

# Personnel Hilites



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Winter Edition

2002

## Inside . . .

Mr. Cooke Presented with Declaration of Independence .....	3
Annual Disability Awards Ceremony .....	4
Dr. Martin Luther King, Jr. Breakfast .....	6
Pentagon Transit Center Opens ....	7
Special Employment Programs ....	8
SES SOARS! .....	9
TSP <i>Open Season</i> .....	10
U.S. Patriot Savings Bonds .....	11
RESUMIX .....	12
Thinking About Retirement? .....	13
Are Your Designations of Beneficiary Forms Current? .....	15

## Serving Those Who Serve

The year 2001 produced many Washington Headquarters Services (WHS) firsts. It was the first year for the mass transit subsidy program, the official WHS symbol and motto were created, and a video entitled *Serving Those Who Serve* was produced.

WHS' senior managers, with the approval of David O. Cooke, Director of WHS, initiated the development of the 22-minute video, *Serving Those Who Serve*. It was completed within five months and features WHS employees as the actors and actresses. Mr. Cooke provides the video's introductory remarks. The

video is divided into nine 2-minute segments that give an overview of the operational/support services provided by each WHS Directorate.

Created as part of the new WHS employee orientation program, the video is in actuality an educational tool for everyone—current and potential employees, customers, and stakeholders. The video portrays the core WHS competencies and services—financial management and accounting; civilian and military human resource management; information technology and data systems support; facilities

*Continued on page 2*



Continued from page 1

management; office services; directives and records management; personnel security services; physical and informational security services; law enforcement and protection; and legal services. **Note:** The employee orientation package contains a compact disk (CD) of the *Serving Those Who Serve* video rather than the actual video.

The WHS corporate orientation package is designed to use technology to its fullest. In addition to the video, a CD entitled *Who We Are* is included. This CD offers a wide range of information with linkages to web sites that provide data about WHS policies, procedures, regulations, and other items of interest. For example, to ensure that employees are fully aware of the opportunities and benefits available, information about training opportunities, career enhancement programs, award programs, and a link to the WHS Personnel and Security Directorate web site is provided. Users are able

to easily identify and obtain first-hand information about WHS and what it does to attract and retain its employees. The CD also contains a "snapshot" of each Directorate and its mission, goals, and functions.

Another item in the orientation package is a WHS calendar/planner. It identifies by month and day, key Directorate events, functions, and projects that affect WHS' relationship with Congress, its customers, and others. Lastly, a survey card, is included in the package, soliciting employee feedback about the orientation program and the newly developed materials. All corporate orientation packages have been distributed to the WHS Directors.

The Real Estate and Facilities (RE&F) Directorate, one of the nine WHS Directorates, spearheaded the corporate orientation project. For further information about it and the related materials, contact Anita M. Washington, Project Manager, 703/693-3768.

## Positive Attitude

A "positive attitude" is a very important aspect in life. Did you know that there's a formula for a "positive attitude"? Take the alphabet from A to Z and number the letters 1 to 26—A is 1, B is 2, etc. Now, spell out the word ATTITUDE and match the letters with the corresponding numbers to see what you get—  
A + T + T + I + T + U + D + E  
(1 + 20 + 20 + 9 + 20 + 21 + 4 + 5 = 100). Of course, if you have a "positive attitude," you'll give 100 percent of your effort to achieve your hopes, dreams and ambitions. Go for the Goal!



## Personnel Hilites

The spring edition of *Personnel Hilites* will be online by April 1, 2002. **The deadline for submitting articles for this issue is March 11, 2002.**

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## Mr. Cooke Presented with Declaration of Independence



Mr. John Carlin, Archivist of the United States, presented a facsimile of the Declaration of Independence, to David O. Cooke, DoD Director

for Administration and Management, at a special presentation on December 19, 2001. The engraved copper replica was offered in honor of the 184 Americans who died at the Pentagon on September 11. Mr. Carlin was accompanied at the ceremony by Valerie Spargo, the Archives Director of Financial Services, who was a long-time employee of the Army Budget office that was so hard hit in the Pentagon attack. Mr. Cooke was accompanied to the presentation by Washington Headquarters Services, Communications and Directives (C&D) Directorate staff—Larry Curry, Director; Larry Horner, Deputy Director; Hal Neely, Chief, Directives and Records Division, C&D; and Pam Mirelson, Staff Assistant.

The plaque that accompanied the gift expresses the unity of spirit borne of the day's tragedy. It reads: "The staff of the National Archives and Records Administration joins with you in mourning the loss of so many of our fellow Federal workers in the attack on the Pentagon of September 11, 2001. We offer this facsimile of the Declaration of Independence to affirm the enduring freedoms that all Americans treasure. Its enunciation of the spirit of the nation is no less true now than when it was written



over two centuries ago. 'We hold these truths to be self-evident, that all men are created equal, that they are endowed by their Creator with certain unalienable Rights, that among these are Life, Liberty and the pursuit of Happiness.' " Mr. Cooke expressed the deep gratitude of the leadership and employees of the Pentagon, and he assured Mr. Carlin that the memento would be prominently displayed for all Americans to see when the public tours of the Pentagon resumed.

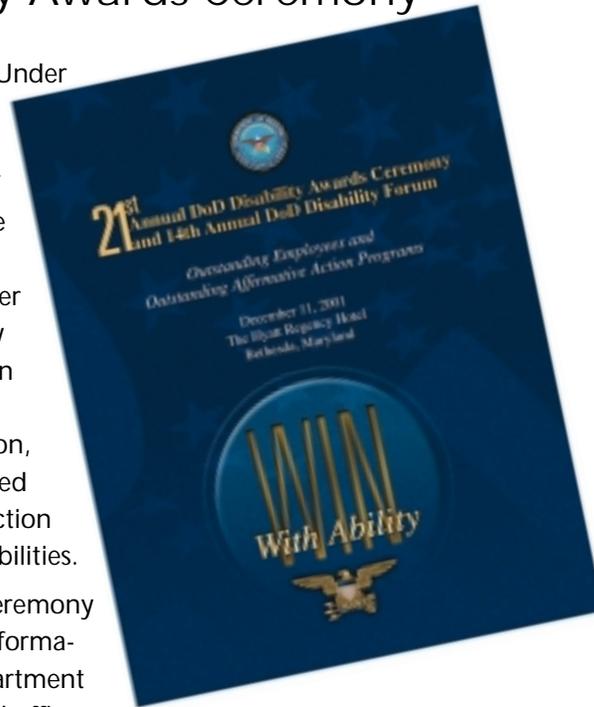
*Mr. David O. Cooke (left) accepts a facsimile of the Declaration of Independence from John Carlin, at the National Archives ceremony on December 19, 2001. The memento was presented in honor of those who died at the Pentagon in the terrorist attack on September 11, 2001.*

## DoD Employees and Organizations Recognized at Annual Disability Awards Ceremony

The Honorable David S. Chu, Under Secretary of Defense for Personnel and Readiness, presented awards on behalf of the Secretary of Defense at the 21<sup>st</sup> Annual DoD Disability Awards ceremony on December 11, 2001 at the Hyatt Regency Hotel, Bethesda, MD. Eighteen employees with disabilities received certificates of recognition, and three organizations received trophies for their affirmative action programs for people with disabilities.

The keynote speaker for the ceremony was Craig B. Luigart—Chief Information Officer (CIO) for the Department of Education. Formerly a naval officer and aviator, Mr. Luigart now uses a power wheelchair and has become a well-known advocate for people with disabilities. In his military career, he served as a Program Manager for the Navy's global business information systems initiatives and as the CIO for the naval information systems infrastructure for the Pentagon and the Washington metropolitan region. Mr. Luigart presented a vision of a future in which all people, regardless of background or disability, are able to access technology to learn, to improve their lives, and to reach their full potential.

Mr. Luigart has taken a lead role in the governmentwide implementation of Section 508 of the Rehabilitation Act. This Section requires Federal agencies to make electronic and information technology accessible to and usable by individuals with disabilities. As a



member of the Federal CIO Council, Mr. Luigart speaks on behalf of the administration in support of regulations implementing Section 508. He believes that the integration of technology and technology enhancements, required for compliance with Section 508, will help provide an equal playing field for individuals with diverse needs.

The December 11 ceremony recognized the outstanding accomplishments of three DoD components for their 2001 affirmative action programs. Each component received a Secretary of Defense Trophy. Recipients of this honor included the

*Continued on page 5*

The 18 DoD employees with disabilities receiving awards for outstanding performance in 2001 included:

Jolanda L. Allen, National Imagery and Mapping Agency  
 Patrick W. Birello, Department of Defense Education Activity  
 Robert D. Brackin, Defense Commissary Agency  
 Stanley W. Brown, Defense Intelligence Agency  
 Robert W. Bush, Defense Logistics Agency  
 Sheila M. Noel, Department of the Air Force  
 Emily A. Fryckman, Defense Contract Audit Agency  
 Robert M. Hettiger, Defense Finance and Accounting Service  
 Tammy J. Johnson, Defense Contract Management Agency  
 Roosevelt A. McCoy, Uniformed Services University of the Health Sciences

Linda L. Politz, Army and Air Force Exchange Service  
 Patrya D. Richardson, Office of the Inspector General  
 David Rosenbaum, Department of the Navy  
 Gail S. Sweet, Defense Information Systems Agency  
 Vickii L. Thomas, Department of the Army  
 Marilyn L. Werner, Defense Security Service  
 Edward A. Weiss, Defense Threat Reduction Agency  
 Cynthia K. Worley, Office of the Secretary of Defense/Washington Headquarters Services



Continued from page 4

Department of the Air Force, Best Military Department; the Defense Logistics Agency, Best Mid-Size Component (organizations with 30,000 or more civilian employees); and the Defense Security Service, Best Small Component (organizations with fewer than 30,000 civilian employees).

In support of the national observance to promote the employment of people with disabilities, October 2001 was designated by DoD as Disability Employment Awareness Month throughout the Department. Because of the September 11 attack on the Pentagon, the annual disability awards ceremony was postponed until December and combined with the DoD Disability Forum held annually in Bethesda. The theme for this year—*Win with Ability*—was developed by the Office of Disability Employment Policy, Department of Labor. This office stresses the importance of fully integrating individuals with disabilities into our nation's workforce. The employment rate for people with disabilities is the lowest of any minority group. For more information about Section 508, visit the following web sites <http://www.tricare.osd.mil/cap/section508/section508.htm>; <http://www.section508.gov/>; <http://www.army.mil/webmasters/faq/>; <http://www.usdoj.gov/crt/508/508home.html>; and <http://www.access-board.gov/>.

For information about the DoD Disability Program and related activities, contact Judith C. Gilliom, Program Manager, 703/697-8661.

## FEEA Supports the Victims of 9/11

Following the tragic events of September 11, 2001, the Federal Employee Education and Assistance Fund (FEEA) announced the formation of a *FEEA World Trade Center/Pentagon Fund* to assist affected civilian Federal employees and their families.

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, FEEA has supported families with more than \$250,000 that's been used for travel expenses, mortgages, utility bills, funerals, and more. FEEA continues to field requests for general financial assistance and is committed to assisting victims' families with educational expenses in the years to come.

The *FEEA Pentagon Scholarship Program* will provide a full college scholarship to any child who lost a civilian Federal employee parent in the attack on the Pentagon. Children who had a parent/s 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.

Families seeking assistance can call FEEA toll free on 1-800-323-4140 or on 303/933-7580. Applications may be downloaded from the FEEA web site at <http://www.feea.org>. Grants are being made on a case-by-case basis; normal FEEA grant limits are **NOT** in effect. FEEA will help victims' relatives with travel expenses as well as provide money for funeral costs and other immediate financial needs.

*For more information about the programs and the support FEEA provides to Federal employees, visit their web site shown above.*

## DON'T FORGET!

*Deadline for articles to appear in the next issue is  
March 11, 2002*

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

On Thursday, January 17, 2002, the Office of the Secretary of Defense and the Washington Headquarters Services will sponsor the *Seventeenth Annual Dr. Martin Luther King, Jr. Breakfast*. The theme for this year's observance is *Remember! Celebrate! Act! A Day On, Not A Day Off!* 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 24, 2002.

The keynote speaker for this year's breakfast observance is Captain Leroy Gilbert, Chaplain Corps, U.S. Navy. Since 1998, he's been assigned as the Chaplain of the U.S. Coast Guard, Headquarters U.S. Coast Guard, Washington, DC. Chaplain Gilbert is a native of Albany, GA. After earning his BA degree from American Baptist College in Nashville, TN, he entered Howard University's School of Religion, earning a Master of Divinity degree in 1972. Immediately following graduation, he was commissioned as a Chaplain in the U.S. Navy. Chaplain Gilbert attended Yale University's School of Divinity as a postgraduate student and earned a Master of Sacred Theology degree. Chaplain Gilbert has completed all course requirements for a Doctor of Education degree and is a Ph.D candidate at Regent University, Virginia Beach, VA in organizational leadership.

Remember  
Celebrate  
Act!

*A Day on, not a Day off*

Seventeenth Annual  
Martin Luther King, Jr.  
*Breakfast*

Thursday, January 17, 2002  
7:00 am  
Pentagon Dining Room  
3C1063

Chaplain Gilbert has received many honors and awards—Rockefeller Protestant Fellowship recipient (twice); the Howard University Vernon Johns Preaching Award; a Legion of Merit Medal; three Meritorious Service Medals; and a Navy Achievement Medal.

To purchase a ticket for the upcoming *Dr. Martin Luther King, Jr. Breakfast*,

contact Kimberly Coleman, Personnel and Security Directorate, Equal Employment Opportunity Programs Division on 703/588-0451 or at [colemk@psd.whs.mil](mailto:colemk@psd.whs.mil). **Tickets are \$9.25 each, cash only.** Tickets went on sale January 2 but can still be purchased on **January 10 and 11** in Suite 12002, 1777 N. Kent Street, Arlington, VA, and on **January 14** in the Pentagon, Room #3A272.

## Pentagon Evacuation Questionnaire

The Washington Headquarters Services, Real Estate and Facilities Directorate is reviewing the Pentagon evacuation of September 11, 2001. As part of this process, feedback is being solicited from all personnel who were affected by the evacuation.

With the help of Pentagon focus groups, a short questionnaire

addressing several key elements of the Pentagon's evacuation procedures has been developed. Everyone who was in the Pentagon



during the attack is encouraged to complete a questionnaire as soon as possible. The information provided about individual evacuation experiences will be used to improve the survivability of the Pentagon workforce.

The questionnaire can be accessed and completed online at <http://ice.disa.mil/pecc.htm>. After accepting the security certificate, type in the keyword: '911Wisdom' and click on 'Next' to get to the questionnaire. **The questionnaire will be available online through January 18, 2002.** For those without web access, a paper copy can be obtained in Room 4A129 of the Pentagon.

*January 18, 2002*

## WHS 2001 CFC Recognition Ceremony

'Tis the time for giving and the Washington Headquarters Services (WHS) clearly demonstrated this year's CFC *Caring is Sharing* theme. The employees of WHS contributed \$167,031 to the 2001 CFC. This amount exceeds the WHS campaign goal by \$32,031 and sets a new record for monetary giving. Campaign Manager Mario Lopez credits the campaign's success to the WHS Keyworkers who are the "reach and touch" that CFC needs to ultimately benefit those in need.



WHS' Keyworkers will be spotlighted during the upcoming WHS CFC Recognition Ceremony. The WHS Director, David O. Cooke, will be on hand to offer his gratitude for the efforts that put WHS over the top. **The Recognition Ceremony is scheduled for Friday, January 18, 2002, at 10:00, in the Pentagon Auditorium.** Mario Lopez asks that everyone mark their calendars and attend the ceremony to say thanks to those who "gave their hearts, efforts, salaries, and valuable time," to the 2001 CFC.

*For further information about the ceremony on January 18, 2002, contact Mario Lopez at 202/219-1800 ([mlopez@ref.whs.mil](mailto:mlopez@ref.whs.mil)) or Harold Carr at 703/693-3768 ([hcarr@ref.whs.mil](mailto:hcarr@ref.whs.mil)).*



## Pentagon Transit Center Now Open

The new Pentagon Transit Center opened on December 16, 2001. Bus service remains as it was prior to September 11, 2001. The state-of-the-art Transit Center is part of a \$36 million project that also includes a new Pentagon entrance building adjacent to the Metro Rail station. Funded by Department of Defense, with contributions from Arlington County, the new terminal improves Pentagon security. Vehicles are moved farther away from the Pentagon as compared to the old bus terminal configuration. Other benefits for the Pentagon are improved safety and accessibility. More information on the Pentagon Transit Center can be found at <http://metro.pentagon.mil/mef/home.htm>.



## Pentagon Child Development Center

The Pentagon Child Development Center provides full day childcare for the children of DoD civilian and military personnel. The center, located in the Pentagon's North Parking Lot near the Corridor 8 Entrance, accepts children from six-weeks old until they are eligible for public kindergarten. The center is open Monday through Friday from 6:30 a.m. to 6:00 p.m. and closed on Federal holidays. Tours are given every Thursday at 10:00 a.m. (no appointment necessary).

The Washington Headquarters Services, Real Estate and Facilities (RE&F) Directorate coordinates child enrollment in the center between the contractor, Children's World Learning Centers, and the parents. It also manages the "waiting list."

Those interested in having their name placed on the automated "waiting list" should visit Room 2C149 in the Pentagon, or call 703/693-4931, or send an e-mail to [re&fd daycare@ref.whs.mil](mailto:re&fd daycare@ref.whs.mil). The length of time your name remains on the "waiting list" depends upon several factors—child's age, time of year, sibling preference, and priority.

## News from the Special Employment Programs

### Winter

December 17, 2001 was a big day for the Personnel Services/Special Employment Programs (SEP) team. The Winter Re-Hire Program was kicked off and 25 students came back to work. 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.

The Re-Hire Program was very successful in 2001; 55 students returned to work. The students are delighted to earn extra money during their winter school break, and the offices are happy to have the students work during a busy time. Questions or comments about this program should be directed to Katina Johnson, Personnel Services Branch Team 2C at 703/617-0812 or by email at [johnsk@psd.whs.mil](mailto:johnsk@psd.whs.mil).

### Summer

In anticipation of another great summer, the SEP team posted Job Opportunity Announcements (JOA's) for the Summer Program on December 17, 2001. These JOA's will be open through the end of January 2002 and are identified as follows: SUM-02-0002-CR; SUM-02-0003-CR; and SUM-02-0013-CR. To access these announcements electronically, go to <http://persec.whs.mil/hrsc/index.html>. Information on the special programs managed by the SEP team can be found at [http://persec.whs.mil/hrsc/SpecEmployProg/spec\\_emp.html](http://persec.whs.mil/hrsc/SpecEmployProg/spec_emp.html).

*If you have further questions, contact Theodoris Corbett, Program Manager, at 703/617-7956. Or, you can reach the SEP team at [sep\\_team@psd.whs.mil](mailto:sep_team@psd.whs.mil).*

## FEHB Reminder

If you made a change during the **Federal Employees Health Benefits (FEHB) Open Season**, it will be effective on January 13, 2002. This change will be reflected in your first paycheck in February. Be sure to review your Leave and Earnings Statement (LES) to verify that the correct FEHB deduction and code are shown. If you find a discrepancy or have any questions, contact your Administrative Officer or a Benefits Specialist at the Human Resource Services Center (HRSC). To reach a Benefits Specialist, call 703/617-7382. Once you're in the system, press "2" for **Benefits Information** and then press "2" again for **Benefits and Entitlements**. When you hear the message **For Federal Employee Health Benefits**, press "1" and then press "0". You'll be connected quickly with a Benefits Specialist who will help you.

## At the Height of Government—SES SOARS!

If you're open to new possibilities—growth, gaining fresh ideas, new perspectives, and increasing your long-term effectiveness, then SES SOARS is for you!

**What is SES SOARS?** It's OPM's new web site designed to facilitate and enhance mobility for Senior Executive Service (SES) members. **SES SOARS** translates into *Senior Opportunity and Resume System* for all members of the SES. It brings together SES members and agencies for the purpose of filling top leadership positions in government. Agencies post informal announcements of job opportunities onto the web site, and SES members post brief resumes online. Agencies can look into **SOARS** for SESers who are qualified to fill either temporary or permanent vacancies, and SES members can view existing opportunities for possible temporary details or permanent reassignments.

**SES SOARS** is not intended to replace **USAJOBS**, where all SES vacancies worldwide are posted. While perma-

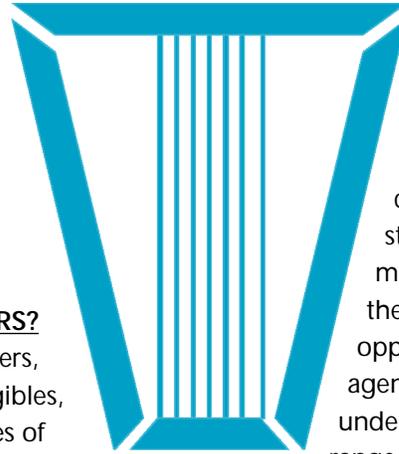
nent opportunities appear in **SOARS**, it's designed primarily for temporary vacancies, short-term projects, and emergency needs.

### **Who's eligible to be included in SES SOARS?**

All current SES members, SES reinstatement eligibles, and certified graduates of OPM-approved candidate development programs (CDP) can participate in **SOARS**. Since career SES members may be selected noncompetitively for any SES opening, all opportunities and follow-on contacts will be kept informal and not necessarily followed by formal vacancy announcements. SES members can be appointed immediately to another SES job.

### **What are the Benefits of SES**

**SOARS?** **SOARS** represents an unparalleled talent pool. It's an on-line meeting place for top echelon



government managers, executives, and human resource professionals. It's a resource that agencies can use to fill critical staffing needs. For SES members, **SOARS** offers the chance to learn about opportunities in other agencies and to get a better understanding of the wide range of professional chal-

lenges available while, at the same time, discovering who's interested in them. Posted on **SOARS** are opportunities requiring specific skills, involvement in certain projects or emergency tasks, as well as permanent positions. **SOARS** offers career-enhancing opportunities—the development of new skills or polishing old ones, broadening personal perspectives, and honing executive qualities.

**How to participate?** Log onto the web site at [sesmobility.opm.gov](http://sesmobility.opm.gov) and follow the instructions for obtaining your password. Post your resume and then check the site frequently for opportunities.

There are two sources of information about **SES SOARS**: (1) at OPM, contact Nancy Gauthier, 202/606-1125 or email [nlgauthi@opm.gov](mailto:nlgauthi@opm.gov) or Joe Riddle, 202/606-1959 or email [jrriddle@opm.gov](mailto:jrriddle@opm.gov); (2) within Washington Headquarters Services, contact Cathy Welsh, Personnel and Security Directorate, Executive and Political Personnel, 703/693-8548 or email [welshc@psd.whs.mil](mailto:welshc@psd.whs.mil).

### *Remember the five simple rules to be happy:*

- \* Free your heart from hatred.
- \* Free your mind from worries.
  - \* Live simply.
  - \* Give more.
  - \* Expect less.



# Thrift Savings Plan

## Thrift Savings Plan Open Season

The Thrift Savings Plan (TSP) **Open Season** began on November 15, 2001, and ends on January 31, 2002. During **Open Season**, eligible employees may begin making TSP contributions or change the amounts of their contributions. During **Open Season**, employees in the Federal Employees Retirement System (FERS) may contribute up to 12% of their salary, and Civil Service Retirement System (CSRS) employees may contribute up to 7%. **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. For 2002, this deferral limit is \$11,000.

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 Human Resource Services Center (HRSC) Benefits Call Center is 703/617-7382. You can call toll free at 1-877-521-1923, and 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

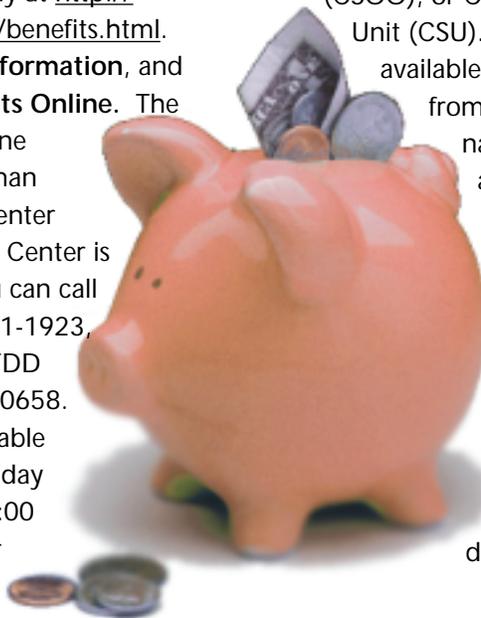
you're in the system, press "2" for **Benefits Information** and then press "2" again for **Benefits and Entitlements**. Follow the voice prompts after pressing "1" for **Current HRSC Serviced Employee** and enter your social security number and PIN. (If this is your first time using the system, your PIN is your 2-digit month and 2-digit 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 Washington Headquarters Service (WHS), HRSC, Room 2S32, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001. These forms may also be sent directly to your Administrative Office, Customer Support Operating Office

(CSOO), or Customer Service Unit (CSU). TSP-1 forms are available at the HRSC and

from any of the offices named. It's also available on the TSP web site at [www.tsp.gov](http://www.tsp.gov).

**Note:** All TSP-1 Forms must be received by close of business January 31, 2002, or be post marked by that date, if mailed.



“  
*Catch on fire with  
enthusiasm and people  
will come for miles to  
watch you burn.*

—John Wesley

*Try to make at least one  
person happy every day,  
and then in 10 years, you  
may have made 3,650  
people happy, or  
brightened a small town  
by your contribution to the  
fund of general enjoyment.*

—Sydney Smith

*The monument of a great  
man is not of granite or  
marble or bronze. It  
consists of his goodness,  
his deeds, his love, and  
his compassion.*

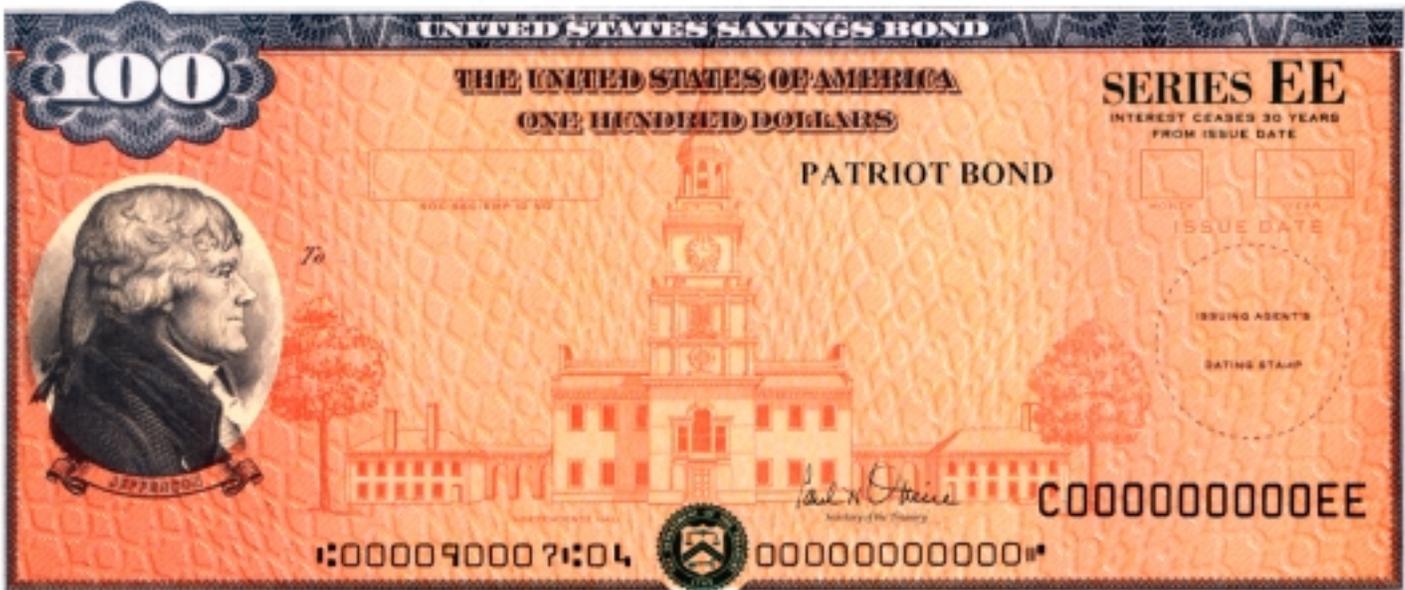
—Alfred A. Montapert

*Far and away the best  
prize that life has to offer  
is the chance to work hard  
at work worth doing.*

—Theodore Roosevelt

”

## U.S. Patriot Savings Bonds



On December 11, 2001, the Secretary of the Treasury, Paul H. O'Neill, and U.S. Treasurer, Rosario Marin, unveiled Series EE savings bonds designated as "Patriot Bonds." These bonds were made public on the three-month anniversary of the September 11, 2001 terrorist attacks.

"We've seen an amazing outpouring of charity from across the nation and an increase in the number of people who want to do public service," said Secretary O'Neill. "These are all healthy trends for our nation and our government. The Patriot Bond is an opportunity for all Americans to contribute to the government's war effort and save for their futures as well."

The funds raised by the bonds will contribute to the Federal government's overall effort to fight the war on global terrorism. Series EE savings bonds sold through financial institutions will be specially inscribed with

the legend "Patriot Bond." The legend will appear also on Series EE bonds available at the Bureau of the Public Debt's Savings Bond Direct web site ([www.savingsbonds.gov](http://www.savingsbonds.gov)). **The Patriot Bond is not available through the payroll savings plan.**

Series EE savings bonds earn 90 percent of 5-year Treasury securities yields. The current interest rate in effect through April 2002 is 4.07 percent. The bonds sell at half-face value and are available in denominations of \$50, \$75, \$100, \$200, \$500, \$1,000, \$5,000 and \$10,000.

Series EE bonds increase in value monthly and interest is compounded semiannually. Interest is exempt from state and local income taxes and Federal tax can be deferred until the bond is redeemed or when it stops earning interest at 30 years. Bonds can be redeemed anytime after six months. A three-month interest penalty is applied to bonds redeemed before five years.

Let's do our part to help finance the war on terrorism — buy Patriot Bonds.

*For further information about the savings bond program, contact Thelma Jones, Program Manager, WHS Volunteer Campaign Management Office, 703/588-8176.*

“  
*Always behave like a duck—keep calm and unruffled on the surface but paddle like the devil underneath.*

—Jacob Braude

”

HotJobs.com   
**RESUMIX** *corner...*

**Edit Your Resume On-Line.** Visit the HRSC web page to view the site's latest enhancement. The **EDIT YOUR RESUME** program is a new option now available for purposes of updating your resume. It's been tested and approved, and the program retrieves your current resume text file from the database. Once retrieved, you can edit your resume and re-submit it directly back to the HRSC **RESUMIX** database.

To use this feature, you must already have a resume in the **RESUMIX** database. Once you've been notified that your resume has been received and processed into the database, you can then review, edit, and print a copy as needed! Other methods for submitting an updated resume are described in the HRSC Job Kit that's also available on the web page.

The **EDIT YOUR RESUME** program is accessible through the HRSC home page at <http://persec.whs.mil/hrsc>. Once you're at the home page, select **EMPLOYMENT INFORMATION**, and then select **EDIT RESUME**. Follow the directions for editing your resume on-line. When you've finished, simply click on the "submit" button. After you've submitted your resume, you'll get a chance to review the changes as well as print a copy of your revised resume for your records. Then,

click on the **SEND THIS RESUME** button located at the bottom of the screen. (**Note:** To access the **EDIT YOUR RESUME** program, you must have a Personal Identification Number or PIN. If you don't have one, select the option, **CREATE A PIN**, and follow the instructions.)

The business practices concerning "updated resumes" remain unchanged. Only one resume for each applicant is retained in the **RESUMIX** database. Updates continue to be processed only on the 1<sup>st</sup> and 15<sup>th</sup> of each month. Keep this in mind as you apply for job vacancies.

**Resume Preparation Briefings.**

Monthly Resume Preparation Briefings are held to help you write your resume for an electronic application system. Briefing topics covered include—the process of applying on-line using the HRSC Resume Writer; how to verify if your resume or self-nomination has been processed; plus other information that's available on

the web page to assist you with the electronic application process.

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

Briefing dates for 2002 are:

January	22	July	25
February	26	August	20
March	27	September	25
April	25	October	22
May	21	November	19
June	25	December	18

*For additional information about editing your resume on-line, contact Debbie Doll, WHS/Personnel and Security Directorate, 703/617-7216 or [doll@osd.pentagon.mil](mailto:doll@osd.pentagon.mil).*

*For information about RESUMIX, contact Paula Hartzoge, RESUMIX Program Manager, WHS/Personnel and Security Directorate, 703/617-7109 or [hartzp@osd.pentagon.mil](mailto:hartzp@osd.pentagon.mil).*

**DON'T FORGET!**  
*Deadline for articles to appear in the next issue is  
 March 11, 2002*

## Thinking About Retirement?

### A Time Line

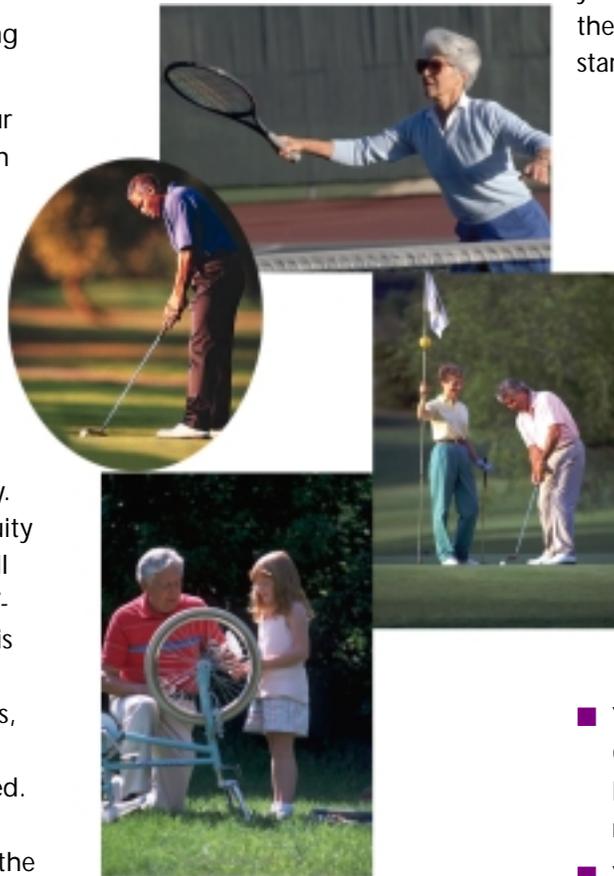
Your most valuable step in planning for retirement is attending a retirement seminar three to five years before you're eligible to retire. Check out the following web site (<http://persec.whs.mil/training/retirementseminars.html>) for upcoming retirement planning seminar dates and instructions for registering for a session.

Approximately one year before your planned retirement date, or as soon as possible after you decide on a retirement date, contact your servicing Benefits Specialist at the Washington Headquarters Services (WHS), Human Resource Services Center (HRSC). The Benefits Specialist will ask for information that will be used to prepare an estimate of your retirement annuity. During the preparation of the annuity estimate, the Specialist will verify all of your service by preparing a *Certified Summary of Federal Service*. This step is critical, especially if you've performed service at other agencies, or your service wasn't properly documented when it was performed. If your service isn't verified before your retirement package is sent to the Office of Personnel Management (OPM), the final processing of your retirement application may be delayed until this is done.

Other areas that will be discussed when you request your annuity computation are:

- Post-56 military deposit (payment is made to agency before final separation);

- If you owe deposit or redeposits for civilian service;
- Health benefits and life insurance coverage after retirement;
- What happens to annual and sick leave; and
- Survivor elections.



After the annuity computation is completed, your Benefits Specialist will mail you a copy. When you receive it, call the Specialist either to set up a telephone counseling session or a face-to-face meeting at the HRSC. During this session, all your questions will be answered and your concerns addressed.

Approximately two to three months before your retirement date, you'll need to contact the HRSC Benefits Branch to obtain a retirement package. The forms contained in this package should be completed and returned six weeks prior to your retirement date. This will ensure that your paperwork goes to OPM within the specified time and your annuity starts in a timely manner.



As soon as the Benefits Specialist receives your completed application, the following actions will be taken:

- Your Administrative Office or Customer Service Unit (CSU) will be notified of your planned retirement;
- Your Federal Employee's Group Life Insurance will be certified to OPM; and
- A Personnel Action will be processed separating you from Federal service.

About two to three weeks before your retirement date, you'll be contacted to schedule an appointment for a

*Continued on page 14*

*Continued from page 13*

final retirement counseling session. Once again, this can be done either over the telephone or in person. During this session, you'll be given approximate time frames regarding the receipt of your final pay, the lump sum annual leave payment, and annuity; copies of all paperwork; Thrift Savings Plan withdrawal information, and more. Your final retirement package will then be forwarded to the appropriate payroll office. This will be done approximately two weeks before the effective date of your retirement, assuming you've accurately completed the pertinent paperwork and submitted your retirement package within the 6-week time frame. Again, this is done to ensure that your annuity starts as quickly as possible.

Your payroll office authorizes your final salary payment and lump sum payment for any unused annual leave after the effective date of your retirement. The payroll office will then certify and close out your Individual Retirement Record, which is the official record of your Federal service history. It reflects your retirement contributions for your current service, pay rates, last day of pay, date and type of separation, and other required data needed by OPM to determine your retirement benefits. Because this record reflects your total retirement contributions, it can't be closed out until your final salary check has been issued.

After all the required actions related to your retirement case are completed, your payroll office will forward your retirement package on a "Register of Separations and Trans-

fers" to the OPM Retirement Operations Center in Boyers, Pennsylvania. Approximately 30 days after you receive your final pay and lump sum annual leave payment from your payroll office, you'll receive a postcard from OPM's Retirement Operations Center. The postcard will acknowledge receipt of your retirement package. Additionally, it will identify your assigned Civil Service Annuitant (CSA) Number that indicates you've been placed in a "special pay" status (representing 85-90 percent of your actual annuity). You should check with your financial institution 7 to 10

business days after receiving this acknowledgement to make sure a "special pay" deposit was made for you. OPM will keep you in the "special pay" category until final adjudication of your claim occurs, usually two to three months.

When the final adjudication is completed, adjustments will be made to include health benefits, life insurance, and any other deductions you've chosen. You'll then be placed in the "regular" payment category and will receive the same annuity payment each month. OPM will send you a printout of the "special pay and regular" payment categories with an explanation of each as well as information on how to access the automated systems for annuitants.



One day a farmer's donkey fell down into a well. The animal cried piteously for hours as the farmer tried to figure out what to do. Finally, he decided the animal was old, the well needed to be covered up anyway, and it just wasn't worth it to retrieve the donkey. He invited all his neighbors to come over and help him. They all grabbed a shovel and began to shovel dirt into the well. At first, the donkey realized what was happening and cried horribly. Then, to everyone's amazement, he quieted down. A few shovel loads later, the farmer finally looked down the well and was astonished at what he saw.

With every shovel of dirt that hit his back, the donkey was doing something amazing. He would shake it off and take a step up. As the farmer's neighbors continued to shovel dirt on top of the animal, he would shake it off and take a step up. Pretty soon, everyone was amazed as the donkey stepped up over the edge of the well and trotted off! Life is going to shovel dirt on you, all kinds of dirt. The trick to getting out of the well is to shake it off and take a step up. Each of our troubles is a stepping stone. We can get out of the deepest wells just by not stopping, never giving up! Shake it off and take a step up!

—Anonymous



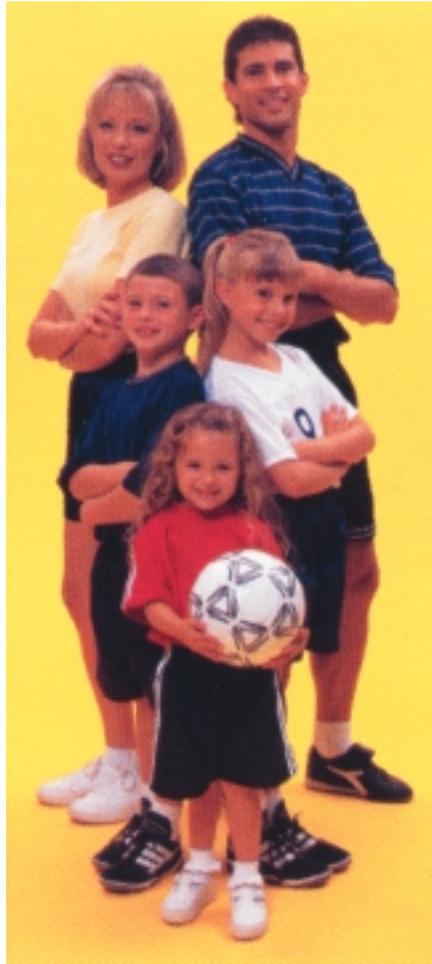
## Are Your Designations of Beneficiary Forms Current?

The recent terrorist attacks involving the Pentagon and the World Trade Center underscore the need for Federal employees to keep their personnel records and beneficiary forms current. Many of the employees involved in the attacks of September 11 didn't have current or updated Designations of Beneficiary forms on file. If you don't have these forms on file, your benefits will be paid according to the Order of Precedence:

- First to your spouse; if no spouse, to your
- Child or children (in equal shares) and the descendants of any deceased children; if no children, then to your
- Parents (in equal shares); if no parents, then to the
- Executor or administrator of the estate; if none, to the
- Next of kin according to state law.

An exception to the Order of Precedence is payment of the Federal Employees' Group Life Insurance (FGLI) proceeds. This is subject to a court order requiring that benefits be paid to a specific person(s).

It's not necessary to have a beneficiary form in your file **if** you are satisfied with the Order of Precedence described above. If, however, you have completed Designations of Beneficiary forms in the past, it's your responsibility to ensure that these



forms have current information. Many of us forget to update our forms when we have a significant life event. **A will or last testament doesn't control how Federal benefits are paid unless the benefits are paid to the estate.**

Designations of Beneficiary forms can be completed for the following benefits, but, if not done, then the Order of Precedence applies:

- **UNPAID COMPENSATION** that may be due at your death, such as unpaid salary or unused annual leave. **Note:** The completion of Form (SF-1152) is valid only for

the agency where it was completed. If you transfer to a new agency, a new designation form must be completed.

- **LIFE INSURANCE** proceeds under FEGLI (SF-2823). **Note:** If you designate a minor child or children to receive these benefits, a court-appointed guardian is needed to receive the proceeds. If no guardian is appointed, FEGLI will hold the proceeds on deposit until the child reaches age 18, or the age of majority based upon state law. This designation remains in effect until you have a break in Federal service.
- **THRIFT SAVINGS PLAN (TSP)** proceeds requires completion of the (TSP-3).
- **RETIREMENT CONTRIBUTIONS LUMP SUM**—when no survivor annuity is payable, the forms needed are CSRS (SF-2808) and FERS (SF-3102).

The original copy of the SF-2808 is filed with the Office of Personnel Management (OPM), and the original copy of the TSP-3 is filed with the TSP Service Office. Consequently, you should keep personal copies of these forms in a location accessible to family members for easy retrieval upon your death.

**Bottomline:** It's recommended that you call your servicing Benefits Specialist and inquire about your beneficiary information. Once you have the information, it will be easy to update or to make changes when necessary. Getting your personal affairs in order is a great way to start 2002!