



Korea Region



"The Personnelist"

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One Community

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From the Desk of Carol McGee
Korea, Regional Director
Welcome!

Thus far, this has been an exciting year for the personnel community. We have accomplished many things we can be proud of. From the Installation Management Agency, Korea Region realignment to the personnel community realignment to the Civilian Human Resources Agency; production; deployment Resumix Redesign (Phases I and II) which involved the move to centralized Resumix database and deployment of Web-based Referral List; enhanced vacancy announcement builder; ANSWER applicant notification system; standard application processes, required training, etc., we have weathered the storm and yet we stand.

With all that behind us, we look forward to implementing the National Security Personnel System, a new initiative more sweeping than the Civil Service Reform Act, deployment of the Resumix Redesign (Phase III) which will contain the automated Delegate Examining and Electronic Recruitment Case File tools with other automated tools to follow; a proactive stance on LEAD and Supervisory training as well as overall training, and of course, "production."

Our goal is to ensure we have the right tools to perform duties required to meet the needs of our stakeholders in a timely manner coupled with quality services. We are here for one purpose only, to support the "Soldier" and by any means necessary, we shall continue to do so.



National Security Personnel System (NSPS)

The NSPS will become the new human resources management system that will impact more than 700,000 Department of Defense (DoD) civilian employees. The authority for NSPS can be found in Section 9902 of Title 5, United States Code, as enacted by Section 1101 of the National Defense Authorization Act of Fiscal Year 2004 (Public Law 108-136, November 24, 2003). The law directs DoD to create a new personnel system and permits DoD to waive certain laws and regulations that currently apply to civilian employees with regard to job classification, pay, performance management, recruitment and hiring and reduction in force. The new system must adhere to merit principles, accommodate veteran's preference and respect collective bargaining rights. The NSPS will be designed in collaboration with employee representatives and with the Office of Personnel Management (OPM). DoD will develop a flexible and fair system that emphasizes and reward excellent individual performance and recognizes the civilian DoD workforce as an integral part of the total force. The legislation was necessary in order to replace an outdated and rigid civil service rules that hinders the Department's ability to carry out its national security mission.

Under the NSPS, staffing (hiring, assignment, promotion and advancement, removal actions, reduction-in-force) will change. Other areas are pay administration (including premium pay), classification (job description, grade level assignment), performance management, labor management relations, disciplinary/adverse action and employee's appeal processes. Areas that will not change are the requirement to adhere to merit system principles, prohibited personnel practices, anti-discrimination rules, rules on leave and attendance, travel and subsistence expenses, retirement, health benefits, life insurance, firefighter pay, pay for political executives, rules governing training, safety and drug abuse programs.

The NSPS will include a performance-based personnel system that will allow DoD to attract, reward and train the most talented workforce possible. To do this, the current longevity-based compensation system (General Scheduled, annual pay increases, periodic within-grade increases and Quality Step Increases) will be replaced with a more flexible system that ensures a meaningful link between individual performance and pay, will be replaced.

Design of the NSPS will be a cooperative effort among the Services, Defense Agencies and external organizations. The goal is to design and implement a new civilian personnel system with the involvement of all stakeholders. As DoD move forward in the design and implementation of the NSPS, oversight and direction within the Army for the execution of the NSPS, the G-1 will manage Army implementation and coordinate transition work. The NSPS implementation will include training for supervisors, managers, human resources specialists, employees, as well as commanders and other senior officials. The implementation schedule is posted on the CPOL website.

The NSPS represent a unique opportunity to develop a flexible and fair system that will help to attract, retain, reward and grow a civilian workforce to meet the national security demands of the twenty-first century. It also represents a significant departure from "status quo". Additional information on the NSPS can also be found at www.cpms.osd.mil/nsps.



Military to Civilian Conversions

The National Defense Authorization Act for FY2004 authorizes changes in the personnel system that will provide the DoD sufficient flexibility in the management of civilian personnel. This will include assigning active duty military tasks to civilian performance, freeing military spaces to be used to increase the frontline forces needed in the global war on terrorism. The overall objective for Army is to increase from 36 brigades and active duty Army strength of approximately 490,000 in FY 04 to 43 brigades and strength of 512,000 by FY06. DOD approved the conversion of 20,070 military positions to civilian performance in Fiscal years 2004/2005, including 10-15,000 in Army. The MIL/CIV conversion will be a significant contributing factor in the success of this effort. The CHRA community is aggressively moving forward with strategies and plans to accomplish this mission. You will hear much more in the near future as these plans are implemented.

CLASSIFICATION TRAINING TOOLS

Civilian Human Resource Agency (CHRA) has published 15 individual Classification and Organization/Job Design training tutorials. These are excellent tools for training CPOC, CPAC and other staff on classification and organizational design concepts and practices. These training tools may also be made available to managers in support of supervisory training or advisory services.

These tutorials include the following subjects: Handbook on HR Competitive Sourcing (A-76), Organization and Job Design, Basic Classification, Intermediate Classification, Classification Choices and Delegated Classification Authority.

Word files include a series of chapters, lesson objectives, comprehension quizzes, exercises and answers may be found at the CHRA Training Management Division's (TMD) website on CPOL.

Instructions for locating these tutorials are:

- (1) go to www.CPOL.army.mil
- (2) click on the TMD link.
- (3) click on the "CHRA Training Management Division" link.
- (4) click on "Online courses & Training Materials" link.
- (5) click on 1 of 15 desired classification tutorials.



The HR Korea Region Welcomes our New Employees

Debra Cheek-Livingston (Area III), Mr. Chong Chin Yi (Area I), Jun Grajo (Area IV), Janet Baker (CPOC), Stephen Brumfield (CPOC), Pat Bynum (CPOC), Leslie Bellamy (CPOC), Adrienne Barber (Area III), Jacquelyn Mills (Area IV), Dixie Casero (CPOC), Karin Pussenberger (CPOC)



The HR Korea Region says Goodbye to

Tamara Brown (CPOC)



RESUMIX for Delegated Examining Unit Tool Coming Soon

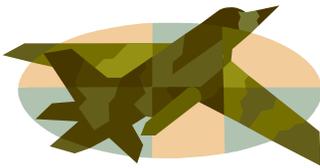
In the near future, Army will begin using RESUMIX for Delegated Examining (DEU). RESUMIX uses state-of-the-art optical character recognition (OCR) software and a patented skills extraction system to read resumes, extract skills and match them to job requirements. The RESUMIX for DEU tool will include an Interest and Availability function, a web based certificate of eligibles and electronic archiving.

Applicants will apply for positions announced by the DEU by submitting an application using the Army Resume Builder. Using the Army Resume Builder will save time and the cost of mailing. In addition, it is less likely that applicants will miss consideration because the resume was not received timely, was incomplete, or was not in the proper format. By using the Army Resume Builder, applicants will receive immediate

confirmation the resume was received and processed.

Applicants will have easy access to real-time information on the status of their application via the Internet by using our system called Applicant Notification System Web-Enabled Response (ANSWER). Applicants will also be able to view the resume currently on file.

Deployment of the RESUMIX tool for DEU will bring substantial savings in both effort and time for applicants, selecting officials and human resources specialists. More information to come on the deployment date for the Korea Region.



Civil Service Appointments for Veterans

What is an "Appointment"? Each employee who works in the Federal Service or applicant who is trying to obtain a Federal Civil Service position must be "appointed" to a position based on some legal authority. Legal authorities exist from a variety of sources but the most commonly used authorities exist from Congress - through Public Laws, or the President - through an Executive Order.

To help visualize the concept of an appointment, try imagining a highway. The highway represents the Federal Civil Service. Cars, which represent Civil Service employees already employed, are driving and using the highway. An "on ramp" symbolizes an "appointment." Applicants not in Federal service use an "on ramp" or "appointment" to get on the highway and join Federal Civil Service.

For veterans there are three main types of "appointments" that they may utilize to join the Federal service. These three appointment types are:

1. Veterans Recruitment Appointment (VRA).
2. Veterans Employment Opportunity Act (VEOA).
3. 30% Disabled Veteran Appointment. (30% DAV).

If your intention is to apply using one of these three appointment authorities, be sure the announcement you apply under, identifies one of these three appointing authorities as part of the "area of consideration" before you apply for the position.

VRA (Permanent or Temporary Positions) -

The VRA appointment authority changed in 2003 based on Public Law 107-288. Veterans desiring employment under VRA may only do so for positions at the GS-11 or below level. This can also be for positions that are developmental in nature and have a target grade higher than GS-11 (i.e. GS-11 (target GS-12) or GS-11/12 positions but the VRA applicant may only be "appointed" initially into the position at the GS-11 grade level. To be eligible under VRA, a veteran must meet one of the following three conditions:

1. Disabled Veterans.
2. Veterans who have been awarded a Campaign Badge, Armed Forces Expeditionary Medal (AFEM), or Armed Forces Service Medal (AFEM).
3. Recently separated veterans. Recently, separated veterans are defined as those who have separated from active service within the last three years.

Veterans who compete on a VRA referral list are separated on the referral list based on the amount of veteran's preference for hiring (5 point preference, 10 point preference, disabled veterans, etc). VRA applicants with a lower veteran's preference rating may be blocked from selection if there are sufficient numbers of higher ranked veterans preference candidates on a referral list.

Veterans selected and appointed through use of the VRA authority will be on a 2 year "training" period through which, activities will provide training & education necessary to reacclimate the veteran to civilian life and employment. If a veteran has 15 years or more of education (3 yrs of college or more) they are exempt from the requirement of training and education. At the end of 2 years and with successful completion of the training program (if applicable), the veteran should be converted to a career-conditional appointment, which is the standard permanent appointment for civil servants. The supervisor should create a Request for Personnel Action to convert the employee to a career/career conditional appointment .

VEOA (Permanent Positions Only) - The VEOA law changed on November 30, 1999 based on Public Law 106-117. Unlike VRA, there are no grade restrictions when VEOA is used as an appointing authority. Veterans may use it for any position at the GS-1 through GS-15 grade levels.

To be eligible under VEOA, a veteran must meet one of the following two conditions:

1. A veteran's preference eligible.
2. A veteran separated after substantially completing 3 or more years of continuous active service performed under honorable conditions. In general, most individuals

completing an initial 3-year military tour are typically released a few days early and therefore, if otherwise qualified, would be considered eligible.

Veterans who compete on a VEOA referral list are treated as though they are already in civil service. This means all VEOA applicants who are qualified are referred for consideration to the manager - irregardless of veteran's preference. Under VEOA, veteran's preference rules do not apply. All veterans are given the opportunity to compete for a civil service position (hence the title for this appointment authority).

VEOA is designed to help veterans gain permanent employment with the Federal Government. **Once a veteran is employed as a permanent employee**, irregardless of the type of appointment used to gain permanent employment, **VEOA as an appointment authority cannot be used.**

30% DAV (Permanent Positions Only) - Title 5 United States Code Section 3112 provides a special method of appointment into Federal Service for veterans rated as 30% or more compensable from the Department of Veterans Affairs OR retired from the active military service with a disability rating of 30% or more. Like VEOA, 30% DAV veterans may use this authority for any position at the GS-1 through GS-15 grade levels.

To be eligible for a 30% DAV appointment, a veteran must meet the following conditions:

1. Discharged from the military with other than an dishonorable discharge.
2. In receipt of a letter dated within the past year, from the Veteran's Administration showing compensation level rating of 30% or more OR a DD-214

showing retirement from the active military service with a disability rating of 30% or more.

30% DAV veterans who are hired into positions must serve in a provisional (Temporary) appointment for a minimum of 61 days. During this time, the veteran receives permanent benefits (Life & Health Insurance along with Retirement). This provisional appointment is to ensure the veteran has satisfactorily performed in the position. At the end of the provisional appointment, the veteran MAY be converted to a Career-Conditional Appointment, which is the standard permanent appointment for civil servants.

If you are a veteran and have questions regarding any of the above appointment types, please see your local Civilian Personnel Advisory Center or your local Civilian Personnel Office for more information.



Federal Employees' Group Life Insurance (FGLI) Program: 2004 Open Season Announced--September 2004

The FGLI Program began on August 29, 1954. To celebrate this year's 50th anniversary of the FGLI Program, OPM is conducting an Open Season from September 1 through September 30, 2004. The purpose of the Benefits Administration Letter (BAL) 04-203 is to provide detailed guidance about conducting the FGLI 2004 Open Season. OPM's news release announcing the FGLI 2004 Open Season is

attached to the BAL. The HTML and PDF versions can be accessed

at: <http://www.opm.gov/asd/pdf/2004/04-203.pdf> or <http://www.opm.gov/asd/htm/2004/04-203.asp>.

Many of you have already written to OPM thinking there is a typo in the BAL 04-203 which discusses the upcoming FGLI 2004 Open Season. **The year 2005 is NOT a typo. It is correct information.** The effective date of coverage is delayed until the first day of the first pay period that begins on or after September 1, 2005 which immediately follows one in which the employee meets the pay and duty status requirements. For **most** Federal employees, that means that the **earliest** new coverage elected during the FGLI 2004 Open Season can be effective is September 4, 2005 (September 3, 2005 for most Postal employees). Yes, **2005**, not 2004.

The FGLI 1999 Open Season had a similar delayed effective date. The reason for the delay is to prevent adverse selection - employees increasing coverage only when they know they need it, resulting in a high number of immediate claims. Such claims increase the Program's costs and the delayed effective date lessens that effect.

ALSO - some of you have asked OPM to send you the FE-2004 Open Season Election Form so you can program your systems to accept open season elections electronically. OPM will certainly share the form with you when it is ready. The form is not ready yet.

OPM is announcing the open season early, knowing everything isn't in place yet. It will be in place in time for the open season and they appreciate your patience.

FAMILY MEMBER CORNER



MILITARY SPOUSE PROGRAM

The DOD Spouse Preference Program helps improve employment opportunities for family members of U.S. Armed Forces Personnel and Civilian Employees of U.S. Government Agencies stationed in foreign areas.

It is DOD policy that eligible family members be given preference in employment when agencies are filling jobs competitively. Such positions include Civil Service positions, GS-1-15 and Non-Appropriated Fund positions. Preference shall apply to the initial employment into a continuing, permanent position or temporary positions of 1 year or longer at each duty station.

Family member preference shall not be given when doing so shall contravene veteran's preference. Spouses who are eligible to receive veterans' preference for employment will use that preference.

Interestingly, designated Foreign National positions may also be used to recruit eligible family member applicants for employment in these positions. Family members who are U.S. citizens will be paid in U.S. dollars. Family members who are not U.S. citizens may be employed in these positions, as well. But, these family members must follow the rules of employment under Korean Law.

Family member preference will not be given based on their sponsor's rank. Family members

transported to foreign areas at their sponsor's expense will also receive spouse preference the same as those spouses transferred overseas at government expense. Spouse preference may be used only once in the duty station where the sponsor resides. Spouse preference is considered used when accepting or declining a permanent or continuing offer of employment. This is applicable to both non-appropriated fund positions and Civil Service positions. For example, a spouse who is offered a permanent non-appropriated fund job at the Dragon Hill Lodge and accepts or declines the offer of employment is considered to have used their spouse preference for this duty station. Spouses may accept and or decline a position which is considered temporary of less than one year and there is no penalty. However, if a spouse accepts a temporary position of less than one year, and later the appointment is extended past one year, the spouse preference is considered to be used for this tour of duty.

Spouse preference is also used when employment is obtained with a non-defense Federal Agency in the local area. For example, a spouse obtaining Federal employment at the U.S. Embassy is considered to have used spouse preference for the tour of duty.

For additional information on the DOD Spouse Preference Program, contact your local area Civilian Personnel Advisory Center or the Employment Manager at your local Army Community Service.

Send comments or suggestions to:

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