

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

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15 December 2003

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).

## Upcoming Events:

✓ TSP Open Season –15 October 2003-31 December 2003

## General News:

### USING RESUMIX

All Army employees are reminded that after you "create" a resume in the Army Civilian Resume Builder you must then "submit" your resume to the RESUMIX central database by **clicking** on the "Send out existing resume" automated button on the first page of the builder program. This will ensure that you have "submitted" your resume to the database after you have "created" it. Two very important subsequent steps should also be considered. First, **MAKE A COPY OF YOUR SUBMISSION RECEIPT!** Also, **CHECK "ANSWER" TO MAKE SURE YOUR RESUME IS "ACTIVE"**, before you self-nominate for a job. Check ANSWER today or anytime to make sure nothing has changed with your resume on file. **PRINT THE "ANSWER" SCREEN THAT SHOWS your resume is "active"**. If it is not active you may need to go into the Army Civilian RESUMIX Builder and "send out existing resume". **PRINT YOUR CONFIRMATIONS** and then try to Self-Nominate yourself. Keep in mind that your RESUME will only stay in the Army Civilian Resume Builder for 180 days from the last time you go into the resume to take an action such as edit it, print it or view it. After 180 days, it deletes your resume automatically from the system. **PRINT A COPY OF THE CONFIRMATION FOR ANY SELF-NOMINATION YOU DO. PRINT A COPY OF YOUR RESUME WHICH YOU CREATED IN RESUME BUILDER AND ANY EDITS YOU MAKE AS WELL.**

**\*\*YOU ARE STRONGLY ENCOURAGED TO PUT A RESUME ON FILE AHEAD OF TIME AND NOT WAIT UNTIL THE VACANCY ANNOUNCEMENT YOU ARE INTERESTED IN IS OPEN. IT IS THE APPLICANT'S RESPONSIBILITY TO HAVE A CURRENT RESUME ON FILE. FAILURE TO DO SO IN A TIMELY FASHION COULD COST YOU CONSIDERATION FOR A VACANCY.**

## **EMAIL ADDRESS FOR SUBMISSION OF RESUMES UNDER THE RESUMIX SYSTEM**

The email address for submitting resumes thru the RESUMIX system is: [resume@cpsrctp.belvoir.army.mil](mailto:resume@cpsrctp.belvoir.army.mil) <mailto:resume@cpsrctp.belvoir.army.mil>. The new RESUMIX job kit can be found at [www.cpol.army.mil/employ/jobkit](http://www.cpol.army.mil/employ/jobkit) <<http://www.cpol.army.mil/employ/jobkit>>

## **IMPORTANT W-2 INFORMATION**

Effective September 17, 2003, all current myPay military users and Defense Finance and Accounting Service (DFAS) civilian employees who request or already have a myPay Personal Identification Number (PIN) and access myPay are consenting to receive only an electronic W-2. They may, however, elect to receive a hardcopy W-2. All other Department of Defense (DoD) civilian employees who use myPay may elect to receive an electronic W-2 in lieu of a hardcopy W-2 through the myPay system.

## **New Personnel System Authorized for DOD**

The National Defense Authorization Act (NDAA) for fiscal year 2004, signed by the President on November 24, 2003, includes a provision that authorizes creation of the the National Security Personnel System (NSPS). The NSPS allows the DOD to design a modern, flexible civilian personnel system needed to meet the security challenges that the Department faces today and into the foreseeable future.

Additional information regarding NSPS can be obtained by accessing the Civilian Personnel Online (CPOL) website <http://www.cpol.army.mil> and clicking on "National Security Personnel System Information Web Site."

The Office of the Secretary of Defense is in the process of organizing the implementation plan and milestones for the NSPS. Information will be posted to the above website as it becomes available.

## Health and Benefits:

### TSP Open Season

The TSP Open Season has begun and will run until 31 December 2003. FERS employees can elect up to 14% and CSRS employees can elect up to 9% of their base pay. To make a change, go the Army Benefits Web Site, <https://www.abc.army.mil> and click on the Benefits/EBIS button.

### TSP Catch-Up - 2004

TSP catch-up contributions are additional tax-deferred contributions available to TSP participants age 50 and older who meet the eligibility requirements. If you are an eligible Army civilian employee, you may enroll by selecting the Benefits/EBIS button on the Army Benefits Web Site.

If you are planning for 2004, the first pay period you can make your elections to be effective for pay received during 2004 is the pay period starting 30 November. Since the pay received for that pay period is actually January 2004, that is the first pay period that elections can be made for the new year. The elections will be effective on 14 December. The maximum amount of contributions for 2004 has increased to \$3,000.

## Food For Thought:

**If you can't run with the big dogs, stay on the porch**

