

Personnel Hilites

Spring Edition/2004

Published by the WHS/Human Resources Directorate

Inside...

NSPS Update	2
DoD Executive Leadership Development Program	3
1 st Responders' Appreciation Day ..	4
Knowledge Resource Center	6
Time Off to Vote	7
Designating Employees as "Emergency" or "COOP"	8
Make a Donation for Life	9
Electronic OPF Coming Soon	11
Global War on Terrorism Medals ..	12
Federal Civilian Employees and Military Leave	13
DoD Helps Its Neighbors	15
2003 Presidential Rank Awards	16
New Pentagon Athletic Center Opens	18
Did You Know That	20
The Challenge of Transforming (WHS/IT)	21
2004 EEO Programs Division Calendar of Events	22

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 summer edition of *Personnel Hilites* is June 28, 2004.

INFORMATION

The editor can be reached at rutsor@psd.whs.mil or on 703/617-7916. Layout and production is done by E.S. Illustration & Design, Inc., Arlington, VA, 703/486-3885 or at es301b@aol.com.

From the Director of the Human Resources Directorate—

I'm introducing a new column to our newsletter, *Personnel Hilites*, in which I'll be talking about my vision of leadership called the "Language of Leadership." For the first several issues, I want to focus on communication. I believe that communication is not just about providing information. It involves relationships among and between people. The Human Resources Directorate (HRD) has great people performing an important mission for DoD, and I want to strengthen these relationships.



In that regard, I'm pleased to announce that the HRD is sponsoring a leadership development program for its own senior (GS-13/14) professionals. Nineteen of them expressed interest in participating in the program which focuses on concerns, problems, and examples that come directly from the experiences and issues they face today. The first module "Engage Customer Service" was taught from a leadership perspective and focused on tools for improving feedback from HRD employees and our serviced population. I look forward to working with the participants in the coming months as we integrate, apply, and sustain the language of leadership throughout our Directorate.

In looking across our serviced population, my executive team and I want to support leadership through relationship building. We have several ongoing initiatives in this area. The "DoD Business Essentials" course is designed to cut across functional areas and to bring new employees together for a two-day workshop during the first six months in their organization. This helps new employees make connections and understand the language unique to our different serviced organizations. Additionally, Chris Koehle and I have been reaching out to organizations and presenting the highlights of the National Security Personnel System and the emerging issues associated with a SES Performance Management System for senior leaders in our component areas. These open forums have greatly increased the level of communication with our senior client base.

All organizations require a cadre of well-prepared leaders who can serve as standard-bearers long into the future, and I'm committed to facilitating the development of these leaders throughout our serviced population.

Janet E. Thompson



APR 1 2004

An Open Letter to DoD's Civilian Employees:

The Department of Defense's civilian workforce is one of our country's most important national security assets. As we develop a process for designing and implementing the National Security Personnel System (NSPS), we want to ensure that all stakeholders in the new system -- including civilian employees, managers, and exclusive representatives -- have an opportunity to provide their thoughts, ideas, views and concerns.

The task before us is to design a transformed system for the Department's 700,000 civilian employees that supports our national security mission while treating workers fairly and protecting their rights. But the NSPS is a means to that end, not the end itself. Secretary Rumsfeld has directed the implementation of NSPS to be inclusive and comprehensive.

DoD teams are working closely with the Office of Personnel Management, the Office of Management and Budget, and the Government Accounting Office. These teams will develop a comprehensive design and implementation process that will be presented to the Department's senior leadership in April. After internal approval, we will discuss the approach with Congress.

We are determined to take the time necessary to do the job right. As we work to refine the NSPS, the procedures and concepts will likely change over time. During this period of collaboration, you will have a variety of means by which to get information about NSPS. In the near future, please take time to do one or several of the following:

- Tune in to DoD's internal news outlets, including Defenselink.mil and DefendAmerica.mil, featuring articles by the Armed Forces Press Service.
- Watch The Pentagon Channel or your local military television programming for announcements of upcoming "town hall" meetings and other Q&A sessions with DoD officials involved in NSPS design and development.
- Visit the NSPS website at www.cpms.osd.mil/nsps to receive the most recent and up-to-date information. The website also provides opportunity to offer comments and suggestions.

Be patient as the process is still being defined, but working together, we can make this a world-class system to support our world-class team of civilian employees at the Department of Defense. Thank you.

A handwritten signature in black ink, appearing to read "David S.C. Chu", written over a horizontal line.

David S.C. Chu
Under Secretary of Defense for
Personnel & Readiness

A handwritten signature in black ink, appearing to read "Gordon England", written over a horizontal line.

Gordon England
Secretary of the Navy

(Applications Being Accepted Until June 9, 2004)

DoD Executive Leadership Development Program

Nominations are now being accepted for the 2005 DoD Executive Leadership Development Program (ELDP). This 10-month program provides GS-12/14 personnel with the opportunity to take an in-depth look at the mission of the Defense Department while receiving executive leadership training. The next program is scheduled from September 1, 2004 through June 15, 2005. All applications are due to the WHS/HRD/Learning and Development Division (L&DD) by COB June 9, 2004.

The ELDP gives 60 participants extensive exposure to DoD's roles and missions and provides participants with an increased understanding and appreciation of today's warfighters. In addition to seminars in Washington, DC, where experts in defense, foreign affairs, and politics address the ELDP classes, participants receive intensive hands-on field experiences at military installations around the country and overseas.

The typical ELDP program includes—

- 2-day orientation in the Washington, DC, area.
- personal assessment of management potential by National Defense University staff.
- two weeks of core-curriculum training in team building, problem solving, decision-making, and communication skills.
- monthly one-week deployments (December through June) to military installations, including a

Joint Command, Navy/Marine Corps, Air Force, Army, National Guard, and forward-deployed forces, such as in Korea.

- preparation and presentation of project papers.
- presentation of a formal briefing at the Pentagon.
- graduation in Washington, DC, attended by high-level military and civilian leaders.

What are the requirements?

ELDP is designed for highly motivated Defense employees who have demonstrated outstanding leadership potential. Participants must possess initiative, integrity, professional excellence, community involvement, and a commitment to public service. Additionally, they must be receptive to the ELDP training methodology,

i.e., assume personal responsibility for learning. The program presents the opportunities to learn, but it's up to the participants to take advantage of them.

ELDP is not for everyone. Program activities may require participants to work long hours when deployed, travel on weekends, adjust to rapidly changing conditions/situations, climb three-story nautical ladders, jump from airborne training towers, fly in tactically configured military aircraft, and participate in team sports.

Extraordinary diet requirements, or unique/specialized medical care, may not be available while traveling or working at the training sites.

For additional information about the nomination process, eligibility criteria, a copy of the application and more, go to <http://ftp.cpmosd.mil/eldp/index.html> and click on Program Information. Direct questions about the ELDP to Ken Miner, WHS/HRD/L&DD, 703/617-7175.

“

Things don't go wrong and break your heart so you can become bitter and give up. They happen to break you down and build you up so you can be all that you were intended to be.

—Charles “Tremendous” Jones

How far you go in life depends on your being tender with the young, compassionate with the aged, sympathetic with the striving, and tolerant of the weak and the strong. Because someday in life, you will have been all of these.

—George Washington Carver

”

Volunteers Honored for 1st Responders' Appreciation Day

On February 11, 2004, 52 employees who volunteered and supported the 1st Responders' Appreciation Day, were recognized at a Certificate of Awards ceremony in their honor. Howard Becker, Deputy Director of Administration and Management (DA&M)/OSD and Director, Washington Headquarters Services (WHS), John Jester, Director of the Pentagon Force Protection Agency (PFPA), and Ralph Newton, WHS Director of the Defense Facilities Directorate (DFD) presented the volunteers with certificates.

Honoring Those Who Served

The 1st Responders' Appreciation Day was held on Saturday, October 18th in the Pentagon Courtyard. On that day, wearing t-shirts embroidered "honoring those who served," the 52 volunteers proudly walked into the courtyard and then greeted the



Deputy Secretary of Defense Paul Wolfowitz talks with a first responder family member.

hundreds of first responders and their families at the site entrances. Shelly Barber, a Pentagon employee and her husband, Kevin, performed a song that they wrote and composed specially for the victims. Although this evoked sad memories, it didn't dampen the festive spirit intended for the fire, police, medical, and military personnel who came to the Pentagon's rescue on 9/11. Military bands played all types of music, and

other bands joined in with "oldies but goodies." Families danced, and the teen female trio "No Illusions" mesmerized the crowd with their dance routines. Children enjoyed the "moonbounce," and the face painter who painted their faces. The teenagers loved posing with the Redskins Cheerleaders and watching them sign hundreds of autographs.

During the official 1st Responders' Appreciation Day ceremony, Raymond F. DuBois, Director of DA&M and WHS, served as the Master of Ceremony. He quoted the words of his good friend Doc Cook, who passed away in 2002, "Ordinary



Mr. Howard Becker presents certificates to volunteers—

Richard Dooley (PFPA)—co-organizer of the 1st Responders' Appreciation Day.

Bronny Lewis (DFD)



Julie Brown (PFPA)

Americans did extraordinary things that day....to us at the Pentagon you are our heroes." The guest speaker, the Honorable Deputy Secretary of Defense Paul Wolfowitz, told the first responders, "There are really no words, no words at all, that can express the gratitude that we in the Department of Defense feel for the work our first responders did on that historic day. You came here, and you went into the blazing building anyway. You risked your lives to help us, and you saved many lives in the process. I want you to know that the men and women of America's Armed

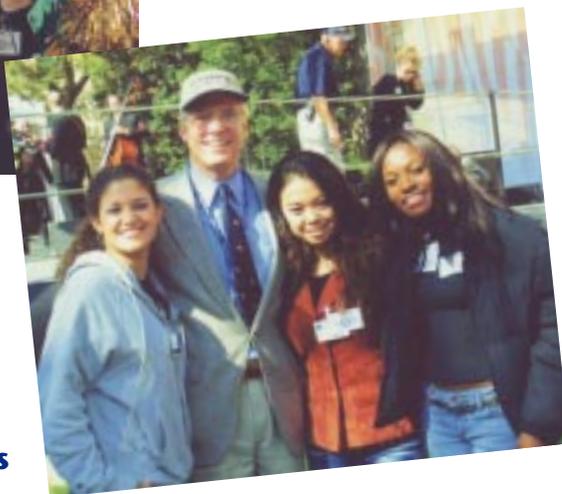
Continued on page 5

Continued from page 4



Redskins Cheerleader with first responders' family members.

Mr. Raymond F. DuBois with "No Illusions," the teen trio performers.



Forces and the civilian leadership of this department will be ever grateful. We know for sure that we can count on you and in return I promise, you can count on us."

Honoring the Volunteers

On February 11, 2004, there was nothing but praise for the employee volunteers who helped make the 1st Responders' Appreciation Day a grand success. The ceremony to honor and recognize these volunteers was held at the Hall of Heroes on the Pentagon Concourse. Howard Becker, Director of WHS, Ralph Newton, Director of DFD, and John Jester, Director of PFFA each publicly thanked the volunteers for making the 1st Responders' Appreciation Day a day to be remembered! The Directors posed with each volunteer as the photographer snapped pictures and each volunteer received a certificate of appreciation, for making a difference.

As the volunteers left the Hall of Heroes with certificates in hand, they reminisced about their memories of October 18—whether swirling cotton candy into cones, watching the

children's faces being painted, lending an ear to the first responders as they talked about their healing process since 9/11. It was their way of keeping Deputy Secretary Wolfowitz's promise that they could count on us! Although the 1st Responders' Appreciation Day took countless hours of preparation, many of the volunteers have already pledged to make themselves available to support the next 1st Responders' Appreciation Day.

For further information, contact Anita Washington, co-organizer of the 1st Responders' Appreciation Day, 703/693-3768.

“

*Hold a true friend with both
your hands.*

—Nigerian Proverb

”

SOCO Receives Outstanding Ethics Program Award

The Office of Government Ethics (OGE) recently recognized the Office of the Secretary of Defense (OSD) Standards of Conduct Office (SOCO) for its outstanding ethics program. The office received the outstanding ethics program award for conducting an exemplary ethics program and for outstanding achievement in the development and management of the OSD ethics program.

The award resulted from a program review conducted by OGE during 2003 that included the Joint Chiefs of Staff and the Office of the Under Secretary of Defense for Acquisition, Technology and Logistics. OGE commended SOCO for providing services beyond that required by the Ethics in Government Act. For example, SOCO's practice of providing warning letters to financial disclosure filers to avoid conflicts of interest was cited as a best practice that other agencies might want to adopt. Also, SOCO was complimented for its computer tracking system that records the filing and review status of financial disclosure reports and its effective ethics training program that exceeds OGE's minimum training requirements.

In a report to the DoD General Counsel, OGE stated that "SOCO officials should be commended not only for their administration of OSD's ethics program but also for the guidance and support they provide to the program DoD-wide."

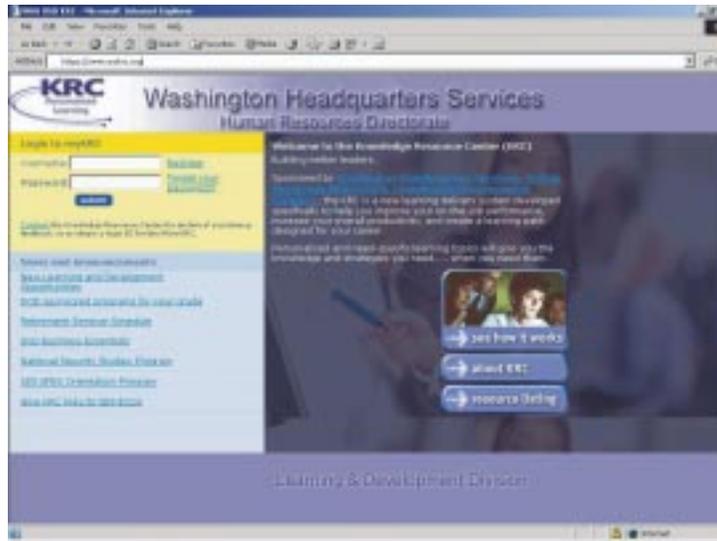
Knowledge Resource Center

The Knowledge Resource Center (KRC) is a new learning delivery system developed specifically to help employees improve on-the-job performance, increase productivity, and create a personally designed learning path.

The KRC will enable employees to—

- develop and maintain a Continuous Learning Plan linking competencies and assessments to knowledge resources.
- experience learning and knowledge resources from leading well-known publishers.
- access performance support and just-in-time information services for quick answers to questions.
- track progress in performance improvement.
- keep current on the newest and latest learning and development opportunities and offerings.

The KRC pilot phase is underway and will continue through July 1, 2004. Current participants represent a cross section from OSD and WHS and a wide range of grade levels and occupational series. A quick introduction to the KRC and its capabilities can be found on the main KRC page. Go to www.mykrc.org and click on “See How It Works.” This will launch a short video. A list of *New Learning and Development Opportunities* can be found on the



KRC. It's updated weekly and contains the latest information about upcoming workshops, seminars, conferences, and long-term learning opportunities. Within this section, the *Quarterly Focus Program* is located. It provides learning opportunities for Defense Department personnel based on recurring training requirements. A variety of courses will be scheduled on an ongoing basis to meet known professional development and workforce improvement needs. If you're interested in attending any of these courses, a Training Request (DD Form 1556) must be submitted through your Training Coordinator to the WHS/HRD/Learning and Development Division (L&DD). For specifics about these course offerings, email Tamara.Lewis@whs.mil or call 703/617-7176.

A limited number of slots are still available for participation in the KRC

pilot. If you'd like to participate, go to www.mykrc.org, click on the word “Register” and fill out the registration form. Once you've completed the registration form, your supervisor will receive an email asking for his/her permission so you can participate. Once approval is granted, you'll be issued a User Id and Password. Don't miss out on this valuable resource, register today!

If you have questions about this project, contact the WHS/HRD/L&DD, 703/617-7958.

“

Shoot for the moon. Even if you miss, you'll land among the stars.

—Anonymous

Beauty without expression is boring.

—Anonymous

Dream as if you'll live forever. Live as if you'll die tomorrow.

—Anonymous

True friendship is like sound health—the value of it is seldom known until it is lost.

—Anonymous

”

Time Off to Vote

In anticipation of the November elections, a reminder to everyone about the circumstances under which excused absences may be granted to the Department's civilian employees to vote in the upcoming Federal as well as state, county, or municipal elections is provided below.

The Federal government has had a longstanding policy of granting employees limited time off from work (i.e., excused absence) to vote in Federal, state, county, or municipal elections. Typically, polling places throughout the United States are open for extended periods of time; therefore, an excused absence should rarely be needed.

As a general rule, if the polls aren't open at least three (3) hours either before or after an employee's regular hours of work, the employee may be granted an excused absence. The excused absence will permit the employee to report to work three (3) hours after the polls open, or leave work three (3) hours before the polls close, whichever requires the least number of hours off from work. For example, if an employee's official work hours are 8:30 a.m. to 5:00 p.m. and the employee is a resident of Virginia, he/she may be excused for the period between 8:30 a.m. and 9:00 a.m. for voting purposes. If, however, the employee is a resident of Maryland or the District of Columbia and has the same duty hours,



he/she wouldn't be entitled to an excused absence because of the difference in polling hours. If an employee works a compressed work schedule and the election occurs on his/her regularly scheduled day off, no time off for voting is given.

If an employee's voting place is beyond normal commuting distance and voting by absentee ballot isn't permitted, the employing agency may grant an excused absence (not to exceed one day) to allow the employee to make the trip to the voting site to cast his/her ballot. If more than one day is needed, the employee may request annual leave, leave without pay, or other appropriate leave, e.g., compensatory time, for the additional period of absence.

If you have further questions or would like additional information, call the WHS/HRD/Labor Management Employee Relations Division, 703/588-0432 or 703/588-0438.

The Top Ten Catalysts for Change

Your awareness of differences between things can be a very powerful trigger to getting change started. Fully experiencing these differences will lead you to knowing the difference. Knowing the difference will lead you to making the difference! Change, Change, Change..... Change, Change, Change.....

1. **D**arkness vs Light
2. **I**ndependent vs Dependent
3. **F**ear vs Courage
4. **F**act vs Fiction
5. **E**nthusiastic vs Apathetic
6. **R**ight vs Wrong
7. **E**xcellence vs Mediocrity
8. **N**ew vs Old
9. **C**omfort vs Discomfort
10. **E**nergetic vs Lethargic

From Caroline Schwartz, M.S. Engineering, through Coachville Coach Training.

“
*A positive attitude
 may not solve all your
 problems, but it will
 annoy enough people
 to make it worth the
 effort.*
 ”

–Herm Albright

Designating Employees as “Emergency” or “COOP” – What’s the Difference?

Prior to September 11, 2001, most Federal employees thought of emergency closures only in terms of severe weather conditions or contained operational outages (e.g., electrical and water). “Emergency” employees were generally those needed to keep the physical building in good working order. But 9/11 changed so many things for us, and our concept of emergency was one of them. Now, when we think of emergency closures, we think in terms of natural or man-made or short- or long-term along with planning and procedures that have become elaborate and extensive.

To ensure that the needs of the American public can be met in any emergency, the Federal government has adjusted the way it thinks about its operations as well as handling short- and long-term situations. This discussion of “Emergency” and “COOP” employee designations is the first of two articles. The next article will cover the advantages of telework in emergency situations. Working together, with a cohesive

plan, will go a long way to ensure a successful outcome, no matter what type of emergency is encountered.

Why designate employees or positions as “emergency?”

Emergency employees are those considered to be critical to agency operations in dismissal or closure situations. Each agency head has the discretion to identify and designate those employees that he/she judges to be necessary to continue agency operations in any given emergency situation. Agency heads (or their designees, as applicable) are free to make these determinations based upon an agency’s unique mission requirements and/or circumstances. Employees designated as emergency should be notified annually of their designation so that they are prepared to support and sustain agency operations in an emergency. The most recent notice on *Washington, D.C., Area Emergency Dismissal or Closure Procedures*, posted on September 16, 2003, provided general information about emergency employee designation.



What is the difference between an “emergency” employee and a “COOP” employee?

“COOP” employees are essential to the long-term mission of the organization but might not be required to report to work for a short-term emergency. However, even if they’re not required to travel into work during short-term emergencies, they are expected to remain in contact with their organization at all times during any closure situation and may be called to work during a closure. Organizations should identify the emergency situations in which “COOP” employees will be expected to report for work and whether they must report for work at their regular or at alternate worksites.

What if an “emergency” or “COOP” employee can’t make it into work?

Employees of either designation are required to report to work, remain at work, or deploy in the event of an emergency. Employees who fail to report to work, and are not otherwise granted an excused absence, may be



Continued on page 9

Continued from page 8



charged absence without leave (AWOL) for the period not worked. Also, they may be disciplined for the AWOL at their supervisors' discretion. Employees should bring unique circumstances affecting their inability to deploy to the attention of their supervisors as soon as possible. Supervisors considering a charge of AWOL or administrative action should consult with the WHS/HRD/Labor and Management Employee Relations (LMER) Division.

Will designated "emergency" employees receive overtime for the hours they work when the agency is otherwise closed?

No. Emergency employees who are required to work during their regular tour of duty, on a day when their agency is closed (or when other employees are dismissed early) aren't entitled to receive overtime pay, credit hours, or compensatory time off for performing work during their regularly scheduled hours.

Is there any additional information available regarding emergency situations?

Yes. You may call 703/588-0421 if you have additional questions. Also,

the U.S. Office of Personnel Management and the Department of Defense have prepared numerous emergency guides. This information is provided below—

- General emergency guidance: <http://www.opm.gov/emergency>
- Emergency Situations that Prevent Employees from Reporting for Work: <http://www.opm.gov/oca/compmemo/2003/PreventEmpsReportingforWork.asp>
- Emergency Situations that Restrict Employees to their Agency's Premises ("Shelter in Place"): <http://www.opm.gov/oca/compmemo/2003/ShelterInPlace.asp>
- Civilian Personnel Management Guide for Management Officials During Contingencies and Emergencies: http://www.cpms.osd.mil/civ_prep/ManagementGuide.pdf

Make a Donation for Life

Our nation's organ and tissue donor program is an important part of our health care system. But, there are simply not enough organ and tissue donors. According to the Department of Health and Human Services, about 70 Americans each day receive a transplant, but another 16 on the waiting list die because not enough organs are available. Over 84,000 people are now on the waiting list.



The Federal government's leave programs support organ donation. Each calendar year, an employee may use up to seven days of paid leave to serve as a bone-marrow donor and 30 days of paid leave to serve as an organ donor. Leave for bone marrow and organ donation is in a separate leave category and is in addition to annual and sick leave. The Federal Employees Health Benefits (FEHB) Program supports organ donation for both patients and donors; however, specific benefits vary among the almost 200 health plan choices nationwide. For those interested in learning more about organ and tissue donation as well as becoming a donor, go to www.organdonor.gov/. Once at the site, an Organ/Tissue Donor Card can be downloaded, and you can sign up to become a donor. Also, you can call 1-888-ASK.HRSA for information about becoming a donor.

If you have leave questions related to organ and tissue donation, contact the WHS/HRD/LMER Division, 703/588-0421.

Help solve this national problem — carry a donor card.

WHS Customer Service at Its Finest

Mr. Raymond F. DuBois, Director, Administration and Management (DA&M), OSD, along with other members of his team—Howard Becker, Deputy Director, DA&M, and Director, Washington Headquarters Services (WHS); Ralph Newton, Director, Defense Facilities Directorate (DFD); and Michael Sullivan, Director, Pentagon Renovation/Construction (PenRen/C)—recently took time to visit the newly renovated Pentagon space occupied by the Survey and Investigations (S&I)/House Appropriations Committee (HAC) staff.

Mr. Robert Pearre, Jr., Chief and Director of S&I/HAC, and his Assistant Director, Mike Welsh, met the WHS contingent to tour their new office space. Mr. Sullivan gave an interesting talk about the use of natural light and open space for creating an effective office environment. Mr. Becker explained that Mr. Newton has the responsibility for maintaining the Pentagon, and Mr.

Sullivan is charged with transforming it into a modern, flexible, and efficient work setting. But, it was their collaboration that ensured the customer's move into the renovated space went smoothly, on schedule, and occurred with minimal disruption.

Mr. Newton spoke about DFD's communications initiative and customer service center. His vision is that the center will enhance customer service by giving customers a more direct route to the intended DFD service provider. The S&I/HAC representatives said that reaching the right person in a timely manner was the only area in which they felt WHS could improve. The representatives told Mr. DuBois that they were extremely pleased with the service



(l. to r.) Mario Lopez and Anita Washington (WHS/DFD) with Robert Pearre, Jr., Chief and Director of S&I/HAC.

received before, during, and after their move. Mr. DuBois' comment was "We're happy that you're happy."

Other WHS members on the tour included Mario Lopez, DFD Director, Management Support Division (MSD); Anita M. Washington (MSD), meeting facilitator; and Brett Eaton, Communication and Information Specialist.

For more information, contact Anita Washington, 703/693-3768.



OSD/WHS Team meets the customer at their newly renovated quarters. (l. to r.) Howard Becker, Robert Pearre, Jr., Raymond F. DuBois, Michael Sullivan, Mario Lopez, Anita Washington, Mike Welsh, and Ralph Newton.

“
Communication isn't over
when you finish delivering your
message.
—Communication Briefings

”

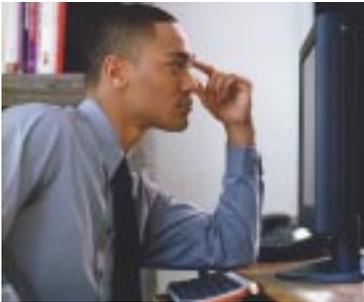
Your Electronic Official Personnel File

Coming soon to a workstation near you!

What is an EOPF?

All Human Resource offices are required to maintain for every civilian employee a file of personnel related documents called an Official Personnel File (OPF). The file begins when you're hired and continues throughout your career until your employment with the Federal government ends. The Office of Personnel Management (OPM) regulates what can be recorded in your OPF. An example of something saved in this file is your

Notification of Personnel Action (SF-50). The OPF contains benefit forms and various papers you submitted or were provided



over the course of your career. Now, these documents are being created electronically. Commencing this summer, you'll be able to start accessing your file on the web-based system called the Electronic OPF (EOPF).

Deployment

The Human Resources Directorate (HRD) is tentatively scheduled to deploy the first phase of this new system on June 21. If you're a civilian employee serviced by the HRD, an account will be set up for you, and a letter identifying your access information will be sent to your home address. Your supervisors will have access to your EOPF (for official purposes), the same as their hard copy access now. This system is being implemented in phases, and it will take some time before full access is available. The HRD will keep you posted as this exciting project moves forward!



Life Insurance Misrepresentation

It's that time of year when private life insurance companies begin to market their plans to Federal employees. Some of these companies make it appear that they're part of the Federal Employees Group Life Insurance (FEGLI) Program and that they received your name and telephone number from the Human Resource (HR) office. **This isn't true. Your HR office doesn't release information of a personal nature to any private company!**

Another ploy used is to lead you to believe that you're speaking with someone from your HR office or a FEGLI representative. FEGLI **doesn't solicit employees.** Whenever there are changes to any Federal benefit program, you'll be notified by the Office of Personnel Management through appropriate HR channels. While there is no Federal law or regulation prohibiting such telephone solicitations, you're not obligated to speak with any of these representatives. You may simply hang up when you realize what the call is about. There is a regulation (41CFR S 101-20.308) prohibiting commercial solicitation on Federal property. Consequently, you're advised to contact one of your agency's security officers if representatives of a private insurance company show up at your worksite.

Remember the amount and type of life insurance you carry is a personal decision made after you evaluate your specific needs relative to the amount of life insurance you possess currently.

WHS/Personnel and Security Directorate—Changes Names

As the Washington Headquarters Services (WHS) Transformation continues to be realized, two organizations have new names. The WHS/Personnel and Security Directorate has been renamed the Human Resources Directorate (HRD). This name change reinforces the WHS focus on its human programs involving civilian and military personnel, equal employment opportunity, personnel security, and voluntary campaign management. The second organization to be renamed is P&SD's Training and Development Division. Formerly known as the Human Resource Development Division, its new name is the Learning and Development Division.

If you have any questions about these name changes, contact the WHS/HRD/Strategic Planning and Business Operations, 703/617-7916.

RESUMIX Program Update

Faster and Easier Application Process

New Look for the HRSC RESUMIX Job Kit

The Human Resource Services Center (HRSC) has streamlined the RESUMIX job kit! The old version was 14 pages, and the new version is three pages with website links for more specific information. Additionally, it provides answers to nine of the most "Frequently Asked Questions" as well as a list of dos and don'ts on resume preparation. The new kit can be found at <http://persec.whs.mil/hrsc/empinfo.html>.

New Format for Job Opportunity Announcements

The HRSC Job Opportunity Announcements (JOA's) will soon look different! The JOA area "Who May Apply" will be stated more clearly. Examples of work experience qualifying for specialized experience will be presented. A section addressing the "Basis for Rating" will be added. Even with these changes, applicants will continue to view and apply for JOA's through the HRSC Homepage, Employment Information.

Zip Code Change and HRSC Move

For those applicants choosing to mail in their resumes, the HRSC zip code has changed to **22304**. Also, the mailing address will change in late May when the HRSC moves to Crystal City.

With all of these changes occurring, pay close attention to the information provided on the JOA's about "How to Apply." When in doubt – use the Resume Web Writer!

For answers to your RESUMIX questions, contact the RESUMIX Program Manager, HRSC, 703/617-7943.

Global War on Terrorism Medals to Recognize Veterans' Service

On March 12, 2003, President Bush signed Executive Order 13289 authorizing two Global War on Terrorism Medals. These medals recognize the outstanding work of our Armed Forces, both here and abroad, in combating the global scourge of terrorism.

The Global War on Terrorism Expeditionary Medal will be awarded to service members deployed overseas for service in the Global War on Terrorism operations on or after September 11, 2001, and to a future date to be determined by the Secretary of Defense. Initial award of this medal is limited to service members deployed abroad in Operations Enduring Freedom and Iraqi Freedom. Receipt of this medal is qualifying for veterans' preference, provided the individual is otherwise eligible.

The Global War on Terrorism Service Medal will be awarded to those who participated in or served in support of Global War on Terrorism operations on or after September 11, 2001, and to a future date to be determined by the Secretary of Defense. Initial award of this service medal is limited to airport security operations and service members who support Operations Enduring Freedom, Noble Eagle, and Iraqi Freedom. Receipt of this medal is qualifying for a Veterans' Recruitment Appointment.

Visit <http://www.whitehouse.gov/news/releases/2003/03/20030312-6.html> for more information about Executive Order 13289.



HealthierFeds Website Launched

The Office of Personnel Management (OPM) opened its new website, HealthierFeds, on April 27. According to OPM's Director, Kay Coles James, the purpose of the site is to offer Federal employees and retirees information about life style choices, care management, and prevention strategies in order to obtain high quality, cost-effective services.

"It's well established that physical activity, nutrition, preventive screenings, and healthy living can reduce the demands on the health-care system." These are the keys for a healthier America. OPM is looking forward to employee feedback about their site. To access it, go to

www.healthierfeds.opm.gov.

Federal Civilian Employees and Military Leave — Who, When, Why, and How Much

Within the Department of Defense (DoD), many of our employees are members of the National Guard or Reserves. If these employees are called on to serve their country, they're entitled to military leave. The amount of leave and how it affects employees' pay depends upon the type of service they're performing. These differences have led to many questions, and the WHS/HRD/Labor Management Employee Relations (LMER) Division wants to share with its customers, the answers to the most "frequently asked questions" related to this issue.

What authority grants leave entitlement to civilian employees?

Under 5 U.S.C. 6323 a Federal employee who is a member of the National Guard or Reserves is entitled to military leave under specific circumstances. These include:

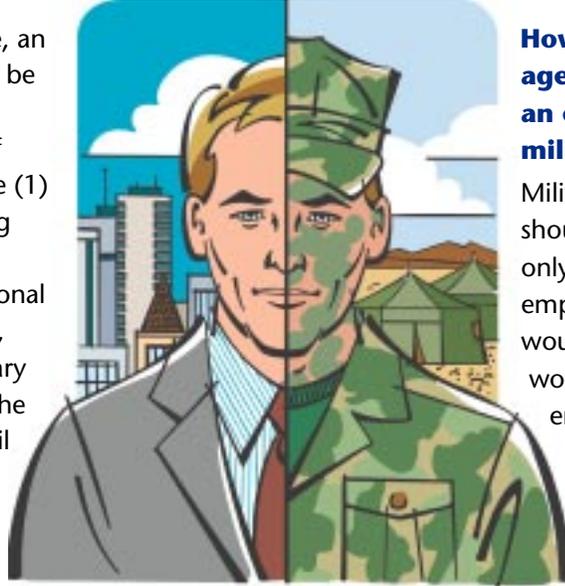
1.5 U.S.C. 6323(a) – a Federal employee who is a member of the National Guard or Reserves is entitled to 15 days of paid military leave each fiscal year (FY) for active duty, active duty training, or inactive duty training. This leave accrues at the beginning of the FY. All Guard or Reserve members, including those on extended active duty, accrue 15 days of paid military leave on October 1 of each year.

2.5 U.S.C. 6323(b) – in addition to the 15 days mentioned above, some employees are entitled to 22 days of leave at the beginning of each calendar year. To qualify for this

additional leave, an employee must be serving on an appointment of longer than one (1) year and serving either (a) as a Reserve or National Guard member, providing military aid to enforce the law or assist civil authorities in the protection or saving of life, property, or the prevention of injury; or (b) full-time military service as a result of a call or order to active duty in support of a contingency operation under 5 U.S.C. 6323(b).

What is a contingency operation?

A contingency operation is defined as a military operation that (a) is designated by the Secretary of Defense as an operation in which members of the Armed Forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or (b) results in the call or order to, or retention on, active duty of members of the Uniformed Services under section 688, 12301(a), 12302, 12304, 12305, or 12406 of title 10, United States Code, chapter 15 of title 10, United States Code, or any other provision of law during a war or a national emergency declared by the President or Congress.



How does the agency charge an employee military leave?

Military leave should be charged only for hours the employee otherwise would have worked. An employee doesn't "lose leave" on weekends or other non-workdays.

Are employees entitled to both their military and civilian pay during periods of military leave?

Employees' pay will be affected differently depending upon the type of military leave being used. If the leave used is part of the 15 days taken under 5 U.S.C. 6323(a), employees' civilian pay remains the same, including any premium pay (except Sunday premium pay) employees would have received if not on military leave.

For military leave under 5 U.S.C. 6323(b), employees' civilian pay is reduced or "off-set" by the amount of military pay received for the days of military leave. Employees are entitled to the greater of their civilian or military pay, not both.

Also, employees are entitled to use any accrued or accumulated annual leave for periods of active military

Continued on page 14

Continued from page 13

duty. Employees using annual leave will receive their full civilian pay as well as compensation for their military service.



May an employee on active duty or active/inactive duty training choose to use annual leave or military leave intermittently, with leave without pay each pay period to maintain sufficient income?

Yes. OPM's regulations at 5 CFR 353.208 implementing the *Uniformed Service Employment and Reemployment Rights Act* (USERRA) state that an employee performing service with the Uniformed Services must be permitted, upon request, to use any accrued annual or military leave during such service. An employee is entitled to use annual leave or military leave intermittently, with leave without pay while on active duty or active/inactive duty training.

Do DoD employees who are in the Excepted Service and/or covered by title 10 (i.e., DCIPS employees) who are members of the National Guard or Reserves have the same military leave entitlements as employees in the competitive service?

Yes. DoD Excepted Service employees are still Federal employees as defined in 5 U.S.C. 2105 and have the same entitlements to military leave.

I have an employee who is a military policeman in the Reserves. He is being

activated to perform base security at Andrews AFB. Is he entitled to the additional 22 days of military leave?

Yes. All employees who have been activated in support of the national emergency declared by the President are entitled to the 22 days of military leave under 5 U.S.C. 6323(b).

I have an employee who is a member of the National Guard. His unit has been activated at the request of the Governor of his State to provide additional security at local airports. Is he entitled to the additional 22 days of military leave?

Yes. The President has authorized the governors of several states and territories to use the National Guard to provide supplemental security personnel for airport operations. Guard members ordered to such duty under 32 U.S.C. 502(f) are clearly assisting civil authorities in the protection of life and property. Therefore, in addition to military leave available under 5 U.S.C. 6323(a) for active duty and active/inactive duty training, a member of the National Guard also may be authorized 22 days of military leave under 5 U.S.C. 6323(b) for assisting civil authorities in the protection of life and property.

May a Federal civilian employee who has been called to active duty continue to work as a civilian at his/her Federal agency?

No. The Comptroller General has ruled that an individual on active duty military service may not be employed in a civilian capacity with the Government. The Comptroller General has held that the performance of services to the Government in a civilian capacity by a member of the Armed Services on active duty is incompatible with the member's actual or potential military duties; therefore, payment for such services isn't authorized in the absence of specific statutory authority. This is the case even though the civilian services are rendered during the military member's hours of relaxation or during the period of time provided to attend to personal affairs. (See 64 Comp. Gen. 395, 399-400 (1985), and 47 Comp. Gen. 505-506 (1968).)

Is a member of the National Guard of the District of Columbia eligible for additional military leave under 5 U.S.C. 6323(c)?

Yes, but only under certain conditions. Military leave under 5 U.S.C.6323(c) may be used only for limited purposes. A Federal civilian employee who is also a member of the D.C. National Guard is entitled to additional military leave as provided in 5 U.S.C. 6323(c) to participate in a "parade or encampment." The law provides that this type of duty must

Continued on page 15

Continued from page 14

be authorized under Title 39 of the District of Columbia Code. Generally, this category of military leave is limited to drills and training under the authority of the Commanding General of the D.C. National Guard and isn't appropriate for extended active duty in connection with the current national emergency.

We have an employee who has been on military leave without pay (LWOP-US) since October 2001. He's requesting pay for his 15 days of military leave for the new FY. Is he entitled to this?

Yes. An employee who is a member of the Reserves or National Guard serving on active military duty extending into a second or succeeding FY, accrues and may use the 15 days of military leave at the beginning of the second FY and each succeeding FY without returning to civilian status. In addition, an employee who has been activated in support of the national emergency and whose duty extends into the next calendar year will be entitled to an additional 22 days of military leave under 6323(b).

If you have any additional questions related to this issue, contact the WHS/HRD/LMER Division, 703/588-0421.

“

“Only when the last tree has died and the last river poisoned and the last fish caught will we realize we cannot eat money.”

– Cree Indian Proverb

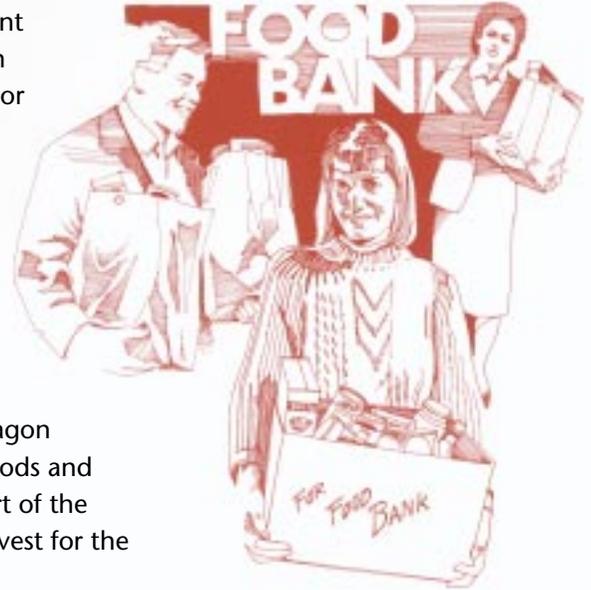
”

DoD Helps Its Neighbors in Need

“Harvest for the Hungry Food Drive”

According to the Capital Area Food Bank, 1 in 3 children in the District of Columbia go to bed hungry every night. One in 4 children in Maryland and 1 in 5 children in Northern Virginia

suffer the same fate. “No parent should have to decide between paying rent, buying medicine, or feeding the family, but every day, thousands of our neighbors are forced to make such a choice,” said Caroline Craig, of the WHS/HRD/Voluntary Campaign Management Office. Her statement explains her commitment to organize Pentagon volunteers to collect canned foods and non-perishable items in support of the Capital Area Food Bank’s, “Harvest for the Hungry Food Drive.”



Between March 13-20, 2004, Ms. Craig and her team of volunteers collected over 1,800 pounds of food in deposit boxes, stationed around the Pentagon and at other local DoD offices. According to Mark Mitchell with the Capital Area Food Bank, the food collected translated into hundreds of meals for area residents. “This event provided much needed support to the community,” Mitchell said. “Our gratitude is without bounds.”

The “Harvest for the Hungry Food Drive” is one of the many activities supported by USA Freedom Corps in answer to President Bush’s Call to Service, encouraging all Americans to volunteer their time and services. This year’s overall food drive was the most ambitious ever. The goal was to collect more than 500,000 pounds of food for food banks throughout the region. As a result of this drive, the Capital Area Food Bank took in 85,426 pounds of food.

Ms. Craig summed up her experience with the food drive by saying, “I believe that the men and women of DoD are some of the most caring, generous people in the world, and I’m proud of what we accomplish every time we’re asked to help. I’m thankful for being allowed the opportunity.”

For more information about the Capital Area Food Bank, visit www.capitalareafoodbank.org.

See Volunteerism Story on page 20

2003 Presidential Rank Award Recipients

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. The Rank Award statute was amended to extend eligibility to senior career employees in Senior-Level (SL) and Scientific-Professional (ST) positions who have a sustained record of exceptional, professional, technical, or scientific achievement that is widely recognized and acknowledged on a national or international level. This started with the 2003 award recipients. Only one percent of the career employees in the SES and SL/ST positions may receive Distinguished Rank Awards, and only five percent may receive Meritorious Rank Awards.

The Presidential Rank Awards are the highest awards SES and SL/ST employees can receive and represent a culmination of career accomplishments. In January 2003, the Deputy Secretary of Defense approved nominations received from the Office of the Secretary of Defense, the Defense Agencies, and the DoD Field Activities. These nominations were then submitted to the U.S. Office of Personnel Management where panels of private citizens reviewed them and provided their award recommendations. At the conclusion of this rigorous process, the President awarded six Distinguished Executive Rank, one Distinguished Senior Professional Rank, 29 Meritorious Executive Rank, and two Meritorious Senior Professional Rank awards to "Fourth Estate" SES members and senior career employees.

Presidential Rank Award Winners

Distinguished Executive:

Jeanne B. Fites

Deputy Under Secretary of Defense (Program Integration)
Office of the Under Secretary of Defense (Personnel and Readiness)

Michael L. Ioffredo

Deputy Director, Strategic and Space Programs
Office of the Director, Program Analysis and Evaluation

Pravin C. Jain

Technical Director, Space Information Systems Office
Defense Information Systems Agency

Jeffrey A. Jones

Director, Defense Energy Support Center
Defense Logistics Agency

Cheryl Joan Roby

Deputy Assistant Secretary of Defense (Resources)
Office of the Assistant Secretary of Defense (Networks and Information Integration)

Diana G. Tabler

Chief of Staff, Office of the Assistant Secretary of Defense (Health Affairs)
Office of the Under Secretary of Defense (Personnel and Readiness)

Distinguished Senior Professional

John A. Casciotti

Associate Deputy General Counsel (Health Affairs)
Office of the General Counsel

Meritorious Executive:

Thomas W. Ainsworth

Chief, Office of Plans and Program Development
Defense Information Systems Agency

Edward B. Cody

Chief Financial Executive/Comptroller
Defense Information Systems Agency

Richard J. Connelly

Administrator, Defense National Stockpile Center/Director,
DLA Support Services
Defense Logistics Agency

Douglas M. Englund

Director, On-Site Inspection Directorate
Defense Threat Reduction Agency

Robert E. Foster

Director, BioSystems
Office of the Under Secretary of Defense (Acquisition,
Technology and Logistics)

Zack E. Gaddy

Director, Accounting Services Air Force
Defense Finance and Accounting Service

Alfred Goldberg

Office of the Secretary of Defense Historian
Office of the Director of Administration and Management

James L. Johnson

Deputy Director, General Purpose Programs
Office of the Director, Program Analysis and Evaluation

Continued on page 17

Continued from page 16

Anna Johnson-Winegar

Deputy Assistant to the Secretary of Defense (Chemical and Biological Defense)

Office of the Under Secretary of Defense (Acquisition, Technology and Logistics)

Jeanne M. Karstens

Director for Revolving Funds

Office of the Under Secretary of Defense (Comptroller)

Leon J. Krushinski

Director, Accounting Services

Defense Finance and Accounting Services

Christopher S. Koehle

Deputy Director of Personnel and Security

Washington Headquarters Services

Claudia S. Knott

Executive Director, Acquisition, Technical & Supply Directorate (J-33)

Defense Logistics Agency

Louis A. Kratz

Assistant Deputy Under Secretary of Defense (Logistics Plans and Programs)

Office of the Under Secretary of Defense (Acquisition, Technology and Logistics)

Myron K. Kunka

Director of Resource Management

Defense Threat Reduction Agency

Christopher J. Lamb

Deputy Assistant Secretary of Defense (Resources and Plans)

Office of the Under Secretary of Defense (Policy)

Douglas P. Larsen

Deputy General Counsel (Acquisition & Logistics)

Office of the General Counsel

Terry R. Little

Program Director, Kinetic Energy-Boost Joint Program Office

Under Secretary of Defense (Acquisition, Technology & Logistics)

John S. Mester

General Counsel

Defense Finance and Accounting Service

Anthony S. Montemarano

Principal Director for Network Services

Defense Information Systems Agency

Earl J. Newman, Jr.

Assistant Director, Operations

Defense Contract Audit

Charles W. Perkins

Principal Assistant Deputy Under Secretary of Defense (Full Dimensional Protection)

Office of the Under Secretary of Defense (Acquisition, Technology & Logistics)

Peter P. Potochney

Director, Housing

Office of the Under Secretary of Defense (Acquisition, Technology & Logistics)

Edward W. Ross

Director, Middle East, Asia and North Africa

Defense Security Cooperation Agency

Office of the Under Secretary of Defense (Policy)

Mark B. Schneider

Principal Director Forces Policy

Office of the Under Secretary of Defense (Policy)

Wayne Spruell

Principal Director, Manpower and Personnel

Office of the Under Secretary of Defense (Personnel and Readiness)

LeAntha D. Sumpter

Deputy Director, Acquisition Initiatives

Office of the Under Secretary of Defense (Acquisition, Technology and Logistics)

Joseph D. Tafoya

Director, DoD Education Activity

Alfred G. Volkman

Director, International Cooperation

Office of the Under Secretary of Defense (Acquisition, Technology & Logistics)

Meritorious Senior Professional (SL/ST)

Earnest A. Seglie

Science Advisor, Operational Test and Evaluation

Office of the Director, Operational Test and Evaluation

James O. Smyser

Associate Deputy Counsel (Military Personnel and Reserve Policy)

Office of the General Counsel

Congratulations to all the winners of these well-deserved and prestigious awards.

For further information about this program, contact the WHS/HRD/Executive and Political Personnel Division, 703/693-8347.

New Athletic Center Opens at the Pentagon

The new Pentagon Athletic Center (PAC) opened in grand style on Monday, March 29, 2004, with a ceremony presided over by the Deputy Secretary of Defense, Paul Wolfowitz, and the Director of Administration and Management, Raymond F. DuBois. The finale of the grand opening was a ceremonial lap around the indoor running track by 3-time Olympic Gold Medalist and 5-time Track and Field World Champion, Marion Jones. Runners representing the Armed Services and a civilian contractor employee joined Ms. Jones in her lap. An Open House for Pentagon tenants followed the ceremony with thousands of people visiting the new athletic center to preview the new layout and equipment. Marion Jones signed autographs and posed for photos while representatives from *LifeFitness* and *Hammer Strength*, suppliers of the new workout equipment, handed out t-shirts and water bottles.

"There are an awful lot of people who have been waiting for a facility like this," said Chuck Malacarne, Project Manager, responsible for the construction of the PAC for the



World champion sprinter Marion Jones (left) joined DoD representatives for the first ceremonial lap around the indoor running track, officially opening the new Pentagon Athletic Center.

Pentagon Renovation and Construction Program Office (PENREN/C). "I think it's been worth the wait!" The new PAC replaces the 58-year-old Pentagon Officers' Athletic Club (POAC), with a larger, modern facility. The new facility features a suspended 1/9-mile jogging track; a large basketball court; three racquetball courts; two squash courts; a large weight room; a cardio room and stretching area; and a six-lane, Olympic-size swimming pool with two Jacuzzi spas. Both the men's and women's locker rooms have steam and sauna areas. Though the primary mission of the facility is to promote military physical readiness, the size and features of the center

have broad appeal for the diverse Pentagon customers. "Compare this place to any commercial health club in the local area, and you'll see that it more than measures up, at a fraction of the membership price," said Ellen Suarez, PAC Design Manager, for PENREN/C. During his opening remarks, Mr. DuBois commented on the appealing features of the new facility noting that Secretary of Defense Rumsfeld was looking forward to taking advantage of the new pool and squash courts. "All this new equipment and features for the same membership fee as the old POAC. An incredible deal!" DuBois proclaimed.

Constructed in the 100-foot zone between the Mall Terrace and the Remote Delivery Facility, the athletic center features unique design attributes that have become synonymous with PENREN/C projects. Sustainable design and security initiatives have been incorporated into the construction of the facility. "The facility's environment is designed to be a reflection of today's



Deputy Secretary of Defense Paul Wolfowitz (left) poses with world champion sprinter Marion Jones (fourth from left) and DoD representatives after runners completed the first ceremonial lap around the new indoor running track.

Continued on page 19

Continued from page 19



(l. to r.) Paul Wolfowitz, Deputy Secretary of Defense; Larry Wineglass, OSD; Raymond F. DuBois, Director of Administration and Management, OSD; and Marion Jones, world-champion sprinter pose for a photo following the opening ceremony for the new Pentagon Athletic Center.

military," said Suarez, "efficient, intelligent, modern, and built to be adaptable to the world around it." The design-build team used the U.S. Green Building Council's *Leadership in Energy and Environmental Design Standards* that emphasize strategies for sustainable development, water savings, energy efficiency, and indoor environmental quality.

Mr. Wolfowitz brought a global perspective to the opening of the athletic center—"Commitment to fitness and athletic competition is ingrained in the military culture. It's more than a personal commitment to fitness . . . It's directly related to mission and teamwork." "Our love of athletic competition has other important benefits as well," he said. "In the crucial battle for the hearts and minds of people around the world, the language of sports is one way to communicate that transcends the barriers of speech and culture. It's public diplomacy in action."

More information about the new PAC is available at <http://renovation.pentagon.mil>.

(Open Season: April 15-June 30, 2004)

Thrift Savings Plan



The Thrift Savings Plan (TSP) Open Season began April 15, 2004 and ends June 30, 2004. During this Open Season, eligible employees may begin making TSP contributions or change the amounts of their contributions. Employees in the Federal Employees Retirement System (FERS) may contribute up to 14% of their salary and Civil Service Retirement System (CSRS) employees may contribute up to 9%. **Note:** The total amount that any employee may contribute to TSP annually continues to be capped by the Internal Revenue Service's elective deferral limit. For 2004, this limit is \$13,000.

You can make your Open Season election electronically at <http://persec.whs.mil/hrsc/benefits.html>. Click on Benefits Online and follow the instructions. The commercial telephone number for the WHS/HRSC/Benefits Call Center is 703/617-7382. You can call toll free at 1-877-521-1923. If needed, the TTY number is 703/617-0658. Counselors are available Monday through Friday from 7:30 a.m. to 5:00 p.m. (EST) 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. **Note:** 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 the Thrift Savings Plan press "3" and follow the voice prompts to make your Open Season election.

Also, you can make an Open Season election by completing a TSP-1 form and sending it directly to the WHS/HRSC Benefits Division, Room 2S12, 5001 Eisenhower Avenue, Alexandria, VA 22304-0001. This form is available on the TSP website at www.tsp.gov. **Note:** All TSP-forms must be received by close of business on June 30, 2004, or be postmarked by that date if mailed.

Special Note: The automated benefits systems will be temporarily shut down and unavailable for access from May 21 (Friday) at 3 p.m. until May 24 (Monday) at 6 a.m. This is related to the HRSC move to Crystal City. To ensure timely processing of TSP Open Season elections (outside of the closure period stated above), employees are encouraged to use the automated systems instead of completing a TSP-1 Form. This action will avoid delays in the receipt of your elections at the HRSC.

Your Benefits

Did You Know That...

- It's your responsibility to review your Leave and Earnings Statement to ensure that your health, life, retirement, and TSP deductions are correct?
- Children aren't covered for life or health insurance after their 22nd birthday unless they've been determined incapable of self-support?
- It's your responsibility to take steps to change your life or health insurance when you no longer have eligible family members?
- The Federal Employees Health Benefit (FEHB) Premium Conversion reduces taxable income by the amount of your FEHB premium?
- If you participate in the FEHB Premium Conversion, you can only cancel it or go from family to self-coverage only during an FEHB Open Season or if you have a qualifying life event?
- If you die in service, without having completed the Designation of Beneficiary Forms, there is a specific Order of Precedence under which applicable payments are made?
- A completed Designation of Beneficiary Form remains in effect until it's cancelled, regardless of life changes (e.g. marriage, divorce, birth of child)?
- Your vesting period for disability retirement benefits under the Civil Service Retirement System is 5 years, and 18 months under the Federal Employees Retirement System?
- If you get a refund of your FERS retirement contributions, you lose credit for the service for retirement purposes?
- If you attended a military academy, it may be creditable service for retirement?

“

If there is light in the soul, there will be beauty in the person. If there is beauty in the person, there will be harmony in the house. If there is harmony in the house, there will be order in the nation. If there is order in the nation, there will be peace in the world.

—Chinese Proverb

”

Volunteerism and Federal Employees

Federal employees have a history of generously giving of their time and talents to make positive contributions to help their neighbors and local communities. In his 2002 State of the Union Address, President George W. Bush challenged all Americans to give two years or 4,000 hours, over the course of their lives, to volunteer service. April 18-24, 2004, marked the 30th Anniversary of National Volunteer Week.

The Department of Defense policy provides considerable flexibility in scheduling hours of work and time off. Supervisors are encouraged to make appropriate use of this flexibility in responding to requests for changes in work schedules or time off for employees to engage in volunteer activities, considering the effect an employee's absence or change in duty schedule will have on work operations and productivity.

Employees seeking to participate in volunteer activities during basic working hours may be granted permission to use annual leave, leave without pay, compensatory time or accumulated credit hours. The Office of Personnel Management (OPM) advises that the granting of excused absences to participate in volunteer activities be limited to situations satisfying one or more of the following criteria: 1) the absence is directly related to the department or agency's mission; 2) the absence is officially sponsored or sanctioned by the head of the department or agency; 3) the absence will clearly enhance the professional development or skills of the employee in his/her current position; or (4) the absence is brief and is determined to be in the interest of the agency. Ultimately, it's the responsibility of each supervisor to balance support for employees' volunteer activities between the fulfillment of work requirements and the efficient and effective conduct of agency operations.

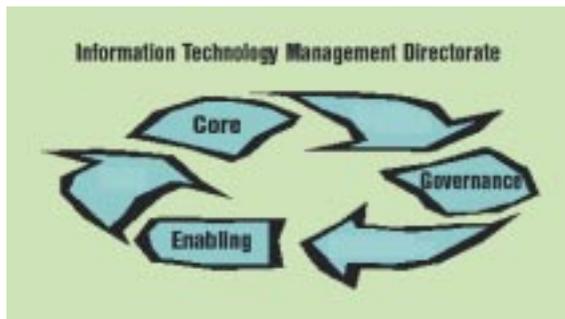
If you have questions regarding the appropriate leave that may be granted for volunteer activities, contact the WHS/HRD/Labor Management Employee Relations Division, 703/588-0432 or 703/588-0438.

See Harvest for the Hungry Story on page 15

The Challenge of Transforming

What a formidable challenge – “Transform the Directorate (Information Operations and Reports) into an information technology (IT) management organization that provides consolidated, reliable, responsible, and robust IT services for the Washington Headquarters Services.” Well, this goal is currently being realized through the hard work and efforts of a dedicated and committed leader and a group of like-minded IT professionals. These individuals are already highly regarded within WHS for providing the finest IT services and support to their individual functional areas. Now, as the Information Technology Management Directorate (ITMD) Working Group (WG), they’ve come together to develop a shared identity and vision to prepare for the establishment of WHS IT as a shared resource.

Since starting its work in the fall of 2003, the ITMD WG has defined its mission, vision, and core values essential for building a world class IT organization. Its strategic plan is based upon clear goals, supported by measurable objectives, and targeted at ensuring customer success. Built upon a foundation of empowerment, knowledge, and motivated ITMD employees, success for all WHS Directorates and its customers is



being ensured. Additionally, by leveraging the diverse expertise within the merged organizations, a full range of IT services will be available to all customers to include

the same technologies and high-level support.

The ITMD is committed to the concepts of utilizing best

practices, streamlining business processes, improving performance, and striving for excellence in all that it does. During this period of “transformation,” the goal of the members of the WG and the Director of ITMD is to make certain that all functional areas receive equal or better service and that the primary goal—customer satisfaction—is continued.

While there’s still work to be done, the accomplishments of the ITMD WG so far have been significant.

These include—the preparation of the ITMD Implementation Project Management and Communication Plans; a Concept of Operations; and the creation of technical working groups to evaluate and develop a WHS-wide IT Continuity of Operations Plan, a draft Email Naming Convention, and a RAS and Tape Backup system.

By operating within an organizational structure that supports the core WHS IT functions, and under a foundation

of enabling services, portfolio management, deployed workforce concepts, an empowered workforce, and strong, creative leadership, ITMD will become a premier service organization. It will be positioned to provide progressive and technologically advanced solutions for specific IT requirements and problems and offer a full range of IT capabilities. As stated in the beginning of this article, the ITMD is committed to providing “consolidated, reliable, responsible, and robust” IT solutions that “enable WHS, the Office of the Secretary of Defense, and other DoD Components to achieve their functional missions and objectives in support of the Secretary of Defense.”

***The right people –
the right spot – the right
empowerment!***

If you’re interested in additional information or have questions about the WHS IT restructuring, contact Mary George, Director of ITMD, or any member of the ITMD WG—So-Mai Christensen, Rob Cox, Jackie Davis, Aaron Harding, Lytwaive Hutchinson, Brent Obenour, Tammy Parlette, Eric Schilling, Carl Vercio, and Pam Wilke.

“
*A true friend is someone
who knows the song in
your heart and can sing it
back to you when you
have forgotten the words.*

–Unknown

”

2004 EEO Programs Division Calendar of Events

The Equal Employment Opportunity (EEO) Programs Division 2004 calendar of events highlights a variety of training and award conferences scheduled now until the end of the year. Some of these events are excellent training options giving human resource personnel and others the chance to participate and support the contributions of our diverse workforce.

If you would like to attend any of these programs or need additional information, contact the WHS/HRD/EEO Programs Division, 703/588-0451, for further details. To participate in any of these conferences or programs as "approved training," contact your Component Administrative Officer or Training Coordinator.

June 8-9	32 nd Annual National Image, Inc., Training Conference and Exposition/Salute to Hispanics in the Military Awards Banquet (June 9); Pre-Conference Forum on June 8 Location: Orlando, FL
June 10	29 th Armed Services Veterans Affairs Awards Dinner (NAACP) Hotel: TBD Location: Washington, DC
July 8-9	75 th League of United Latin American Citizens (LULAC), National Convention and Exposition Location: San Antonio, TX (Armed Forces Breakfast, July 8; Exposition, July 9)
July 20-21	Federally Employed Women (FEW), 35 th National Training Program Location: Nashville, TN (Forum, July 20; Awards Dinner, July 21)
August 16-20	Blacks In Government (BIG), 26 th National Annual Training Conference Hotel: Wardman Park Marriott Hotel, 2660 Woodley Road, NW, Washington, DC Location: Washington, DC
September	Women of Color, Government and Defense Technology Awards Conference Location: TBD
October	Annual Meeting of Hispanic Association of Colleges and Universities (HACU) Location: TBD
October	Hispanic Heritage Month, DoD Outreach Program/Observance (with Hispanic Engineer National Achievement Awards Corporation—HENAAC) Location: Pasadena CA
November	National Association of Hispanic Federal Executives Association (NAHFE) 12 th Annual Executive Leadership Development Conference Location: TBD
December	National Symposium: Perspectives on Employment of People with Disabilities and DoD Disability Awards Ceremony and Forum Location: Bethesda Hyatt Regency Hotel