



SOUTHWEST CIVILIAN PERSONNEL ADVISORY CENTER

Fort Worth, Texas

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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 JOBS Resume Builder Tip

If you are using the USA JOBS Resume Builder to create your resume, please take your time when entering your information to ensure you complete all necessary fields.

Not all fields are identified as mandatory with a red asterisk (*) but still provide pertinent information. As an internal applicant, please pay particular attention to the Work Experience section. One of the fields asks, "Is this a Federal position?" but is not marked as mandatory.

Please ensure that you select "Yes" and fill in the pay plan, series, grade, and time-limit information. By leaving this set at the default of "No", your Federal experience will be incomplete. This information is especially important for determining Time-in-Grade requirements.

In addition, the Human Resources Specialist reviews resumes for specialized experience at a particular grade, so failing to include this information may impact your qualification determination.

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.

USAJOBS
"WORKING FOR AMERICA"
Resume Builder

Search Job | Where: | Advanced Search 2

Resume Name: []

Experience | Education | Color | References | Preview and Finish | [Preview Your Resume](#)
Only information already stored at USAJOBS is visible.

PLEASE NOTE: Fields with an asterisk (*) are required fields.

Work Experience [?]

Note: If your resume is not searchable, this information will not be visible to recruiters performing resume searches.

Employer Name: []

Employer Address 1: []

Employer Address 2: []

Country: United States [v]

Postal Code: []

City/Town: []

State/Territory/Province: Alabama [v]

Normal Job Title: []

Start Date: December [v] 2011 [v]

End Date: [SELECT] [v] Present [v]

Salary: [] USD [v] Per Year [v]

Average Hours per week: []

May we contact your supervisor? Yes No Contact me first

Is this a Federal position? Yes No

Duties, Accomplishments and Related Skills

* Average Hours per week: []

May we contact your supervisor? Yes No Contact me first

Is this a Federal position? Yes No

Series: 0303 [v]

Pay Plan: GS [v]

Grade: 06 [v]

Is this a time-limited appointment or temporary promotion? Yes No

REQUESTING RETIREMENT

ESTIMATES (Applicable to Employees Within 5 Years of Optional Retirement)

A new feature has been added to the ABC-C (Army Benefits Center – Civilian) website that allows employees within 5 years of optional retirement to use EBIS (the Employee Benefits Information System) to request a retirement estimate.

Procedure – If you are within 5 years of optional retirement these are the steps to follow:

- a. Go to the ABC-C website at <https://www.abc.army.mil/>.
- b. Log into the Employee Benefits Information System (EBIS). Select EBIS on the right hand side of the screen. Login requires your CAC (Common Access Card), your SSN and PIN.
- c. Click “HR LINK” on the bar at the top of the screen and then answer the questions when prompted. You will be asked to select the “Type of Estimate” you want from a choice of the following retirement types:

(1) Optional – Self Explanatory

(2) VERA – (Voluntary Early Retirement Authority). Eligibility – you must be at least 50 years of age and completed 20 years of creditable service, or be any age with at least 25 years of creditable service.

(3). DSR – (Discontinued Service Retirement). Eligibility - to qualify for discontinued service retirement, you must receive specific written notice of a proposed involuntary separation. Examples of involuntary separations include job abolishment, directed reassignment to a position outside the commuting area, and reduction in force. You must be at least age 50 with 20 or more years creditable Federal service; OR any age with at least 25 years creditable Federal service. You also could not have declined a reasonable job offer.

(4) Postponed . Postponed retirement is only applicable if you are under FERS and have at least 10 years of creditable service and are already at the minimum retirement age. You can get an immediate, but reduced, basic retirement benefit. These benefits are reduced by 5 percent for each year you are under age 62. You may choose to postpone receiving this benefit in order to avoid some or all of the reduction.

(5) Deferred Retirement. Payable if you leave the federal service with at least five years of creditable civilian service and before being eligible for immediate retirement. In CSRS, you have to be covered under the retirement system for at least one of the last two years of your federal service. Regardless of how much service you have when you resign, a deferred retirement is not payable until age 62. Under FERS, you are eligible for a deferred basic retirement benefit at age 62 if you have more than five and less than 10 years of creditable civilian service. If you have more than 10 years of service, you can apply for a reduced benefit at your FERS minimum retirement age (55 to 57, depending on your year of birth). If you have at least 20 years, you're eligible at age 60 for an unreduced benefit. With 30 or more years, you would receive an unreduced benefit at your minimum retirement age.

d. You will also be asked if you want a survivor annuity; if you have military service; if you are retired military; and your email address and a telephone number where you can be reached.

e. After you respond to the questions you will be prompted to “Request” and at that time you will be advised how long you can expect to wait for your estimate.

NOTE: You are only allowed to request 1 estimate each 365 days using this method and the same applies for verbally requesting from ABC-C.

Once your estimate has been prepared by an ABC-C Counselor you will receive an email notice that your estimate is available and advised to go into EBIS and print your estimate.

POC in the CPAC is Catherine Rhodes at 817-886-1190

27 Pay Periods for Leave Accrual Purposes for Calendar Year 2012

During this leave year you will accrue leave for 27 pay periods. Therefore, if you are in an 8 leave accrual category you will accrue 216 hours of annual leave instead of 208. The 27th pay period begins on 30 Dec 12.

POC in the CPAC is Linda Sullivan at 817-886-1197.
