



Commissions and Boards Services

The Commissions and Boards Services (CABS) Branch of the U.S. General Services Administration provides Human Resources operational and strategic services to more than 25 Presidential and Congressional boards, commissions, and small agencies.

Since 1966, CABS has delivered innovative HR solutions to distinguished clients such as the Marine Mammal Commission, the National Council on Disability, the U.S. Interagency Council on Homelessness, the U.S. Commission on International Religious Freedom, and The John F. Kennedy Center for the Performing Arts.

The CABS Difference

Individualized Service

Legislative / Executive Branch Proficiency

Excepted / Competitive Service Expertise

Public Law Research

Legal / EEO Guidance

Highly Experienced Workforce

Core Services

- ◆ Executive Resources
- ◆ Hiring, Staffing and Recruitment
- ◆ Benefits Administration / Retirement Counseling
- ◆ Compensation and Pay Administration
- ◆ Automated Personnel Processing / Electronic Official Personnel Folder (eOPF)
- ◆ Position Classification and Management
- ◆ Performance Management / Employee Relations / Labor Relations
- ◆ Training Offerings
- ◆ Legal / Equal Employment Opportunity (EEO) General Advice

Additional Fee-for-Service Offerings

- ◆ Litigation Related Services
- ◆ HSPD-12 Security Processing / Investigations / Credentialing
- ◆ Acquisition Services / Office Space
- ◆ EEO Investigations / Claims Processing

U.S. General Services Administration
Office of Human Resources Management
Commissions and Boards Services
www.gsa.gov/ald

GSA-CABS
Mail Code: CSSDD, Room 1049
301 7th Street SW
Washington, DC 20407

Please contact CABS for further information on our services and to explore how we can provide assistance with your agency's human resources needs.

gsacabs@gsa.gov

Executive Resources

Provide advice on policies, procedures, and regulations governing Schedule C's, Presidential and Political appointees, Senior Executive Service (SES), experts and consultants. Research client agency Public Laws and enabling legislations to determine policy applicability. Advise on SES awards administration, pay freezes, and compensation guidance. Summarize and disseminate agency-level communications from the Office of Personnel Management (OPM).

Benefits Administration / Retirement Counseling

Provide advice and assistance on benefits options and eligibility. Process benefits election forms and changes related to Qualifying Life Events. Perform retirement counseling, calculate retirement estimates, and prepare retirement packages for submission to OPM. Distribute benefits information and educate employees on available benefits programs.

Hiring, Staffing & Recruitment

Engage in strategic consultation meetings to provide guidance on recruitment strategies, hiring flexibilities, and suggested timeframes. Provide staffing services for Executive and Legislative branch positions adhering to Federal rules and regulations, policies and procedures, to include Merit System Principles and Veterans Preference. Provide new employee orientation to new hire and transfer employees.

Compensation & Pay Administration

Provide technical expertise on various pay matters relating to multiple Title 5/Non-Title 5 pay systems (including SES). Advise and assist on compensation, pay setting and administration. Perform calculations for severance pay and highest previous rate. Provide advice and assistance on recruitment, retention, relocation and all other incentives, e.g. superior qualifications, student loan repayments.

Legal / EEO General Advice

Provide Legal services and liaison on legal matters relating to the administrative support services being provided. Interpret enabling legislation authority and other relevant statutes as they relate to specific issues identified by the Customer. Provide general advice and guidance on EEO matters to the Customer's leadership and employees.

Automated Personnel Processing / eOPF

Provide end-to-end processing of a wide range of personnel actions in accordance with established OPM policy and procedures. Perform quality-review of actions and verify data in the Human Resources Information Technology (HR IT) and Payroll systems. Establish and maintain official personnel documents in the eOPF system, adhering to OPM's record-keeping procedures.

Position Classification & Management

Classify General Schedule, Wage System, and Administratively Determined positions. Maintain accurate and up-to-date standard position description library. Conduct strategic consultation meetings to advise on position management. Advise on workforce reshaping and Reduction-in-Force (RIF) actions. Provide technical assistance and advice on occupational staffing patterns, career ladders, position design, and reorganizations.

Performance Management / Employee & Labor Relations

Provide guidance on establishing and closing performance plans, conducting mid-year reviews and final performance rating discussions. Provide advice on disciplinary, adverse and performance-based actions; processing grievances and responding to appeals, Congressional and third-party actions. Assist in preparing and responding as agency representatives to: Federal Labor Relations Authority (FLRA); union complaints; and appeals of third-party decisions.

Training Offerings

Provide training on a wide range of subjects such as Performance Management (including SES), Benefits and Retirement, Merit Systems Principles, Prohibited Personnel Practices, and HR Standard Operating Procedures.

Presidential and Congressional boards, commissions, and small agencies can count on **CABS** to provide them with quality human resources, administrative and management support services.