



## SOUTHWEST CIVILIAN PERSONNEL ADVISORY CENTER

Fort Worth, Texas

# SOUTHWEST EXPRESS

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To reach the SWCPAC: <https://www.swf.usace.army.mil/swd-cpac> (TOLL FREE) 800-453-8907  
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Steven G. Crawford, Director, Southwest Civilian Personnel Advisory Center

## USA Staffing

Since its implementation in April 2011, USA Staffing has been a successful tool in streamlining the hiring process for all involved, including applicants. As you search and apply for vacancies, please consider these tips and reminders.

### General Reminders

- Search for current Army vacancies at [www.usajobs.gov](http://www.usajobs.gov) and [www.armycivilianservice.com](http://www.armycivilianservice.com).
- Create a USAJobs account prior to applying for a job.
- Read the entire announcement which contains important information on the application process and required documents.
- Read each question on the assessment carefully to avoid disqualifying yourself from consideration; eligibility and qualifications are based on selected responses to questions.
- The Central Resume Processing Center is available to answer questions and may be contacted at [applicanthehelp@conus.army.mil](mailto:applicanthehelp@conus.army.mil).

### Resume Tips

- Upload one resume per application and title it as "Resume" to receive consideration; only the most recent copy will be reviewed.
- Update your resume to reflect your most current information and employment status.
- Reference your current pay plan, series, and grade if current federal employee.
- Include start and end dates in month/year format for each position. Human Resources will only consider experience that you have

connected with a specific employment period.

- Describe duties and tools, machinery, software, and hardware used on the job in detail for each employment period. Refrain from copying and pasting duties from the announcement or the position description.
- Spell out acronyms to initially identify its meaning (i.e., US Army Corps of Engineers [USACE]).
- Provide a detailed account of any military experience in a similar format as your work experience with dates, locations, positions, and grade levels.

### Supporting Documents

- Human Resources will determine eligibility and qualifications based on review of the resume and the following supporting documents:
  - For verification of current federal employment- Latest non-award Notification of Personnel Action (i.e., SF-50 or DA-3434); **failure to do so will rate your application as incomplete and you will not receive further consideration**
  - For verification of Veteran status- DD-214, SF-15, Request for Terminal Leave, and/or Veterans Administration Letter, if applicable
  - College transcripts; you may upload copies but be prepared to provide official copies upon selection
  - Professional licenses or certifications

- Refer to the announcement for additional required documents.
- All supporting documents must be submitted prior to the closing date of the announcement.
- Do not include photos, awards, performance evaluations, or other miscellaneous documents; these items are unnecessary and will not be reviewed.

For additional information and training on USA Staffing, please refer to the CPAC website: <http://www.swf.usace.army.mil/swd-cpac/home.asp>.

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

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## UPCOMING OPEN SEASON FOR 2011

The Open Season for 2011 is fast approaching. During this time you will be able to enroll, change or terminate your benefits such as your Federal Employee Health Benefit (FEHB), Flexible Spending Account (FSA) and the Federal Employee Dental and Vision Insurance Program (FEDVIP).

The season will start on 14 November 2011 end on 12 December 2011.

This year the FEHB Program is GOING GREEN. You will continue to receive your package from your plan that will include an explanation of the benefit changes for the next year and your new premium rate, but will exclude the health plan brochure.

The health brochures will not be automatically mailed but will be accessible online. However, you can quickly view your plan's brochure online anytime by visiting the FEHB website at <http://www.opm.gov/insure/health/planinfo/index.asp>.

Your FEHB plan will be contacting you to offer you the option of obtaining your benefit brochure

online or requesting a paper copy of the brochure.

The new 2012 premiums are now available at <http://www.opm.gov/insure/health/rates/index.asp>  
More information will be forthcoming.

POC – Catherine Rhodes, 817-886-1190  
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## EMPLOYMENT VERIFICATION

You can use the Self Service My Biz - Employment Verification Tool to provide verification of your employment whenever needed, please refer to the CPAC website: [http://www.swf.usace.army.mil/swd-cpac/HRSystems/PersonnelSystem/MyBiz/Employment\\_Verification\\_Tool\\_Instructions.pdf](http://www.swf.usace.army.mil/swd-cpac/HRSystems/PersonnelSystem/MyBiz/Employment_Verification_Tool_Instructions.pdf)

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## NEW FMLA FLEXIBILITY

As part of the 2010 National Defense Authorization Act, OPM has issued the final regulation allowing federal employees to take up to 12 weeks of unpaid leave to help a family member who is in the military and deployed overseas, or who is about to deploy. The regulations which will be effective 31 Oct 11, amend the Family and Medical Leave Act to cover deployments for federal employees spouses, sons, daughters or parents. Employees can use sick or annual leave under FMLA, but if they run out, they must take unpaid leave. This will allow employees to arrange for such matters as child care, official ceremonies, funeral arrangements, counseling, parent-teacher conferences, financial and legal arrangements, rest and recuperation, post-deployment activities, and other circumstances. As with all leave, use of FMLA requires supervisor approval.

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