



# CPMS EXPRESS

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## Hiring Reform Focus Area: Hiring Managers

Recruiting can be difficult, but there are tools readily available to help you, the Hiring Manager! As a starting point, we encourage you to maintain active communication and collaboration regularly with your Human Resources (HR) Office to help you more easily navigate the tricky world of Federal hiring. **Building these HR-to-Hiring Manager relationships coupled with leveraging the resources found on the Department of Defense Hiring Reform Web site and its links to other resources will make the hiring process both efficient and rewarding!**

On CPMS's Web site you'll find The Hiring Manager's Toolkit, a suite of resources that provide step-by-step, just-in-time information specifically tailored to hiring managers. It marries "best in class" products from the DoD Components, modified to apply DoD-wide, with industry best practices. Products are added and refreshed on a continuing basis to ensure the freshest information is available to you. Products include a Manager's Checklist, a step-by-step guide that walks managers through the recruiting and hiring process; an Interviewing Guide that offers tips and tricks on effective interviewing practices; a Tentative Job Offer Tip Sheet to assist with making the initial offer; and many other guides to help you through the process. Coming soon are Workforce Planning resources and an Onboarding Guide.

As a hiring manager, recruiting top talent for your work effort is one of the most important and pressing activities you can undertake to meet your mission requirements. Targeted training and a strong strategic partnership with an HR Professional throughout the process, coupled with the Hiring Manager's Toolkit and other tools available on the CPMS Hiring Reform Web site, will help you get the right people in the right jobs at the right time.

DoD Hiring Reform Web site: [www.cpms.osd.mil/HiringReform](http://www.cpms.osd.mil/HiringReform)

DoD Hiring Manager's Landing Page: [http://www.cpms.osd.mil/HiringReform/hiring\\_managers.aspx](http://www.cpms.osd.mil/HiringReform/hiring_managers.aspx)

DoD Hiring Manager's Toolkit: [http://www.cpms.osd.mil/hiringreform/hm\\_resources.aspx](http://www.cpms.osd.mil/hiringreform/hm_resources.aspx)

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Knowledge. Solutions. Service.

## Suitability and Security Reform

DoD Suitability and Security Clearance Reform Initiative aims to more efficiently and appropriately place people in work positions of varying risk and sensitivity levels. In support of this initiative, the Office of the Under Secretary of Defense for Intelligence recently released a memorandum with the subject "DoD Standardized Investigation Request Procedures." In this memo they provide a very helpful list that identifies the DoD standard forms and investigative requirements for a given position's risk and sensitivity level. So what does this mean for HR?

In October 2010, the Office of Personnel Management (OPM) restructured the in-

vestigation case types to support goals established by the Suitability and Security Clearance Reform. Notice of the planned change was circulated to Agencies in a memorandum dated August 24, 2010, entitled, "Aligning OPM Investigative Levels with Reform Concepts." As part of this restructuring, the investigative case types available to HR will no longer include the Limited Background Investigation (LBI), the Public Trust Special Background Investigation (PTSBI), and the Periodic Reinvestigation and Residence coverage (PRIR). This change provides standardization with one level of investigative coverage for each level of risk or sensitivity identified. The DoD will provide policy

guidance in the near future that addresses position designation for determining the risk or sensitivity. In the interim, OPM will continue to accept requests for the LBI, PTSBI and PRIR but will convert these requests to the current investigation approved for the risk level identified. The current approved investigations are Moderate Risk Background Investigation (MBI), Background Investigation (BI), and Periodic Reinvestigation (PRI), respectively. This recent change is among the deliverables called for in the strategic plan in an effort to incrementally implement the capabilities needed to achieve security and suitability process reform.



## Electronic Case Files Making an Impact

The Investigations and Resolutions Division (IRD) is constantly measuring timeliness and evaluating complaints processes to assist our customers in meeting the processing requirements under 29 Code of Federal Regulations 1614 and Equal Employment Opportunity Commission (EEOC) Management Directive (MD) 110. We share EEOC's belief that electronic processing, in lieu of paper reproduction and mailing, will enhance efficiency and reduce the cost of EEO complaint processing at all stages. Our File Transfer (FileX) document management system does just that by providing cradle-to-grave electronic transmission of documents pertaining to EEO investigations. FileX provides a safe vehicle from the initial request for investigation and the submission of required documentation to begin the investigative process, to the back end where the completed report of investigation (ROI), index, and investigative file (IF) are created in portable document format (PDF). We are working to ensure the electronic complaint file you need will comply with EEOC's Hearings Electronic Case Processing System (HECAPS) program.

Many of our customers have already switched to FileX transmission and have reported their experience as nothing but positive. While the initial set-up could involve the procurement of equipment to transform hard copies into an electronic form, such as a scanner or a copier with scanning capabilities, the significant benefits that result from using the FileX system outweigh the expense.

The benefits of using FileX include:

- **Security** - Password protected access to your case and files
- **Speed** - Instantaneous sending of documents and faster acknowledgement of receipt of those documents
- **Savings** - Elimination of special postage as well as the need to track packages
- **Convenience** - Downloadable files simplifies report distribution, large emails are reduced, and less physical space is needed for storage
- **Compliance** - Greater compliance with the No FEAR Act, Government Paperwork Elimination Act (GPEA), and the e-Gov Initiative

The future is now and the time is here to take advantage of electronic case processing. IRD can help. Contact us today.

## Proper Use of Voluntary Separation Incentive Pay (VSIP) Part 3: Reemployment Restrictions

This is the last in a series of three articles on Voluntary Separation Incentive Pay (VSIP), commonly referred to as a "buyout." The first two articles explained the purpose of downsizing and restructuring VSIP and the requirements for documenting their proper use. This article highlights the reemployment restrictions that apply to DoD employees who accept buyouts.

As explained in DoDI 1400.25, Volume 1702, "Voluntary Separation Programs," VSIP recipients are subject to two reemployment restrictions. First, they cannot be reemployed by the Department within 12 months of their separation date, and second, they are required to repay the full amount of the buyout, including taxes and deductions, if reemployed by any Federal agency within five years of separation. Both restrictions apply to all Federally compensated forms of employment to include time-limited and intermittent appointments as well as employment in non-appropriated fund organizations or as a Government contractor.

The Secretary of Defense has authority to waive both reemployment restrictions on a case-by-case basis for reemployment within DoD. However, waiving repayment of VSIP is not legally possible unless the individual concerned is the only qualified applicant available for the position. Requests for waivers must be submitted to DoD in accordance with DoDI 1400.25, Volume 1702. It is important to note that OPM does not have jurisdiction over the Department's current VSIP authority, which is codified in section 9902(f) of title 5, United States Code. Therefore, waiver authorities granted by OPM do not apply to DoD buyouts paid after September 30, 2003.

When a VSIP recipient is rehired and the repayment restriction is not waived, the servicing Human Resources Office (HRO) is responsible for submitting a payroll remedy ticket and providing copies of the employee's separation and reemployment Notices of Personnel Action to the servicing Defense Finance and Accounting Service (DFAS) office. This will notify DFAS that the employee is subject to VSIP repayment. DFAS will notify the employee and make arrangements to collect the debt.

The Civilian Assistance and Re-Employment (CARE) Division reviews VSIP reemployment actions when conducting Priority Placement Program evaluations. Based on reviews during the last two years, it is apparent that some HROs have been less than diligent in screening rehires to identify buyout recipients. Consequently, they failed to impose the VSIP reemployment restrictions. It is imperative that HROs implement appropriate measures to ensure that these restrictions are properly and consistently applied.

## Workplace Violence Prevention and Response

In its report, *Protecting the Force: Lessons Learned from Ft. Hood*, the DoD Independent Review Related to Fort Hood made a number of recommendations designed to improve the Department's ability to mitigate and respond to internal threats. Two of those recommendations, update policies on workplace violence prevention and response; and expand the use of training for managers, supervisors, and employees, are well under way. The Under Secretary of Defense for Personnel and Readiness (USD(P&R)) has developed a DoD Instruction on Workplace Violence Prevention and Response that is currently in the review process, and CPMS has produced a Guide on Workplace Violence Prevention and Response which will be released

soon. CPMS will also incorporate training on the prevention of workplace violence in their Managerial and Supervisory Training Framework in accordance with the requirements of the National Defense Authorization Act Fiscal Year (FY) 2010 Section 1113. Further CPMS efforts to protect the workforce include developing an interactive, web-based training that will increase awareness among employees, supervisors and managers of the authorities and resources available to address such concerns. These additional resources and training opportunities are on track for release in early 2011.



### Federal Employee Compensation Act (FECA) Training Workshops

In light of budget reductions in the areas of training and travel, the Injury and Unemployment Compensation (ICUC) Division has developed new options for workers' compensation training to meet the needs of its customers. The DoD Injury Compensation Liaisons will host regional Federal Employees Compensation Act (FECA) training workshops for the Injury Compensation Program Administrators (ICPA) to assist them in effectively managing their FECA programs, meeting President Obama's Protecting Our Workers and Ensuring Reemployment (POWER) Initiative and reducing program costs. By late January 2011, the schedule for the upcoming FY 2011 regional training workshops will be posted on the ICUC webpage at [www.cpms.osd.mil/icuc](http://www.cpms.osd.mil/icuc).

In addition to the regional workshops, online training courses are also available for both ICPAs and Supervisors. The ICPA Certificate Program consists of three levels: ICPA Level I (Beginners Training), ICPA Level II (Intermediate), and ICPA Level III (Advanced). Each level is intended to provide a specific expertise to the DoD ICPAs at various points in their career. For supervisors, there are online tutorials on inputting both the CA-1 and CA-2 claim forms into the Defense Injury & Unemployment Compensation System electronic data interchange. The CA-1 form is the Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation, and the CA-2 is the Notice of Occupational Disease and Claim for Compensation form.

As another low cost alternative, ICUC will host classroom FECA training for ICPAs at the DoD Executive Management Training Center in Southbridge, Massachusetts. The lodging is at no cost, however, the M&IE and travel costs will be at the expense of the attendees' employing agencies. Additional information regarding upcoming online and classroom FECA training can be found at the ICUC webpage. Under Products and Services, click on "Training Opportunities".

### DoD FY 10 Human Capital Accomplishment Now Available

The Accountability and Evaluation Division (AED) recently completed its FY 2010 DoD Human Capital Management Report (HCMR). The HCMR is an annual submission required by the OPM as outlined in 5 CFR 250, subpart B, Strategic Human Capital Management.

The FY 2010 DoD HCMR provides an assessment of the Department's performance during the past fiscal year in implementing the DoD Civilian Human Capital Strategic Plan (CHCSP) 2006-2010 and highlights many of DoD's Components' strong human capital practices and programs. The Report also includes performance measures and addresses findings and results of the Human Capital (HC) evaluations performed during the year.

The FY 2010 DoD HCMR is a valuable tool for future HC strategic planning. The Report provides a systematic review of DoD CHCSP goals and Enterprise-wide HC initiatives, and it details how well the Department's HC programs and operations contribute to organizational performance and mission accomplishment.

For more information on the FY 2010 DoD HCMR or any AED accountability activities, please contact Donna Brown, Chief, AED, at 703-696-9053, or [donna.brown@cpms.osd.mil](mailto:donna.brown@cpms.osd.mil). The FY 2010 DoD HCMR will be available on the AED CPMS Web site in January 2011.

### Leader and Professional Development Program Graduations

The Leadership and Professional Development Division (LPDD) conducts many programs throughout the year to train and develop the future leadership of DoD. This past November, the Defense Leadership and Management Program (DLAMP) graduated its final class as the Human Resources Development Strategic Advisor (HRD SA) Certificate Program held its first-ever commencement.

Established in 1997, DLAMP developed a cadre of highly capable senior civilian leaders with a joint perspective on managing the Department's workforce and programs. Dr. Clifford Stanley, Under Secretary of Defense for Personnel and Readiness, provided the keynote remarks to graduates at the final DLAMP graduation ceremony on November 15, 2010, in the Pentagon Auditorium. 111 of the 145 eligible participants attended the DLAMP graduation. This ceremony brings a conclusion to this program which achieved its goal of developing civilian leaders with a DoD-wide perspective, substantive knowledge of the national security mission, and strong leadership and management skills. The Defense Senior Leader Development Program (DSLDP) is the successor program to DLAMP. DSLDP institutes a competency-based approach to the deliberate development of senior civilian leaders with the Enterprise-wide perspective needed to lead organizations and programs and achieve results in the Joint, interagency, and multi-national environments. More information about DSLDP can be found at: [http://www.cpms.osd.mil/lpdd/DSLDP/DSLDP\\_Program.aspx](http://www.cpms.osd.mil/lpdd/DSLDP/DSLDP_Program.aspx).

The inaugural class of the HRD SA Certificate Program received certificates on November 17, 2010, indicating their successful fulfillment of the program's requirements. These requirements consisted of completing a series of HRD SA related courses and presenting an approved workplace-based project that exemplified the roles of a Strategic Advisor. This pilot class represented all DoD Components including individuals based in facilities outside of the continental United States. Due to the success of this pilot class, plans are underway for soliciting and recruiting a class of participants for the 2011 program. More information about the HRD SA Certificate Program can be found at: [http://www.cpms.osd.mil/lpdd/hrd\\_index.aspx](http://www.cpms.osd.mil/lpdd/hrd_index.aspx).

### TSP Return Rates

#### End of November 2010

FUND	NOV	YTD
G	0.17%	2.60%
F	(0.57%)	7.85%
C	0.01%	7.86%
S	3.00%	20.19%
I	(4.48%)	(0.17%)
L 2040	(0.64%)	7.78%
L 2030	(0.56%)	7.16%
L 2020	(0.49%)	6.25%
L 2010	(0.05%)	4.10%
L Income	(0.05%)	4.19%