



NOTES FROM THE:

Financial Management Career Program

by Mr E. Lee Franklin

Modern Civilian Personnel Data System (MCPDS)

The Air Force deployed the Modern Civilian Personnel Data System (MCPDS), aka CivMOD, on 15 February 2002 and the Civilian Career Programs began using it to fill positions on 15 April 2002. Three bases didn't convert during the first transition but were converted to the new system on 13 September. We can now report that the legacy system is closed and gone and everyone is operating under the CivMOD procedures. The tremendous backlogs during the spring, summer, and into the fall have been cleared, as of the end of October, and requests for actions are now being turned around in less than 40 days. That time includes announcing the job, reviewing the nominations, qualifying and ranking the candidates, and then issuing the certificate. The front end time, i.e., that time required for the request to be processed through the local CPF and flow to the FMCP is not included in this number. The one area that continues to slow the process is the review of external candidate lists. Reviewing, qualifying, and ranking candidates external to the Air Force is entirely a manual process. Each resume is read and qualified; the more resumes for a job, the longer it takes to get through the qualifying process. To speed the process the Financial Management Career Program (FMCP) staff is attempting to develop a method of using a key word search. We are in the beginning stages of this process and hope by the time you read this we will have had some success in this endeavor. The key, of course, is to ensure that we build a template that provides the selecting official with the best qualified candidates and that all who apply are treated fairly and equitably. We will be reporting to the FMCP Policy Council and the MAJCOM/FMs on our progress as we work through this process.

Candidate referral procedures are different under CivMOD from what was used in the legacy system. Greater responsibility rests with the individual for seeking job opportunities and applying for those in which they are interested. Gone are the days of registering for a geographic area and having your name automatically referred for any job in that area. Each job announcement is treated individually. The responsibility rests with the individual to ensure their

record is up-to-date, they review the job announcements, and, when they find one that they are interested in, they self-nominate for that position. They must also be careful to apply under the correct rule, either internal or external. A person already working for the Air Force as a civil servant must apply as an "internal candidate". Those not employed by the Air Force are "external". We have noticed that some Air Force employees have applied as external applicants when they should have applied as internals. The result was they were not considered for the job. Understanding the rules, ensuring personnel records are current, and carefully working through the system are key to being considered for a job.

Vacancies for Air Force positions are posted every Friday and may be found on the Financial Management Career Program home page at www.afpc.randolph.af.mil/cp. Current permanent Air Force employees do not need to submit a resume with their self-nomination. All employees are encouraged to use the Civilian Announcement Notification System (CANS) to register their interest in jobs. CANS is a web-based tool that will notify those registered when jobs become available based on the criteria they have entered in the system. The registration procedures are found on the FMCP home page.

PALACE Acquire Program

In fiscal year 2003 the Air Force Financial Management community plans to hire 43 PALACE Acquire (PAQ) interns. Numerous nominations have been received via the mail over the past couple months in response to the PAQ announcement. During the remainder of the year our 20 recruiters will be visiting university campuses and job fairs to talk to interested individuals. This program has been tremendously successful over the years. We have enjoyed a 65% retention rate of those who begin their career as a PAQ intern. This year new incentives will be offered to attract people to some of the hard-to-fill locations. There is a potential for a relocation bonus, a target grade of GS-12 (the norm is GS-11) for some locations, reimbursement for relocating to the first duty station, and the possibility for repayment of student loans. There are currently over 100 individuals participating in the program.