



Fort Eustis CPAC Civilian Personnel Advisory Center Bulletin

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NSPS TO GS: CAREER PROGRESSION

As some employees were hired under the National Security Personnel System (NSPS) and have never previously worked under GS, we believe that it is important for you to understand the major differences between the two personnel systems. Under the GS, there are 15 grades comprised of ten steps each, and employees generally move from one grade to another through a competitive process. Employee salaries are not increased based on performance but are governed by the amount of time spent at each step of their GS grade.



The process of considering employees for advancement based upon job related qualifications and criteria is known as Merit Promotion and Placement (MPP). The underlying foundation of the Army MPP is the identification, qualification, evaluation, and selection of top-quality candidates. Selections are based on relative ability, knowledge, skills, other job-related criteria and legitimate position requirements.

Learn more about MPP at <http://cpol.army.mil/library/permis/63211.html>

Source: CHRA Employee Bulletin on Career Progression in the General Schedule

FEDERAL RECRUITMENT AND HIRING

In a memorandum dated 11 May 2010, Subject: Improving the Federal Recruitment and Hiring Process, President Obama called on executive departments and agencies—to overhaul the way they recruit and hire our civilian workforce. One critical aspect of this memorandum is the requirement that a Category Rating process be used when issuing delegated examining certificates. This is a change from the current rating process which relies on Numerical Scoring and the Rule-of-Three. The memorandum mandated that this change be implemented by 1 Nov 2010. The Department of Army is currently working on modifying its staffing tools to accommodate this change. In the meantime, the Army's civilian leaders are encouraging all those involved in the hiring process to visit the OPM website and learn more about Category Rating: <http://www.opm.gov/HiringReform/HiringReformRequirements/CategoryRating/index.aspx>

For more information on this and other Hiring Reform issues, please visit <http://www.opm.gov/HiringReform/Index.aspx>

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FEDERAL RECRUITMENT AND HIRING (cont.)

Other resources for information are as follows:

OPM Hiring Reform page on Facebook

<http://www.opm.gov/HiringReform/Leaving.aspx?link=http://www.facebook.com/pages/Hiring-Reform/104174469627472>

OPM Hiring Reform Updates on Twitter

<http://www.opm.gov/HiringReform/Leaving.aspx?link=http://www.twitter.com/HiringReform/>

DoD CPMS Hiring Reform Website

http://www.cpms.osd.mil/hiring_reform/

Source: OPM Hiring Reform <http://www.opm.gov/HiringReform/Index.aspx>

WANT TO LEARN MORE ABOUT THE GENERAL SCHEDULE (GS) PERSONNEL MANAGEMENT SYSTEM? Take the GS 101 Course!

The Federal government has several personnel management systems for the civilian workforce. These systems are comprised of several features including job classification, pay, performance management, and staffing. The most common system is the General Schedule (GS).

GS 101 uses four lessons to introduce the nuts and bolts of GS:

GS Classification Architecture and Salary Structure

Changing Positions within the General Schedule

Performance Management

Career Development

Each lesson of the GS 101 Course highlights important information about GS. After the last lesson, there is a self-assessment, a course evaluation questionnaire, and a course completion certificate that you can print.

The GS 101 Course takes approximately 30 minutes to complete and can be found at <http://www.cpms.osd.mil/nsps/g101/index.htm>.





FEDERAL BENEFITS AND NON-DISCRIMINATION

On June 17, 2009, the President issued a Memorandum for the Heads of Executive Departments and Agencies on Federal Benefits and Non-Discrimination (http://www.whitehouse.gov/the_press_office/Memorandum-for-the-Heads-of-Executive-Departments-and-Agencies-on-Federal-Benefits-and-Non-Discrimination-6-17-09).

The memo states that the Office of Personnel Management (OPM) shall extend available benefits to same-sex domestic partners where statutory authority exists to do so. As a result, on June 14, 2010, OPM issued final regulations to modify the definitions of family member, immediate relative, and related terms in 5 Code of Federal Regulations (CFR) Part 630, Absence and Leave. The regulations were effective July 14, 2010, and impact on various Subparts of 5 CFR 630 regarding sick leave, funeral leave, voluntary leave transfer, voluntary leave bank, and emergency leave transfer. The final regulations are available at: <http://www.gpo.gov/fdsys/pkg/FR-2010-06-14/pdf/2010-14252.pdf>.

Modified definitions of family members and immediate relatives.

Below are highlights of the changes:

- Modified definitions of family members and immediate relatives. Domestic partner (which refers to both same-sex and opposite sex relationships), and additional members such as grandparents and grandchildren are now included in the definitions of family member and immediate relative.
- Added definitions to further explain the modified regulations. Definitions for parent; son or daughter; domestic partner; and committed relationship are now included.

TSP AUTOMATIC ENROLLMENT FOR NEW AND REHIRED EMPLOYEES

A feature of the Thrift Savings Plan Enhancement Act of 2009 requires automatic TSP enrollment for new and rehired employees covered by CSRS and FERS. The implementation of automatic enrollment occurred on or after the first full pay period in August 2010. This Act does not affect employees on the roles prior to the first pay period in August that are not currently participating in TSP. Newly hired or rehired employees will be enrolled at the rate of 3% of their basic pay each pay period. This deduction will be invested in the Government Securities Investment (G) Fund.

Employees may still elect to make TSP contributions at a higher rate and invest in any of the available funds. Employees will receive a welcome letter from the Thrift Savings Plan that will include information about the TSP. Automatically enrolled employees may terminate their future contributions and obtain a refund of the automatically deducted contributions and the associated earnings if they choose.

Additional information on the Thrift Savings Plan can be found at <http://www.tsp.gov> or by calling their toll free number 1-877-968-3778 Monday through Friday, 7:00 a.m. – 9:00 p.m. EST.





JOINT BASING – IMPACT ON COMPENSATORY TIME, COMPENSATORY TIME OFF FOR TRAVEL, CREDIT HOURS, AND TIME-OFF AWARDS WHEN AN EMPLOYEE TRANSFERS TO ANOTHER DoD COMPONENT

The Defense Base Closure and Realignment Act of 1990 (Part A of Title XXIX of Public Law 101-510; 10 U.S.C. 2687 Note) requires DoD to close and realign all installations so recommended by the Commission. This realignment includes the relocation of installation management functions and the establishment of Joint Bases as specified in the 2005 Defense Base Realignment and Closure (BRAC) Commission Report to the President. With the implementation of the Joint Basing initiative, questions have been raised regarding the impact of the transfer on employees with comp time, travel comp time, credit hours and time off awards on the books. The following identifies the impact of the transfer on the items in question.



Compensatory Time: When a DoD employee separates or transfers to another Department or Defense Agency (e.g., from Army to Navy, from Navy to Defense Logistics Agency) any unused compensatory time off balance shall be paid at the overtime rate at which it was earned. Note that if the separation or transfer occurs before May 23, 2010, then any comp time off to an employee's credit as of May 14, 2007, normally referred to as "old compensatory time," will also be paid at the overtime rate at which it was earned. (Department of Defense Instruction (DoDI) 1400.25-V550.3.a.(3)(c); 5 CFR § 550.114(f)(1)) Civilian Personnel Management Service Field Advisory Services Labor and Employee Relations Division 2 July 2009.

Compensatory Time Off for Travel: If a DoD employee transfers within DoD (e.g., Army to Navy), travel comp time transfers with them. If a DoD employee separates or moves to another Department outside of DoD (e.g., Army to DHS), travel comp time is forfeited. (DoD Policy on Travel Comp Time; 5 CFR § 550.1407)

Credit Hours: If a DoD employee transfers within DoD (e.g., Army to Navy) or from DoD to another agency (e.g., Army to DHS), then the credit hours are paid out (up to 24 hours maximum). Credit hours shall be paid at the employee's current hourly salary (non-overtime rate) when an employee is no longer subject to a flexible work schedule program, transfers to another employing activity, *provided the Agency and Major Claimant/Command changes*, or upon separation. (DoDI 1400.25-V610, Enclosure, 3.b.(2); DoD 7000.14-R, DoD Financial Management Regulation, Volume 8, Chapter 5, Para. 0514055; USC § 6121(1); 5 USC § 6126(b))

Time-Off Awards: Time off granted as an award should be scheduled and used within one year after the effective date of the award. Under 5 CFR § 451.104, a time-off award cannot be converted to a cash payment under any circumstances. A time-off award cannot be transferred between DoD Components. (DoD 1400.25-M, SC451.14.5; 5 CFR § 451.104)

CONCLUSION: Joint Basing will have an impact on compensatory time, compensatory time off for travel, credit hours, and time-off awards that are on the books at the time of transfer. In some instances the time will be paid out, in some cases the time will transfer with the employee, and in some instances the time will be forfeited. Employees must be aware of the status of their hours and the effect of joint basing on these hours. It is imperative that managers and supervisors understand and communicate the potential impact of Joint Basing to their employees. In particular, it is recommended that managers and supervisors make efforts to allow employees to use their time-off awards before they leave the granting Component.



REFERENCES: DoD Policy on Travel Comp Time; DoD 1400.25-M, Civilian Personnel Manual, SC451.14.5; DoDI 1400.25-V550.3.a.(3)(c); DoDI 1400.25-V610, Enclosure, 3.b.(2); DoD 7000.14-R, DoD Financial Management Regulation, Volume 8, Chapter 5, Para. 051405; 5 CFR § 451.104; 5 CFR § 550.114(f)(1); 5 CFR § 550.1407; 5 USC § 6121(1); 5 USC § 6126(b)

Source of information: http://www.cpms.osd.mil/faslerd/faslerd_index.aspx

FEEDBACK

This bulletin is designed to inform employees and supervisors of new civilian human resources issues and refresh their knowledge of existing policies and procedures. We welcome your feedback; contact your servicing Human Resources Specialist. The bulletin is available on our web page, <http://www.eustis.army.mil/cpac> Request you print and post on Bulletin Boards throughout your organization for those employees who do not have access to our web page. The CPAC uses the Interactive Customer Evaluation (ICE) and we would appreciate you taking the time to rate us and provide feedback on the service you receive from our office. Just click on the following website: http://ice.disa.mil/index.cfm?fa=site&site_id=439

