

Southwest Civilian Personnel Operations Center  
Fort Riley, Kansas

SWCPOC



# Trailblazer



Issue 4-03

Together Everyone Achieves More

August 2003



## FROM THE DIRECTOR

### Plans Are Under Way For The Fall Commanders' Conference

The SWCPOC is pleased to announce the upcoming CPAC/CPOC Fall Commanders' Conference scheduled for 4 to 6 Nov 03. Part of the conference will include a presentation by Mr. Mark Scharenbroich who will present some very interesting views and tips on Leadership and Teamwork.

The Fall Conference will be held in Topeka, KS at the Kansas History Center. More information regarding lodging, travel, workshops, etc., will be sent out at a later date.

Mark your calendars now! We look forward to having you join us for the latest news and information on human resource management issues affecting the Southwest Region.



## Veterans Recruitment Appointment (VRA)

(formally known as the Veterans Readjustment Appointment)



Effective May 15, 2003, new VRA guidance was issued regarding eligibility of veterans for non-competitive appointments.

The new eligibility requirements for appointments under the new guidance include:

- ★ *Disabled veterans; (compensable on non-compensable)*

- ★ *Veterans who served on active duty in the Armed Forces during a war or in a campaign or expedition for which a campaign badge has been authorized; (veteran must have been awarded the badge, not just have been in the military at the time)*



- ★ *Veterans who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces Service Medal (AFSM) was awarded; and (veteran must have been awarded the AFSM)*

- ★ *Recently separated veterans. Recently separated veterans are defined as those who have separated from active service within the last three years.*



Here's an interesting fact to remember – sometimes an individual that meets the criteria for veterans' preference does not necessarily make them eligible for a VRA. For instance, an individual who served in the military during the authorized time period of Desert Storm/Desert Shield and separated from the military in 1998 would be a preference eligible. However, since the person has been out of the military for more than three years, he/she would not be eligible for a VRA.



## What is VEOA?



The Veterans' Employment Opportunities Act of 1998, also known as "VEOA", allows additional employment opportunities for veterans by allowing them to apply and compete for vacancies under merit promotion procedures.

When agencies issue vacancy announcements to accept applications from individuals outside their

agency, the law requires the agency to allow eligible veterans to apply also. Look in the section of the vacancy announcement titled "Area of Consideration" to see if applications are being accepted from VEOA eligibles.



Eligible veterans are those who have been honorably separated and are either a preference eligible or have substantially completed 3 or more years of active service. Active service under the law means active duty in a uniformed service and includes full-time training duty; annual training; full-time National Guard duty; and school attendance while in the active service at a designated service school by law or by the Secretary concerned.

Veterans compete with current federal employees (also known as "internal" applicants) under merit promotion procedures. Veterans' preference is not a factor when considering individuals under merit promotion procedures. A VEOA eligible that competes under merit promotion procedures and is among the best qualified will be referred with other candidates for consideration.



For more information regarding VEOA and other employment issues related to veterans, visit the Office of Personnel Management Website at <http://www.opm.gov>.



### Do You Know the Rules for TIGs?



Time-in-grade (TIG) restrictions are outlined in Title 5, Code of Federal Regulations. The purpose of TIG restrictions is to prevent excessively rapid promotions. Time-in-grade provisions apply only to General Schedule (GS) positions.

Time-in-grade restrictions apply to all current federal GS employees whose appointment eligibility is either "inservice" or "transfer".

Generally, TIG generally does NOT apply to:

- Appointments from a register of eligibles (OPM or DEU); or

- Certain noncompetitive appointments based on special authority or Executive order, i.e.,
  - Veterans Readjustment Appointments (VRA),
  - 30% disabled veterans
- Executive Order 12721 (military spouses who worked overseas) eligibles; or
- Advancement of an employee from a non-GS position to a GS position.

### GENERAL RESTRICTIONS



**Advancement to positions at GS-12 and above.** Individuals must have completed a minimum of 52 weeks in positions no more than one grade lower (or equivalent) than the position to be filled.

**Advancement to positions at GS-6 thru GS-11.** Individuals must have completed a minimum of 52 weeks in positions:

- No more than two grades lower than the position being filled when the position is in a two-grade interval series;
- No more than one grade lower than the position being filled when the position is in a one-grade interval series.

**Advancement to positions up to GS-5.** There is no time restriction as long as the individual held a non-temporary position no more than two grades below the position being filled within the preceding 52 weeks.



### Federal Career Intern Program (FCIP) Defense Career Intern Program (DCIP)



Managers and the Human Resource community are always on the lookout for innovative ways to attract qualified employees to Federal employment.

One source of applicants is the FCIP/DCIP and Army's implementation under the Army Federal Civilian Career Intern Program.

This program provides a way to recruit exceptional individuals with a variety of experiences or academic disciplines and competencies. The Army Federal Civilian Career Intern Program complements but does not replace the Army Civilian Training, Education, and Development (ACTEDS) intern program.



Features of the FCIP/DCIP program include:

- ✓ Appointment in the excepted service
- ✓ Applicants are subject to OPM qualifications
- ✓ Applicants apply directly to Federal agencies
- ✓ There are no public notice requirements for Career Intern appointments
- ✓ Veterans' preference applies to appointments
- ✓ Initial appointments can be made at any grade level for which the agency has a formal training program in place. The intent of the program is an initial appointment at the GS-5, 7, or 9 level.
- ✓ Applicants may be appointed year round
- ✓ There is no limitation on promotion potential
- ✓ Requires a two year formal training and development program
- ✓ Does not require participants to go on rotational assignments
- ✓ Administered by the agencies, not OPM

CPAC and management officials may choose to recruit at Job Fairs, college recruitment offices, and other similar events at which prospective applicants are likely to be attracted.



Upon completion of the intern's training program, the employee is converted to a career conditional or career appointment.

For more information about this recruiting tool, contact your local Civilian Personnel Advisory Center.



## Welcome Our New Interns!



Seven Department of the Army Interns and one Functional Intern arrived in July at the SWCPOC for their first year of training in Civilian Personnel Administration. The interns will receive formal and on-the-job training to develop required technical and professional competencies.

The Intern Training Plan includes rotational assignments through Position Management and Classification, Staffing and Recruitment, Human Resource Development, and Information Systems. They will also be required to successfully complete a six-month rotation to a CPAC and a two-week rotation to a MACOM.

We are so proud of these new Interns who are the future experts in Personnel Administration!



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|-------------------|------------------|
| Makeba Armstrong  | Charlene Archie  |
| Rebecca Diederich | Alvin Holt       |
| Jennifer Landsaw  | Kathleen Patzner |
| Alanna Reed       | Adriane Schultz  |



## Requesting a Copy of Your DD 214

The National Personnel Records Center (NPRC) has a website where veterans (or a veteran's family member) can obtain a copy of a DD-214 online for personal or employment purposes. Use this address: <http://vetrecs.archives.gov>.



Send comments or suggestions to:

Lucy Gonzalez  
Office of the Director  
DSN 856-0015, FAX 856-2393  
[Lucy.Gonzalez@cpocswr.army.mil](mailto:Lucy.Gonzalez@cpocswr.army.mil)