

# Nashville District Human Resources Newsletter "News You Can Use"

Issue 15-04-01  
15 April 2004

The purpose of this newsletter is to keep Nashville District employees informed about personnel issues, concerns, and topics. You are encouraged to review the information and disseminate to your organization. If there are particular areas of interest that you would like to see addressed in future issues, an article of general interest, or general comments, please contact John Restey at 615-736-5538 or [John.G.Restey@lrn02.usace.army.mil](mailto:John.G.Restey@lrn02.usace.army.mil).

## Coming Events:

**TSP OPEN SEASON: April 15-June 30 2004**

## General News:

### PMBP Team Seeks Feedback

**Apr. 12-30**

*Last chance to review business processes (BPs) for  
Corps-wide implementation*

Here's the chance to influence the way USACE conducts official business using the new enabling tool, P2.

Comments will only be accepted April 12-30.

As directed in Course 6 of the PMBP Curriculum Initiative, all USACE employees should have reviewed the USACE-wide PMBP Manual; If not, here's your chance.

The BP team has modified these existing BPs, as needed, to incorporate Support Services. Based on the premise that all processes have been previously reviewed, the team has only included those processes that required modification.

All Corps employees are asked to review the processes, and provide comment on the revised BPs.

### Here's how –

- **Review all BPs, and the unchanged processes** Go to: (See Index, Desk Manual or Business Process Flow) at the above Web Site.
- **Review the proposed changes –**  
Go to: <https://pmbp.usace.army.mil>  
(See PMBP Initiatives or Business Process)
- **Select and save the process to review --** Use “Save As” to save the file. Once downloaded, if you wish to make comments in the document itself, make all edits via the Track Changes option under the tools menu.
- **Submit changes --** Forward the saved document via email (with track changes) or other comments to [cchance@mslllc.biz](mailto:cchance@mslllc.biz).

## **FASCLASS UPDATED**

**Fasclass is an Army software product that stores active Army position descriptions. It is available to the public and can be accessed under tools at website:**[www.cpol.army.mil](http://www.cpol.army.mil)

Release 4.7 was fully and successfully deployed on 05 April 2004. Numerous new features were contained within this release such as:

- \* The Occupation Series and Grade fields have been added to the Search Sequence
- \* The Command Code field has been added to the Search By MACOM
- \* The default sort on the PD by UIC report has been changed to Organization Code
- \* New G-1 Logo has been added to the FASCLASS Homepage
- \* 5 additional fields have been added to the More Title and More Citation screens. Now allowing a total of 30 additional titles and citations to the create screen.
- \* A reminder of nightly maintenance message has been added
- \* A explanation of Duty Score has been added to the Advance Search screen
- \* The first and last name fields have been reversed on the create FASCLASS accounts screens
- \* New Encumbered PD report was created for Project Manager use only

## Vacancies in IRAQ

Vacancies at the [Gulf Region Division \(GRD\)](#) are now being posted on the CPOL website. There are only a few jobs on the board now but there will be many in the future.

Instructions to access these announcements are below:

There are two avenues for accessing Army Vacancies, one is through CPOL and the other is USA jobs, outlined instructions for accessing both websites are as follows:

[<http://www.cpol.army.mil>](http://www.cpol.army.mil)

1. Log into [cpol.army.mil](http://www.cpol.army.mil), Click Employment;
2. Click Army's Vacancy Announcements, this will take you to the Vacancy Announcement Board;
3. Once you are at the Vacancy Announcements Board, scroll down to "Country", highlight Iraq.
4. If a current Federal Employee click on "get results", the Vacancy Announcements for Iraq will be listed.

[<http://www.usajobs.opm.gov>](http://www.usajobs.opm.gov)

1. Log into [usajobs](http://www.usajobs.opm.gov); click on Search Jobs;
  2. Click Agency Search, scroll down agency; enter U.S. Army Corps of Engineers;
  3. Scroll down to Location Search; highlight "middle East", this will include positions in Iraq;
  4. Scroll down to Applicant Eligibility; if current Federal employee, mark "yes";
  5. Click Search for Jobs; Vacancy announcements for Iraq will be listed.
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## Health and Benefits:

### Family and Medical Leave

#### **Entitlement**

Under the Family and Medical Leave Act of 1993 (FMLA), most Federal employees are entitled to a total of up to 12 workweeks of unpaid leave during any 12-month period for the following purposes:

- the birth of a son or daughter of the employee and the care of such son or daughter;
- the placement of a son or daughter with the employee for adoption or foster care;
- the care of spouse, son, daughter, or parent of the employee who has a serious health condition; or
- a serious health condition of the employee that makes the employee unable to perform the essential functions of his or her positions.

Under certain conditions, an employee may use the 12 weeks of FMLA leave intermittently. An employee may elect to substitute annual leave and/or sick leave, consistent with current laws and OPM's regulations for using annual and sick leave, for any unpaid leave under the FMLA. (The amount of sick leave that may be used to care for a family member is limited. See "[Sick Leave to Care for a Family Member with a Serious Health Condition](#)") FMLA leave is in addition to other paid time off available to an employee.

### **Job Benefits and Protection**

- Upon return from FMLA leave, an employee must be returned to the same position or to an "equivalent position with equivalent benefits, pay, status, and other terms and conditions of employment."
- An employee who takes FMLA leave is entitled to maintain health benefits coverage. An employee on unpaid FMLA leave may pay the employee share of the premiums on a current basis or pay upon return to work.

### **Advance Notice and Medical Certification**

- An employee must provide notice of his or her intent to take family and medical leave not less than 30 days before leave is to begin or, in emergencies, as soon as is practicable.
- An agency may request medical certification for FMLA leave taken to care for an employee's spouse, son, daughter, or parent who has a serious health condition or for the serious health condition of the employee.

## **Thrift Savings Plan Open Season**

The next Thrift Savings Plan (TSP) Open Season begins on April 15, 2004, and ends June 30, 2004. During this open season, you may begin contributing to the TSP or change the amount of your TSP contributions. During this open season, employees covered by FERS may elect to contribute to the TSP up to 13% of the basic pay they earn each pay period; employees covered by CSRS may elect to contribute up to 8% of the basic pay they earn each pay period.

To make a contribution election or change, contact the Army Benefits Center (ABC-C) through the internet website <https://www.abc.army.mil> or call the toll free number 1-877-276-9287. Be sure to make your elections with ABC by the opens season ending date of June 30, 2004.

You may invest in any of the five TSP investment funds. To change the investment of future contributions to your TSP account, you must request a contribution allocation. To change the investment of money already in your account, you must request an interfund transfer. To request a contribution allocation or an interfund transfer, use the TSP website [www.tsp.gov](http://www.tsp.gov), the Thriftline (503) 255-8777, or TSP 50 (Investment Allocation). You may request a contribution allocation or interfund transfer at any time. Contribution allocations are processed daily, and your contribution allocation request will generally be effective no later than 2 business days after it is received. (Interfund transfers are processed monthly after accounts have been valued; your interfund transfer must be

received by the fifteenth of the month (or, if the fifteenth is not a business day, the next business day) for the interfund transfer to be effective as of the end of the month.) Be sure to have your TSP Pin number available to make your changes.

You will find TSP information in detail in the booklet, Summary of the Thrift Savings Plan for Federal Employees. The booklet is available on the TSP website.

If you have additional questions about TSP, contact your Human Resources generalist.

## Food For Thought:

We could learn a lot from crayons: some are sharp, some are pretty, some are dull, some have weird names, and all are different colors....but they all exist very nicely in the same box.