

Nashville District Human Resources Newsletter "News You Can Use"

Issue 01-06-04
1 June 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.

Coming Events:

TSP OPEN SEASON: April 15-June 30 2004

General News:

CHRA COMPUTER BASED TRAINING VIDEOS FOR PERSONNEL AUTOMATED TOOLS

The Civilian Human Resources Agency (CHRA) offers a variety of computer based training videos, which are short narrated demonstrations that can be used to introduce topics or demonstrate procedures. CHRA TMD is producing these short movies to assist users with DCPDS, Army Regional Tools (ART), and other automation tools.

All computer-training videos produced by CHRA are available at the web site below.

Click on the name of the movie to download or play it. In order to see and hear the movies, you need to have sound capability on your workstation. Scripts are provided (in a separate file) that you can use to follow if you do not have this capability (click the "(Script)" link to download the script file).

Movies are listed in the following sections:

- [DCPDS](#) (from the older version of DCPDS - these are being updated)
- [DCPDS/Oracle 11i](#) (newer version of DCPDS)
- [Army Regional Tools \(ART\)](#)
- [FASCLASS](#)
- [WASS-CIVFORS](#)

- [RASS \(Resource Allocation Selection System\)](#)
- [Other Applications](#)

[<http://www.cpocma.army.mil/howtomovies/index.htm>](http://www.cpocma.army.mil/howtomovies/index.htm)

SUSPENSE'S IN ARMY REGIONAL TOOLS

All managers/supervisors are reminded that there is a very valuable tool in ART called "suspense's" which allows you to monitor the routine suspense's that may be coming up for any of your staff members. These include expiration of temp promotions, expiring LWOP dates, expiring appointments, with-in-grades due and dates for new employees who are coming close to the expiration of electing their life and health benefits time frame. No RPA's are required for these actions. They are automatic unless you let CPOC know that the action should not be taken for some reason. In the case of WIGI's, please work with this HR office before considering any denial of a WIGI (with-in-grade increase). Certain processes have to have taken place before you can deny a WIGI.

Health and Benefits:

Within-Grade-Increase (WGI)

A within-grade-increase (WGI) is an increase in the employee's rate of basic pay by advancement from one step of his/her grade to the next after meeting requirements for length of service and satisfactory performance. Personnel actions effecting WGIs are generated automatically in the Civilian Personnel Operations Center unless the supervisor has identified a performance problem with the employee, in which case the WGI may be postponed or withheld.

Following are the waiting periods and the affects of nonpay status on waiting periods for General Schedule and Federal Wage System employees.

Waiting Period for General Schedule (GS) (full-time) with a prearranged regularly scheduled tour of duty:

For advancement to steps 2, 3, and 4 - 52 calendar weeks; For advancement to steps 5, 6, and 7 - 104 calendar weeks; For advancement to steps 8, 9, and 10 - 156 calendar weeks.

Waiting Period for Federal Wage System (WG/WS) (full-time) with a prearranged regularly scheduled tour of duty:

- For advancement to step 2, 26 calendar weeks in step 1; For advancement to step 3, 78 calendar weeks in step 2; For advancement to steps 4 and 5, 104 calendar weeks in steps 3 and 4, respectively.

NONPAY STATUS may impact a waiting period. GS employees with a prearranged regularly scheduled tour of duty are allowed up to the following amounts of non-pay duty time before the waiting period for a WGI is extended:

- Steps 1 through 3 are allowed two workweeks in a nonpay status; Steps 4 through 6 are allowed four workweeks in a nonpay status; and Steps 7 through 10 are allowed six workweeks in a nonpay status.

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WG/WS Employees with a prearranged regularly scheduled tour of duty are allowed:

- One workweek in the waiting period for rate 2; Three workweeks in the waiting period for rate 3; Four workweeks in the waiting period for rates 4 and 5.

Time in a nonpay status in excess of the above will extend the waiting period by the excess amount. GS Employees without a prearranged regularly scheduled tour of duty (Intermittent) will have their waiting period extended by the excess amount.

WG/WS Employee without a prearranged regularly scheduled tour of duty (Intermittent).

- Rate 2: 130 days of creditable service in a pay status in rate 1 over a period of no less than 26 calendar weeks; Rate 3: 390 days of creditable service in a pay status in rate 2 over a period of no less than 78 calendar weeks; Rate 4: 520 days of creditable service in a pay status in rate 3 over a period of no less than 104 weeks; Rate 5: 520 days of creditable service in a pay status in rate 4 over a period of no less than 104 weeks.

Any day on which a part-time period service is performed constitutes a full day.

FEGLI OPEN SEASON

1-30 September 2004

Note that the open season is IN September 2004, BUT the effective date is September 2005. A special form is being provided for this open season. It is not available at this time. OPM's Open season letter is available at the websites below. OPM also provides questions and answers concerning this open season at the same websites. You must have your FEGLI 5 years preceding retirement to continue it into retirement. There have been no changes in the coverage due to this open season. If you have questions please contact your servicing generalist.

The FEGLI Program began on August 29, 1954. To celebrate this year's 50th anniversary of the FEGLI Program, OPM is conducting an Open Season from **September 1 through September 30, 2004**. The purpose of this Benefits Administration Letter (BAL) is to provide detailed guidance about conducting the FEGLI 2004 Open Season. OPM's news release announcing the FEGLI 2004 Open Season is attached to the BAL.

The HTML and PDF versions can be accessed at

<http://www.opm.gov/asd/pdf/2004/04-203.pdf>

<http://www.opm.gov/asd/html/2004/04-203.asp>

Food for Thought:

A reporter once asked a high-ranking federal executive:

"What is the secret of your success?"

"Two words" the executive shot back.

"And what are they?" the reporter inquired.

"Right decisions."

"And how do you make right decisions?"

"One word" the federal executive replied.

"And, what is that?"

"Experience."

"And how do you get experience?"

"Two words," the executive shot back.

"And what are they?"

"Wrong decisions!"

Real change requires courage. The courage to make decisions that might be wrong.... the courage to take chances.... to act on your convictions.

