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Hiring Manager Involvement Artifacts Showcase Hiring Reform Initiative

The Department of Defense (DoD) Hiring Reform Initiative is well underway, most recently with the delivery of DoD's Hiring Action Plan to the Office of Personnel Management (OPM) on December 15, 2009. The Action Plan contains actionable steps to fulfill DoD's hiring reform objectives, both near term and continuing through FY12.

OPM's Chief Human Capital Office (CHCO) manager satisfaction survey, along with DoD and well-known industry groups, identified hiring manager involvement as a prime focus area which, if properly addressed, could lead to measurable improvement in the hiring process.

To that end, a Hiring Manager Involvement workgroup, a cross-Component group supporting DoD's Hiring Reform initiative, was formed. The group collected "best in class" artifacts used by the Components that are being modified to apply across DoD. They provide

comprehensive easy-to-understand language across the four key hiring elements: Planning, Attracting the Candidate, Making Hiring Decisions, and Shaping Early Experiences. The artifacts will comprise a Hiring Manager's "Toolkit" which will be distributed to the Components through Civilian Personnel Policy (CPP) as well as other communication channels. Coupled with targeted training and a strong strategic partnership with a Human Resources (HR) Advisor, the toolkit equips hiring managers with vital information that encourages more involvement in the hiring process.

DoD Hiring Reform Website Launched!

Hiring Managers, HR Professionals, and all Hiring Stakeholders are encouraged to begin actively using the Hiring Reform resources, tools, and artifacts housed here! Sign up for an e-mail subscription.

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



Planning:

- Review Workforce Plans with critical challenges in mind
- Identify your talent requirements
- Consider the labor market

Attracting the Candidate:

- Validate position accuracy and confirm alignment with needs
- Decide best recruitment strategy
- Use simplified job announcement(s)

Making Hiring Decisions:

- Confirm Schedule availability
- Complete interviews in a timely manner
- Notify appropriate officials of your decisions

Shaping Early

- Stay informed and involved
- Plan for a successful day one
- Cultivate a positive new hire experience

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CPMS Job Announcements



Personnel Psychologist	GS-180-13/14	Closes 04-22-10
Human Resources Specialist (Development)	GS-201/09-12	Closes 05-03-10

Appointing 30% Disabled Veterans

Disabled veterans whose disability is rated at 30 percent or more may be noncompetitively appointed to a temporary position expected to last 60 days or longer, or to a term appointment. The veteran may be separated or retired from active military service. The disability determination may have been authorized by the Department of Veterans Affairs (since 1991) or from a branch of the Armed Forces for having a compensable service-connected disability of 30 percent

There is no grade level limitation for the use of this authority, however, the appointee must

meet all qualification requirements to include any written test required. The agency can convert the employee without a break in service to a career or career-conditional appointment at any



time during the employee's temporary or term appointment.

For more information please refer to: P.L. 107-288, 5CFR part 307, 5 CFR 752.401(c)(3) and <http://www.opm.gov/veterans/html/vetguide.asp> or more.

CPMS Launches Employee Work Life Website

The Work Life site is now available. This site will feature Employee Wellness and Financial Fitness information. The Employee Engagement and Satisfaction section also will be available soon. Please be sure to check out this website at: www.cpms.osd.mil/worklife/worklife_index.aspxw.

Human Capital Management for Defense Awards

Congratulations to the Field Advisory Services, and the Human Resource Professional Career Framework (HRPCF) team on placing second runnerup in the "Best Workforce Development Program" at the 4th Annual HCMD Awards presented February 17, 2010. The HRPCF was one of eight finalists from across Federal Government. The annual award recognizes excellence in federal agency programs providing training and competency development to continuously engage and motivate the workforce.



USAJOBS Redesign Launched

USAJOBS.gov, the Federal Government's website for job postings and employment information, has been redesigned. On January 23, 2010, The Office of Personnel Management (OPM) released a new user interface for the USAJOBS Website. The USAJOBS site's new look and feel utilizes best practices in Website design and primarily focuses on the user experience of the job applicant. The updated look and feel incorporates a new color scheme, reduces clutter, introduces social networking elements, and most importantly implements a more powerful search engine. The new design and functionality is based primarily on extensive applicant feedback from surveys and help desk tickets.

Strive Toward Building a Healthier DoD Workforce!

The Deputy Secretary of Defense Memorandum on January 4, 2010, and the Under Secretary of Defense for Personnel & Readiness Memorandum on January 11, 2010, announced the launch of a Department-wide initiative for Employee Wellness, Satisfaction and Engagement. The DoD promotes employee health and well-being and encourages employees to get involved through setting physical activity and nutrition goals. The 2010 Employee Wellness Campaign explores monthly health topics and provides information, and promotional materials that will be available for download and distribution across the Department. With the NEW Worklife/Wellness website going through its final stages of development, the official launch is expected to be this month. This innovative, easy-to-navigate Website will allow you to access monthly wellness media kits that include tip sheets, checklists, healthy recipes, and monthly theme posters. Sections within the Wellness Website will direct you to helpful and professional resources/links, health experts, and provide you with the right tools to track your progress in healthy eating and fitness. April's theme is "Mental Health Awareness." It focuses on taking action toward maintaining emotional balance through stress reduction and making healthy choices. **continue on page 3**

Proper Use of Voluntary Separation Incentive Pay (VSIP) Part 2: Restructuring VSIP

This is the second in a series of three articles on Voluntary Separation Incentive Pay (VSIP), commonly referred to as a "buyout." The first article explained the purpose of downsizing VSIP and the requirements for documenting its proper use. This article provides similar information about the other type of buyout authorized within the Department of Defense (DoD) – restructuring VSIP. As explained in DoDI 1400.25-V1702, "Voluntary Separation Programs," the purpose of restructuring VSIP is to reshape the workforce to meet mission objectives.

This type of buyout can be used to correct skill imbalances or to reduce managerial or supervisory positions without resorting to Reduction-In-Force, but position restructuring is restricted to the specific vacancy created by application of the buyout. Restructuring VSIP is not authorized unless the resulting vacancy reflects a change in grade, pay band, dominant position duties, occupation, or supervisory status. During onsite compliance reviews and day-to-day contact with human resources offices throughout the Civilian Assistance and Re-Employment (CARE), Program Coordinators have noted the following problems with regard to restructuring VSIP: The lack of complete audit trails makes it difficult, and in some cases impossible, to determine whether the VSIP authority was properly used. Many incentivized vacancies remain unfilled for one year or longer after the VSIP payment. In and of itself, a long lag time between the buyout and the backfill action indicates there was no pressing need to restructure the workforce. In some cases, the activity seemed to believe that restructuring VSIP can be used simply to increase salary lapse rates, despite the fact this is clearly not authorized in DoDI 1400.25-V1702. Some incentivized positions were filled without change to their grade, pay band, dominant duties, occupation, or supervisory status, indicating that the VSIP authority was misapplied. Many incentivized vacancies remain unfilled for one year or longer after the VSIP payment. In and of itself, a long lag time between the buyout and the backfill action indicates there was no pressing need to restructure the workforce. In some cases, the activity seemed to believe that restructuring VSIP can be used simply to increase salary lapse rates, despite the fact this is clearly not authorized in DoDI 1400.25-V1702. Some incentivized positions were filled without change to their grade, pay band, dominant duties, occupation, or supervisory status, indicating that the VSIP authority was misapplied. Still other incentivized positions were cancelled and therefore, did not meet the intent of restricting VSIP authority. There is no standard DoD template for a proper restructuring VSIP audit trail. However, documentation files should include enough information to show that the buyouts were organizational necessary and that the vacated positions were restructured in accordance with the criteria in DoDI 1400.25-V1702. Sample audit trails for two hypothetical restructuring buyouts are available for review at: www.cpms.osd.mil/care/care_bestpractices.aspx. These are good examples of intelligible documentation that would enable any knowledgeable third party to reconstruct the transactions from start to finish.

Reemploying Federal Annuitants in DoD

Civilian Personnel Management Service, Field Advisory Services, has received inquiries from the field asking about the impact of Section 1122 of the National Defense Authorization Act for Fiscal Year 2010 (NDAA 2010) on prevailing policy for employing Federal civilian annuitants in the Department of Defense (DoD). Section 1122, titled "Part-Time Reemployment," authorizes Federal Agencies to reemploy Federal annuitants under certain limited conditions without a dual compensation reduction; i.e., allows reemployed annuitants to receive full annuity and salary upon appointment. On January 8, 2010, John Berry, Director of the Office of Personnel Management, issued a memorandum that provided for the orderly administration of this new delegation. What the DoD human resources community needs to know is that Section 1122 of the NDAA 2010 excludes DoD from its coverage; therefore, it does not affect current DoD policy, practice, and procedures regarding the employment of Federal annuitants. The Secretary of Defense previously was delegated authority under the NDAA for Fiscal Year 2004 to hire Federal annuitants without reducing their salaries by the amount of their annuities. This provision is implemented by DoDI 1400.25, Volume 300, which you should continue to follow when reemploying Federal annuitants in DoD. Please address any questions to Laura Antle, at 703-696-6301, extension 617, or laura.antle@cpms.osd.mil.



Eating right makes you feel good, and it's important for reducing the risk for diseases like heart disease, certain cancers, diabetes, stroke, and osteoporosis. Healthier eating could reduce cancer deaths in the United States by as much as 35 percent. Most of us grew up learning about the 4 basic food groups - meat, grain, vegetables and fruits. Nutrition science has changed and so have these food groups. The key is to make the smart choices from each food group as you journey on your nutritional path. There are various resources provided by the Department of Health & Human Services on nutrition and health. Also, check out the Dietary Guidelines for Americans which provides science based advice on food and physical activity choices for better health. The 2005 Dietary Guidelines will remain current until the 2010 Guidelines are published. For more information on having a healthy diet please visit: www.DietaryGuidelines.gov.



OPM Increasing Review of Proposed Political Appointments

The Office of Personnel Management (OPM) Director John Berry issued a memorandum to heads of Federal Executive Departments and Agencies on November 5, 2009, requiring that agencies request OPM's approval before appointing a current or recent political appointee to a position in the competitive service or to a non-political position in the excepted service. The requirement is effective January 1, 2010. In the memorandum, Director Berry affirms OPM's role in ensuring that merit principles are upheld in the civil service, stating, "The U.S. OPM carries out many important responsibilities for the President and the American people but none is more important than our statutory

responsibility to ensure the best qualified candidates are selected for Federal jobs after fair and open competition. In light of the historical origins of the civil service system, OPM's role as guardian of the merit system is especially important when a Federal Agency selects a political appointee for a position in the civil service." He also said that while political appointees may not be excluded from consideration for Federal employment in the competitive service (or non-political positions in the excepted service), they are not to be given any special consideration or advantage. OPM issued detailed information via the "Presidential Transition Guide to Federal Human Resources Management" in June 2009, to provide incoming Administration and agency officials

with information regarding the rules, regulations, and policies relating to the departure and appointment of political appointees. Current (and previous) requirements relating to OPM's oversight authority with respect to political appointees require Federal Agencies to seek approval from OPM before appointing to a competitive service position a political appointee during a Presidential election year. The new requirements will increase the scrutiny of these appointments by adding non-political excepted service positions, as well as extending the period requiring OPM's review beyond the Presidential election year. The memorandum and Pre-Appointment Checklist" may be viewed at: <http://www.chcoc.gov/>

Strive Toward Building a Healthier DoD Workforce!

Con't from p. 2

Communicate the importance of work-life balance throughout your agencies for a more productive energized workforce! This month's them also focuses on work-life balance for Executives.

Download materials at:

http://www.cpms.osd.mil/April_WellnessCampaign.aspx



Self Service Streamlines the Update of Completed Training

DoD is streamlining the update of completed training for employees. Employees can now self-certify completed training and input into the Defense Civilian Personnel Data System (DCPDS) via 'My Biz'. Supervisors and managers will view their employees' training information by accessing 'My Workplace'. In the past, employees had been totally reliant upon the Human Resources (HR) community to input completed training, either on an individual basis or through a mass update process. The new update process allows employees to input/add new training only after

reading and completing the 'MyBiz' electronic signature process. Employees can also add past training (with no time restriction) but are encouraged to consider relevancy to current or desired positions, licenses and certifications they currently have/maintain, as well as competencies. Self-certified training can be deleted at any time – keeping the employee in control of their information. Once training is 'Verified', only HR can make changes. Both My Biz and My Workplace views display a 'Trng Update Source' which will allow employees and supervisors/managers to distinguish those courses

that are "Self-Certified" from those that are "Verified" (by HR). Both employees and supervisors/managers have been totally reliant on others to provide reports of completed training. The new process allows both employees and supervisor/managers to print satisfactorily completed training information from within 'MyBiz' and 'My Workplace', respectively. If you have any questions or concerns, you need only contact your servicing HR Office.

Federal Employee Benefits Tool

The Benefits and Entitlements Branch is developing a benefits tool as an informational and educational tool for all Federal employees. This benefits tool, which will be launched in the next few weeks, will be particularly beneficial to new DoD employees. This tool may be used to explore various benefit options regarding Federal Employees Health Benefits, Federal Employees Group Life Insurance, Federal Employees Dental and Vision Benefits, the Flexible Spending

Accounts, Federal Long Term Care Insurance and the Thrift Savings Plan. Employees will be able to compare the employee's cost, government's cost, and the tax deferred benefits options. Look for more information on this new tool in the

TSP RETURN RATES End of March 2010

FUND	CLOSE	YTD
G	13.1896	0.53%
F	13.5919	1.93%
C	13.1384	(0.60)%
S	16.8475	2.35%
I	17.5899	(5.11)%
L 2040	15.5151	(0.77)%
L 2030	15.3674	(0.60)%
L 2020	15.2507	(0.45)%
L 2010	15.2546	0.23%
L Income	13.9201	0.29%