

# Personnel Hilites

Fall Edition/2002

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in red.*

## Common Access Card Arrives at the Defense Department

The Secretary and Deputy Secretary of Defense are now Common Access Card (CAC) carriers. The Washington Headquarters Services (WHS) Directorate for Communications and Directives (C&D), which has been overseeing the Pentagon CAC Mass Issuance Site, recently issued cards to the Secretary and Deputy Secretary of Defense and their immediate staff.

The CAC is the new standard identification and benefits card for the Department of Defense (DoD). All active duty military, civilian employees, active reservists, and selected contractors must possess a CAC by October 2003. The CAC resembles an identification card with the cardholder's photo and name, and an expiration date. Additionally, it functions as a mini-computer because of an integrated circuit chip. Although the storage capabilities of the chip are considerable, minimal personal information is written into it to protect the cardholder. The CACs also store DoD Public Key Infrastructure (PKI) certificates. These certificates contain unique information that will be required in the near future to log onto a DoD computer or network, digitally sign and encrypt email messages, and connect to other DoD websites.

The PKI Support Team, established from within the C&D Directorate, had the responsibility of implementing the PKI Program throughout OSD, WHS, and several of the smaller Defense agencies located within the National Capital Region. Since the PKI Team began managing the Pentagon CAC Mass Issuance Site in mid February 2002, over 9,000 Pentagon employees have been issued cards. The management of this site was transferred last month to the Badge Office of the newly created Pentagon Force Protection Agency. For information about the CAC Program and



(l.) Secretary of Defense, Donald Rumsfeld, waits while Tracie Burris (center) produces his Common Access Card. PKI Support Team Manager, Glen Lee, looks on.

how to schedule an appointment to get your card, visit <https://pkisupport.whs.mil>. Follow the lead of Secretary of Defense Rumsfeld, and sign up to get your CAC today!

*If you have further questions about the CAC program, contact Carl Vercio, OSD/WHS PKI Program Manager, Directorate for C&D, 703/697-9285.*

## Supervisor's CORNER

### FY03 Workforce Restructuring Authorities

The Deputy Assistant Secretary of Defense (DASD) for Civilian Personnel Policy (CPP) recently announced special workforce restructuring buyouts and early retirement authorities for FY03. The announcement also allocated a limited number to the Director of the Washington Headquarters Services (WHS). These authorities give managers a tool for restructuring positions to meet mission needs, correct skills imbalances, or reduce the number of high-grade (managerial and supervisory) positions. These buyouts and early retirement authorities are not employee entitlements. Implementing guidance for these authorities is forthcoming.

### Payment of Expenses for Professional Credentials

The DASD (CPP) released guidance on June 17, 2002, to permit DoD components to pay the expenses for employees or candidates to obtain and renew their professional credentials. This action gives managers a new tool for recruiting and retaining employees. The WHS is in the process of developing implementing guidance for this new provision. It's anticipated that guidance will be released soon providing the policy and procedures to be followed for such requests.

### 25<sup>th</sup> PMI Class Announced!

The Office of the Secretary of Defense (OSD) has been a proud supporter of the Presidential Management Intern (PMI) Program since its inception, 25 years ago. The PMI Program is a two-year paid internship designed to attract to Federal service outstanding individuals who have an interest in, and commitment to, a career in the analysis and management of public policies and programs. Applicants have advanced degrees in a wide variety of academic disciplines. This year's OSD class is one of the largest in years, and each year the program gets stronger! The OSD PMIs selected for the class of 2002 include:



- Cara Allison, Master of Arts in International Relations, Syracuse University
- Chris Connell, Master of Arts in National Security Studies, Georgetown University
- Jason Hamm, Ph.D. in Physics, University of Arizona
- Sarah Naglemann, Master in Public Administration, New York University
- Cara Negrette, Master of Arts in International Policy Studies, Stanford University
- Keysha Webb, Master of Public Affairs, Indiana University
- Cheryl Woody, Master of Arts in Arab Studies, Georgetown University

Most of those selected for the 2002 class are now on board. They are busily scheduling courtesy calls throughout OSD to learn about the organization and to identify potential rotational opportunities. A special thanks to everyone who has spent time briefing and advising the new PMIs.

If you know of a promising graduate or doctoral student who will graduate between September 1, 2002 and August 31, 2003, encourage him or her to consider Federal service through the governmentwide PMI Program! Information about the program and an application (due October 31, 2002) can be found at the Office of Personnel Management website, [www.pmi.opm.gov](http://www.pmi.opm.gov).

*If you have a rotational opportunity in your organization that you'd like to share with the PMI Program Office, contact Karen Nussbaum, PMI Program Coordinator, at 703/617-7941 or via email at [nussbk@psd.whs.mil](mailto:nussbk@psd.whs.mil).*

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*“Life is not measured by the number of breaths we take but by the moments that take our breath away.”*

—Unknown

”

## WHS Holds CFC Kickoff

On October 7, the Washington Headquarters Services (WHS) kicked off its third annual Combined Federal Campaign (CFC). Mr. Ray DuBois, the new WHS Director, spoke at the kickoff about the importance of the CFC and the fact that this year's campaign is dedicated to the memory of Mr. Cooke. For further details about the kickoff and the WHS campaign, go to the **WHS 2002 CFC** website at <http://cfc.whs.mil>. This year, the newly created Pentagon Force Protection Agency (PFPA) is a partner in the **WHS 2002 CFC**.



**In Memorium**—The WHS and the PFPA dedicate the 2002 CFC to the memory of David O. "Doc" Cooke. We honor his memory as the long-serving Chair for the National Capital Area (NCA) Local Federal Coordinating Committee and Chair of the NCA Loaned Executives Program and want to continue his legacy of charitable leadership and compassion for others.

### HOW TO ACCESS

*Personnel Hilites* is a quarterly publication. It's available online at <http://persec.whs.mil/hilites>.

All direct links appear in red.

### SUBMISSIONS

The deadline for submitting articles for the winter edition of *Personnel Hilites* is December 6, 2002.

### INFORMATION

The editor, Rita Rutsohn, can be reached at [rutsor@psd.whs.mil](mailto:rutsor@psd.whs.mil) or on 703/617-7916. The newsletter's layout and production is done by E.S. Illustration & Design, Inc., Arlington, VA 22204, 703/486-3885 or at [es301b@aol.com](mailto:es301b@aol.com).

## The WHS 2002 CFC Team

The measure of success for any campaign rests in the details. No campaign can be successful without the input and commitment of dedicated leaders and supporters. The WHS 2002 campaign has such people from the Chair, Vice-Chair, and Campaign Manager to the Steering Committee, Directorate Campaign Managers and Keyworkers. A listing of this year's WHS Campaign Team is provided below. If you have questions about the campaign, contact the appropriate team member.

### 2002 WHS CFC Steering Committee

Chair	Joe Friedl, Director, Budget & Finance
Vice-Chair	William Bader, Deputy Director, Budget & Finance
Campaign Manager	Larry R. Hottot, Budget & Finance
Loaned Executive	Lt Col James Hall, USAF, DoD CFC Office

### Advisory

Mario Lopez, 2001 WHS Campaign Manager, RE&F
Rita Rutsohn, 2000 WHS Campaign Manager, P&S
Colleen Wiatt and Bruce John, RE&F, CFC Website & Graphics
Pam Mirelson, CFC Communications, C&D
James Beaston and Frank Dooks, Logistics, RE&F
Richard Dooley, Campaign Manager, Pentagon Force Protection Agency

### WHS Directorate Campaign Managers and Assistant Managers

Budget & Finance	Bene deGuzman	703/693-8898
Communications & Directives	Capt John Larson	703/697-6131
Defense Privacy Office	Pamela Bennett	703/607-2945
DIOR	Deborah Lidderdale	703/604-2945
Federal Voting Assistance Program	Maurice Howe	703/588-1584
Freedom of Information & Security Review	Arthur Horn & Sharon Reinke*	703/697-2716
General Counsel	Alana Brevard	703/693-7374
Personnel & Security	Heidi Smith	703/693-8500
Real Estate & Facilities	SFC Thomas Prudhomme & Tina Nevitt*	703/601-2554
Miscellaneous Activities	SFC Thomas Prudhomme	703/601-2554
Pentagon Force Protection Agency	Rich Dooley	703/614-8192

\*Assistant Campaign Managers



## Confidential Financial Disclosure Reports— Due October 31, 2002

Are you a confidential financial disclosure filer? Under the Ethics in Government Act (5 U.S.C. Appendix 4), certain personnel in the Department of Defense are required to file a *Confidential Financial Disclosure Report (OGE Form 450)*. Check with your Admin Officer to find out whether or not you meet the legal criteria for being a “confidential filer.”

If you’re required to file the *OGE Form 450*, you should use the computer-generated form that’s available online. By using this form, and saving it for subsequent years, you’ll substantially reduce your filing time. In the future, you’ll only need to indicate the changes that have occurred in your “financial interests,” and you’re finished! The computer-generated forms are available on the Standards of Conduct website at [http://www.defenselink.mil/dodgc/defense\\_ethics/](http://www.defenselink.mil/dodgc/defense_ethics/). The “forms” can be found under the “ethics resource library.” Microsoft Excel software is required. Because the Office of Government Ethics (OGE) hasn’t authorized electronic filing, you must print out your report and submit it to your supervisor in “hard copy.” Whether you complete the report on screen or on paper, save it in some form for reference next year.

If you’re eligible, you should file the *OGE Form 450A*. This is a one-page document certifying that your duties and financial interests

haven’t changed since you last filed a financial disclosure report. To be eligible to file the *OGE Form 450A*, you must be performing the same job with substantially the same duties as you did a year ago. Also, you may have no new “financial interests” to report in any of the five reporting categories. For example, if your spouse changed jobs or you purchased or sold stocks or you assumed new duties, you may not use this form. Also, you must attach a copy of your last *OGE Form 450* to the certificate before giving it to your supervisor for review.

If you have any questions, please contact your Admin Officer or Ethics Counselor. OSD personnel should call the DoD Standards of Conduct Office, 703/695-3272, and WHS personnel should contact the WHS General Counsel, 703/693-2407.

### UPDATE on Gifts Reporting

**Foreign Gifts: Minimum Value that Federal Employees are Permitted to Retain Raised from \$260 to \$285.**

Have you traveled overseas lately in an official capacity? Has a foreign government official offered you a gift worth \$270? Are you wondering whether or not you can keep it? Well, good news. Yes, you can keep it because on September 4, 2002, the General Services Administration (GSA) published a notice that raised the minimum value of gifts from foreign governments that Federal employees may accept from \$260 to \$285, retroactive to January 1, 2002. (Reference 67 FR 56495-56496, September 4, 2002). Generally, the emoluments clause of the Constitution prohibits Federal employees from accepting gifts from foreign governments unless

*Continued on page 6*

The image shows a sample of the Executive Branch Confidential Financial Disclosure Report (OGE Form 450A). The form is titled "Executive Branch CONFIDENTIAL FINANCIAL DISCLOSURE REPORT PART I" and includes sections for "Part I: Assets and Income" and "Part II: Gifts and Expenses". It contains various fields for reporting financial information, including assets, income, and gifts received. The form is partially obscured by a wavy line at the bottom, suggesting it is a sample or a preview.

Continued from page 5

Congress creates an exception. Congress did so under the Foreign Gifts and Decorations Act (5 U.S.C. 7342). This law requires that every three years a minimum amount be set for the value of a gift that Federal employees may accept from foreign governments. The new value is \$285. Any gift in excess of \$285 must be returned to the foreign government, given to GSA for auction, or retained in a Government office as a gift to the Department. In addition, if an employee wants to buy the foreign gift, the \$285 value now only includes the selling price. The cost of the appraisal is not included.

#### Financial Disclosure Reports: New Minimum for Gifts Reporting.

Consistent with the new foreign gifts "minimal value" ruling, which became effective January 1, 2002, Schedule B, Part II, of the *Public Financial Disclosure Report (SF 278)* exempts the reporting of gifts and travel-related cash reimbursements that are \$285 or less (5 U.S.C. app. 102(a)(2)). The OGE advises that the threshold for reporting gifts for the *Confidential Financial Disclosure Report (OGE Form 450)*, Part V, is now \$285 effective October 1, 2001. The OGE will be issuing soon a DAEOgram regarding this issue.

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*The 10 most powerful  
two-letter words:  
"If it is to be, it is up to me."  
—Unknown*

“



# THRIFT SAVINGS PLAN

October 15-December 31, 2002

## TSP Open Season

The Thrift Savings Plan (TSP) *Open Season* will begin October 15, 2002, and end on December 31, 2002. During *Open Season*, eligible employees may begin making TSP contributions or change the amounts of their contributions. During the upcoming *Open Season*, employees in the Federal Employees Retirement System (FERS) may contribute up to 13% of their salary, and Civil Service Retirement System (CSRS) employees may contribute up to 8%. **Note:** The total amount that any employee may contribute to the TSP each year continues to be capped by the Internal Revenue Service's elective deferral limit. The deferral limit for 2003 is \$12,000.

You can make your *Open Season* election electronically at <http://persec.whs.mil/hrsc/benefits.html>. Click on *Benefits Information*, and then click on *Benefits Online*. The commercial telephone number for the Washington Headquarters Services (WHS), Human Resource Services Center (HRSC) Benefits Call Center is 703/617-7382. You can call toll free at 1-877-521-1923. If needed, the TDD number is 703/617-0658. Counselors are available Monday through Friday from 7:30 a.m. to 5:00 p.m. to answer your questions. Once you're in the

system, press "2" for *Benefits Information* and then press "2" again for *Benefits and Entitlements*. Follow the voice prompts after pressing "1" for *Current HRSC Served Employee*, and enter your social security number and PIN. (If this is the first time you're using the system, your PIN is your 2-digit month and year of birth, e.g., June 1947 is 0647.) When you hear the message for *Thrift Savings Plan*, press "3," and follow the voice prompts to make your *Open Season* election.

You can also make an *Open Season* election by completing a *TSP-1 Form* and sending it directly to the WHS/HRSC, Room 2S12, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001. These forms can also be sent directly to your Admin Office. The *TSP-1 Form* is available from your Admin Office as well as from the TSP website at [www.tsp.gov](http://www.tsp.gov). **Note:** All *TSP-1 Forms* must be received by close of business December 31, 2002, or be postmarked by that date, if mailed.

### TSP Update on New Recordkeeping System

The Federal Thrift Retirement Investment Board announced that the new recordkeeping system will be delayed and the new transition time frame is November 2002. Related updates can be found on the TSP website, [www.tsp.gov](http://www.tsp.gov).

## It's a Requirement— Annual Ethics Training

Why ethics training? Although one good answer is that it's required by an Executive Branch-wide regulation, there's a better answer. It makes you more familiar with the rules and protects you from committing inadvertent violations. No matter how much you want to do what's right, if you don't know the rules and commit an inadvertent violation, it can cost you your career and subject you to administrative, civil, and even criminal penalties. It happens! So, a 60-minute ethics training session each year is a wise investment of your official time.

The subject of this year's training is "Dealings with non-Federal Entities." It focuses on the restrictions that apply to your relations with organizations outside the Government, both when you're acting in your official capacity and in your private life. The type of training you take depends upon whether or not you file the *Public Financial Disclosure Report (SF 278)* or the *Confidential Financial Disclosure Report (OGE Form 450)*. If you file either the SF 278 or the OGE Form 450, you're required to complete ethics training by December 31, 2002.

### SF 278 Filers

If you file a *SF 278*, you can fulfill your training in either of two ways—electronically or in person. The overwhelming majority of *SF 278* filers choose the web-based program because it can be done at any time, when convenient. Go to [www.defenselink.mil/dodgc/defense\\_ethics](http://www.defenselink.mil/dodgc/defense_ethics). When you're at the site, click on "2002 Online Ethics Training" located on the left-hand side of the screen, and you're on your way! If you prefer to attend a live session, your Admin Officer can give you the dates and times. These sessions are held in the Pentagon's OSD Conference Center, Room 1E801.

### OGE Form 450 Filers

If you file an *OGE Form 450*, you may complete your training by using written materials available on the following website: [www.defenselink.mil/dodgc/defense\\_ethics](http://www.defenselink.mil/dodgc/defense_ethics). When you're at the site, click on "Ethics Training Materials" on the left-hand side of the screen. Then, under the heading "Non-Federal Entities (DoD 2002 Annual Ethics Training)," you can download the "2002 Written Annual Ethics Training" in either WordPerfect or Microsoft Word format.

*If you have questions, need more information, or clarification, contact either Marjorie Bruce at [brucem@dodgc.osd.mil](mailto:brucem@dodgc.osd.mil), or on 703/695-3272; or Robert Stoss at [stossr@dodgc.osd.mil](mailto:stossr@dodgc.osd.mil), or on 703/692-9980 of the DoD, Office of General Counsel.*



### Long Term Care Insurance Program

## Time is Running Out!

The *Open Season* for the Federal Long Term Care (LTC) Insurance Program ends December 31, 2002. Created solely for members of the Federal family, this government-sponsored insurance program can help protect you from the high costs associated with long-term care. The program offers low group premiums for members of the Federal family and offers coverage for informal home care, access to care coordination services for qualified relatives of enrollees, international benefits, and more. Don't let another minute go by without requesting an *Open Season* information kit and application. It's easy to get a free kit. Call toll-free on 1-800-582-3337 or visit the LTC website at <http://www.ltcfeds.com>. For those needing TDD, call 1-800-843-3557.

The Office of Personnel Management and the LTC Partners (MetLife and John Hancock insurance companies) are conducting all employee counseling for this program. While the HRSC Benefits Office is not involved in any employee counseling for the LTC program, it will continue to make the program's educational and marketing materials available. Take time to read the literature so that you can make an informed decision about whether or not you should purchase a LTC policy.

## A Holiday Reminder From Your Ethics Counselor

The holiday season is traditionally a time of parties, receptions, and exchanging gifts. However, even during the holiday season, the Standards of Conduct apply. To ensure you don't unwittingly violate the Standards, a brief summary of the applicable rules are described below. If you have any questions, please contact your organization's Ethics Counselor.



### Parties, Open-Houses, and Receptions

If you're invited to an open house, party, or reception, and refreshments consist of soft drinks, coffee, pastries, or similar refreshments (not constituting a meal), you may accept them. Such refreshments aren't considered gifts. If the refreshments are more extensive, and the host is not a prohibited source (i.e., someone who does business with DoD, seeks official action from DoD, is regulated by DoD, or is affected by your performance of duties), and the event is free to all invited guests, you may partake.

Since the general rule prevents Federal personnel from accepting gifts from prohibited sources, normally, you may not accept an invitation if the event's sponsor is a prohibited source, and the refreshments are extensive. There are two exceptions, however, that allow you to accept: 1) if the value of the refreshments is \$20

or less (per person); or 2) if the event has been determined to be a widely attended gathering, and your supervisor has decided that it's in DoD's interest that you attend. Additionally, if you're invited because of your personal or family relationship, or because of an outside business or other relationship, you may accept, even if the event is sponsored by a prohibited source. For example, if your spouse works for SAIC, you may accompany your spouse to the company's holiday party.

If you're planning an office party, Appropriated Funds may not be used for office parties, and employee contributions for food and refreshments must be voluntary. Also, you may not solicit outside sources for contributions to your party. Your boss may share the expenses of an office party; however, if your office invites the boss to the party as a guest, he/she may not accept refreshments exceeding \$10 in value. On the other hand, if your boss hosts the party, you may accept his/her hospitality.

If your party offers door prizes or drawings, gambling may be involved, in which case you must comply with state statutes and Federal regulations. DoD regulations prohibit gambling in the Pentagon and on Federal property or while in a duty status. The General Services Administration



(GSA) regulations ban gambling in GSA owned or controlled buildings.

### Gifts

In general, you may not accept gifts from prohibited sources or gifts offered because of your official position, even during the holidays. However, if the gift doesn't exceed \$20, or is offered to all Government employees, or is based on an outside business or employment relationship, you may accept.

Employees may exchange gifts of any value as part of an organized gift-exchange program. Supervisors may participate even if the gifts exceed \$10 because they'll be providing equivalent gifts for other employees. Otherwise, a gift over \$10 may not be given to a coworker who earns a higher salary, unless the recipient doesn't supervise the donor, and the two employees have a personal relationship.

*This is a brief summary of the most common holiday events. Many situations aren't discussed. If you have questions, contact your Ethics Counselor. Personnel in OSD should call the DoD Standards of Conduct Office, 703/695-3272, and those in WHS should call the WHS General Counsel, 703/693-2407.*

*“ No one can go back and make a brand new start. But, anyone can start from now and make a brand new ending. ”*

—Unknown

## Your Benefits

# Did You Know That...

- ✍ If you use the Employee Benefits Information System (EBIS) web or the Interactive Voice Response System (IVRS) during an *Open Season*, you can receive your health benefit card within three weeks or less.
- ✍ [www.tsp.gov](http://www.tsp.gov) is the website you access to change the balances already in your Thrift Savings Plan (TSP) account, i.e., *Interfund Transfers*.
- ✍ You can use the [www.tsp.gov](http://www.tsp.gov) website to decide how you want your future payroll contributions divided among the funds, i.e., *Allocations of Contributions*.
- ✍ FEHB *Open Season* elections aren't effective until January 12, 2003.
- ✍ By using EBIS, you can create many different scenarios and dates for computing your retirement annuity.
- ✍ Sick leave isn't used in the computation of a FERS employee's annuity.
- ✍ If you are in a "leave category 6," you earn 160 hours of annual leave a year—six (6) hours each pay period and 10 hours the last pay period of the year.
- ✍ [www.ltcfeds.com](http://www.ltcfeds.com) is the website for long-term care information.
- ✍ <http://persec.whs.mil/hrsc/benefits.html> is the Benefits Information web page.
- ✍ The HRSC Benefits staff returns calls within 24 hours; but usually, it's the same workday!
- ✍ The first effective date for the TSP *Open Season* is December 1 if the election request is received by November 30, 2002.

November 11-December 9, 2002

## Open Season— Federal Employees Health Benefits

The dates for the annual Federal Employees Health Benefits (FEHB) *Open Season* are **November 11 through December 9, 2002**. During this period, all eligible employees may elect coverage and change plans and/or options within plans. All actions taken during *Open Season* will be effective the first full pay period in January 2003. During *Open Season*, you may also make new decisions regarding your Premium Conversion.

*Open Season* information is available online at <http://persec.whs.mil/hrsc/index.html>. Once you're in the site, click on **Benefits Information**. Once you're in **Benefits Information**, you'll be able to access the FEHB Plan brochures online. As the FEHB carriers make their printed brochures available, you'll be able to get these through your Admin Office, the Customer Support Operating Office (CSOO), the Customer Service Units (CSUs), and the Human Resource Services Center (HRSC). In addition, FEHB changes can be made through the HRSC Benefits Call Center at 703/617-7382 or by using the website above.

Between November 11 and December 9, take the opportunity to determine if your current health coverage is providing maximum benefits to meet your personal needs.

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*Keeping up is always easier than catching up.*

—Unknown

*Don't hold a \$1,000 meeting to solve a \$100 problem.*

—Unknown

*“There are two types of employees: Those who do the work and those who take the credit. Try to be in the first group; there is much less competition there.”*

—Indira Gandhi

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# RESUMIX *Corner*

## RESUMIX Update

On June 17, 2002, RESUMIX officially became a part of *Yahoo's Enterprise Solutions Division* as a result of the acquisition of *HotJobs.com Ltd.*, in February 2002. During the past 14 years, RESUMIX has been a leader in delivering automated recruiting solutions that have powered the hiring strategies for over 250 customers. RESUMIX built its patented technology on a foundation of extensive experience working with the world's most successful enterprises and leading experts in technology, human resources, and linguistics.

## Business Process Change

**Reminder!** The Human Resource Services Center (HRSC) is processing **Updated Resumes** once a week, on Friday. You can submit an updated resume at any time; however, updates are processed only on Friday. If a Friday happens to be a holiday, then updated resumes will be processed the following scheduled workday.

## Frequently Asked Questions (FAQ's)

The following is a collection of FAQ's to assist you in the application process:

### Q: How do I submit my resume if I don't have access to the Internet?

A: If you don't have Internet access, you can mail your resume to:

Resume, Washington Headquarters Services, HRSC, 5001 Eisenhower Avenue, Room 2E22, Alexandria, VA 22333-0001.

Additional information about how to

apply, the resume format, and what to submit when making application is available in the **HRSC Job Kit**. This kit can be obtained by calling the **HRSC FAXBACK line** at 703/617-0652, or by calling the **HRSC Call Center** at 703/617-7434, or TTY 703/617-0647.

### Q: How can I get copies of Vacancy Announcements?

A: Copies of Vacancy Announcements are available on the website at <http://persec.whs.mil/hrsc/index.html>. Or, you can call the **FAXBACK line** at 703/617-0652.

### Q: I can't get into the Resume Builder/Edit Resume on the web page. Help!

A: If you're trying to access these functions from your office, your organization may have a "firewall" in place for security reasons that precludes your access. Generally, users have no trouble accessing these functions from their home computers. But, if you continue to have difficulty, call the **HRSC Call Center** at 703/617-7434.

### Q: What's the best method to use for submitting my resume?

A: The best method to use when submitting your resume is the **Resume Writer** on the web page. When you use it, you'll receive an electronic notification verifying that your resume has been received by the HRSC and your resume information is being downloaded automatically, in the correct format, into the database.

### Q: How do I know the HRSC received my resume?

A: You'll be notified in writing

(within two weeks) of its receipt in the HRSC. (Allow for mailing time if you've sent your resume through the U.S. Postal Service.) **Note:** This service is not provided for updated resumes – only new submissions. You can also use the *Check Receipt* function on the web page to verify that your resume or self-nomination has been received and processed into the database.

### Q: I'm claiming a 5-point Veterans' Preference. Do I need to submit my DD-214 with my resume?

A: No. But, make sure you answer all the supplemental questions pertaining to Veterans' Preference. (See Resume Format, Supplemental Information, in the **HRSC Job Kit** before submitting your resume.) Applicants claiming a 10-point Veterans' Preference must submit a DD-214 (Member-4 Copy) along with the SF-15 and all required supporting documentation listed on the reverse side of this form.

### Q: What should I do if I forget my PIN?

A: You can send an email message to the Web Master at [webmaster@hrsc.osd.mil](mailto:webmaster@hrsc.osd.mil). Click on the hotlink on the web page. Or, you can call the HRSC Call Center at 703/617-7434 or TTY 703/617-0647.

## Resume Preparation Briefings

Monthly Resume Preparation Briefings are offered to help you write your resume for an electronic application system. Briefing topics include—applying online using the **HRSC**

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Continued from page 10

**Resume Writer;** how to verify if your resume or self-nomination has been processed; and other information on the web page that's available to assist you with an electronic application process.

Briefings are held in the OSD Conference Center in the Pentagon, Room 1E801, from 1:00 p.m. – 2:30 p.m. No reservations are required. Seating is on a first-come basis, but it's limited.

The remaining 2002 **Resume Briefing** dates are—October 22, November 19, and December 18.

For further information, contact Paula Hartzoge, RESUMIX Program Manager, Personnel and Security Directorate on 703/617-7109 or at [hartzp@psd.whs.mil](mailto:hartzp@psd.whs.mil).



*“The ultimate measure of a man is not where he stands in moments of comfort, but where he stands at times of challenge and controversy.”*

—Martin Luther King, Jr.

*“You are today where your thoughts have brought you; you will be tomorrow where your thoughts take you.”*

—James Allen

*“Nobody makes a greater mistake than he who does nothing because he could only do a little.”*

—Edmund Burke



## WHS Establishes Intern Program

The Washington Headquarters Services (WHS) is excited to announce that its new intern program is up and running! The purpose of the program is to meet the long-term human resource needs of WHS, which will benefit all the Directorates. Here's how the program works. Promising new interns are hired into either one of two programs—*centralized* or *decentralized*. The *centralized program* is structured much like the successful OSD PMI Program. The interns are assigned a high-level mentor and prepare an individual development plan. During their internship, they'll learn about the organization by participating in a series of rotations, training experiences, and shadow assignments throughout WHS. While the *decentralized program* also includes a mentor and rotational assignments, the primary focus is on the work of the hiring organization. At the end of the two-year internship, the intent is that each intern be converted into a position within WHS.

The first two WHS interns are already on board. Ms. Jennifer Cole, a PMI with a Master of Public Administration from Arkansas State University, is participating in the *centralized* program. Her first rotation will be with the Contracting Division of the Real Estate and Facilities Directorate. Ms. Dorothy Lowe, a PMI with a Master of Science in General Counseling from Alabama State University, is in the *decentralized* program. She is assigned to the Personnel Services Division of the Personnel and Security Directorate. Don't be surprised if you receive courtesy calls from these interns as they seek to learn about WHS and identify potential rotational opportunities.

If you'd like to know more about the WHS Intern Program, share rotational opportunities with our interns, or discuss establishing a similar program in your organization, contact Karen Nussbaum, WHS Intern Coordinator, at 703/617-7941 or via email at [nussbk@psd.whs.mil](mailto:nussbk@psd.whs.mil).

### *Hiring the right person for the job:*

*When hiring a salesperson, one company always uses the ink blot test. The company shows each applicant an ink blot, and the first one who tries to sell them a new pen gets the job!*

(Source FEDmanager)

*Five simple rules to be happy—free your heart from hatred .... free your mind from worries .... live simply .... give more .... expect less.*

—Unknown

UPDATE

## FEEA World Trade Center/Pentagon Fund



Following September 11, 2001, the Federal Employee Education and Assistance (FEEA) Fund announced the formation of the *FEEA World Trade Center/Pentagon Fund* to assist those civilian Federal employees and their families affected by the tragic events of this day. Approximately, \$5.5 million in donations has been received for the Fund so far.

Immediate financial assistance was provided on-site at the Pentagon Family Assistance Center from September 12 – October 10, with additional assistance provided over the telephone during and since that time. To date, the FEEA Fund has supported families with more than \$400,000 for travel expenses, mortgage payments, utility bills, funerals, and more. It continues to handle requests for general financial assistance and is committed to assisting victims' families with educational expenses now and in the future.

The *FEEA Pentagon Scholarship Program* will provide a full college scholarship to any child who lost a civilian Federal employee parent in the Pentagon attack. Children whose parents were critically injured are also eligible for the program, as are victims' spouses who were already attending college on September 11. Spouses wishing to return to college will be considered on a case-by-case basis. Currently, the FEEA Fund is registering eligible survivors for the program and expects more than 65

spouses and children to be eligible. The program has processed more than \$100,000 in tuition payments for students already in college. It expects the total to reach more than \$250,000 before the end of the fall semester and \$500,000 by the end of the 2002-03 academic year. At present, 18 survivors are receiving tuition assistance under the program.

Through this Fund, more than 40 family groups have been assisted, including several families of those critically injured at the Pentagon and still recovering from catastrophic burns. Those assisted by the Fund have expressed their heartfelt thanks to the individuals and corporations who have made it a reality. The FEEA Fund staff thanks the donors who have enabled them to help so many families.

The FEEA Fund is the only

non-governmental, non-profit agency devoted solely to providing educational and emergency financial assistance to civilian Federal employees. It is a private, non-profit 501(c)(3) agency, primarily funded through Federal employee contributions and donations to the special relief funds. Since 1986, the *FEEA Emergency Assistance Program* has provided over \$3 million in financial assistance to Federal families who experienced loss due to natural disasters (floods, fires and hurricanes) and other unforeseen personal occurrences such as family illness or death. Additionally, the FEEA Fund has also provided more than \$3.5 million in scholarships to civilian Federal employees and their dependents.

*For more information about the FEEA Fund, visit [www.feea.org](http://www.feea.org) or call 303/933-7580.*

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*“If a man empties his purse into his head, no man can take it away from him. An investment in knowledge pays the best interest.”*

—Joseph E. O'Donnell

*“If you go into a battle, it's better to win the first time.”*

—General George S. Patton

*“Good judgement comes from experience, and a lot that comes from bad judgement.”*

—Will Rogers

*“We do not inherit the earth from our ancestors, we borrow it from our children.”*

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## The Merit System Principles and Prohibited Personnel Practices

As more delegations of authority are given to managers and supervisors, it's important that they become familiar with the *Merit System Principles and the Prohibited Personnel Practices*. They must know how to apply them when taking personnel actions.

### Merit System Principles

The Merit System Principles listed below are adapted from the statutory language that appears in Section 2301(b) of Title 5, United States Code.

- ▶ Recruit qualified individuals from all segments of society and select and advance employees on the basis of merit after fair and open competition.
- ▶ Treat employees and applicants fairly and equitably without regard to political affiliation, race, color, religion, national origin, sex, marital status, age, or handicapping condition.
- ▶ Provide equal pay for substantially equal work and reward excellent performance.
- ▶ Maintain high standards of integrity, conduct, and concern for the public interest.
- ▶ Manage employees efficiently and effectively.
- ▶ Retain or separate employees on the basis of their performance.
- ▶ Educate and train employees when it will result in better organizational or individual performance.
- ▶ Protect employees from improper political influence.

- ▶ Protect employees against reprisal for the lawful disclosure of information in "whistleblower" situations, i.e., protect people who report such things as illegal and/or wasteful activities.

### Prohibited Personnel Practices

The Prohibited Personnel Practices listed below are adapted from the statutory language that appears in Section 2302(b) of Title 5, United States Code. It's a prohibited personnel practice to:

- ▶ **Discriminate** on the basis of race, color, religion, sex, national origin, age, handicapping condition, marital status, or political affiliation.
- ▶ **Solicit** or **consider** employment recommendations based on factors other than personal knowledge or records of job related abilities or characteristics.
- ▶ **Coerce** an employee's political activity.
- ▶ **Deceive** or willfully **obstruct** a person's right to compete for employment.
- ▶ **Influence** any person to withdraw from competition for a position to improve or injure the employment prospects of any other person.
- ▶ **Grant** any preference or advantage to any person to improve or injure the employment prospects of any particular employee or applicant.
- ▶ **Employ** or **promote** a relative.



- ▶ **Retaliate** against a whistleblower, whether an employee or an applicant.
- ▶ **Retaliate** against employees or applicants who exercise their appeal rights, testify, or cooperate with an Inspector General or the Special Counsel, or refuse to break a law.
- ▶ **Discriminate** based on personal conduct that is not adverse to on-the-job performance of the employee, applicant, or others.
- ▶ **Violate** any law, rule, or regulation that implements or directly concerns the merit principles.
- ▶ **Violate** Veterans' Preference. (National Defense Authorization Act for FY97).

*For questions concerning the application of these principles and practices, in particular situations, contact your Employee Relations Specialist in the Personnel and Security Directorate, Labor Management Employee Relations Division, 703/588-0433.*

## The OSD Partnership-in-Education Program

The Partnership-in-Education (PIE) Program sponsored by the Office of the Secretary of Defense/Washington Headquarters Services is beginning its 2002 - 2003 campaign. Volunteers are needed as tutors, coordinators, and helpers. The *organizational coordinators* assist by disseminating information to volunteers and securing support for the various PIE projects throughout the year. *Tutors* are always needed. Consider devoting an hour of your time each week to assist a child with his/her education. The following information provides details on the diverse aspects of this program.

The PIE Program was started in 1982 to enhance the instructional program at John Tyler Elementary School located at 10th and G Streets, SE, Washington, DC. A *Special Emphasis Program Manager* and *organizational coordinators* from entities within OSD and the offices serviced by WHS administer the program.

Defense employees voluntarily participate in a variety of activities and projects at John Tyler. They tutor students in the basic subjects, speak at special school programs, donate food and gifts at Thanksgiving and during the holiday season, mentor students, and judge science projects. Descriptions of the major PIE activities/programs include:

**Tutoring:** OSD employees volunteer an hour of their time to tutor students in reading and other subjects most Wednes-



days from 11 a.m. to 12 p.m. Transportation to and from John Tyler Elementary School is provided. Tutors meet at the Pentagon's South Parking lot, Lane 10 at 10:40 a.m.

**Groundhog Shadow Day:** This is a national mentoring event. The PIE Council participates by organizing a Pentagon event every February 2, Groundhog Day. About 20-25 students are paired with OSD employees who mentor the students for approximately 2 hours. The primary focus is on the importance of education and a possible Defense career in the future.

**Essay Contests:** When solicited, the PIE Council will ask John Tyler students to write an essay about a special observance. The student with the winning essay receives a plaque and a \$100 savings bond. Also, the winner gets to read his/her essay at the special observance program. The PIE Council has requested essays for the Dr. Martin Luther King Jr. Breakfast, and Black History, Women's History, and Hispanic Heritage Months.



### **Thanksgiving**

#### **Food Drive:**

The PIE Council organizes a food drive for

some of the families of John Tyler students. Non-perishable food is donated. Last year, over 50 food baskets were collected and distributed, and 75 Safeway gift certificates were given to some families.

**Holiday Poster Contest:** Each year, the PIE Council asks 10 John Tyler students to create a holiday poster

around a specific theme. Employees from the Graphics and Presentations Division of the Real Estate and Facilities (RE&F) Directorate judge the posters. Awards are given to the first, second, and third place student winners. The winners are announced and presented with ribbons and gifts at a special program/reception in one of the Pentagon Dining Rooms. The posters are then put on display in one of the main corridors of the Pentagon.

**Holiday Toy Drive:** The PIE Council organizes an annual toy drive for the John Tyler students. Some OSD organizations sponsor an entire class to ensure that



all students get holiday presents. The RE&F Directorate assists with the drive by collecting toys at various Pentagon entrances. All the gifts are then transported from the Pentagon to John Tyler for distribution. In 2001, all students at John Tyler received gifts, including children with special needs and families in need.

*If you're interested in supporting the PIE Program, contact Captain Rob Romer, Personnel and Security Directorate/Equal Employment Opportunity Programs Division on 703/588-0445 or via email at [romerr@psd.whs.mil](mailto:romerr@psd.whs.mil).*

“  
If you limit your actions in life  
to things that nobody can  
possibly find fault with, you will  
not do much.”

—Lewis Carroll