

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

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15 March 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:

### **GOOD NEWS! THE ARMY IS UPGRADING ITS RESUME BUILDER**

If you are applying through the Army Civilian Resume Builder, you will soon notice a new look. The Army Civilian Resume Builder is the automated tool used by prospective and current applicants to create, edit, update, and submit their resumes for consideration for Army civilian vacancies. It is the fastest way to get a resume into the centralized referral database. Enhancements to the Resume Builder include:

- User friendly/Menu driven - no more scrolling down one long page.
- Army Civilian Resume Builder and Army Notification System Web Enabled Response (ANSWER) now together under one log-in process.
- Capability to toggle between Resume Builder and ANSWER.
- Enhanced copy, cut, and paste capability.
- New job experience entries will be automatically entered at the beginning of the resume.

- One large box for job experience versus six individual boxes - allows for more user flexibility.

Field-testing scheduled for the latter part of March 2004 with a projected deployment of April 2004.

In order to lessen the impact to operations and productivity, the following schedule of Resumix downtime and its associated affect on the staffing tools is provided:

- \* March 6th-7th, 1400-1400 hours EST - (Down) Resumix, ANSWER
- \* March 12th-13th, 2300-2200 hours EST - (Down) Resumix, ANSWER, Resume Builder, Vacancy Announcement Builder, Vacancy Announcements
- \* Since Vacancy Announcements are not accessible, announcements that are scheduled to be open during this time - will be extended by one day.
- \* March 25th-29th, 1900-0900 hours EST - (Down) Resumix, ANSWER
- \* On March 25 at approximately 1900 hours EST, Resumix and ANSWER will be taken down.
- \* On March 26-28, the newer version of Resumix will be loaded.
- \* On March 29 at approximately 0900 EST, Resumix will be brought back up.

During the downtime the Resume Builder and Vacancy Announcement Board will be available for applicants to submit resumes and self-nominate for open announcements. All resumes and self-nominations submitted over this period will be held in a queue. Once Resumix is back up on the 29th, the resumes and self-nominations in the queue will autoflow to Resumix, however, this will take approximately 1 1/2 - 2 days depending on the number of resumes and self-nominations received. In order to ensure that all resumes and self-nominations are processed and notification made to ANSWER, the ANSWER system will not be brought back on line until 1 April.

- \* A pop-up message will be displayed when applicants attempt to access ANSWER during the downtime.
- \* March 29th-31st, 0900-2400 hours EST - (Down) ANSWER

### **Employees Achieving Greatness and Leadership Excellence**

Congratulations to the 2004 Employees Achieving Greatness and Leadership Excellence (EAGLE) class, which begins in May. The participants are as follows:

Jerry Lindsey  
Ariana Beck-Scott  
Rex Wakefield  
Cory Morgan  
Mark Klimaszewski  
Lannae Long

Kayl Kite  
James Byrd  
John Witcher  
Aaron Gillespie  
Mary Ann Brannan  
J.W. Purcell

## Health and Benefits:

### 4.1 Percent Raise Going Into Effect

The Bush administration has issued the guidance needed for general schedule employees to receive the retroactive increase in their 2004 pay rates that was authorized by a spending bill passed in late January (PL 108-199). As expected, the total 4.1 percent raise will be paid out as 2.7 percent across-the-board and the funds for the other 1.4 percentage points divided up as locality pay, meaning total raises ranging by locality from 3.89 to 5.35 percent. Those increases supersede the raises averaging 2 percent that took effect in January by default because no raise figure was legislated last year, and will be payable retroactive to the first full pay period of this year-January 11, in most cases. "It is imperative that agency human resources offices process these retroactive payments expeditiously so that federal payroll providers can issue payments to employees as soon as possible," a memo said. However, due to the processing time involved, it could be many weeks, if not months, before employees see retroactive payments and increases in their biweekly pay.

### TSP Information

- **IRS Form 1099-R** - The TSP has mailed IRS Form 1099-R to participants who received withdrawals or other taxable distributions from the TSP during 2003. If this applies to you and you have not received this form, contact the TSP Service Office
- **Tax credit** - Those participating in the TSP between 2002 and 2006 may be able to take a tax credit of up to \$1,000 (up to \$2,000 if filing jointly) for their TSP contributions. Eligibility for the credit depends on your filing status and your adjusted gross income (no more than \$50,000 if filing jointly, less for other filing statuses.) For more information, see IRS Form 8880, "Credit for Qualified Retirement Savings Contributions".
- **TSP is tax-deferred** - When you prepare your 2003 tax return, remember that the taxable wages reported on your W-2 form do not include the money you have contributed to the TSP. TSP contributions are tax-deferred and not considered taxable income for annual Federal income tax reporting purposes.
- **Required withdrawals** - At age 70½ or older and when you separate from Federal service, you must begin withdrawing your TSP account. For additional information about this deadline, read the tax notice Important Tax Information About Your TSP Withdrawal and Required Minimum Distributions. For

information about your withdrawal options, read the booklet *Withdrawing Your TSP Account After Leaving Federal Service*.

## Food For Thought:

**Do not seek to follow the footsteps of the men of old. Seek what they sought.**  
**Basho**