

Personnel Hilites

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HOW TO ACCESS

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

SUBMISSIONS

The deadline for submitting articles for the spring edition of *Personnel Hilites* is March 15, 2004.

INFORMATION

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



National Security Personnel System

DoD's New HR Management System

What is the National Security Personnel System?

On November 24, 2003, the President signed into law the National Security Personnel System (NSPS), which was part of the Fiscal Year 2004 National Defense Authorization Act (NDAA). The new law authorizes the Department of Defense (DoD) to establish a new human resources (HR) management system for civilians. It allows DoD to depart from the traditional civil service rules regarding how civilians are recruited, hired, assigned, promoted, and disciplined. NSPS will build upon the best practices of current demonstration projects that have experimented with personnel flexibilities for years. The law allows the Department to design and establish a new labor management relations system (predicated upon a collaborative issue-based approach) and to create a streamlined system for employee disciplinary appeals.

Why do we need it?

The Department sought this legislation to bring modern personnel practices to DoD. The current civil service rules were designed for a different era. These rules don't give DoD managers the flexibilities necessary to manage an agile workforce, responsive to 21st century threats. Additionally, the system is a web of complex and bureaucratic rules that prevent DoD from competing effectively with the private sector for the best and brightest talent or for properly recognizing and rewarding its own outstanding and dedicated civilian workforce. For over 20 years, the Department has experimented with alternative personnel systems through a variety of demonstration projects. The lessons learned from these projects will be used to create a DoD-wide HR management framework that's flexible and fair.

What can be expected?

The law doesn't specify the particular components of the new personnel system. It simply authorizes DoD to design a new system. However, employees can expect a new pay-for-performance system that moves away from longevity-based pay increases to a model that links compensation (salary increases and awards) to annual performance. This new model will give employees the opportunity to earn higher pay, based on individual performance. (Note: Locality pay won't be affected.) NSPS will deliver streamlined hiring and advancement procedures, changes to reduction-in-force rules and the labor

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management relations system, and a simpler process for employee appeals. NSPS won't change employee health or life insurance benefits, retirement, leave and attendance rules, or result in loss of pay for employees.

The NDAA also included permanent DoD authority for voluntary early retirement and separation incentive pay and the elimination of the pay offset for civil service retirees who are rehired back into the Department.

What employee protections are in place?

By law, the NSPS must be built within the framework of the Merit System Principles. Also, it must accommodate veterans' preference, safeguard the rights of employees to organize and bargain collectively, and preserve the rules against Prohibited Personnel Practices (e.g., discrimination, political favoritism, and nepotism). The design process includes input from and collaboration with employee representatives and notification to Congress prior to implementation.

How and when will it be implemented?

The Office of the Secretary of Defense has established a NSPS Program Office under the Deputy Under Secretary of Defense for Civilian Personnel Policy to coordinate implementation of this new law throughout the Department. NSPS will be phased in over approximately two years, beginning in FY04. The NSPS Program Office, which includes representatives from the DoD Components, will coordinate the design of the system, implementation of strategies and schedules, training for all affected (employees, supervisors, managers, HR specialists), and changes to the HR automated systems.

Where can I find more information?

For information about NSPS, go to the official website at www.cpms.osd.mil/nsps. This site will be updated continuously as more information is available.



Pentagon Memorial Project Update:

As of January 29, 2004, 886 donors pledged \$134,905 through the 2003 Combined Federal Campaign. For more information about the Memorial project, go to <http://memorial.pentagon.mil>.

The National Security Management Course

Nominations are currently being accepted for the 2004 National Security Management Course (NSMC), March 21 through April 30, 2004. The NSMC is designed for senior officials in national security (at the GS/GM-15 and O-6 level). The NSMC is a six-week resident course of instruction that explores the range of management challenges in the area of national security. To be effective, civilian managers and military officers must be familiar with process and implementation considerations. These often determine the success or failure of public policy initiatives. Devising administrative strategies to carry out policies is equally as important as is a thorough understanding of policy objectives.

Qualified personnel interested in attending the NSMC are encouraged to submit their DD 1556 Training Requests (through their organizational training representatives) to Kenneth Miner, WHS, Personnel and Security Directorate, Human Resource Development Division. **Applications are due by February 20, 2004.** Enrollment in the NSMC is limited to 50 participants.

For additional information on this course or the National Security Studies program, contact Kenneth Miner on (703/617-7175) or at minerk@psd.whs.mil.

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January 15, 2004 marked the 75th anniversary of Dr. King's birth.

Dr. Martin Luther King, Jr. Breakfast Held

On Thursday, January 22, 2004, the 19th annual Dr. Martin Luther King, Jr. Breakfast, sponsored by the Office of the Secretary of Defense (OSD) and Washington Headquarters Services (WHS), was held in the Pentagon Dining Room from 7:00 a.m. to 8:00 a.m. The theme for this year's observance was "Remember! Celebrate! Act! A Day On. . . .Not A Day Off!" Secretary of Defense Rumsfeld provided the opening remarks at the breakfast attended by approximately 180 people. Mr. Raymond F. DuBois, Director, Administration and Management (OSD) and Director, WHS, presided over the program. The keynote speaker was Barry C. Black, the 62nd United States Senate Chaplain, elected to his post on June 27, 2003.

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Tilly Fowler, left, shakes hands with keynote speaker, Barry Black, U.S. Senate Chaplain. Looking on is sixth grader Kendall Cunningham, 12, John Tyler Elementary School, who won the Martin Luther King essay contest. (Photo by Rudi Williams.)

Defense Secretary Donald H. Rumsfeld addressing the audience at DoD's 19th annual Martin Luther King Jr. breakfast. (Photo by Rudi Williams.)



Paula P. Easter (left) and Scott M. Deyo (right) performing at the breakfast.

Raymond F. DuBois (center), Director, Administration and Management (OSD) and Director, WHS presiding at the breakfast. Pictured (l to r.) Chaplain (Maj. Gen.) Lorraine K. Potter, USAF; Kendall Cunningham; U.S. Senate Chaplain, Barry Black; Secretary Rumsfeld; and Charles S. Abell, Principal Deputy, USD Personnel and Readiness.



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Tilly Fowler, right, joins other attendees at the breakfast.

Prior to coming to Capitol Hill, Chaplain Black served in the U.S. Navy for over 27 years, ending his distinguished career as the Chief of Navy Chaplains. Chaplain Black's remarks were compelling and inspirational. He provided insight into the meanings behind some of Dr. King's speeches and quotes. Chaplain Black said that Dr. King inspired him to achieve the success he has experienced in his life. In turn, Chaplain Black challenged the audience to be the best at whatever they undertake and to help others. Mr. Kendall Cunningham, a sixth grader at John Tyler Elementary School, read his winning essay about the life and works of Dr. King. John Tyler is the adopted school of OSD. Scott M. Deyo and Paula P. Easter performed musical selections at the breakfast.

For further information about this annual celebration, contact Captain Dalian Washington (USAF), OSD/WHS Military EEO Staff Advisor, Personnel and Security Directorate, EEO Programs Division on 703/588-0445 or at washid@psd.whs.mil.

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P&SD Celebrates ICE Anniversary

On January 3, 2003, the Personnel and Security Directorate (P&SD) became a participant in the Interactive Customer Evaluation (ICE) system, and joined the Military Departments and hundreds of other Defense agencies and activities already ICE partners. ICE is a web-based customer feedback system that allows customers to give direct and immediate feedback to managers about the services and products they provide. With the click of a mouse, ICE sends a customer's comment, suggestion, compliment, or complaint to the appropriate Service Provider (organization). To access ICE, all that's needed is an Internet browser, and a Customer Comment card can be sent from any computer, at any time and any place. Comment Card information submitted is confidential and viewed only by the Service Provider identified. As of December 31, 2003, P&SD received 335 Comment Cards from internal and external customers. From the comments received, 80 percent of the customers were satisfied with their P&SD service experience, and 77 percent said the product/service provided by the Directorate met their needs. In addition to getting customer comments, P&SD uses ICE to measure the effectiveness of its training events and Directorate meetings. To comment about P&SD on ICE, go to http://ice.disa.mil/index.cfm?fa=site&site_id=110. When you get to the site, click on Personnel Services to view a list of the P&SD Divisions.

For more information about the P&SD ICE site, contact Site Administrators, Arliche Sneed on 703/617-7088 or at sneeda@psd.whs.mil, or Rita Rutsohn on 703/617-7916 or at rutsor@psd.whs.mil.



Executive Leadership and Development Open House—February 25

On Wednesday, February 25, from 8:00 a.m. – 11:00 a.m., stop by the Pentagon's Executive Dining Room to learn about various executive learning and development options, listen to an informal discussion, and enjoy a cup of coffee. A panel is planned from 9:00 a.m. – 10:00 a.m. Attend the program on the 25th to expand your career horizon and to network with key staff, administrative officers, and members of DoD's Senior Professional Women's Association (SPWA). SPWA is co-hosting this event with the WHS/Personnel and Security Directorate, Human Resource Development (HRD) Division.

For more information about this event, contact Carol Codori, HRD Deputy Director at codorc@psd.whs.mil or on 703/617-7177; or Sally Brown Johnson, President SPWA at DODSPWA@yahoo.com.

Military Reservists—5 Days of Excused Absence

On November 14, 2003, President Bush issued a memorandum, www.opm.gov/oca/compmemo/2003/2003-14-asp, directing heads of Executive departments and agencies to grant to Federal employees, returning from active duty, five (5) days of uncharged leave (excused absence) from their civilian duties. This Presidential request was made to recognize the sacrifices activated civilian employees have made in the continuing *Global War on Terrorism*. The Office of Personnel Management's implementing guidance notes that this excused absence from duty (without charge to leave) applies to employees who were activated for military service in connection with *Operation Noble Eagle*, *Operation Enduring Freedom*, and *Operation Iraqi Freedom*, or other military operations subsequently falling under Executive Order 13223. The employee's military orders should show the specific campaign. Employees should request this excused absence in the same manner in which they request other types of leave. The following is a series of questions and answers (Q&A's) related to this issue.

Q. I was mobilized back in October 2001. Am I eligible to request the 5 days of annual leave?

Yes. President Bush directed that all civilian employees who were called to serve on active duty in the continuing *Global War on Terrorism* may be granted 5 days of uncharged leave (excused absence) from their civilian duties.

Q. May the 5 days of excused absence be prorated depending upon the length of the employee's deployment?



No. Each employee who was activated for military service in connection with *Operation Noble Eagle*, *Operation Enduring Freedom*, *Operation Iraqi Freedom*, or any other military operation subsequently established under Executive Order 13223 is entitled to one workweek of excused absence.

Q. Can I take the 5 days whenever I choose? Or, do I have to take the 5 days at one time?

You must take them all at once. Employees should request excused absence in the same manner in which they request other types of leave. Agencies may grant this period of excused absence prior to the employee's resumption of duties, or at a time mutually agreeable to the agency and the employee, if the employee has already returned to duty.

Q. I'm not a Reservist; however, I was sent overseas in connection with the war effort. Am I eligible for the 5 days of excused absence?

No. You aren't eligible for the 5 days of excused absence. The President's memorandum recognizes many civilian employees throughout Government who have made valuable contributions to the successful military effort. Heads of departments and agencies are urged to recognize the accomplishments of these employees within the range of options available. Time-Off and Incentive and Honorary awards are examples of how employees may be recognized for their participation in the war effort. Nominations for these forms of recognition must meet the requirements established in each agency's instruction.

Q. We have employees who have returned to Federal civilian duty but expect to be activated again. Can an employee receive 5 days of excused absence more than once?

No. Each employee is entitled to 5 days of excused absence when he/she returns from active military service in connection with *Operation Noble Eagle*, *Operation Enduring Freedom*, *Operation Iraqi Freedom*, or any other military operation subsequently established under Executive Order 13223. Each employee will receive 5 days of excused absence, regardless of the number of activations.

Q. What code do I use for the Excused Absence?

LV is the code for Excused Absence.

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Q. How does the 5 days of excused absence affect the time limits for restoring an employee to Federal civilian employment under 5 CFR part 353, subpart B?

The 5 days of excused absence doesn't affect the time limits for exercising restoration rights because the commencement of these days constitutes a return to civilian service. For example, an employee may take whatever grace period is allowed under part 353 and, in addition, is entitled to 5 days paid excused absence.

Q. If an employee was activated for military service in connection with Operation Noble Eagle, Operation Enduring Freedom, Operation Iraqi Freedom, or any other military operation subsequently established under Executive Order 13223, but not deployed overseas, is the employee eligible for 5 days of excused absence when he/she exercises return rights?

Yes. The President's memorandum applies to all employees who were called to active duty in support of the continuing *Global War on Terrorism*.

Q. If an employee who was activated wasn't a Federal employee when his/her tour began, but has been hired by the Federal government since his deactivation, is the employee entitled to the 5 days of excused absence?

No. The President's memorandum specifically addresses "returning Federal civilian servants who were called to active duty." A new employee who wasn't a Federal civilian employee at the time of his/her activation doesn't qualify for the 5 days of excused absence.

Q. How do agencies compute the 5 days of excused absence for part-time employees or employees on uncommon tours of duty, such as Federal firefighters? Do these employees receive 5 workdays, 40 hours, or a prorated amount of excused absence?

All employees are entitled to the equivalent of one workweek of excused absence. The period of excused absence for an employee on an uncommon tour of duty or an employee on a part-time work schedule will be prorated according to the number of hours in the employee's regularly scheduled workweek. For example:

Hours in the regularly scheduled workweek	Hours of excused absence
20	20
40	40
53	53
72	72

Q. May the 5 days of excused absence be prorated depending upon the length of the employee's deployment?

No. Each employee who was activated for military service in connection with *Operation Noble Eagle*, *Operation Enduring Freedom*, *Operation Iraqi Freedom*, or any other military operation subsequently established under Executive Order 13223 is entitled to one workweek of excused absence.

If you have questions or would like additional information about this issue, contact Phyllis Pina (703/588-0432) or T.J. Hobble (703/588-0438) of the WHS/P&SD/Labor Management Employee Relations Division.



FEEA Hurricane and Fire Funds

Fall 2003 was a difficult time on the U.S. coasts. Shortly after Hurricane Isabel devastated a large swath of the Mid-Atlantic States, fire season in Southern California swung into high gear, especially in the San Diego Area.

Knowing that many Federal employees were affected by these events, the Federal Employee Education and Assistance (FEEA) Fund announced both the Hurricane Isabel Fund and the 2003 Southern California Federal Employee Fire Fund to assist workers with disaster recovery. The funds are helping with temporary shelter, clean-up, rebuilding, and other expenses. Thanks in part to a generous \$25,000 donation (split between the funds) by the Blue Cross Blue Shield Association, FEEA has already provided more than \$35,000 in assistance to victims of these natural disasters. Applications for assistance are available on FEEA's website, www.feea.org, or by calling 1-800-323-4140.

For information about making donations to the disaster relief efforts, go the FEEA website. Donations can be made by check or credit card; call 1-800-338-0755.

See FEEA Story on page 20

WHS Ends 2003 CFC on High Note!

The Washington Headquarters Services (WHS) has concluded its Combined Federal Campaign (CFC) for 2003. Congratulations to Mary George, Acting Director of the Directorate for Information Operations and Reports (DIOR), who chaired this year's campaign; Debbie Lidderdale, Campaign Manager; all the Captains and Keyworkers who worked to make this year's CFC successful; and to the WHS employees who gave so generously! Collectively, the WHS Directorates raised \$136,697, representing 110 percent of its targeted \$124,000 monetary goal. For most Federal employees, CFC has become the cornerstone for helping those in need. The 2003 CFC theme, "You've Got the Power to Help," challenged everyone to look beyond the help given to families and friends and to think about those, unknown to us, who are suffering from major illnesses or struggling with crises in their lives.

Some of the highlights of the 2003 CFC—

- ★ *Global Impact* managed this year's campaign. It replaced the United Way, in handling the largest workplace giving campaign in the country—the CFC of the National Capital Area (NCA). *Global Impact* has over 47 years of fundraising administration experience, including eight years as the Principal CFC-Overseas management organization.

P&SD Exceeds CFC Goal



The Personnel and Security Directorate (P&SD) exceeded its 2003 Combined Federal Campaign monetary goal of \$27,000. When P&SD ended its campaign in January 2004, its employees had contributed over \$31,146 representing 115 percent of its goal. Fifty-one percent of the Directorate's employees participated in this year's campaign, and of those contributing, there were nine Eagle donors and one Double Eagle donor. Kudos to P&SD's CFC Managers—Patricia Stewart and Bruce Tweedie—for leading the charge!

- ★ The Real Estate and Facilities (RE&F) Directorate sponsored its first Silent Auction over the WHS CFC website, November 8 through December 4, 2003. All auction items were pictured on the website with descriptions and minimum bids. The auction was managed by Josephine Johnson, the RE&F CFC Campaign Manager. This activity brought in over \$1,000 toward the RE&F CFC goal.
- ★ The RE&F held a Charity Fair on December 5, 2003, on the Pentagon Concourse. Even though the DC area had several inches of snow that day, those charity representatives invited braved the bad weather to attend the event, talk about their organizations, and share testimonials with the audience.
- ★ WHS had two winning entries—Best Website (2nd Place) and Best Motivational Poster (Honorable Mention)—in the DoD CFC Communications-Marketing contest. These entries will go

forward to the NCA Communications-Marketing Contest. All DoD organizations had the opportunity to submit contest entries.

With the WHS 2003 campaign officially over, preparations for the victory celebration are underway. Watch for the announcement!

Further information about the WHS 2003 CFC, contact Debbie Lidderdale, Campaign Manager. She can be reached on 703/604-4579 or at ledderdaled@diior.whs.mil.

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People don't get along because they fear each other. People fear each other because they don't know each other. They don't know each other because they have not properly communicated with each other.

—Dr. Martin Luther King, Jr.

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SES APEX Orientation Program

The Personnel and Security Directorate's Human Resource Development division manages APEX in coordination with contractor staff from Booz Allen Hamilton of McLean, VA. The company was awarded the program contract in September 2003. The first class of the newly revised APEX Orientation Program for Senior Executive Service (SES) members is scheduled for March 21-April 2, 2004. This class of 30 is filled, with over 50 on the waiting list. The second APEX class of 2004 is scheduled for September 12-24. APEX nominations for this class should come from Component Heads through their Administrative Officers. Watch for this application announcement!

APEX is intended for SES members with less than two years experience in their positions. However, those with more experience, who haven't participated in APEX, are welcome on a space-available basis. At the heart of the APEX program improvements are DoD's transformation initiatives and the continuing imperatives to ensure continuity of operations (COOP) under a broad range of stressful conditions. Rather than conduct the program as a traditional classroom orientation, APEX presenters and attendees will be asked to think and operate as if they were in a COOP situation. The intent is to make the attendees focus on their key responsibilities and how to accomplish them in a limited resource environment. Through scenarios and case studies, class participants will

define their key staff and data needs and identify others with whom they must collaborate to do their jobs (within and across DoD, Congress, the White House, and in the Department of Homeland Security) and accomplish other mission critical tasks.

Throughout the two-week APEX class, participants will be exposed to a broad range of mission-critical Defense processes—COOP planning; human capital strategic planning; legislative and White House interfaces; Defense Transformation (to include the management and use of technology); intelligence; acquisition; Comptroller, Inspector General, and domestic security functions; industry collaboration; and the roles and responsibilities of the warfighting Commands. The latter will include tours and briefings at NORTHCOM, CENTCOM, SOCOM, SOUTHCOM, and USJFCOM.



APEX affords the Secretary of Defense and key Administration staff with the opportunity to interact with DoD's future leaders during networking sessions and selected panels. In candid, off-the-record discussions, participants can energize and shape their careers based on the personal insights received from senior leaders as well as gain a better understanding of how they serve the Department.

For more information about the APEX Orientation Program, contact Dr. Carol Codori at codorc@psd.whs.mil or on 703/617-1777.

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Keep in mind that the true measure of an individual is how he treats a person who can do him absolutely no good.

—Ann Landers

It's good to have money and the things that money can buy, but it's good, too, to check once in a while and make sure that you haven't lost things that money can't buy.

—George Horace Lorimer

It is not the answer that enlightens, but the question.

—Anonymous

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The CAF Celebrates Its 10th Anniversary

On October 1, 2003, the Washington Headquarters Services (WHS), Consolidated Adjudications Facility (CAF), Personnel and Security Directorate celebrated its 10th anniversary. The CAF was established on October 1, 1993 as a result of the Defense Management Report Decision 986, which consolidated the adjudications functions of most Defense Agencies and organizations into a single facility. The WHS CAF is one of eight central adjudications facilities within the Department of Defense. Its mission is to grant, deny and/or revoke security clearances and eligibility for sensitive positions for civilian employees and consultants. The organizations served by the WHS/CAF include the Office of the Secretary of Defense, DoD Boards and Commissions, WHS, Pentagon Force Protection Agency, American Forces Information Service,

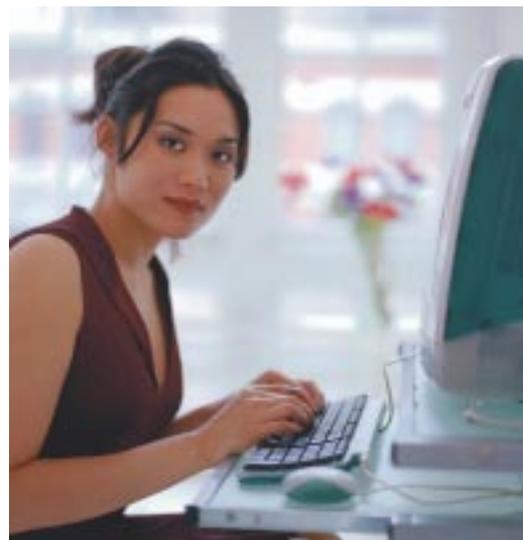
Defense Advanced Research Projects Agency, Defense Commissary Agency, Defense Contract Audit Agency, Defense Contract Management Agency, Defense Finance and Accounting Service, Defense Information Systems

Agency, Defense Legal Services Agency, Defense Logistics Agency, Missile Defense Agency, Defense Prisoner of War/Missing Personnel Office, Defense Security Service, Defense Technology Security Administration, Defense Threat Reduction Agency, Defense Education Activity, Office of the Inspector General, TRICARE Management Activity, and the United States Court of Appeals for the Armed Forces. The CAF also adjudicates security clearances for staff of the United States Senate, the United States House of Representatives, the United States Capitol Police, and the Congressional Budget Office.

Of the original 21 CAF staff members, five remain—Bob Smith, Chief; Sue Edenfield Deputy Chief/Branch Chief; Sharon Ragan, Branch Chief; Carol Kaiser, Team Leader; and Christina Maddox, Team Leader.



(L to R) Carol Kaiser, Sharon Ragan, Sue Edenfield, and Christina Maddox celebrate the CAF's 10th anniversary.



The Knowledge Resource Center

The Knowledge Resource Center (KRC) is a state-of-the-art knowledge portal that provides learning and performance support and dynamically links technical and core competencies to specific assessment tools.

The KRC utilizes the Executive Core Competencies developed by the Office of Personnel Management to provide personalized views of available training and performance support resources. The KRC assessment tools help employees develop their own personalized Continuous Learning Plans, identifying those competencies that need further development. Areas needing improvement can be addressed within the KRC resources—online and classroom training, conferences, performance support, and just-in-time information services for quick answers to questions. The initial pilot phase of the KRC project has started and will continue through mid-March 2004. Individuals from across OSD and WHS are serving as the KRC pilot participants.

More information about the KRC pilot project can be found at www.mykrc.org, or contact Dawn Gurganious, Human Resource Development Division (703/617-7183).

Filing Claims for Work-Related Injuries

Filing work-related claims has gotten a facelift from the Department of Labor (DOL) in partnership with the Civilian Personnel Management Service. A trendsetting tool has been implemented for submitting claims for work-related injuries and illnesses. The Electronic Data

Interchange (EDI) is a web-based program that gives Defense activities the ability to electronically submit workers' compensation claims, saving time and improving service to injured workers.

The Washington Headquarters Services (WHS) began using the EDI program in June 2002. Since that time, 100 percent of non-controverted claims have been submitted electronically. This has significantly reduced the number of days it takes to adjudicate a claim—approximately 3-4 weeks from 8-10 weeks. This has raised the level of service in terms of timeliness of care and compensation for injured employees.

All agencies serviced by the WHS/P&SD/Labor Management Employee Relations (LMER) Division can submit electronic claim forms to the DOL. The new program covers the Federal Employee's Notice of Traumatic Injury and Claim for Compensation (Form, CA-1) and the Notice of Occupational Disease and Claim for Compensation (Form, CA-2).

How it Works. Employees are required to complete the hard copy of the claim form to report an injury. This form is given to the employee's supervisor for verification of the facts of the injury and then passed on to the administrative personnel within the component. The Administrative Officer will enter the data into an electronic file, which flows instantaneously to the LMER Division, Injury Compensation Program Manager. Once received, the claim is reviewed and authenticated by LMER and sent to the DOL. Within 2 business days a claim number is assigned. The employee can call the LMER Division to receive his/her claim number or wait to receive the claim number by mail. The new system is secure and automatically interfaces with employee personnel databases, providing enhanced data integrity and fewer data-entry errors.

For more information about the EDI program, call Ardine Marie, WHS/P&SD, LMER Division, on 703/588-0431.



New Overtime Pay Rate

In accordance with Title 5, United States Code, overtime pay is for hours of work officially approved or directed in excess of 8 hours in a day or 40 hours in an administrative workweek. Section 1121 of the National Defense Authorization Act for Fiscal Year 2004 (Public Law 108-136) amended the overtime pay cap provisions that apply to employees covered by 5 U.S.C. 5542(a)(2). This amendment became effective on November 24, 2003. For employees with rates of pay greater than the basic pay for a GS-10, step 1 (the former overtime pay cap), the new overtime hourly rate is either the greater of the hourly rate of basic pay for GS-10, step 1, multiplied by 1.5; or, an employee's hourly rate of basic pay. See the example below.

An employee with an annual basic pay of \$83,334, will earn overtime at an hourly rate of \$39.93 versus \$32.37 (hourly overtime rate for GS-10, step 1 multiplied by 1.5) because the employee's rate of basic pay is greater than the basic pay rate of a GS-10, step 1.

Employee's hourly rate of basic pay:

GS-14, step 1 = \$83,334 (annual basic pay)
 $\$ 83,334 \div 2087^* = \39.93 (hourly overtime rate of basic pay)

(*Hours in a work year.)

GS-10, step 1, hourly rate multiplied by 1.5:

GS-10, step 1 = \$45,034 (annual basic pay)
 $\$ 45,034 \div 2,087 = \21.58 (hourly rate of basic pay)
 $\$ 21.58 \times 1.5 = \32.37 (hourly overtime rate)

Note: Hourly overtime pay limitations don't apply to prevailing rate (wage) employees or to employees who are nonexempt from the Fair Labor Standards Act as designated at block #35 of the Notification of Personnel Action.

For further information, contact Linda Reed, Personnel and Security Directorate, Personnel Services, on 703/617-7129 or at reedli@psd.whs.mil.

RESUMIX *Corner*

The Human Resource Services Center (HRSC), Personnel and Security Directorate, Washington Headquarters Services, uses the DoD automated staffing tool, *RESUMIX*, to maintain and evaluate applications for HRSC-advertised vacant positions. *RESUMIX* uses a patented KnowledgeBase search technology to “read” information from resumes, extract skills and other significant information, and match this data to specified job requirements. With one properly prepared resume, you can apply (self-nominate) for many job vacancies, eliminating the need to submit a separate resume each time you apply for a job opening. The HRSC Job Kit, <http://persec.whs.mil/hrsc/empinfo.html>, contains instructions on how to format your resume, apply for vacant positions, check on the receipt of your resume and self-nomination(s), and view, edit (update), and print your resume maintained in the database. To further help you, monthly resume preparation briefings are held in the Pentagon. The briefing schedule for 2004 appears at the end of this article.

Customer Comments Received Through ICE

Your opinions are very important, and over the past several months many constructive comments have been received through the online Interactive Customer Evaluation (ICE) system. As our web page, <http://persec.whs.mil/hrsc/index.html>, is redesigned, many of your suggestions will be incorporated—better navigation tools; internet addresses

and telephone numbers for customer assistance; additional hypertext links to connect users directly to the features being sought. Look for these enhancements soon!

The following is a list of frequently asked questions (FAQ’s) compiled from customer questions and comments.

Q: How do I find the “Self-Nomination Certificate” on the HRSC web page?

A: Go to the HRSC Job Opportunity Announcement Listing at <https://storm.psd.whs.mil/cgi-bin/apply.pl>. Once you pull up this page, click on the vacancy you want to apply for and click on “Apply for this Job Online.” This appears at the top of the vacancy announcement. This will take you to the web page where you can select the “self-nominate” option.

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

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

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

Additional information about how to apply for a job, resume format, and what to submit is contained in the HRSC Job Kit. The Kit can be obtained by calling the HRSC FAXBACK line at 703/617-0652 or by calling the HRSC Call Center at 703/617-7434 or 703/617-0647 (TTY).

Q: How can I get copies of vacancy announcements?

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

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

A: If you’re trying to access these functions from your office, your organization may have a “firewall” in place for security reasons that will preclude your accessing the site. Generally, users have no trouble accessing these functions from their home computers; however, if you still experience trouble, call the HRSC Call Center at 703/617-7434.

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

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

Q: I am claiming a 5-point Veterans’ Preference. Do I need to submit my DD-214 along with my resume?

A: No. But, make sure that you answer all the supplemental questions pertaining to Veterans’ Preference when you submit your resume. (See Resume Format, Supplemental

Continued on page 12

Continued from page 11

Information, in the HRSC Job Kit.) Applicants claiming a 10-point Veterans' Preference **must** submit a DD-214 (Member-4 Copy) along with a SF-15 Form and the required supporting documentation listed on the reverse side of this form.

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

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

Resume Preparation Briefings

Monthly briefings are held to provide help to anyone interested in writing a resume for the electronic application system. Briefing topics covered include how to apply online using the HRSC *Resume Writer*; how to verify if your resume or self-nomination has been processed; and a discussion of other information available on the website regarding the electronic application process.

2004 Resume Briefing Dates

February	26	August	26
March	25	September	30
April	22	October	28
May	27	November	23
June	24	December	21
July	29		

Change of Briefing Location

As of January 2004, all briefings will be conducted in the OSD Executive Conference Center located in the Pentagon, Room 2C554, Class-

room #3. Briefings are from 1:00 p.m. – 2:30 p.m. Reservations are not required, but seating is on a first-come basis, and it's limited.

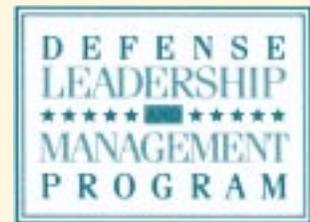
For information about the Resume briefings, contact Avis Wilkins, Human Resources

Specialist, WHS/Personnel and Security Directorate, 703/617-0609 or at wilkia@psd.whs.mil.

For information about RESUMIX, contact Paula Hartzoge, RESUMIX Program Manager, WHS/Personnel and Security Directorate, 703/617-0609 or at hartzp@psd.whs.mil.

Update

Defense Leadership and Management Program



For those DLAMP participants who need to complete their Professional Military Education (PME) requirement, you're encouraged to fulfill this milestone during the 2004-05 academic year. If you feel it isn't feasible for you to be away from your office for 10 months, consider the non-residential route involving a commitment of 20 hours per week. There are 24 non-residential slots available at the Army War College, Distance Education Program. This is a great alternative for completing your PME requirement without being away from the office for an extended period of time. PME participants receive training in leadership and the "joint" service environment from their national security policy and decision-making studies. Resident/nonresident (on-line) senior-level PME is available through competitive selection.

All active DLAMP participants, other than those pending completion, were required to submit an updated Individual Development Plan (IDP) by December 31, 2003. If you missed this deadline, meet with your supervisor to identify the courses still needed and submit your IDP. The IDP is considered a standard for good standing in DLAMP. For guidance on "good standing," go to <http://www.cpms.osd.mil/dlamp/>.

Although the deadline for submitting PME nomination packages to DLAMP was January 31, 2004, late applications will be considered for submission for the academic year 2004-05. Call the DLAMP program office if you need help with your application.

Note: Effective immediately, all applications for training through DLAMP must include a signed Continued Service Agreement (CSA). The CSA is the second page of the DD Form 1556.

All questions concerning Fourth Estate DLAMP should be directed to Philomena Mubangu at mubanp@psd.whs.mil or on 703/617-7230.

DoD Holds 23rd Annual Disability Awards Ceremony and Forum

The Honorable David S. C. Chu, Under Secretary of Defense for Personnel and Readiness (P&R), hosted the 23rd Department of Defense (DoD) Disability Awards Ceremony and the 16th DoD Disability Forum on December 9, 2003 at the Hyatt Regency Hotel, Bethesda, MD. This annual event provides an overview of the Department's disability policy and initiatives, recognizes Defense organizations with outstanding affirmative action programs for people with disabilities, and highlights the accomplishments of DoD employees with disabilities.

The keynote speaker was the Honorable W. Roy Grizzard, Jr. In 2002, he was appointed as the first Assistant Secretary for Disability Employment Policy at the U.S. Department of Labor. Previously, Dr. Grizzard served for six years as Commissioner for the Virginia Department for the Blind and Vision Impaired. Dr. Grizzard, who himself has retinitis pigmentosa, earned his Doctor of Education degree from Nova Southeastern University. He serves on the Board of Directors for Prevent Blindness Virginia and is a former board member of the Council of State Administrators of Vocational Rehabilitation.



Pictured from l. to r., Howard Becker, Deputy Director, Administration (OSD) and Deputy Director, WHS; and Renee Coates, Assistant Director, EEOP Division, WHS, Personnel and Security Directorate accepting the Secretary of Defense trophy for the best Small Component for Affirmative Action programs for people with disabilities for 2003 from Dr. Chu, Under Secretary of Defense (P&R).

Seventeen DoD employees with disabilities received Secretary of Defense awards for their outstanding contributions to national security. Three DoD components received Secretary of Defense trophies for accomplishments in their affirmative action programs for people with disabilities during 2003.

Employees honored—

Dr. Paula Briscoe, Defense Intelligence Agency
 Mr. Gregory T. Burrell, Defense Logistics Agency
 Mr. Michael B. Dell, Jr., Office of the Inspector General
 Mr. Scott M. Deyo, Office of the Secretary of Defense/Washington Headquarters Services
 Ms. Alice E. Dickerson, Defense Commissary Agency
 Ms. Martha G. Fraier, Defense Security Service
 Mr. Harvey T. Hale, Department of the Army
 Mr. Charles A. Hoff, Department of Defense Education Activity
 Mr. Gerald M. Isobe, Defense Finance and Accounting Service
 Mr. Raymond D. Jenks, Jr., Department of the Air Force
 Mr. Timothy C. Johnson, Army and Air Force Exchange Service
 Ms. Xiu Hua Kwan, Defense Contract Management Agency
 Mr. Patrick J. McNally, Defense Contract Audit Agency
 "Mr. R" (Anonymous), National Security Agency
 Mr. Warren W. Russum, Department of the Navy
 Mr. Jonathan D. Stone, Defense Threat Reduction Agency
 Mr. Ronald J. Siudzinski, National Geospatial-Intelligence Agency (formerly National Imagery and Mapping Agency)

Organizations recognized— Department of the Air Force (best Military Department); Defense Logistics Agency (best Mid-Size Component); and Office of the Secretary of Defense/Washington Headquarters Services (best Small Component).

Further information about the ceremony and forum is available at <http://www.dla.mil/do/NDEAM/2003/DACindex.html>.

National Security Studies Program— Case Studies Available

Participants in the National Security Studies (NSS) Program* are aware of DoD's investment in case studies that address current geopolitical-military considerations. Case studies are used extensively in the National Security Management Course, the National Security Leadership Course, and the National Security Decision-Making Seminars to examine management, leadership, and accountability issues critical to national security. Decision-makers are increasingly being called upon to respond effectively to the complex issues that cut across economic, political, diplomatic, and cultural boundaries. The NSS case studies examine the realm of the "Warfighter" called to preserve the peace (mission operations other than warfare) and the "Sentinel" charged to protect national interests through force (controlled-armed conflict), when our national security is at risk. In support of Defense leadership, who must thoughtfully and thoroughly consider the complex issues of today's national and international security environment, the NSS case studies cover a range of issues—from U.S. response to attempted presidential assassination and effective international peacekeeping strategies to America's war on drugs and the difficulties of eliminating undesirable chemical weapons in America.

*Since 1996, over 900 senior officials have participated in a range of NSS offerings to include integrated courses of academic/practical instruction that have provided sophisticated leadership training and development using simulations, complex case studies, and small-group exercises. These programs run the gamut from 2-1/2 days to 2-6 weeks.

See Related Story on page 2

Listed below are the titles of 29 case studies currently available from the NSS Program. To request copies of any of these cases, either call 315/443-3085 or go to the NSS website at <http://www.nss.edu/Cases.htm>.

A Firm and Commensurate Response: US Retaliation for the Bush Assassination Attempt	(CS 0700-19)
Baku: A Caspian Oil Crisis	(CS 1298-10)
Breaking the Market or Preventing Market Breakdown: The Technology Reinvestment Project	(CS 1197-05)
Burned by the Press: One Commander's Experience	(CS 0900-20)
Changing Course: Admiral James Watkins and the DOE Nuclear Complex	(CS 0899-14)
Choosing Sides in South Asia: The 1971 Crisis	(CS 1202-30)
Dan Goldin's Catch-22: Deploying a U.S.-Russian Space Station	(CS 0103-31)
Escalating the War in Vietnam	(CS 1000-21)
Four Days in December	(CS 0998-09)
From Turbulence to Tragedy: The Crash of Ron Brown's Flight in Croatia	(CS 0398-07)
Generals Versus the President: Eisenhower and the Army, 1953-1955	(CS 0697-02)
Guaranteeing' Peace Agreements: The US in the Peru-Ecuador Border Dispute	(CS 0500-17)
Homeland Security	(CS 1102-28)
Managing Transition in a Post War Country	(CS 0903-34)
Nationland	(CS 0299-101)
Obligations of Leadership: The Khobar Tower Bombing and its Aftermath	(CS 1197-06)
Peacekeeping in Bosnia	(CS 1197-03)
Philanthropy vs. National Security: Should CARE Criticize the Military?	(CS 1202-29)
Rotation from Hell: The 48th Infantry Brigade, Georgia Army National Guard in Desert Shield/Desert Storm	(CS 0699-13)
Scott Ritter V. Saddam Hussein: The Crisis over UN Weapons Inspections in Iraq	(CS 0600-18)
Security and Salvation: Bringing Russia Aboard the Space Station	(CS 1201-24)
Separate Powers: The Iraq Liberation Act of 1998	(CS 0102-25)
Squeezing a Balloon: Plan Colombia and America's War on Drugs	(CS 0803-33)
The Battle to Destroy Chemical Weapons	(CS 1298-11)
The Caspian Crisis of 2001: A Guide to Crisis Simulation	(CS 0698-08)
The Devil and the Demon	(CS 1099-15)
The Predator	(CS 0603-32)
The UN-NATO Coalition: Diplomatic and Military Interaction in Bosnia	(CS 1299-16)
To Prevent and Deter International Terrorism: The US Response to the Kenya and Tanzania Embassy Bombings	(CS 0699-12)

For more information about the NSS Program, contact Ken Miner, Human Resource Development Division on 703/617-7175 or at minerk@psd.whs.mil.

Quality Step Increases: Timing Matters

Managers sometimes give Quality Step Increase (QSI's) and wonder why the employees they're trying to reward get upset. The issue is usually timing. This article reviews timing issues related to QSI's and provides a checklist of factors to consider when giving one.

What is a QSI? It's a faster than normal within-grade increase used to reward employees at all General Schedule grade levels displaying high-quality performance. To be eligible for a QSI, an employee must:

- Be below step 10 of their grade level.
- Receive the highest rating available under the performance management program.
- Demonstrate sustained performance of high quality.
- Not have received a QSI within the proceeding 52 consecutive calendar weeks.

Why does timing matter? QSI's are given in addition to regular within-grade increases. It won't affect the timing of an employee's next regular within-grade increase, unless the QSI places the employee in step 4 or step 7 of their grade. In these cases, the waiting periods are extended an additional 52 weeks. (*Note:* Waiting periods are 52 weeks for steps 1-3; 104 weeks for steps 4-6; and 156 weeks for steps 7-9.) While the time an employee has waited already counts towards the next increase, he/she must wait the full period required by the new step. **For example:** Jane is an excellent

employee with sustained high-quality performance. She's at GS-7, step 6, and will be eligible for her within-grade increase to step 7 in 45 days.

Scenario 1—Jane's supervisor has decided to give her a QSI. The award is proposed, approved, and made effective within 3 weeks. Jane is happy with her award until she realizes that the human resources (HR) office hasn't processed her regular step increase. When she questions the HR office, she discovers that she can't receive her within-grade increase because she's at step 7 and must wait an additional 52 weeks to be eligible for step 8. Even though she doesn't feel she's received an immediate benefit from the award, she's received a faster than normal increase. Jane will receive her step 8 two years earlier than she would have without the QSI.

Scenario 2—Jane's supervisor would like to recommend her for a QSI. The supervisor checks with the HR office to make sure Jane meets all the requirements. While there, she learns that Jane will soon be eligible for her within-grade increase to step 7. She also learns about the extra waiting time required if a QSI is granted before the regular within-grade increase. The supervisor decides to hold Jane's QSI recommendation until after the HR office processes her within-grade increase. As a result, Jane receives the immediate benefit of her regular within-grade increase with her QSI following in the next pay period.

Factors to consider. In recommending a QSI, the supervisor and HR specialist should review the following timing factors:

- How long will the employee be able to enjoy the benefits of a QSI?
- Will the employee be promoted in the near future, either temporarily or permanently?
- Will the QSI make a difference in setting the promotion pay?
- Has the employee received a QSI within the last 52 weeks?
- When is the employee eligible for his/her next within-grade increase?
- Will the increase take the employee to a new waiting period, i.e., step 4 or step 7?

If you have specific questions regarding QSI's, contact Phyllis Pina (703/588-0432) or TJ Hobbie (703/588-0438) of the WHS/P&SD/LMER Division.

“

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

”

Your Benefits

Did You Know That...

- ✦ The 2004 Internal Revenue Service's elective deferral limit for the Thrift Savings Plan (TSP) is \$13,000?
- ✦ The Social Security wage base for 2004 was increased to \$87,900?
- ✦ TSP Catch-Up contributions for employees age 50 and older may be made at anytime? There is no Open Season associated with these contributions.
- ✦ The maximum amount of TSP Catch-Up contributions for 2004 is \$3,000?
- ✦ Accidental death and dismemberment benefits, under the Federal Employees' Group Life Insurance (FEGLI) program, **are not payable** when caused by the insured's driving while intoxicated. This is consistent with the exclusions for suicide, attempted suicide, the insured injuring him/herself on purpose, and injury or death caused by the insured's use of illegal or illegally obtained drugs?
- ✦ Within certain timeframes, when you marry or have a child, you may increase a portion of your life insurance?
- ✦ An employee, who is married at the time of retirement, must obtain spousal consent if he/she doesn't elect the maximum survivor benefit?
- ✦ You are responsible for notifying your Customer Service Representative when your home address changes?
- ✦ If you participate in the Federal Employees Health Benefits (FEHB) Premium Conversion, you can only cancel your FEHB or go from family to self-coverage, during an FEHB Open Season or if you have a qualifying life event?
- ✦ You should review your Leave and Earnings Statement (LES) regularly to ensure that the correct amounts are being deducted? This is especially important when you make changes to your benefits—TSP, FEGLI, and FEHB.



You tell on yourself by the friends you seek, by the very manner in which you speak, by the way you employ your leisure time, by the use you make of dollars and time.

You tell what you are by the things you wear, by the spirit in which your burdens bear, by the kind of things at which you laugh, by the records you play on your phonograph.

You tell what you are by the way you walk, by the things of which you delight to talk, by the manner in which you bear defeat, by so simple a thing as how you eat.

By the books you choose from a well-filled shelf, in these ways and more, you tell on yourself. So, there's really no particle of sense in an effort to keep up false pretense.

—Author Unknown



FEHB Reminder

If you made a change to your health benefits during the FEHB Open Season (November 10-December 8, 2003), it became effective on January 11, 2004. This change was reflected in your January 30 paycheck. Review your LES for this pay period to verify that the correct FEHB deduction was taken. If you find a discrepancy or have any questions, contact your Administrative Officer or a Benefits Specialist at the Human Resource Services Center. Call 703/617-7382 and press 2 for *Benefits*, and press 2 again for *Benefits and Entitlements*. When you hear the message for *Federal Employee Health Benefits*, press 1 and then press "0" to be connected to a Benefits Specialist.

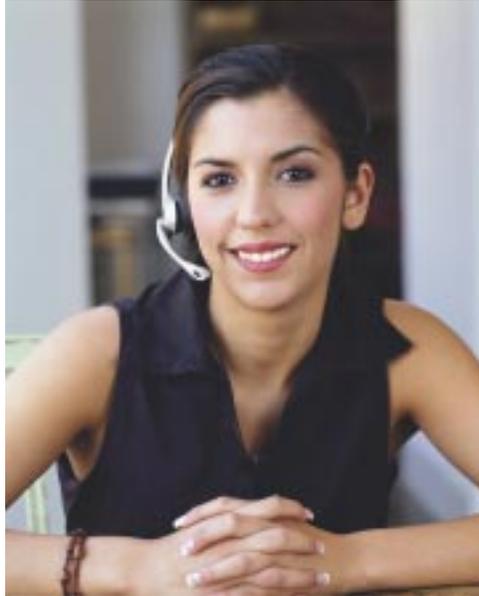


2004 WHS Summer Hire Program

As shared with the Administrative Officers during fall 2003, the Washington Headquarters Services (WHS) 2004 Summer Hire Program will have a different look. It's been contracted out. It will be modeled after the other highly successful contract intern programs that WHS is involved with—the Hispanic Association of Colleges and Universities (HACU), the National Association for Equal Opportunity for Higher Education (NAFEO), and the Washington Internships for Native American Students (WINS). Also, the Minority Institute Faculty Fellows (MIFF) Program has been contracted out allowing the FTEs to be used for direct support of the OSD/WHS mission requirements.

While there may be concern about the changes to the Summer Hire Program, certain elements will remain the same—

- The Human Resource Services Center (HRSC) will be sending out a *Needs Assessment* to all Administrative Officers allowing them to address their summer employment needs—HACU, NAFEO, WINS, MIFF, and other intern requests. Former interns may be requested by recording their names on the *Needs Assessment*. This information will be relayed to the contractors handling the programs. **All Needs Assessments are due back at the HRSC by Friday, February 6.**
- The processes associated with the HACU (Hispanic), NAFEO



(African-American), WINS (Native American), and the Workforce Recruitment Program (WRP) for disabled students haven't changed.

- Organizations wanting to employ summer clerks and interns may do so, and your Personnel Services Staffing team can help you with the announcement and hiring process.

Inherent in the contractor administration of the summer programs and the MIFF are the following hiring and payroll changes—

- **Hiring**—All individuals interested in the summer programs and the MIFF must apply directly to the contractors. Specific processes are being worked and will be shared once the contracts are in place.
- **Payroll**—All summer and MIFF interns will be paid directly by the contractors. Therefore, inherently governmental work cannot be assigned to these workers.

Administrative Officers are encouraged to keep in contact with the Personnel Services Division over the next several months for regular updates.

For questions related to the summer contracts and the MIFF contract, call Nell Dittamo (703/617-5509). Contact Donna Furlow (703/617-7136) for HACU, NAFEO, and WINS contract questions. For WRP summer interns, telephone Carlita Buckmon (703/617-7947).

Dieting Under Stress

This diet is designed to help you cope with the stress that builds up during the day—

Breakfast: 8 oz. Nonfat (skim) milk...1 bowl oatmeal with 1 tsp. brown sugar...1 piece whole wheat toast

Lunch: 4 oz. broiled chicken breast (remove skin before eating)...5 cherry tomatoes...1/2 cup steamed baby carrots...1 orange or apple...1 Oreo cookie...herbal tea

After work snack: rest of the package of Oreos...1 qt. Rocky Road ice cream...1 jar hot fudge

Dinner: 1 large extra cheese and pepperoni pizza...1 loaf buttered garlic bread...1 large pitcher of beer...3 Milky Ways....entire frozen cheesecake (eaten directly from freezer).





THRIFT SAVINGS PLAN

TSP Catch-Up Contributions

The Thrift Savings Plan (TSP) Catch-up contributions for eligible participants age 50 and older are not subject to an Open Season. When an election is made and received at the WHS, Human Resource Services Center (HRSC), Benefits Branch, the election becomes effective the first full pay period after the pay period in which the election is received. The earliest effective date for a Catch-up contribution election for the 2004 tax year was the pay period that began on December 14, 2003. The maximum amount of Catch-up contributions for 2004 is \$3,000. The 2004 tax year ends with the pay period on December 25, 2004. Catch-up contributions are supplemental to a participant's regular employee contributions and don't count against either the statutory contribution percentage limitations or the Internal Revenue Code's elective deferral limit. Employees, however, must make a new election each tax year because the annual limit changes. An employee may start, stop, or change his/her Catch-up contribution at any time.

To make an election, employees may 1) submit the *TSP 1-C, the TSP Catch-up Contribution Election Form*; or 2) use one of the automated systems—the HRSC Benefits Call Center (703/617-7382) or the toll free line (877- 521-1923) or the TTY line (703/617-0658); or the HRSC Employee Benefits Information System at <http://persec.whs.mil/hrsc/benefits.html>.

For more information about Catch-up contributions, refer to the TSP website at www.tsp.gov or contact the Benefits Specialist assigned to your organization.



There's an 82 year old obstetrician (who looks like one of those memorable Norman Rockwell covers for the *Saturday Evening Post* – silvery white hair, twinkling blue eyes, ruddy cheeks, a perky bow tie) who has delivered over 2,000 babies in his illustrious career. His charge for

this invaluable service is either \$100 or \$200. Naturally, I was curious to know how he decided which bill to submit. Did he look up the father's financial rating? "Nonsense! I couldn't care less," he assured me. "What then?" I persisted. "It's very simple," smiled the doctor. "Everytime I deliver a baby, the father is nervously pacing up and down in the waiting room. When I put my hand on his shoulder and say to him, 'Congratulations! You have a beautiful baby,' he invariably asks me one of two questions. If it's, 'Is it a boy or a girl?' I charge him \$200, but if he asks, 'How is my wife?' I only bill him \$100.

—Bennett Cerf

New Procedures for Getting Your TSP Participant Statement



As part of the transition to the new recordkeeping system, the Federal Retirement Thrift

Investment Board's recordkeeper, the National Finance Center, is issuing participant statements quarterly. These statements will be for the calendar year quarters ending March 31, June 30, September 30, and December 31. Effective with the TSP statement that closed on December 31, 2003, participant statements will be available only through the Account Access module of the TSP website, www.tsp.gov, unless a participant requested that his/her statement be mailed. To access a participant statement through the website, a Social Security number and TSP Personal Identification Number is needed. If a participant wants to continue receiving his/her statement by mail, this request can be made through the TSP website, the Thriftline, or on the form "Request to have Participant Statement Mailed." This form can be downloaded from the TSP website and mailed to the TSP Service Office, National Finance Center, P.O. Box 61500, New Orleans, LA 70161-1500.

(Note: The above information was provided with the TSP participants' statements mailed in November 2003.)

OSD Partnership in Education Program

Background

The Office of the Secretary of Defense (OSD) formed its Partnership-in-Education (PIE) relationship with John Tyler Elementary School (10th and G Streets, SE, Washington, DC) in 1984 to enhance the school's instructional program. Defense employees continue to volunteer for school projects, serve as tutors for basic subjects and speakers at special programs, donate food and gifts at Thanksgiving and other holidays, participate in the Groundhog Career Shadowing Day, and serve as judges for science projects. The program is administered by a Special Emphasis Program Manager and Coordinators from organizations within OSD and offices serviced by Washington Headquarters Services (WHS).

PIE Programs

Tutoring: OSD employees volunteer an hour of their time to tutor students in reading. This occurs most Wednesdays from 11 a.m. to 12 p.m. Transportation to and from John Tyler to the Pentagon and back is provided. Tutoring sessions resumed on January 21, 2004. **Tutors are always needed.**

Groundhog Shadow Day: This is a national mentoring event. The PIE Council participates by organizing an event on or near February 2 each year. About 20 – 25 students are paired with OSD employees in the Pentagon whom they shadow for about 2 hours. The focus is on the importance of education and Department of Defense careers.



Pictured in the back row (far right) from l. to r. Howard Becker, Deputy Director, WHS and Deputy Director, Administration and Management (OSD); and Captain Dalian Washington, USAF, OSD/WHS Military Equal Opportunity Staff Advisor and PIE Coordinator flanked by the students from John Tyler Elementary School who participated in the holiday poster contest.

Essay Contests: To support communications skills programs, the PIE Council asks the students at John Tyler to write essays related to special observances. The student with the winning essay receives a plaque, a \$100 U.S. Savings Bond, and reads his/her essay at the particular special observance program. Students are asked to write essays for the Dr. Martin Luther King Jr. Observance, Hispanic Heritage Month, Black History Month, and Women's History Month.

[See Related Story on page 3](#)

Thanksgiving Food Drive: Annually, the PIE Council organizes a food drive for some of the John Tyler families. This past Thanksgiving, the PIE volunteers collected enough money

and non-perishable food to prepare 25 food baskets.

Holiday Poster Contest: Every year, the PIE Council asks 10 John Tyler students to design holiday posters. The WHS Graphics Office judges the posters and selects first, second, and third-place winners. On December 10, 2003, a special ceremony and reception was held in one of the Pentagon dining rooms hosted by Howard Becker, Deputy Director, WHS and Deputy Director, Administration and Management (OSD). He announced the winners and presented ribbons and art sets to all the students who participated. The posters were displayed in the Pentagon from December 11-19, 2003. The winners were—first place, Raymond Brown; second place,

Continued on page 20

Continued from page 19

Candince Harris; and third place, Parrish Connally. Those receiving honorable mention included Ron Bonham, Mathew Davis, Lawrence Dozier, Monee Moss, Stanley Ramey, Donovan Tate, and Corinthea Thompson.

Holiday Toy Drive: The PIE Council oversees a holiday toy drive each year for the John Tyler students. In December 2003, OSD organizations sponsored entire classes to ensure that every student received a holiday gift. PIE volunteers and employees assisted in the drive by collecting donations at various Pentagon drop boxes and transporting and distributing the gifts to the students. Over 270 gifts were donated this past holiday season, and every child received a present.

For further information about the OSD PIE Program, contact Captain Dalian Washington, WHS, Personnel and Security Directorate, EEO Programs Division on 703/588-0445 or at washid@psd.whs.mil



FEEA Scholarship Applications Now Available

The FEEA Fund has announced that applications for the 2004-05 scholarship program are now available. Eligible applicants are civilian Federal and postal employees, with at least three years of service, and their dependents. Dependent applicants must be full-time students in an accredited degree program with a cumulative GPA of 3.0 or higher. Employee applicants must meet the same academic criteria; however, they may be part-time students. Additional qualifications are discussed in the "Educational Assistance" area of the FEEA website www.feea.org. Also, a downloadable version of the scholarship application can be obtained from the website. FEEA has provided over \$3.5 million in scholarships to civilian Federal employees and their dependents. To receive a printed application, send a self-addressed, stamped #10 envelope to FEEA Scholarships, 8441 W. Bowles Avenue, Suite 200, Littleton, CO 80123-9501. Completed applications must be postmarked no later than Friday, March 26, 2004.

FEEA is a private, nonprofit 501(c)(3) agency, primarily funded through Federal employee contributions to the fund through the Combined Federal Campaign and donations to special relief funds. Since 1986, the FEEA Emergency Assistance Program has provided over \$3 million in financial assistance to Federal families who have experienced loss because of natural disasters (floods, fires and hurricanes) or unforeseen personal emergencies such as illness or death in the family. For more information about FEEA, visit www.feea.org or call 303/933-7580.

See FEEA Story on page 6

Good Days are Like Pearls— one or two are lovely, but a long string is even better. What do we have to do to put together enough wonderful days to have a wonderful life? No doubt the first thing is to be wise enough to want good days. Most of the time, in our habitual fatigue and stress and superficiality, what we yearn for is a "good forever." Thoughtlessly, we brush off individual days as insignificant little crumbs of time that are too small to think about. Carelessly, we many let dozens or even hundreds of such perfectly fine days roll by without recognizing that each is a gift that will never come again. We let them run through our fingers almost without touching them, as if there were a limitless supply. Yet, our days are our lives. If we're "saving" our interest and attention for something more important - what could that something be? It's nothing but a mistake to think in terms of "when we go on vacation," "after I get promoted," or "when we retire." What are we waiting for? If we're not enjoying the good days we have right now, we may be turning our backs on the only pearls we're ever going to get. Like all living things, our days are numbered. What we can do with our days is the only unlimited dimension.

—From *Believing in Myself*, Larsen & Hegarty