



CPAC Newsletter

August 2004

Inside this issue:

Resumix for Delegated Examining	1
Is Your Resume in the Answer System?	2
ABC-C Guide to Retirement	2
New DA Automated Staffing Tools	3
In Lieu of Holidays	3
Non-Appropriated Fund Vacancies	3
LES Printing Problems	4
Recently Asked Questions Regarding FEHB	4
Benefits Information for New Employees	4
Change in Delegated Examining Procedure	5
Army to Deploy New Automated HR Tools	6
ACWA and FCIP—A Winning Team	7

Resumix for Delegated Examining

The following informational timeline will assist you as you prepare Request for Personnel Actions (RPAs) in light of what you need to send along with your recruitment action and when the crediting plan/job analysis documentation can be eliminated.

1. The NE has been selected to be the pilot deployment site for Resumix for Delegated Examining. This means we'll deploy this tool two weeks ahead of other regions. The CPOC is currently planning for the transition from the antiquated KSA system to the resume-based, Resumix system. We are very excited about this new tool and feel that it will streamline the external recruitment process and make the Army more competitive with private industry.

2. In the NE, Resumix

for Delegated Examining is scheduled to be deployed on 16 Aug. (All other regions will deploy on 30 August.) Since we will be operational on the 16th of August, we'll need to establish cut-off dates for transitioning our announcement from the old KSA system to the new, skill-based Resumix system. We propose the following timeframes:

(a) **For announcements with an open period of 10 or more calendar days:** We will begin issuing Resumix-type announcements for actions received in staffing **on/after 28 July**. This will allow us to rate, using Resumix procedures, when the system becomes operational on the 16th of August.

(b) **For announcements with**

an open period of 5 calendar days: We will begin issuing Resumix-type announcements for actions received in staffing **on/after 4 August**. This will allow us to rate, using Resumix procedures, when the system becomes operational on the 16th of August. (The reason we don't want to establish an earlier cutoff date for 5-day announcements is because we don't want those announcements to close ten days or so before we can begin using Resumix.)

3. As a reminder, RPAs received in staffing prior to the aforementioned cut-off dates will require a crediting plan. RPAs received after the aforementioned dates will be announced under the new procedures and crediting plans will not be required.

Is Your Resume in the ANSWER System?

Have you ever applied to an internal Vacancy Announcement "NEBB", and then went to view the status of your application in ANSWER, only to find you could not access the status of your application? We may have the "ANSWER" for you. When an applicant submits a resume for an internal Vacancy Announcement, and there are no problems encountered with the submission process, the ANSWER system will reflect, within a day's time from when the applicant submitted the resume, that the resume was received and processed. However, if the resume does not scan properly

due to reasons such as incorrect resume format, resume length, or no supplemental data provided, the resume acceptance process will fail. An applicant will not readily see that the resume has failed in the ANSWER system. The information that a resume has failed does appear in the ANSWER system database, and applicants can view that information under the section titled "Status of Self-Nomination". Under "Status of Self-Nomination" a message will reflect that the resume failed, and the reason for the failure. Applicants should therefore be

advised to look in the ANSWER system to ensure the resume was successfully scanned. If the applicant does not see a status in the ANSWER system within one day after having submitted the resume, the applicant should go further into the ANSWER system and click on "Status of Self-Nominations" to see if the resume failed. If the submission of the resume is successful, the applicant can expect to see an update regarding the rating of the application on the same day the referral list is issued to management, which is approximately 2-3 weeks following the closing date of the

ABC-C Guide to Retirement

The Army Benefits Center-Civilian (ABC-C) is pleased to announce the **Guide to Retirement** is now available on the ABC-C web site. This guide contains great information for anyone who is considering retirement, no matter how close (or far) they may be. It is also an ideal "first stop" for those who have just decided to retire, but do not know where to

begin.

The *Guide to Retirement* contains information about how to access the ABC-C systems, obtain estimates, questions to ask a retirement counselor and much more. If contacted about retirement, CPAC's should direct employees to the *Guide to Retirement* to obtain all of the need-to-know information.

Check out the Retirement Guide at: <https://www.abc.army.mil/Information/ABCRetirement/InformationRetirementGuide.doc>. Or, from the ABC-C web site at <https://www.abc.army.mil>, Information, Retirement, Information, *Guide to Retirement*.



New DA Automated Staffing Tools

Two new Army automated staffing tools are scheduled for deployment the month of August 2004. They are the **automated Delegated Examining (DE)** and the **Electronic Recruitment Case File**. These tools represent a huge step in the effort to streamline, simplify and expedite the examination and referral of external candidates. Benefits will be provided to both the

Human Resources community and managers. The automated DE tool will allow managers to "weight" Resumix skills used in the examination process to ensure higher quality referrals; eliminate the need for traditional "crediting plans" involving Knowledge, Skills and Abilities; eliminate the need for hard copy referral lists as they will be generated electronically;

and allow managers to receive both internal and external referral lists simultaneously. The Electronic Recruitment Case File application will completely automate and archive required documents used in the recruitment and examination process allowing the HR community to eliminate hard copy files.

In Lieu of Holidays

When a holiday falls on a non-workday outside a full-time employee's basic workweek, the day to be treated as his/her holiday is the workday immediately before the non-workday **UNLESS** the holiday falls on a Sunday - then **the subsequent workday** is the holiday. In the case of 4 Jul 04, which fell on a Sunday this year, an employee who is regularly scheduled to work Monday through Friday would receive Monday, July 5 as the 'in

lieu of' holiday. If Monday, July 5 was the employee's RDO, then the employee's 'in lieu of' holiday would be Tuesday, July 6. There are 4 holiday's (1 Jan; 4 Jul; 11 Nov; and 25 Dec) that are on the actual days.

Part-time employees will receive their regular pay for holidays that fall on their regularly scheduled workdays. Because part-time employees are not covered by 5 U.S.C. 6103 (b) and Executive Order 11582, which authorizes

"in lieu of" holidays for full-time employees, a part-time employee who was scheduled to work on July 5, 2004 is **NOT ENTITLED** to the "in lieu of" holiday. If a part-time employee's office is closed because of an "in lieu of" holiday for full-time employees, an agency may approve an excused absence, grant the employee annual leave, or LWOP for the hours scheduled to be worked on that day by the part-time employee.



Non-Appropriated Fund Vacancies

To check for NAF vacancy announcements, go to <http://www.cpol.army.mil>. Click on "Search for

Jobs—Use the Vacancy Announcement Board." Under "Special Programs," scroll down and click on

MWR Positions. The scroll down the page and click on "Get Results."



LES Printing Problems

If your LES or Pay Statement is cutting off at any margin, go to the [MyPay Home Page](#) to adjust the margins of your browser. Once the [MyPay](#)

[Home Page](#) is opened, access the "File" dropdown menu and select "Page Setup". Within the "Page Setup" window, adjust the

left and right margins to .25 inches and the top and bottom margins to .5 inches.

Recently Asked Questions Regarding FEHB

Change to Position out of Commuting Area

When your or your spouse's loss of non-Federal coverage is due to a move outside of the commuting area, you must enroll or change enrollment within the period beginning 31 days before the date you leave employment in the old commuting area and ending 180 days after you enter on duty at the place of employment in the new commuting area.

temporarily continue the employer-provided group insurance under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). You may choose to enroll either at the time your spouse or child loses coverage through the non-Federal employer or whenever the COBRA coverage terminates for any reason.

(or, if you are already living or working outside this area, you move or become employed further away), you may change your enrollment. Also, you may change your enrollment if an enrolled family member moves outside the service area (or moves further away). You must notify your employing office of the move.

Loss of Coverage under Spouse's Non-Federal Plan

Your spouse may elect to

Move from an HMO's Service Area

If you are enrolled in an HMO and you move or become employed outside the HMO's service area

The effective date of the change is the first day of the pay period that begins after your employing office receives your appropriate request.



Benefits Information for New Employees

This information is intended for employees who are eligible for Federal benefits. Generally, employees hired on, or converted to appointments described as permanent or

indefinite, are eligible for Federal benefits.

This information is very important to you personally, as it is your responsibility to understand and manage

your Federal benefits. Benefit elections have firm time limitations. Opportunities to enroll or change enrollment are infrequent. (Note: Benefits and entitlements

(Continued on page 5)

(Continued from page 4)

as described in this chart may be different for certain groups of employees, such as reemployed annuitants or those on a part-time or intermittent work schedule.)

DA employees obtain benefits counseling and processing services from the ABC-C. You may access the ABC-C by website at <https://www.abc.army.mil> – from the ABC-C Homepage, click on *Benefits/EBIS*. If you have not created your Point-Of-Entry (POE) password, you will need to click on *Set Password*. You must enter your SSN, Service Computation Date (SCD) for Leave, Date of Birth (DOB), civilian pay plan, grade, step, and

email address. Most of these items are found on your SF 50-B, Notification of Personnel Action (NPA) and the Leave and Earnings Statement (LES). You will then be prompted to create your POE password. Upon your first access, click on the *New User* button. You will enter a temporary four-digit Personal Identification Number (PIN*), and then enter and verify your custom six-digit PIN.

You may also contact the ABC-C by phone at 1-877-276-9287 (toll-free) (TDD: 1-877-276-9833). You will be prompted to enter your SSN and temporary PIN* and create your custom six-digit PIN. You may press zero (0) within any menu such as FEHB, TSP, etc., to speak with a

benefits counselor Monday through Friday from 6:00 a.m. to 6:00 p.m. Central Time (CT). (OCONUS phone numbers are available on the ABC-C website.)

*For the web and phone systems, your temporary four-digit PIN is equal to the month and year of your birth (e.g., if your birth date is 05-03-1965, your temporary PIN will be 0565). Do not share your ABC-C POE password or PIN with anyone. Do not allow others, such as office administrative personnel, to have access to your account or make benefit changes for you. You are responsible for the security of your account; change your PIN immediately if you believe that it has been compromised.

“DA employees obtain benefits counseling and processing services from the ABC-C. You may access the ABC-C by website at <https://www.abc.army.mil>.”

Change in Delegated Examining Procedure

In an effort to better meet your needs and focus our efforts on your high priority work, the NE CPOC has implemented a change in the rating procedures for Delegated Examining announcements. (Delegated Examining announcements are those that target individuals who are not currently federal employees.) This change will be seamless to the

hiring official since Delegated Examining certificates normally contain only the names of the five highest ranking applicants and selection can only be made from among the three highest ranking applicants (Rule of Three).

Our new procedure is reflected in our Delegated Examining announcements which

now state that the initial cutoff for consideration for a particular vacancy will be upon receipt of 30 applications, if this number is reached prior to the closing date of the announcement, or the closing date of the announcement, whichever comes first. (Included in this first cutoff will be all applications received on the same day as the 30th

(Continued on page 6)

(Continued from page 5)
application.) This new procedure will allow the CPOC to close announcements sooner thus enabling us to get referral lists to managers more quickly. Applications received after the cutoff number is reached will not

normally be rated unless there is a need for additional candidates or a unique issue that makes rating a large number of applications feasible. On occasion, such as when there is a large hiring initiative or the job being filled has a traditional high

declination rate, we will make an exception to this policy. If you feel you have a hiring situation that warrants an exception, please contact your Customer Focused Branch Chief.

Army to Deploy New Automated HR Tools

The HR community has been diligently working to enhance the Resumix functionalities in order to improve the Army suite of recruitment and staffing tools and to develop and deploy additional automated HR tools.”

During the last two years, the HR community has been diligently working to enhance Resumix functionalities in order to improve the Army suite of recruitment and staffing tools and to develop and deploy additional automated HR tools. The Resumix Redesign effort was to be accomplished in three phases. Phases I and II are complete. These two phases involved changes to accommodate the move to a single, centralized Resumix database and deployment of Web-based Referral Lists, enhanced vacancy announcement builder, ANSWER applicant notification system, standardized application processes, automated Reemployment Priority List (RPL) program and OPM authority to conduct ACWA examinations.

The Army's implementation of phase III is scheduled to begin in

August. The first tools to be deployed will be the automated Delegated Examining tool and the Electronic Recruitment Case File tool. Deployment of the automated Delegated Examining tool is a huge step forward in our capability to streamline, simplify and expedite the examination and referral of external candidates. This tool will benefit both the HR community and managers. The DEU tool:

- Allows managers and subject matter experts to "weight" Resumix skills used in the examination process to ensure higher quality referrals
- Eliminates the need for traditional "crediting plans" involving Knowledge, Skills and Abilities (KSAs)
- Allows managers

to use same Resumix Skill Search Plan developed for internal merit promotion

- Streamlines external and internal recruitment into one simplified Resumix process.
- Eliminates the need for hard copy referral list, resumes, SF 171 and OF 612. Referral lists and resumes will be electronically generated for external recruitments as they are currently issued for internal merit promotion recruitments
- Allows the manager to receive and review the internal and external referral lists

(Continued on page 7)

(Continued from page 6)

- simultaneously
- Allows CPOC and CPAC personnelists to conduct internal and external recruitment simultaneously, thereby significantly reducing the amount of time required to provide quality referral lists.
 - Allows personnelists to take advantage of the streamlined processes that are already being used

to evaluate internal applicants under Resumix.

- Allows CPOC managers to decentralization their Delegated Examining Units and make better use of resources previously dedicated to the manual external recruitment effort.

Following deployment of these two new staffing tools, Army will deploy an upgrade of their Resume Builder and an automated Interest and Availability (I&A) tool. The I&A tool will allow HR specialists to assess applicant's availability by automatically notifying and

querying individuals who have previously applied to open, inventory type announcements. An on-line "screen-cam" will be developed and made available to the public on using the new Army Resume Builder. Later this summer, the Army will introduce a new employment page which will offer applicants expanded search capability. Additional initiatives in the works are the implementation of a subscription service for applicants allowing them to register and receive automatic notification of job openings that suit their interests.

ACWA and FCIP— A Winning Team

A number of months ago, the NE CPOC received authority to recruit for and fill GS-5 and 7 entry level positions in two-grade interval administrative and professional occupations covered by the Luevano Consent Decree. (Prior to receipt of this delegation, we had to rely on OPM for this type of recruitment.) Having ACWA (Administrative Careers With America) authority allows us to be more responsive to your recruitment needs by providing you with high quality, timely lists of candidates to fill these

vacancies without additional costs to you.

FCIP (Federal Career Intern Program) is an innovative hiring authority which allows individuals to be hired into GS-5, 7 and 9 level positions without requesting an OPM or Delegated Examining certificate. Applicants are appointed in the excepted service and may be non-competitively converted to the competitive service upon completion of the program. (For additional information on FCIP, please see OPMs Homepage for FCIP, [\[www.opm.gov/careerintern/index.htm\]\(http://www.opm.gov/careerintern/index.htm\).\) FCIP can be used for ACWA-covered positions. The only additional requirement is a passing ACWA score in the series under recruitment. FCIP combined with ACWA is an innovative recruitment authority for quickly filling your entry level, two-grade interval, administrative and professional vacancies. If you would like additional information on either or both of these programs, please contact your CFB Chief.](http://</p></div><div data-bbox=)



Civilian Personnel Advisory Center

**810 Schreider Street, Suite 106
Fort Detrick, MD 21702**

**Phone: 301-619-2247
Fax: 301-619-2465**
