a result of positive contributions and efforts as civilian employees.

The Awards and Bonuses tab can be found within My Biz under 'Update My Information'. This section captures both monetary and non-monetary awards. By adding non-monetary awards, employees are declaring that the data they enter is correct and valid. These entries will be identified as 'Self-Certified' and may be corrected or deleted at any time by the employee.

Monetary awards will continue to be processed by HR Specialists, and those awards are identified as 'Verified' and can only be updated by the CPAC office.

For more information on how to input your own awards, be sure to visit the CPAC homepage for step-by-step instructions and screenshots:

http://www.swf.usace.army.mil/swd-cpac/hrsystems/personnelsystem/MyBiz/Adding_Non-Monetary_Awards_in_MyBiz.pdf

POC in the CPAC is Elizabeth Feagan at 817-886-1156
