



SOUTHWEST CIVILIAN PERSONNEL ADVISORY CENTER

Fort Worth, Texas

SOUTHWEST EXPRESS

Volume 4, Issue 4

July 2012

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

Pathway Program

As the effective date for the Pathways Programs quickly approaches on July 10, 2012, we would like to provide you with an overview of the programs' rules and requirements. The Office of Personnel Management (OPM) will oversee the programs and ensure that all rules and regulations are being followed.

The Pathways Programs were established when President Obama signed Executive Order 13562, "Recruiting and Hiring Students and Recent Graduates", on December 27, 2010. The purpose of the programs is to improve the recruitment process for students and recent graduates and develop a diverse, talented federal workforce. OPM issued the Final Rule on May 11, 2012, which will take effect on July 10th.

The Pathways Programs are a consolidation of three individual student programs: the Internship Program, the Recent Graduates Program, and the Presidential Management Fellows Program. These programs will replace the Federal Career Intern Program (FCIP), the Student Temporary Employment Program (STEP), and the Student Career Experience Program (SCEP), and modify the current Presidential Management Fellows (PMF) Program for high-potential advanced degree students. Service in any of the following programs is creditable towards career tenure.

- The Internship Program applies to students attending high school, a college/university, a trade/vocational school, or other qualifying educational institution. Positions in the General Schedule will be classified as XX99 and those in the Federal Wage System will be

XX01. Appointments under this program authority can be temporary or can last more than one year. Students participating in this program will be referred to as Interns and those working on a temporary appointment will be called Interns NTE. Similar to the rules of the STEP, Interns NTE will not be converted to permanent positions at the end of their appointments. The program also requires that the duties of the position relate to the Intern's academic or career goals.

- The Recent Graduates Program is available to individuals who have completed their educational degree requirements within the previous two years; however, veterans may be eligible for this program for up to six years after degree completion. It is a developmental program in which recent graduates are placed into entry level positions with career ladders and later converted to permanent competitive appointments after completing one year of work.
- The Presidential Management Fellows Program has been the Federal Government's premier leadership development program for advanced degree candidates. This program provides employment opportunities for individuals who have received a qualifying advanced degree within the preceding 2 years. OPM will announce the opportunity to apply for the PMF Program and conduct a competition for the selection of finalists.

There will be a six month transition period (10 July 2012 to 6 January 2013), in which students currently employed under the SCEP and STEP Programs will be converted to the Pathways Internship Program.

OPM expects that the Pathways Programs will be used as a supplement to competitive hiring and that competitive procedures will be observed. Therefore, public notice of a Pathways vacancy will be posted on USAJOBS.gov in order to allow potential candidates to learn about program opportunities and submit applications. Except for Interns NTE, organizations will need to ensure that there are enough slots available for participants to convert into permanent positions after successful program completion.

For more information regarding the Pathways Programs, including fact sheets and the final rules of the programs, please visit the OPM website at <http://www.opm.gov/HiringReform/Pathways/>, or contact Becky Rauch in the CPAC at (817) 886-1199.

USAJOBS Job Searching Tips

www.usajobs.gov

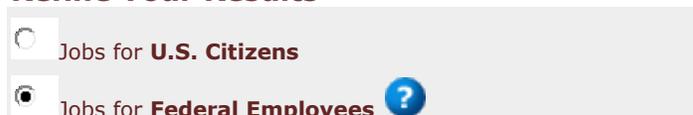
The CPAC has received many comments and questions about searching for positions on USAJOBS.gov. Tips in searching for vacancy announcements on USAJOBS.gov are below.

➤ BASIC SEARCH

- In the “WHAT” textbox: type any keyword that would be included in the title or duties of a job for your search, AND/OR
- In the “WHERE” textbox: type any location

- After you submit the “What” and/or “Where” the next screen allows you to refine your search. It is very important to refine your search by selecting either U.S. Citizens or Federal Employees as shown below. If you do not select “Jobs for Federal Employees” you will not see the internal announcements.

Refine Your Results



➤ ADVANCED SEARCH

- Click on the **ADVANCED** Search link to select all current job opportunity announcements that match your specific search criteria.
- **NOTE: In the Applicant Eligibility textbox at the bottom of the page you must select yes or no based on the type of job search for U.S. Citizens or Federal employees.**

➤ SAVED SEARCHES:

- You can save up to 10 searches but you must create your search criteria in your USAJOBS account. How to save a search:

Click on “Create a new saved search.”



You have the options to use: Keyword, title, series, pay grade, salary range, location, agency, applicant eligibility (Open to all U.S. Citizens or Federal employees), type of work, work schedule, open periods, and sort results by relevance or date.

Saved search email notifications will send you NEW jobs that match the search criteria you've selected.

You must name and save each search. Name

your Saved Search:

How often do you want to Receive E-mail Notifications? 

Daily Weekly Monthly None



- Another feature is to make your resume **SEARCHABLE** which will allow recruiters to find your resume during their search. In your account on the **RESUME** button, you have the option to click on "Make searchable" or "Make non-searchable."

For more detailed information hover your mouse over the Resource Center tab located at the top of the USAJOBS home page. CPAC point of contact is Becky Rauch at 817-886-1199 or Rebecca.a.rauch@usace.army.mil.

ROTH TSP OPTION NOW AVAILABLE THROUGH ABC-C

The Army Benefits Center-Civilian (ABC-C) recently announced that Army employees are now able to make contributions to the Roth TSP by logging into the Employee Benefits Information System (EBIS) through the ABC-C website www.abc.army.mil or by calling the automated telephone system at 877-276-9287.

Information on the TSP Roth option is available on the TSP website at <http://www.tsp.gov>.
