

# On A "Personnel" Note

October 2011

Vol.4, Issue 4



## THE 3R'S OF INCENTIVES

Written by: Karen McCutchin

Most Army installations have positions under recruitment. Often the positions, which take the longest time to fill, have unique qualifications requirements or unusual working conditions. Recruiting for these positions may be difficult because candidates are scarce and higher salaries or better working conditions are offered by other employers. In order to help managers recruit and retain qualified employees, OPM has authorized recruitment incentives and flexibilities to assist managers and HR specialists in recruiting for federal positions, particularly those that are hard to fill. These incentives are known as the 3R's, Recruitment, Relocation, and Retention. Offering one of the incentives can increase the possibility of attracting and retaining highly qualified individuals within

the Federal government.

The first two types of incentives when recruiting for a hard to fill position are **recruitment bonuses and relocation incentives**. A manager can offer a recruitment bonus to a newly appointed employee or a relocation incentive to a current employee who has to relocate to a different geographic area. These bonuses can be up to 25% of the basic pay (including locality), which will be paid as a lump sum at the beginning of the appointment, and will be approved by the organization on a case-by-case basis. Applicants who agree to a recruitment or relocation bonus must sign a service agreement with the organization with a time frame between 6 months and 4 years with the knowledge that if the service agreement period is not met, they

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**BRAC on Target!** Mr. Clifford Dickman (far left), Civilian Human Resources Agency (CHRA) Deputy Director, congratulated the Fort Sam Houston Civilian Personnel Advisory Center (CPAC) Director (second from the left), Audrey Blake, and the CPAC BRAC Team for a job well done!

# HOW TO UPLOAD YOUR RÉSUMÉ TO USAJOBS

Written by: Lindsey Peterson

Change can be hard, but when you have instructions like these, it couldn't be any easier. Just follow the steps below to upload your résumé into USAJobs and be prepared before the rollout in February 2012. It will be here before you know it!

1. Open a Word document

2. Go to CPOL

([www.cpol.army.mil](http://www.cpol.army.mil))



- Employment
- Click “Build A résumé/check Status”
- Under Registered Users click “Login”
- Click “Answer”
- Click “View Résumé”
- Highlight the Résumé
- Right click “copy”
- Open word document
- Right click “paste”
- Click “File”
- Click “Save As” to Desktop
- Name your résumé

3. Go to USAJobs

([www.usajobs.gov](http://www.usajobs.gov))



- Click “Résumé”
- Click “Upload résumé”
- Name your résumé
- Click “Browse”
- Select the résumé saved to desktop
- Click “Upload”

# THE 3R’S OF INCENTIVES

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may be required to repay the incentive on a pro rate basis. Managers who are interested in one of these bonuses will be asked to document their justification of recruiting difficulties and how the applicant can uniquely meet the duties and mission requirements. For more information on recruitment bonuses and relocation incentives, please see the 5 CFR 575 Subpart A & B or OPM at <http://www.opm.gov/3rs/fact/index.asp>.

The last of the 3R’s is the **retention incentive**. This incentive is available for managers to use if the unusually high or unique qualifications of the employee or a special need of the organization makes it essential to retain an employee. This type of incentive requires the manager to provide a written determination of employee’s unique qualifications, a statement that if the incentive is not provided the employee would likely leave Federal service, and the factors used when determining the amount of the incentive, up to 25% of the basic pay including locality. Retention incentives may be paid in installments or in a single lump-sum payments, and need to be reviewed annually (5 CFR 575.309). Unlike the other types of bonuses, there is no end date for a retention incentive. However, once management determines that the incentive is no longer needed, (e.g., demoted, separated, employee receives a rating of less than fully successful, or employee fails to meet terms of service agreement, etc.) a personnel action must be submitted to cancel the retention incentive for the employee. Information on the retention incentive can be found at 5 CFR 575 Subpart C or on PERMISS at <http://www.cpol.army.mil/library/permis/2423b.html>.

## PHYSICIANS AND DENTISTS PAY PLAN

Written by: Suzanne Lozoya

There are no cavities in this new system! The Physicians and Dentists Pay Plan (PDPP) pay system combines pay authorities under Title 5, Title 10, and Title 38, U.S.C. This enhances the Department of Defense's ability to be com-



petitive in the prevailing labor market. Under PDPP, physicians and dentists will retain their GS or GM classification and pay grade and step for purposes of determine base pay but are further grouped, for purposes of market pay, into Title 38, U.S.C. PDPP Tables. PDPP provides a competitive compensation package with the private sector and other Federal agencies, which provides activity commanders with the ability to attract and retain high quality physicians and dentists in order to provide world class health-care to soldiers and their families.

Transition to the new system began with those physicians and dentists who had remained under the GS pay system. They were transitioned to the new PDPP pay system on May 8, 2011. Physicians and dentist who had previously transitioned to NSPS will fall under the new PDPP system.



During this transition, physicians and dentists will not have any loss in pay. They will also receive the same annual pay as their current earnings and retain their current GS or GM grade, step, and base pay. Market pay will integrate locality pay, PCA, any special salary rate and other forms of compensation. Physicians and dentists are eligible for periodic adjustments to the GS such as the general pay increase; in-

creases other than GPA; Discretionary pay adjustments to market pay as recommend by local Activity Compensation Panel and/or the Health Professions Civilian Compensation Standing Committee.

Additional information regarding the PDPP may be found on CPOL website at <http://cpol.army.mil/library/general/nsps/repeal.html>

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## A JOB WELL DONE ✓

Written by: Lou Ann Reiser

The Department of Army is the winner of the 2011 Federal Theodore Roosevelt Workers' Compensation and Disability Retirement Award for having the best Workers Compensation Program in the Federal government. There are 122 Injury Compensation Program Administrators named on the award, to include our own Angel Ponce and Rosie Miller.



Angel and Rosie successfully manage a workload of approximately 225 new claims per year. This is accomplished while monitoring long term medical and compensation from 12 different MACOMS. They are both extremely diligent in their efforts to respect and explain an employee's right to file a claim and the processes involved; however, they are also management advisors on challenging suspect claims, providing light duty, modifying position descriptions and any and all other issues related to FECA. Congratulations to Rosie and Angel! We are proud to have them on our team.

## A BIG TEXAS WELCOME!

Written by: Brenda Orozco

The Fort Sam Houston Civilian Personnel Advisory Center (CPAC) in San Antonio, TX is pleased to welcome their newest employees, Tonie Case and Scott Gray.

Tonie Case, FSH CPAC Deputy Director, comes to the CPAC from HQ Department of the Army, Office of the Assistant G-1, Civilian Per-



sonnel where she served as the Benefits Branch Chief and the Deputy Employment Policy Division Chief. Prior to joining HQDA assignment, Mrs.

Case served as a Branch Chief here at the FSH CPAC. Mrs. Case has over 31 years of service in Human Resources with the Department of the Army. Mrs. Case and her husband, George, consider San Antonio their home.

Scott Gray, the FSH Nonappropriated Funds (NAF) Branch Chief, comes to Fort Sam Houston from the European Stars and Stripes



NAF Office in Kaiserslautern, Germany where he was the Human Resources Manager. Prior to his previous assignment, he was the Assistant Human Re-

sources Officer at the Heidelberg NAF HR Office in Heidelberg, Germany. He has been working for the Federal Government since May 2006.

**Senior System (GS-9-12)**

### TAPES Timeline

Rating Cycle: 1 Nov - 31 Oct

Appraisals due : 15 Dec

New Objectives Issued: 30 Nov



## ON THE MIC...

WITH  
**TONIE CASE**

Each month we are going to pick a different CPAC employee to showcase in the newsletter. These people work hard and should be recognized! If you have recently visited the CPAC and feel someone deserves to be 'On The Mic,' just send an email to [Q.Lowery@us.army.mil](mailto:Q.Lowery@us.army.mil), Subject line: On a Personnel Note....

**Name:** Tonie Case

**Branch:** Director's Office; Deputy Director

**Interesting Fact:** Tri-lingual; Can speak French, German, and English

### **Who is your biggest inspiration?**

It is impossible to pinpoint just a single person. One person would have to be my husband, who battled cancer with such strength, when many would only lose faith. Another would have to be my mother, who lived through the depths of World War II as a child and faced the realities that we could not even dream of. People who persevere in the face of an unrelenting force; those are the people that inspire me.

### **What is your favorite part of working at the CPAC?**

I would say being able to truly help our customers who have a huge responsibility. Working in the HR System is truly a blessing because it encompasses such a large group of people who I try to assist. Within the CPAC, I like working with the new career folks, because I get to share my passion for our career field.

### **What is the most important tool you have attained while working in Civil Service?**

It would have to be resilient to change and being more adaptable to situations. That has probably helped me the most because I have seen so many changes, since the regionalization, and have ultimately learned from them.



## THINKING AHEAD: DISABILITY RETIREMENT

Written by: Lou Ann Reiser

If you find yourself too ill or injured to come to work and are beginning to experience work-related issues as a result, you might want to familiarize yourself with the disability retirement process. A Federal employee is entitled to disability retirement benefits when they are unable to perform useful and efficient service because of disease or injury. "Useful and efficient service" means fully successful performance of the critical or essential elements of the position and satisfactory conduct and attendance. Many employees are not aware of this application process; and therefore, find themselves with the stress of not only their disease or illness, but also facing major financial woes. These problems will also eventually affect their health and life benefits as well.

Disability retirement determinations are made in accordance with Federal retirement regulations. Applications are made to the Office of Personnel Management (OPM). You must obtain the supporting medical evidence that will enable OPM to decide that your disease or injury is severe enough to prevent you from performing useful or efficient service, or that you have a medical condition that requires restrictions from critical duties of your job.

Employees who are considering applying for a disability retirement should first contact the Army Benefits Center-Civilians (ABC-C) to speak to a counselor as the eligibility and criteria are different depending on whether your retirement is CSRS or FERS. The actual application for a disability retirement (SF3112) is available at [www.abc.army.mil](http://www.abc.army.mil) as well as other related information that would be useful for employees considering this option.

For additional information or assistance, please contact the Labor/Management-Employee Relations Branch at 221-9692.

## NO MORE HRFS?

Submitted by: Lionel Lowery

Within the last couple of months, G-3/5/7 has released the new requirements for Army supervisors. The guidance states that all new supervisors, and those requiring refresher training, will be required to complete the on-line Supervisory Development Course (SDC). This new system contrasts significantly with the on-site Human Resources for Supervisors (HRFS) that we all have been accustomed to.

The refresher training is required every three years, but first time supervisors (supervisors with less than one year of supervising Army Civilians) are required to complete supervisory training no later than 12 months after the date on which they were appointed to



their current supervisory position. Another change that the memo highlighted was that Army civilian supervisors are required to complete

the requisite Civilian Education System (CES) leader development course for their corresponding grade level. Supervisors in grades GS-5 through GS-9 must complete the CES Basic Course, grades GS-10 through GS-12 must complete the CES Intermediate Course, and grades GS-13 through GS-15 must complete the CES Advanced Course.

If you have any questions pertaining to the guidance, please contact John Thompson at 221-9345, or Lena Boutelle at 221-0639.

## EXTENDED LEAVE WITHOUT PAY (LWOP)

Submitted by: Lou Ann Reiser

Leave Without Pay (LWOP), is a temporary non-pay status and an authorized absence from duty, granted when an employee has insufficient annual leave, sick leave, or compensatory time available to cover an approved absence. An employee does not have to exhaust annual or sick leave before requesting LWOP. The following paragraphs will describe how LWOP can affect some of your benefits. Other benefits will be explored during the next issue of the *On A "Personnel" Note*.



### **RETIREMENT BENEFITS:**

An aggregate non-pay status of 6 months in any calendar year is creditable service. Coverage continues at no cost to the employee while in a non-pay status. When employees are in a non-pay status for only a portion of a pay period, their retirement deductions are adjusted in proportion to their basic pay (5 U.S.C. 8332 and 8411).

**LIFE INSURANCE:** Coverage continues for 12 consecutive months in a non-pay status without cost to the employee or to the agency. The non-pay status may be continuous, or it may be broken by a return to duty for periods of less than 4 consecutive months. Please note that premium payments are required if an enrolled employee in non-pay status is receiving workers' compensation (5 CFR 870.508(a), 5 CFR 870.404(c)).

You can access more information on LWOP at [www.OPM.gov](http://www.OPM.gov) or contact the Labor/MER Branch at 221-9692.

## NAF'S NOOK

Submitted by: Scott Grey

Fort Sam Houston has undergone several changes over the past three years. As a result, there are several NAF Human Resource Offices located on Fort Sam Houston, each responsible for different functions in assisting employees, announcements, and application procedures. In order to help everyone with contacting the correct individual, please use the following information when considering who to contact for NAF advice.

If contacting...

Army NAF, IMCOM G9, and MWR Programs	Mr. Tracy Flack (210) 466-1720
Army NAF, Management Trainee Program, IMCOM G9, and MWR Programs	Ms. Wynter Barnes (210) 466-1471
Air Force NAF	Natalie Houston (210) 808-7577
VETCOM NAF, Fisher House, and Army Recreation Machine Program (ARMP)	Lisa Pena (210) 808-2873 or Mary Schnick (210) 221-7289

### *DID YOU KNOW?*

The next Federal Benefits open season for Federal Employees Health Benefits (FEHB), Flexible Spending Accounts (FSA), and Federal Employees Dental and Vision Insurance Program (FEDVIP) will be from November 14, 2011 to December, 12, 2011. For information regarding a Health Benefits Fair near you, contact your Army Civilian Personnel Advisory Center at 210-221-2526.

## THE PRIORITY PLACEMENT PROGRAM (PPP)

Written by: Joffre Miller & Lois Howard

The Priority Placement Program (PPP) is a program used by the Department of Defense to provide hiring preferences to individuals who meet certain criteria. Subsidiary programs of PPP accommodate different circumstances under which one may become eligible to register for PPP. A majority of individuals eligible for registration in the PPP may be:

- Certain displaced civil service employees or employees facing displacement.
- Certain members of the National Guard or the Armed Forces Reserves.
- Certain spouses and family members of military sponsors.
- Certain spouses and family members of DoD civilian sponsors.

Civil service employees affected by a Reduction in Force, Base Realignment and Closure actions, or other restructuring, and who otherwise meet eligibility requirements, may register for the PPP. For some of those employees, registering in the PPP is even mandatory.

For spouses moving with their military sponsor, even if they have never been employed with the Federal government, PPP offers hiring preferences. In the case of spouses who are already employed by the Federal government, PPP offers assistance in continuing Federal employment at their new location. The couple must have been married before the PCS and the spouse must have moved with the service member from the last duty station to the new one.

When registering for PPP, documents will need to be provided to the CPAC. Some

examples of required documents are:

- Most recent SF-50 (current/former Federal employee)
- Updated résumé
- PCS orders (military spouse)
- Marriage certificate (military spouse)
- RIF (Reduction in Force)/TOF (Transfer of Function) Notice
- Other documents as required

It is also recommended that the registrant maintain an up-to-date résumé in the Army Civilian Service web site at:

<http://www.armycivilianservice.com/>.

For more information on registering with the Defense Department's Priority Placement Program services, visit [http://www.cpms.osd.mil/care/care\\_ppp.aspx](http://www.cpms.osd.mil/care/care_ppp.aspx) or contact the Fort Sam Houston Civilian Personnel Advisory Center (CPAC) at 210.221.2526.

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## LEADERSHIP QUOTE OF THE MONTH

“A leader takes people where they want to go. A great leader takes people where they don't necessarily want to go, but ought to be.”

- *Rosalynn Carter*



## REMINDER: FSH CPAC OFFICE CLOSURE– PROFESSIONAL DEVELOPMENT TRAINING

The Fort Sam Houston Civilian Personnel Advisory Center (CPAC) will be closed the first Wednesday of each month from 2:00pm to 4:00pm.

We appreciate your patience and support during this time. The FSH CPAC staff will return phone calls, during the next business day.

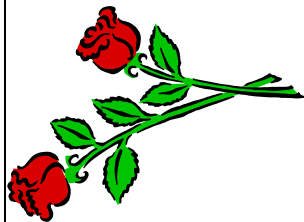


### Hail AND Farewell



Danielle White  
Jennifer Kisse  
Marie Case  
Nichole Beals

Amy Jack  
Crystal Vanderpool  
Lisa Alderson  
Marisela Rivera-  
Resio  
Michael Carroll



*You Will Be Missed!*

## We want to hear from... **YOU!**

The Fort Sam Houston Civilian Personnel Advisory Center (CPAC) would like to hear from you, our valued customers. We welcome you to e-mail us any topics you would like addressed in future issues of the *On A "Personnel" Note*. Topics should be general in nature and address a wide audience vs. questions that are personal in nature. If you have individual questions, please do not hesitate to call your staffing Human Resources Specialist at any time. We

look forward to hearing from you!

Please submit your requests to [q.lowery@us.army.mil](mailto:q.lowery@us.army.mil)

Visit our website at

<http://www.samhouston.army.mil/cpac/>

for more information

(Bldg 144, FSH CPAC)



## Army Civilian Corps Creed

**I am an Army Civilian – a member of the Army Team**

**I am dedicated to our Army, our Soldiers and Civilians**

**I will always support the mission**

**I provide stability and continuity during war and peace**

**I support and defend the Constitution of the United States and consider it an honor to serve our Nation  
and our Army**

**I live the Army values of Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Cour-  
age**

**I am an Army Civilian**

