

# Personnel Hilites



Winter Edition/2003

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### HOW TO ACCESS

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

### SUBMISSIONS

The deadline for submitting articles for the spring edition of Personnel Hilites is March 7, 2003.

### INFORMATION

The editor, Rita Rutsohn, can be reached at [rutsor@psd.whs.mil](mailto:rutsor@psd.whs.mil) or at 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).

## New WHS Director Holds Town Hall Meetings

On November 19, 2002, Ray DuBois, the new Director, Administration and Management (DA&M), and the Director, Washington Headquarters Services, held a Town Hall meeting at the AMC Building in Alexandria, VA, primarily for employees of the Personnel and Security Directorate. At this meeting, he presented a Group Achievement Award to some of the employees involved in the stand-up of the Pentagon Force Protection Agency (PFPA). These individuals were cited for their support in the formation of PFPA, which was a fast-track endeavor precipitated by the September 11 attack on the Pentagon. The stand-up of PFPA involved collaboration across Directorates involving civilian, military, and contractor personnel who developed processes and functions related to space, logistics, budget, manpower, information technology, and personnel. In addition to the PFPA Group



Mr. Ray F. DuBois, DA&M and Director, WHS, presents Jan Thompson, Director, P&SD, with her Length of Service award for 30 years of public service.

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## DoD Honors 16 Employees at Annual Disability Awards Ceremony

In a ceremony at the Bethesda Hyatt Regency Hotel, Bethesda, MD on December 3, 2002, Charles S. Abell, Principal Deputy Under Secretary of Defense (Personnel and Readiness), hosted the Department of Defense (DoD) annual disability awards program and forum. Each year, this ceremony recognizes the DoD organizations with outstanding affirmative action programs for people with disabilities and the outstanding accomplishments of DoD civilian employees with disabilities. This year's keynote speaker was R. Eddie Espinosa, a consultant on disability issues. To learn more about Mr. Espinosa and his work, visit his website at <http://www.reelife.com>.

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Mr. Ray F. DuBois, DA&M and Director, WHS, presents Tammy Gray of the Personnel Services Division, P&SD, with a Group Achievement Award for her work on the stand-up of PFFA.

Achievement Award, several employees received Length of Service awards for their government service ranging from 10-30 years.

Mr. DuBois thanked the audience for their continuing support of Secretary Rumsfeld and the Department's leadership team. He encouraged all employees to look for new and better ways to do their jobs. He said that recommendations made would be critical to restructuring, revitalizing, and strengthening the organizations he now leads—DA&M, WHS, and PFFA.

On January 6, 2003, Mr. DuBois held a second Town Hall meeting at 1777 N. Kent Street in Rosslyn for the OSD and WHS employees located at that site. Additional Town Hall meetings are planned so that Mr. DuBois can meet all employees of the WHS community as well as those reporting through the DA&M.

*For information about future Town Hall meetings, contact Jennifer Spaeth, Office of Organizational and Management Planning at 703/695-4281 or [spaethj@odam.osd.mil](mailto:spaethj@odam.osd.mil).*

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The DoD awards program recognized the accomplishments of three DoD components in their affirmative action programs during 2002. Those organizations receiving the 2002 Secretary of Defense Trophies for Employing People with Disabilities were—Department of the Air Force, Best Military Department; Defense Logistics Agency, Best Mid-Size Component (organizations with 30,000 or more civilian employees); and Defense Security Service, Best Small Component (organizations with fewer than 30,000 civilian employees).



The following 16 DoD individuals with disabilities received awards for their outstanding performance in 2002:

- Kathleen S. Baumgartner, Department of the Air Force
- David J. Cruzan, Defense Intelligence Agency
- Joseph P. Doyle, Office of the Inspector General
- James R. Johnson, Defense Logistics Agency
- Felix F. Kalendek, III, Defense Security Service
- Jay D. Nobles, Department of the Army
- Samuel T. Garcia, National Security Agency
- George H. Gonzalez, Army and Air Force Exchange Service
- Margaret E. Mehaffie, Defense Information Systems Agency
- Debra L. Moose, National Imagery and Mapping Agency
- Deborah A. Mundt, Defense Commissary Agency
- Ruthann D. Pest, Defense Contract Management Agency
- Daniel J. Philbin, Office of the Secretary of Defense/Washington Headquarters Services
- Solomon V. Rakhman, Department of the Navy
- Nashana M. Riley, Defense Threat Reduction Agency
- Bobby F. Vercher, Defense Contract Audit Agency

In support of the national observance to promote employment of people with disabilities, the DoD designated October 2002 as Disability Employment Awareness Month throughout DoD. The theme for the 2002 observance was "New Freedom for the 21<sup>st</sup> Century."

*For further information about this annual ceremony, contact Judith C. Gilliom, Manager, DoD Disability Program, at [judy.gilliom@osd.mil](mailto:judy.gilliom@osd.mil) or at 703/697-8661.*

## Eighteenth Annual Dr. Martin Luther King, Jr. Breakfast



the Chief of Police for Montgomery County, MD. Chief Moose was a key member of the national law enforcement task force that solved the Washington, DC area sniper case. The Chief's law enforcement career spans 27 years beginning as a Patrol Officer for the City of Portland, OR. He continued to move up the ranks within the City of Portland Police Department and became the Chief of Police of the city in June of 1993. In August 1999, Chief Moose became the Chief of Police for Montgomery

County, MD. He holds several advanced degrees, including a Ph.D. in Urban Studies and Criminology from Portland State University. The Chief is also a Major in the DC Air National Guard, serving as the Commander of the 113<sup>th</sup> Security Forces Squadron. He is a distinguished public servant, guardsman, and speaker.

For additional information about this year's program and to purchase tickets for the breakfast, contact Kimberly Coleman at 703/588-0451 or [colemk@psd.whs.mil](mailto:colemk@psd.whs.mil). Tickets are \$9.75 (cash only) and will be sold at:

- 1777 N. Kent St., Suite 12002, Rosslyn, VA on January 10, 2003 from 9:00 a.m. – 4:00 p.m.
- The Pentagon, Room #3A272 on January 13, 2003 from 11:00 a.m. – 4:00 p.m.

On Thursday, January 16, 2003, the Office of the Secretary of Defense and Washington Headquarters Services (WHS) will sponsor the Eighteenth Annual Dr. Martin Luther King, Jr. Breakfast. The breakfast will be held from 7:00 a.m. to 8:00 a.m. in the Pentagon Dining Room (3C1063). In the event of inclement weather, the observance will be held on Thursday, January 23, 2003. The theme for this year's observance is "Remember! Celebrate! Act! A Day On, Not A Day Off!" Mr. Ray F. DuBois, Director of Administration and Management, WHS, will host the event.

The keynote speaker for this year's breakfast is Chief Charles A. Moose,

The famous American cartoonist Thomas Nast was at a party with some friends. Somebody suggested that he draw caricatures of everyone at the party. Using swift, bold strokes of his pencil, Nast made quick sketches of each person. He passed the sketches around for everyone to look at. There were lots of laughing and joking. Then something unexpected happened. It seems that everyone recognized everyone else, but few recognized themselves. When it comes to self-recognition, we seem to have a blind spot. We don't see ourselves as clearly as others see us. We just don't recognize our main characteristics—our strengths and weaknesses—as they really are. Measure yourself by your best moments, not by your worst. We are too prone to judge ourselves by our moments of despondency and depression.

—Robert Johnson

## Supervisor's CORNER

### Restrictions on Employment of Relatives in the Federal Government

It's a prohibited personnel practice for a management official or supervisor to select a relative for a position anywhere in the organization under his or her jurisdiction or control (5 U.S.C. 2302 (B)(7)).

Also, public officials who have the authority to appoint, employ, promote, or advance persons or to recommend this action, may not advocate or recommend a relative for a position in the Department of Defense. This practice is otherwise known as nepotism.

A "public official" is anyone who has the authority to appoint or promote in his or her organization, or authority to recommend employees for appointment or promotion. A "relative" is a father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister. A person appointed, employed, promoted, or advanced in violation of the statute is not entitled to be paid. (5 U.S.C. 3110).

The Director of the Personnel and Security Directorate, Washington

Headquarters Services, may grant an exception to the above when such employment is in the best interest of the OSD component. Also, if an urgent need results from an emergency which poses an immediate threat to life or property, or a national emergency exists, a relative may be appointed, but only on an emergency basis not to exceed one month. Documentation is required to support the need for either exception.

These restrictions also apply to the Student Career Experience Program and the Summer Employment Program. For information about these programs, refer to the article entitled "News from the Special Employment Programs (SEP)" on page 9.

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### Veterans Employment in the Federal Government

The Director of the Office of Personnel Management (OPM) issued a memorandum on November 15, 2002, reaffirming the importance that the Bush Administration places on veterans employment issues. OPM is committed to providing veterans with every opportunity to take advantage of the entitlements they've earned when seeking Federal employment, to include receiving the employment preference they've earned.

Our Nation owes a debt of gratitude to its veterans. Veterans preference

provides a measure of compensation to those men and women who have left loved ones behind to defend our country. Veterans are a main source of candidates for Federal jobs. In recent years, veterans have comprised almost one third of permanent new appointments to the Federal Service, far exceeding the percentage hired by the private sector. It's obvious that agencies are taking their obligations to veterans seriously.

As our Armed Forces are called upon to protect our lives, liberties, and freedoms, Federal agencies are encouraged to continue giving utmost consideration to those veterans seeking employment. Veterans preference is a legal right. The freedoms we enjoy as a Nation were earned through the lives and selfless sacrifices of our veterans.

To reinforce their commitment to this issue, OPM is conducting a Governmentwide review of agency adherence to veterans preference laws. It's important that everyone fully understand the importance of veterans preference in Federal employment. The *VetGuide* is an excellent resource summarizing the many laws and regulations that affect the employment of veterans. This guide is available on OPM's website at [www.opm.gov/veterans/html/vetguide.asp](http://www.opm.gov/veterans/html/vetguide.asp).

## Veterans Day is Every Day

The men and women who serve in the Armed Forces of the United States should be remembered each day not only on Veterans Day. One way this can be accomplished is by ensuring that when our veterans seek the entitlements they have earned through service to their country, they are afforded the opportunities to do so. One of the most visible entitlements is veterans preference in Federal employment. The message below from the Director of the Office of Personnel Management, Kay Coles James, was published shortly after Veterans Day, November 11, 2002, as a reminder of what veterans preference means.



November 15, 2002

### MEMORANDUM FOR HUMAN RESOURCES DIRECTORS

**FROM:** KAY COLES JAMES, DIRECTOR

**SUBJECT:** Veterans Employment in the Federal Government

In recognition and follow up to President Bush's proclamation in observance of Veterans Day, I wish to remind you of the importance that the President and his Administration places on veterans employment issues, including veterans preference.

At a time when the Armed Forces of the United States are once again called to protect our lives, liberties, and freedoms, OPM is committed more than ever to ensuring that when veterans seek employment in the Federal Government they are provided every opportunity to take advantage of the entitlements they have earned. This is why I am pleased by the results shown by many of you in terms of veterans employment.

Veterans have been, and continue to be, one of the main sources of candidates for Federal jobs. Despite the continuing drop in the percentage of veterans in the civilian labor force, the employment of veterans in the Federal service remains strong. New veterans hired during Fiscal Year (FY) 2001 totaled 39,874, an increase of 3,343 from 36,531 during FY 2000. Compared to the private sector, Federal agencies employ over *twice* the percentage of veterans, over five times the percentage of disabled veterans, and over nine times the percentage of 30% or more disabled veterans. These results would not be possible if agencies were ignoring their obligations to veterans. I believe, however, that we can and must do better.

The Government certainly has every right to be proud of its overall record of hiring veterans, but we still face many challenges, some of which are cultural and others are rooted in process. Consequently, I have directed our staff to initiate a special Governmentwide review of agency adherence to the letter and spirit of veterans preference laws. Selected human resources management offices will be contacted in the near future as we initiate these audits. Please ensure that your staffs fully understand the importance of veterans preference in employment in the Federal Government, and your personal commitment to the veterans of our Nation.

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The Federal personnel team understands that our veterans are a valued resource who have earned through their very life's blood a hiring preference which we should be so very honored to provide. We must never forget that disabled veterans are heroes who have paid a price so dear that it will stay with them for the rest of their lives. Such veterans are assets to any organization as they bring strength, courage and commitment in a way that can only be imagined by those who have never stood in harm's way for the cause of their country. It is vital that we maintain this outlook and continue to honor their service.

Let us always remember that veterans preference is not a barrier to the Federal hiring process; it is a key component of this process. Furthermore, OPM encourages agencies to hire veterans specifically because they oftentimes possess the skills and competencies you need to fulfill your missions. Though some hiring barriers may exist, veterans preference is not among them. Veterans preference is a legal right that reflects a national value; it can not, will not, and shall not be circumvented by Federal employers. We must never forget that the many freedoms we enjoy as a Nation did not come freely. They were earned through the lives and selfless sacrifices of our veterans. We owe them a debt we can never fully repay. Providing our veterans with the hiring preference they have earned is but a small way of acknowledging their sacrifice and demonstrating our thanks.

Thank you for your continued ongoing leadership on this issue and for your continuing cooperation as we seek to uphold merit system principles and the letter and spirit of veterans preference laws.

cc: Heads of Executive Departments and Agencies



*Real happiness is not dependent on external things. The pond is fed from within. The kind of happiness that stays with you is the happiness that springs from inward thoughts and emotions. You must cultivate your mind if you wish to achieve enduring happiness.*

—William Lyon Phelps

*Two roads diverged in a wood and I—I took the one less traveled by, and that has made all the difference.*

—Robert Frost  
from "The Road Not Taken"

*I expect to pass through life but once. If, therefore, there be any kindness I can show, or any good thing I can do for any fellow being, let me do it now ... as I shall not pass this way again.*

—William Penn

*Happiness is always a choice!*



Kind words, though lightly spoken,  
Carry weight beyond compare;  
They can mend a heart that's broken,  
They can help a cross to bear.  
Words have the therapeutic magic  
Medicines can never reach,  
And the sin is worse than tragic  
If we fail to use this speech.  
We'll work wonders if we try it,  
If we don't procrastinate,  
Or put kind words on a diet  
Just because they carry weight.

—Dave Wadley



## 2002 Presidential Rank Award Winners Named

Annually, the President awards special recognition to career Senior Executive Service (SES) members. This includes the awarding of the ranks of Distinguished and Meritorious Executive. Only one percent of the SES can receive Distinguished Executive Rank Awards, and only five percent can receive Meritorious Executive Rank Awards.

The Presidential Rank Awards are the highest awards a career senior executive can receive and represent a culmination of career accomplishments. In January 2002, the Deputy Secretary of Defense approved nominations of career SES members from the Office of the Secretary of Defense (OSD), the Defense Agencies, and DoD Field Activities. After submitting the nominations to the Office of Personnel Management, these are reviewed by panels of private citizens hand picked to provide award recommendations. At the conclusion of this rigorous process, the President awarded six Distinguished Executive Ranks and 27 Meritorious Executive Ranks to "Fourth Estate" SES members. The 2002 Presidential Rank Award winners of these well-deserved awards include—

### Distinguished Executive

#### **Thomas R. Bloom**

Director, Defense Finance and Accounting Service

#### **David O. Cooke (awarded posthumously)**

Director, Administration and Management/  
Washington Headquarters Services  
Office of the Secretary of Defense

#### **Michael K. Evenson**

Deputy Director, Combat Support  
Defense Threat Reduction Agency

#### **Paul S. Koffsky**

Deputy General Counsel (Personnel and Health Policy)  
Office of the General Counsel  
Office of the Secretary of Defense

#### **Frank B. Lotts**

Deputy Director, Logistics Operations (I-3)  
Defense Logistics Agency

#### **Thomas F. Thoma**

Director for Acquisition, Logistics and Facilities  
Defense Information Systems Agency

### Meritorious Executive

#### **Joseph J. Angello, Jr.**

Director, Readiness, Programming and Assessment  
Office of the Under Secretary of Defense  
(Personnel and Readiness)

#### **Bruce C. Bade**

Director, Pacific Armaments Cooperation  
Office of the Under Secretary of Defense  
(Acquisition, Technology and Logistics)

#### **Howard G. Becker**

Director, Organizational and Management Planning  
Administration and Management Directorate  
Office of the Secretary of Defense

#### **Steven R. Bernett**

Deputy Commander, Defense Supply Center, Columbus  
Defense Logistics Agency

#### **Robert J. Brandewie**

Deputy Director, Defense Manpower Data Center  
Office of the Under Secretary of Defense  
(Personnel and Readiness)

#### **Lisa Bronson**

Deputy Under Secretary of Defense for Technology  
Security Policy and Counterproliferation  
Office of the Under Secretary of Defense (Policy)

#### **Thomas E. Brunk**

Deputy Director, Defense Contract Management Agency  
Office of the Under Secretary of Defense (Acquisition,  
Technology and Logistics)

#### **Richard P. Burke**

Director, Operations Analysis Procurement Planning  
Division  
Office of the Under Secretary of Defense (Comptroller)

#### **Phyllis C. Campbell**

Deputy Commander, Defense Distribution Center  
Defense Logistics Agency

#### **James R. Dominy**

Associate Director for Comptroller Information Systems  
Office of the Under Secretary of Defense (Comptroller)

#### **John M. Evans**

Director for Revolving Funds  
Office of the Under Secretary of Defense (Comptroller)

#### **Sara V. Groeber**

Director, Civilian Personnel Management Service  
Office of the Under Secretary of Defense  
(Personnel and Readiness)

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**Paul K. Haselbush**

Director, Real Estate and Facilities  
Washington Headquarters Services

**Frank M. Holderness**

Chief, Plans, Concepts and C2 Applications  
Defense Information Systems Agency

**Robert W. Hutten**

Director for Strategic Plans, Programs and Policy  
Defense Information Systems Agency

**John R. Landon**

Director, Program Analysis and Integration  
Office of the Assistant Secretary of Defense (Command,  
Control, Communications and Intelligence)

**J. William Leonard**

Deputy Assistant Secretary of Defense for Security and  
Information Operations  
Office of the Assistant Secretary of Defense (Command,  
Control, Communications and Intelligence)

**Robert T. Mason**

Assistant Deputy Under Secretary of Defense  
(Maintenance Policy, Programs and Resources)  
Office of the Deputy Under Secretary of Defense  
(Acquisition, Technology and Logistics)

**Gail H. McGinn**

Principal Deputy Assistant Secretary of Defense  
(Force Management Policy)  
Office of the Under Secretary of Defense  
(Personnel and Readiness)

**James A. McQuality**

Comptroller  
Defense Security Cooperation Agency  
Office of the Under Secretary of Defense (Policy)

**Margaret E. Myers**

Principal Director, DoD Deputy Chief Information Officer  
Office of the Assistant Secretary of Defense (Command,  
Control, Communications and Intelligence)

**John L. Osterholz**

Director, Information Integration and Interoperability  
Office of the Assistant Secretary of Defense (Command,  
Control, Communications and Intelligence)

**Vayl S. Oxford**

Deputy Director, Technology Development  
Defense Threat Reduction Agency

**Vincent P. Roske**

Deputy Director for Wargaming, Simulation and  
Analysis, J-8  
The Joint Staff

**Jean Storck**

Director, Resource Management, TRICARE  
Management Activity  
Office of the Under Secretary of Defense  
(Personnel and Readiness)

**Francis P. Summers, Jr.**

Regional Director, Central Region  
Defense Contract Audit Agency

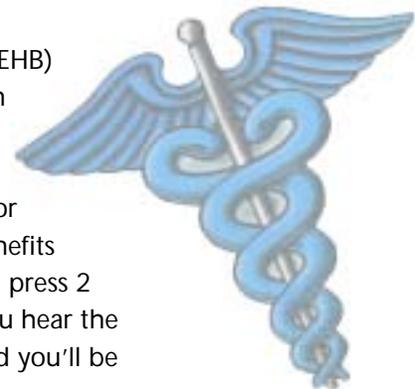
**Janet E. Thompson**

Director, Personnel & Security  
Washington Headquarters Services

*For further information about the formal presentation of these awards, contact Sandie Burrell, Personnel and Security Directorate/Executive and Political Personnel Division at 703/693-8347 or burres@psd.whs.mil.*

## FEHB REMINDER!

If you made a change during the Federal Employees Health Benefits (FEHB) Open Season (November 11-December 9, 2002), it will be effective on January 12, 2003, and the change will be reflected in your paycheck on January 31. Review your Leave and Earnings Statement to be sure that the correct FEHB deduction was made. If you find a discrepancy or have any questions, please contact your Administrative Officer or a Benefits Specialist at the Human Resource Services Center. Call 703/617-7382, press 2 for Benefits, and press 2 again for Benefits and Entitlements. When you hear the message "For Federal Employee Health Benefits," press 1, press 0," and you'll be connected with a Specialist.



## News from the Special Employment Programs (SEP)

### Winter

The first of the winter Re-Hires returned on December 2, 2002.

Forty-five students returned to work for the winter break.

The Winter Re-Hire Program is a unique program that enables students to be brought back to work non-competitively, based upon their



previous summer employment. To qualify, a student must be requested back by the office he/she worked for during the summer. Students participating in this program can work full-time, up to four weeks, during their winter break.

### Summer

In anticipation of another great summer, the SEP team posted Job Opportunity Announcements (JOA's) for the Summer Program on December 16, 2002. The following JOA's will be open through January 17, 2003 —

- SUM-03-0001-CR (Clerk/OA Clerk GS-2/3/4)
- SUM-03-0002-CR (Interns GS-5/7/9)
- SUM-03-0003-CR (HBCU/MI Faculty Fellow GS-12/13)

The SUM-03-004-CR (PenRen Intern) JOA was extended until February 14, 2003. In addition, the Program Analysis and Evaluation Office opened an announcement (SUM-02-0017-CR) for interns, on December 4,

2002. It closes on March 4, 2003. All these JOA's may be accessed electronically at <http://persec.whs.mil/hrsc/index.html>.

Remember, it's a prohibited personnel practice for a management official or supervisor to select a relative for a position anywhere in their

organization. In addition, public officials who have the authority to appoint, employ, promote, or advance personnel or to recommend this action, may not advocate or recommend a relative for a position. For more information about these prohibitions, read the article on page 4 of this issue entitled "Restrictions on Employment of Relatives in the Federal Government."

### Student Career Experience Program (SCEP)

The SEP team is working with several colleges in the area to recruit students for positions in the SCEP program. This program provides valuable work experience, directly related to the student's academic field of study, while the student is attending school. Students in this program may be eligible for permanent employment after successful completion of their education and work requirements. The SCEP program requires a commitment from the student, the school, and the employing Federal agency. This

program is open to students in high school, college (undergraduate and graduate), and vocational and technical school. If your organization is interested in hiring a student in the SCEP program, contact Dee Tiller or Donna Furlow at 703/617-7136.

Additional information on this program and other Special Employment Programs is available at [http://persec.whs.mil/hrsc/SpecEmployProg/spec\\_emp.html](http://persec.whs.mil/hrsc/SpecEmployProg/spec_emp.html).

The same prohibited personnel practices that apply to the Summer Program apply to the SCEP Program.

*If you have further questions on any of the Special Employment Programs, contact Dee Tiller or Donna Furlow, Personnel Services Division, Personnel and Security Directorate, on 703/617-7136.*

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*Choose a job you love, and you'll never have to work a day in your life.*

—Confucius

*I used to say, "I sure hope things will change." Then, I learned that the only way things are going to change for me is when I change.*

—Jim Rohn

*The minute you settle for less than you deserve, you get even less than you settled for.*

—Maureen Dowd

*The people who try to do something and fail are infinitely better than those who try to do nothing and succeed.*

—Lloyd James

“

## Your Benefits

# Did You Know That...

- ☛ You should review your Leave and Earnings Statement (LES) regularly to ensure that the correct deductions are being taken? This is especially important when you make changes to your benefits—Federal Employees Health Benefits (FEHB); Federal Employees Group Life Insurance (FEGLI); and Thrift Savings Plan (TSP).
- ☛ The Federal Employees Group Life Insurance (FEGLI) Program's Accidental Death and Dismemberment Benefits **are not payable** when caused by the insured driving while intoxicated. This is consistent with the exclusions for suicide, attempted suicide, the insured injuring himself/herself on purpose, and injury or death caused by the insured's use of illegal or illegally obtained drugs?
- ☛ If you participate in the FEHB Premium Conversion, you can only cancel your FEHB, or go from family to self-coverage during an FEHB Open Season, or if you have a qualifying life event?
- ☛ Within certain timeframes, when you marry or have a child, you may increase a portion of your life insurance?
- ☛ If you transfer to the Federal Employees Retirement System (FERS) from the Civil Service Retirement System (CSRS), you need to keep your Leave and Earning Statement (LES) that shows your hours of sick leave at the time of transfer? If you don't have a copy, and payroll hasn't kept appropriate records, your sick leave won't be credited.
- ☛ An employee who is married at the time of retirement must obtain spousal consent if he/she does not want to elect the maximum survivor benefit?
- ☛ You are responsible for notifying your Customer Service Representative (CSR) when your home address changes?
- ☛ The 2003 taxable limit set by the Internal Revenue Service for employee TSP contributions is \$12,000?



## Update on the David O. Cooke Scholarship Fund

In June 2002, the Federal Employee Education and Assistance Fund (FEEA), in conjunction with the Cooke Family, announced the formation of the David O. "Doc" and Marian M. Cooke Memorial Scholarship Fund as a tribute to Mr. Cooke's public service career. The family's goal is to have the Fund endow one or more of the FEEA's annual college scholarships at the \$1,000 level. To date, the Cooke Fund has raised \$24,000, including \$10,000 from the Blue Cross/Blue Shield Association and numerous individual contributions. In addition, FEEA is beginning to receive pledge cards from the Fall 2002 Combined Federal Campaign with donations earmarked for the Cooke Fund.

If you're interested in participating in this Fund, write to the FEEA Cooke Memorial Fund, 8441 W. Bowles Avenue, Suite 200, Littleton, CO 80123-9501, or call FEEA at 303/933-7580 or 1-800-338-0755.

*Learn to get along with people. Learn to exhibit more patience than any other man you know. Learn to respect other men's ideas and opinions. Learn to think problems through to the end. Learn to try to put yourself in the other person's place. Be democratic. Be loyal.*

*Cultivate cheerfulness. Work.*

—Henry Klinger

*Great people are those who can make others feel that they, too, can become great.*

—Mark Twain

## OSD Partnership-in-Education Program Active for 19 Years

The Office of the Secretary of Defense (OSD) formed its Partnership-in-Education relationship with John Tyler Elementary School (10<sup>th</sup> and G Streets, SE, Washington, DC) in 1984 to enhance the school's instructional program. Nineteen years later, DoD employees continue to voluntarily participate in school projects and offer help to the students as tutors for basic subjects, speakers at special programs, mentors during Groundhog Shadow Day, and judges for science projects. They also donate food and gifts at Thanksgiving and the holidays. The program is administered through a Special Emphasis Program Manager and Coordinators from organizations within OSD and offices serviced by Washington Headquarters Services (WHS).

The 2002 PIE Holiday Poster Contest was held on December 12, 2002 in the Pentagon's Executive Dining Room. Mr. Ray F. DuBois, Director of Administration and Management, WHS, hosted the event for 10 students from the OSD adopted school, John Tyler Elementary. The school's art teacher, Ann McHugh, attended the poster contest reception along with the 10 students, who drew the holiday theme posters. Two posters tied for first place. The winners were Matthew Davis and James Parks. All the students who participated in the contest received a certificate and an art set with a sketchpad for their participation. There were approximately 30 OSD/WHS employees—mostly program volunteers—and students in attendance. Each poster was displayed in the Pentagon

between Corridors 1 and 2 from December 12-18, 2002.

While announcing the contest winners, Mr. DuBois praised OSD's 19-year PIE relationship with John Tyler Elementary School. He equated the PIE program to the First Lady's work on "No Child Left Behind." Mr. DuBois also spoke about the importance of teachers to our country saying "regardless of one's chosen profession, if one is to be successful in any career choice, then one must be a teacher to others." He went on to thank the EEO Programs staff, the Pentagon Force Protection Agency, and the WHS/Real Estate and Facilities, Graphics and Presentations Office for all their hard work in making this event a success.

*For more information about the PIE Program, contact Captain Rob Romer, Personnel and Security Directorate/Equal Employment Opportunity Programs Division at 703/588-0445 or [romerr@osd.whs.mil](mailto:romerr@osd.whs.mil).*



*Mr. DuBois pictured with John Tyler art teacher, Ann McHugh and Captain Romer (top); with the two first-place winners—James Parks and Matthew Davis (center); and with the 10 student artists from John Tyler School (below).*





## The WHS/PFPA 2002 Combined Federal Campaign

The 2002 Washington Headquarters Services and Pentagon Force Protection Agency (WHS/PFPA) Combined Federal Campaign (CFC) drew to a close on December 20, 2002, continuing the successful trend of the past two WHS campaigns. Through the generosity of the WHS/PFPA employees, WHS surpassed its monetary goal of \$118,000, and PFPA employees pledged more than their target goal of \$20,000. As of the December 20, 2002, WHS/PFPA pledges exceeded \$165,000.

The results of this year's campaign are a direct result of the generosity of the WHS/PFPA employees and the hard work of the 2002 campaign team—Directorate Campaign Managers, Team Captains, and Keyworkers. Without their dedication and commitment, the success of the 2002 campaign would not have been realized.

The National Capitol Area (NCA) CFC will recognize this year, PFPA and each WHS Directorate for their outstanding efforts. Seven Directorates will receive the highest award, the Presidential Award, for overall employee participation or per capita gift giving. As an organization, WHS will receive, for the first time, the Presidential Award for overall participation, i.e., greater than 75%. This victory is attributed to the generous gift giving of the WHS and PFPA employees complemented by the diligence and efforts of the campaign team for promoting the CFC and the work done by the charities listed in the *Catalog of Caring*. Because of the

generous contributions from the WHS/PFPA family, the CFC charitable organizations will be able to continue providing services to those in need.

In addition to surpassing the CFC monetary goal, this year's BINGO resulted in 250 WHS/PFPA employees winning a variety of prizes—casual carryall bags, Pentagon shaped paperweights, candy jars, and mini-mag lites—over a five-week period. Thanks and congratulations to all the players and the winners who made this a fun-filled and successful activity.

Just before the campaign concluded, 11 WHS/PFPA entries were submitted to compete in the annual CFC Communications Contest at both the DoD and NCA level. Those entries winning at the DoD level would earn the privilege of competing at the NCA level. Representatives from various CFC charities judged the DoD entries mid December, focusing primarily on "does this entry convey the CFC message."

Of the 11 WHS/PFPA entries submitted, nine will be going forward to compete at the NCA level. This is a great endorsement of the campaign, but more importantly, it signifies the hard work done by others. WHS winners include—Pam Mirelson (Communications and Directives) first place, Best Feature Story (employee) about former WHS employee, Laurie Laychak, and Honorable Mention, Best Feature Story (agency) about the Pentagon's first 9/11 casualty; Joe Friedl (Budget and Finance) first place, Best Essay for his story about Mr. Cooke; Best Kickoff or Victory

Celebration, second place tie with DARPA; Best Photographic Coverage for an overall campaign, first place; Best Use of Electronic Media, second place tie with NIMA; Best Continuing Coverage for an overall campaign, Honorable Mention tie with the USAF; and Rita Rutsohn (Personnel and Security Directorate) first place, Best Front Page coverage, and second place, Best Special Edition, both for *Personnel Hillites*, CFC special edition, fall 2002. While the winning entries at the DoD level have been selected, these entries go to the NCA competition without placement standing. Each entry competes on its own as a new submission.

The WHS/PFPA CFC Victory celebration is scheduled for Friday, January 17, at 1 p.m., at 1777 N. Kent Street, 14<sup>th</sup> Floor, Sky Suite #3, Rosslyn. This year's campaign was dedicated to the memory of "Doc" Cooke. We did it for "Doc," and he would be proud of what was accomplished!

*For more information about the 2002 WHS/PFPA CFC, contact Larry Hottot, Campaign Manager, WHS/Budget & Finance, at 703/614-5677 or [lhottot@bfd.whs.mil](mailto:lhottot@bfd.whs.mil).*

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*Since you get more joy out of giving joy to others, you should put a good deal of thought into the happiness that you are able to give.*

—Eleanor Roosevelt

”

# RESUMIX *Corner*

## Web Tools

• **Edit Resume.** One of the most frequently visited features available on the <http://persec.whs.mil/hrsc/index.html> web page is the “Edit Resume” tool. This feature allows you to access your resume in the RESUMIX database and to review, edit, update, and print a copy as needed. The “Edit Resume” feature is just one option available for updating your resume. Other methods are described in the HRSC Job Kit which can be obtained by calling the HRSC FAXBACK line at 703/617-0652, or the HRSC Employment Call Center at 703/617-7434 or TTY 703/617-0647. The HRSC Job Kit is also available on the web page.

• **Check Receipt.** This feature was developed to assist you in checking to see if your self-nomination for a vacant position advertised by the HRSC was received. You can also use it to check on the status of a position you applied for, i.e., whether the announcement is still open, the selection certificate has been issued, or the position has been filled.

Call the Employment Call Center (telephone number above) if you need assistance or have problems using these web tools.

## Business Process Change

Reminder! The HRSC is processing **Updated Resumes** once a week, on Friday. You can submit an updated resume at any time. However, updates will only be processed on Friday. If a Friday happens to be a

holiday, then updated resumes will be processed the following scheduled work day.

## Frequently Asked Questions (FAQ)

The following is a collection of FAQ 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 access to the Internet, you can mail your resume to the HRSC at the following address:

### Resume

Washington Headquarters Services  
Human Resource Services Center  
5001 Eisenhower Avenue, Room 2E22  
Alexandria, Va 22333-0001

Additional information about how to apply, resume format, and what to submit when applying is available in the HRSC Job Kit. The Job 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 your 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 still have trouble accessing the web page, 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 for submitting your resume is the “Resume Writer” on the web page. You'll receive an electronic notification verifying that your resume has been received by the HRSC and that information from it is automatically being downloaded directly into the database in the correct format.

**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 send your resume through the U.S. Postal Service.) **Note:** This service isn't provided for updated resumes – only new resume 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 that you answer all the supplemental questions pertaining to Veterans Preference (see Resume Format, Supplemental Information, in the HRSC Job Kit) when you submit your resume. Applicants claiming a 10-point Veterans Preference **must** submit a

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DD-214 (Member-4 Copy) along with the SF-15 Form and all required supporting documentation listed on the reverse of this form.

**Q:** What do I do if I forget my PIN?

**A:** You can send an email message to our 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

Resume preparation briefings are offered monthly to help you write your resume for an electronic application system. Briefing topics covered include—the process of applying online using the “Resume Writer;” how to verify if your resume or self-nomination has been processed; and other information available on the web page that will assist you with the 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 limited on a first-come basis.

### 2003 Resume Briefings

January	28
February	25
March	25
April	29
May	28
June	25
July	30
August	27
September	24
October	29
November	25
December	18

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

## TSP Catch-Up Contributions for Employees Over 50

The President signed into law the Thrift Savings Plan (TSP) catch-up contributions bill (H.R.3340) on November 27, 2002. This law allows Federal employees age 50 or older to contribute more to their TSP accounts each year. Although the bill has been signed, Federal employees **will not be able to immediately make the higher contributions.** The Federal Thrift Investment Board must issue regulations and modify its computer system. As soon as implementing instructions/regulations are received from the Board, the Benefits staff will disseminate information and instructions to its clients.

The “over 50 catch-up contribution” provision will allow workers to make up for years when they weren’t employed, didn’t contribute to their plan, or otherwise weren’t able to save. The maximum catch-up contributions employees age 50 or older will be able to make to their TSP accounts are an additional \$2,000 for 2003; \$3,000 in 2004; \$4,000 in 2005; and \$5,000 for 2006 and every year after that.

For 2003, employees under the Federal Employees Retirement System (FERS) are able to contribute up to 13 percent of their pay each pay period, up to an annual limit of \$12,000 for TSP. Employees under the Civil Service Retirement System (CSRS) are able to contribute up to 8 percent of their pay each pay period, up to the annual limit of \$12,000.

