



CPMS EXPRESS

CPMS

CPMS EXPRESS
June 1, 2009

National Security Personnel System and Reassignments Actions

The 5 CFR 9901.353, Setting Pay Upon Reassignments, dated September 28, 2008, defines three types of reassignments that the Department of Defense established under the National Security Personnel System (NSPS) to attract, recruit, and retain a quality workforce environment. This section outlines reassignments in different categories: employee-initiated, management-directed, and involuntary reassignments.

The Employee-Initiated Reassignment :

A reassignment occurs when an employee moves, voluntarily or involuntarily, to a different position or set of duties within his/her pay band or to a position in a comparable pay band, or from a non-NSPS position to an NSPS position at a comparable level of work, on either a temporary or permanent basis. In NSPS, employees may be eligible for an increase or decrease to base salary upon temporary or permanent reassignment.

There are no limits to the number of times an NSPS employee may reassign on voluntary moves. An employee may only receive a total of a 5 % cumulative increase to base salary in any 12-month period unless an authorized management official approves an exception. The use of this flexibility must be consistent with local or Component-level policies.

For example: an employee may reassign in one month and receive a 2% base rate increase then six months later move again

and receive a 3% base rate increase.

An employees' salary can also remain the same with no increase to the base rate, or it can be decreased in any amount if agreed to by the employee. However, the reduction can not result in the employee's base rate being set below the minimum rate of the assigned pay band.

The Management-Directed Reassignment :

Management-directed reassignments are actions that are initiated by management to laterally move an employee into another position in the same or comparable pay band within the organization. A management-directed reassignment can also be between organizations if the manager has the authority to direct such a reassignment. Generally, a management-directed reassignment occurring across organizational lines happens as a result of Base Realignment and Closure or some other organizational realignment situation like a transfer of function or work. These types of actions would be more likely to occur when it has been determined that an employee's skills would be better utilized in an equivalent position in the new organization. In this type of reassignment, an employee may receive a base salary increase of up to 5% for each reassignment directed by management. There is no limit on the number of times an employee can receive a management-directed reassignment (please note: this does not apply to management-directed reassignments under Joint Basing.) The employee's base salary can also remain the same upon a

management-directed reassignment; however, it can not be decreased. An increase associated with a management-directed reassignment does not count toward the 12-month limit associated with voluntary reassignments.

The Involuntary Reassignment :

An involuntary-reassignment is when an employee is reassigned to the same or comparable pay band through adverse action procedures. In this particular case an employee's base rate may be reduced up to 10%, as long as the reduction of the employee's base rate does not fall below the minimum rate of the assigned pay band. A reduction in band means the voluntary or involuntary movement of an employee from one pay band to a lower pay band on a permanent basis while continuously employed.

NSPS is designed to permit non-competitive movement for reassignments including those that involve increases to base salary. The use of broad pay bands and noncompetitive movement within the bands enhances the flexibility and agility of the organization to respond to staffing requirements.



Inside this issue:

[Uniformed Services Employment and Re-employment Rights Act of 1994](#) 2

[DCPDS Self Service Streamlines the Probationary/Trial and Supervisory/Managerial Probationary Period Completion Process](#) 2

[Online PPP Briefings](#) 2

[New Legislation Allows Military Retirees Credit for Academy Time](#) 3

[Veterinarian Medical Officers Forum](#) 3

[DSLDP Class of 2010 Solicitation Released](#) 3

PPP Celebrates 45 Years

Many of us are generally aware of the Department of Defense Priority Placement Program (PPP), but few realize it has been in operation since 1964. The PPP celebrates its 45th birthday this June.

This unique career transition assistance program for employees affected by downsizing, base closure and realignment, consolidations, and other organizational changes, continues to be recognized as the most effective outplacement program in the Federal service.

Continued on page 3



Uniformed Services Employment and Reemployment Rights Act of 1994

Many of you are fielding questions about reemployment of veterans and employees called to active duty service. It is important to know they have rights and protections under the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA). This article highlights some of these rights.

The USERRA was signed on October 13, 1994. The Act applies to persons who perform duty, voluntarily or involuntarily, in the "uniformed services," which include the Army, Navy, Marine Corps, Air Force, Coast Guard, and Public Health Service commissioned corps, as well as the reserve components of each of these services. Federal training or service in the Army National Guard and Air National Guard also gives rise to rights under USERRA.

Uniformed service includes active duty, active duty for training, inactive duty training (such as drills), initial active duty training, and funeral honors duty performed by National Guard and reserve members, as well as the period for which a person is absent from a position of employment for the purpose of an examination to determine fitness to perform any such duty.

Service members returning from a period of service are eligible for reemployment rights if they meet the following criteria. The person must have held a civilian job; the person must have given notice to the employer that he or she was leaving the job for service in the uniformed services, unless giving notice was precluded by military necessity or otherwise impossible or unreasonable; the period of service must not have exceeded five years (there are important excep-

tions to the five-year limit); the person must not have been released from service under dishonorable or other punitive conditions; and the person must have reported back to the civilian job in a timely manner or have submitted a timely application for reemployment. More information may be found at <http://www.dol.gov/vets/usc/vpl/usc38.htm>.

USERRA provides that returning service members are reemployed in the job that they would have attained had they not been absent for military service, with the same seniority, status, and pay, as well as other rights and benefits determined by seniority. This position is known as the "escalator" position.

For military duty of 90 or fewer days, placement of the returning service member should follow this order: the escalator position; the exact position held before military service; or the position closest to the escalator/exact position held before service, if the first two positions have been eliminated.

For military duty of 91 or more days, the order is: the escalator position; the position held before military service or its equivalent in terms of pay, seniority, and status; or the position closest to the escalator/exact position held before service, if the first two positions have been eliminated.

A service member returning to a term position will complete the "unexpired" portion of his or her original appointment. One cautionary note, beware of past practices in your organization that may create expectations of continued employment. You may be obligated to appoint the employee to a new term position if the employee would have been reappointed but for the military service.

USERRA provides enhanced protection for disabled veterans, requiring employers to make reasonable efforts to accommo-

date the disability. Service members convalescing from injuries received during service and training may have up to two years to return to their jobs.

More information on USERRA may be found at

<http://www.dol.gov/vets>.

DCPDS Self Service Streamlines Process

The Department of Defense has streamlined the Probationary/Trial and Supervisory Managerial Probationary Period Completion business process. The streamlined process utilizes the Defense Civilian Personnel Data System (DCPDS) Self Service email notifications for notifying supervisors of their employees' probationary period completion dates.

The old DCPDS suspense process generated the Probationary/Trial and Supervisory Managerial Probationary Period Completion notices every night and delivered them to the Component Human Resources (HR) offices identified printers for distribution. The HR office staff would forward the form to the supervisor, who in turn, would complete the form and return it to the HR office for processing the personnel action documenting the completion of the Probationary/Trial and/or Supervisory/Managerial Probationary Period. This process has been replaced with online, real time, system generated email notifications!

Today, DCPDS Self Service will generate email notifications to first and second level supervisors in lieu of the printed paper forms. The newly designed and friendly process generates email notifications using registered supervisor email addresses in Self Service. As an added precaution, email notifications are forwarded to the second level supervisor if the first level supervisor's email address does not exist in Self Service, or if

the first level supervisor's position is vacant. Supervisors do not need to take any action if the Probationary/Trial or Supervisory/Managerial Probationary period has been successfully completed; otherwise supervisors need to contact their servicing HR office to take appropriate action.

As you can see, this streamlined process is yet another way DCPDS is assisting supervisors in their day-to-day management responsibilities!

Online Priority Placement Program

This spring the Civilian Assistance and Re-Employment (CARE) Division will launch the first in a series of online briefings designed to help with closing, realigning, and downsizing activities informing civilian employees about the Priority Placement Program (PPP). The narrated briefings, which will be posted on the CARE web page, www.cpms.osd.mil/care/, will provide detailed information on all aspects of this important program.

The first briefing will address PPP registration for employees affected by Reduction In Force (RIF). A briefing for employees who are being separated due to declination of transfer of function, transfer of work, or management-directed reassignment out of the commuting area will be added within several weeks after the RIF briefing is launched. These will be followed by briefings for non-displaced overseas employees and family members, military spouses, and Reserve and National Guard technicians.

While the CARE staff will continue to be available for on-site PPP briefings, the online briefings will significantly increase our capability to meet the growing demand for timely information, particularly as we approach the peak period of Base Realignment and Closure registrations.



New Legislation Allows Military Retirees Credit for Academy Time

The National Defense Authorization Act for Fiscal Year 2008; P.L. 110-181; Section 1115: Retirement Service Credit for Service as Cadet or Midshipman at a Military Service Academy allows military retirees credit for academy time.

Prior to this change, Civil Service Retirement System (CSRS) and Federal Employees' Retirement System (FERS) employees could receive academy credit for retirement purposes only if they participated in the Military Service "Buy-Back" program. This roughly equaled to 3% of basic

pay for FERS and 7% for CSRS. For specifics of this program, see your Benefits and Entitlements Personnel Specialist.

This credit is now automatic providing you have proof of academy time served:

- Academy Diploma
- Military Orders (if any) showing dates of attendance
- DD 214
- Letter from military personnel office/flight showing dates of attendance

This credit for retirement is different from leave credit computed from the Service Computation Date (SCD). 10 U.S.C. [section] 971(b) prohibits granting SCD credit to employees for attendance at military academies.

If you are currently receiving this credit, you should contact your local Civilian Personnel Office and have it corrected. It's best to do so as quickly as possible, for your overage or lack of leave balance would be affected.



Veterinarian Medical Officers Forum

On March 16, 2009 a forum now known as Veterinarian Medical Officers (VMO) Forum, held at the U.S. Office of Personnel Management (OPM) addressed the veterinarian workforce which was deemed a critical occupation in defending against diseases causing harm to human and animal health. The Senate Subcommittee on Oversight of Government Management, the Federal Workforce, and the District of Columbia held a hearing on Protecting Animal and Public Health: Homeland Security, the Federal Veterinarian Workforce. In testimony given on behalf of the OPM, Ms. Nancy Kichak, Associate Director, For Strategic Human Resources Policy, provided the steps OPM had initiated to assist agencies in alleviating the hiring shortage of veterinarians. She referenced the scheduling of a human capital officer forum to address veterinarian workforce challenges and to focus on strategies and incentives to recruit Government-wide for VMOs.

The U.S. Senate provided OPM input and topics of discussion for this meeting. The facilitator was Ms. Angela Bailey, Deputy Associate Director, Center for Talent Capacity Policy. Although various recruitment

incentives have been implemented throughout agencies Government-wide, hiring and retaining veterinarians is at a critical state. The need to strategize ways to alleviate such shortages and implement solutions to retain veterinarians has become another priority of the Senate Committee. Thus, the results of the forum held on March 16, 2009 were recorded and reported to the Committee on March 27, 2009.

Representatives from Public Health Service, Agriculture, Food Safety and Inspection Service, Homeland Security, Army, National Institutes of Health, and Veterans Affairs provided input on recruitment incentives to hire veterinarians, such as scholarship programs, student loan repayment programs, pay equity, mentoring programs, and the use of retention bonuses.

A Job Task Force Workshop laid the foundation for identifying tasks currently performed by VMOs, and analyzing tasks that may be redistributed to other positions.

DSLDP Class of 2010 Solicitation Released

On March 6, 2009, the Acting

Under Secretary of Defense (Personnel & Readiness), issued the Solicitation for Defense Senior Leader Development Program (DSLDP) Class of 2010 to the Department of Defense (DoD) Components. This Solicitation invites nominations for the second annual DSLDP cohort. Employees who meet eligibility criteria specified in the Solicitation may apply. Interested employees should consult with their supervisor.

DSLDP is the DoD premier leadership program designed to develop senior leaders to excel in 21st Century joint, interagency, and multi-national environment.

This program is designed to:
Support continuity of leadership, one of the Department's top transformational priorities;
Provide structured learning opportunities to enable the deliberate development of a diverse cadre of senior civilian leaders with the Enterprise-wide perspective; Focus on critical competencies needed to lead organizations, programs and people and achieve results in the Joint, interagency, and multi-national environment; and; Provide an opportunity to gain National

Security Professional proficiency. DSLDP program information, Class of 2010 nominee application instructions and Frequently Asked Questions, is available on the Civilian Personnel Management website at: http://www.cpms.osd.mil/jltd/DSLDP/DSLDP_Program.aspx. The Joint Leadership and Development Division is sponsoring two Town Hall Meetings—June 10, 2009 (1400-1600 hrs) and June 25, 2009 (0830-1030 hrs), in the Pentagon Conference Center, Room B6 for all interested DoD leaders. Pre-registration is not required; space is available on a first-come, first-serve basis.

PPP Celebrates 45 Years

More than 250,000 registrants have been placed through the PPP, with a majority of these subject to involuntary separation through no fault of their own. The total would have been substantially higher had more eligible registrants been willing to relocate at the Department's expense. In the first four Base Realignment and Closure (BRAC) rounds, the civilian workforce was trimmed by more than 400,000 with less than 10 percent of affected employees being involuntarily separated. Even though other innovative transition tools were used, this remarkable achievement would not have been possible without an effective PPP.

Since the Department must continually evolve to better support the warfighter, the PPP remains as important as ever. This program is a time-tested tool for protecting our investment in human capital. With most of the BRAC 2005 displacement actions yet to occur, human resources offices need to be staffed, resourced, and trained to manage a significant increase in PPP registrations and referrals.