



**CIVILIAN
PERSONNEL
ADVISORY
CENTER**

UPDATE

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Director's Message

By its nature, summer provides us all wonderful opportunities to visit with our families, vacations to exotic places (or our back yards), and in general is a good time for all. I urge you to make those summer plans, which in turn will create lifetime memories for you and your families. The CPAC staff and I wish all of you a wonderful summer. Be sure to schedule and use your annual leave and be safe in all you do.

Sandra Kruse, Director
Civilian Personnel Advisory Center

CPAC Announcement

The Civilian Personnel Advisory Center would like to take a moment to remind everyone that appointments with Human Resources Advisors and Assistants are encouraged. This will benefit everyone involved.

**Human Resources Advisors and Assistants are available for appointments and or phone calls from
0900 – 1130 & 1230 - 1630**

Call 596-0927 to set up your appointment today!!

Hours of Operation

WE ARE ALL HERE TO HELP YOU!

Civilian Personnel (CPAC)
0900 – 1130 1230 – 1630
Building 470, Room 2205
573-596-0927

<http://www.wood.army.mil/CPO/Accept1.pdf>

Non-Appropriated Funds (NAF)
0730 – 1130 1230 – 1630
Building 470, Room 2204
573-596-0283

http://www.wood.army.mil/mwr/nonappropriated_fund_employment.htm

Missouri Career Center
0800 – 1630
Building 470, Room 2203
573-596-0294

<http://www.works.state.mo.us/>



Missouri Career Center

Need help with finding a job!

The Missouri Career Center provides a variety of services related to employment and training.

The Career Center has a "Self-Service" option available to job seekers in their resource center. Job seekers may search for jobs, prepare resumes, take a typing test, complete an aptitude/skills survey or view a variety of printed and on-line job information.

The Career Center also utilizes an automated job match system that is designed to match applicant skills with employer requirements. The automated system matches an applicant's skills, knowledge, abilities, salary requirement, and location availability to the requirements of the position as determined by the employer.

Resume service is also available. Resumes are stored in a database and are used with the on-line job matching system. A computer software package provides applicants with the option of preparing their own professional resume.

573-596-0294
Bldg 470, Rm 2203
M-F - 8:00am to 4:30pm

Hails & Farewells @ CPAC

HAILS

Alvin Barton (Bart) from the Missouri Career Center has joined the CPAC team. Bart worked as the Veterans Representative for Missouri Career Center. We know that Bart will be an asset to the team. Welcome Aboard!!

FAREWELLS

Phyllis Bowser recently joined the CPAC team and with much sad ado has accepted a position with the Directorate of Resource Management. Phyllis will be our new Customer Service Representative. We will all miss her and we wish her well in her new position.

Lori McGee has accepted a new position with the Quality Assurance Office as an Administrative Assistant. We know that Lori will do well in her new position and we wish her the best of luck.

HEALTH CARE PROFESSIONALS



Resumes are currently being accepted from Health Care Professionals interested in serving as Federal civilian employees at the General Leonard Wood Army Community Hospital (GLWACH) or at one of the Dental Clinics for the following occupations:

- Physician, GS-602
- Dentist, GS-680
- Podiatrist, GS-668
- Optometrist, GS-662
- Registered Nurse, GS-610
- Physician Asst., GS-603
- Pharmacist, GS-660
- Audiologist, GS-665
- Expanded Function:** Dental Auxiliaries to include GS-681, GS-682 & GS-683
- Practical Nurse, GS-620
- Diagnostic Radiologic Technologist, GS-647

Provide copies of your **college transcript license and resume** to:

Soldier Service Center, Bldg #470
ATTN: CPAC, Ste #2205
140 Replacement Avenue
Fort Leonard Wood, MO 65473

Or just come on in with your information!

Ratings Reminder

Ratings for GS-13 and above are due at the end of June and midpoint ratings for GS 9-12 were due in April.

TSP Updates



FEHB / FEGLI

TSP has made some changes to the participant statements. For your convenience, this and all future quarterly statements can be viewed and printed from the TSP website at www.tsp.gov. Statements will no longer be automatically mailed; however, you may request one through the Account Access section of the TSP website or through the voice response feature of the ThriftLine @ 504-255-8777.

The next statement will be mid April and will cover the time period from January 1, through March 31, 2004.

*****1234 Your SSN will have a new look on your participant statement to protect your privacy.

Effective July 1, 2004, TSP will start deducting a \$50.00 fee from the proceeds of each new loan. Participants will be allowed to have only one general-purpose loan and one residential loan. Once a loan is paid in full, the applicant will not be entitled for another loan of the same type for 60 days.

For more information you can visit the TSP website at <http://www.tsp.gov>

To enter the Account Access site on the TSP Web site, you will need your SSN and TSP Pin.

Need a new PIN? If you have lost or have forgotten your PIN for your TSP, you can request a new PIN on the Web site @ <http://www.tsp.gov>. Go to Account Access then to Account Transactions.

Please allow approximately 10 days to receive your PIN in the mail.

Direct Deposit is the fastest and safest method for receiving money from your TSP account. Please check with your financial institution first to **verify the routing number and your account number** so that your money arrives securely and without delay into the right account.

Does the Government Owe YOU Money?

Does this sound too good to be true?

If you no longer have any eligible family members who require FEHB and/or FEGLI, you may be entitled to a refund of some premiums you have paid. For example, your last eligible child turns 22; review your FEHB and FEGLI elections.

If you no longer have an eligible family member (to include a spouse) that requires coverage under your FEHB, you should change from Self and Family coverage to Self-Only. If you have FEGLI Option C (Family Coverage), and you have no more eligible family members, you should drop your family coverage. The change is effective the pay period following your child's 22nd birthday or loss of last eligible family member.

Please visit the ABC-C website @ <https://www.abc.army.mil>. Or contact our office for more information @ 1-877-276-9287

FEGLI

On March 3, 2004, the President signed an Executive Order authorizing a retroactive pay increase to Federal Employees.

If the retroactive pay raise moves an employee into a new \$1,000 bracket, the amount of his/her Basic insurance increases (and Option B, if the employee has that coverage). In computing any retroactive payment for the employee, agencies will withhold the amount due for Basic insurance (and Option B) and remit that to the Office of Personnel Management (OPM).

Revised salary tables are located at www.opm.gov.

Have You Heard about The Upcoming Federal Employees' Group Life Insurance (FEGLI) Open Season?

FEGLI Program began on August 29th, 1954. To celebrate this year's 50th anniversary of the FEGLI Program, OPM (Office of Personnel Management) is conducting an Open Season from **September 1 through September 30, 2004.**

To learn more you can go to:
<http://www.opm.gov/asd/htm/2004/04-203.asp>

TSP Open Seasons
April 15 - June 30
October 15 - December 31

There are currently five funds available for investing your TSP contributions:

***G Fund** – Government Securities Investment – no risk

***C Fund** – Common Stock Index Investment – risky

***F Fund** – Fixed Income Index Investment – moderate risk

***I Fund** - International Stock Index Investment Fund - risky

***S Fund** - Small Capitalization Stock Index Investment Fund – risky

If you are a CSRS employee, you may contribute up to 9% of your basic pay each pay period. You do not receive any agency contributions. If you are a FERS employee, you may contribute up to 14% of your basic pay each pay period. The agency will automatically contribute 1%. The agency will match your contributions dollar for dollar on the first 3%, and 50 cents on the dollar for the next 2%. Since TSP changes are completed telephonically or through the web, you no longer need to complete forms to conduct transactions. However, you still need forms to designate beneficiaries and to request withdrawals. You can get TSP forms from the TSP website at <http://www.tsp.gov>

Transactions done on the ABC-C website (<https://www.abc.army.mil>) affect only new money going into your account, (new employee elections, Open Season transactions, or to stop your biweekly payroll contributions). You use the TSP Thrift Line (504-255-8777) when you want to inquire on your TSP account balance and request interfund transfers and loans. Interfund transfers move existing money from one fund to another. Fund allocations must also be done through the TSP.

CATCH UP CONTRIBUTIONS

Planning that exotic get away? Want to put more money away for those golden years? TSP catch-up contributions are tax-deferred to TSP participant's age 50 and older that meets the eligibility requirements.

Catch-up contributions are not subject to the TSP Open Season rules and more than one election may be made in any given year, so long as the annual limit is not exceeded. **The maximum amount you can contribute in calendar year 2004 is \$3000.** Catch-Up Contributions can be started, changed or stopped at any time.

Additional information can be found in TSP Bulletin 03-4, 7 Feb 03. Bulletins are located on the TSP website at <http://www.tsp.gov> under Info for Agency Reps and then TSP Bulletins.



Announcing The New Learning Assistance Center

If you've called the MANSCEN Computer Lab or the MANSCEN Academic Library lately, you may have been confused when the phone was answered with "Learning Assistance Center, may I help you?" That's because effective Monday, 23 Feb 04, the MANSCEN Computer Lab combined with the MANSCEN Academic Library to become the new Learning Assistance Center.

The Learning Assistance Center (LAC) is located on the 2nd Floor of the Bruce C. Clarke Library (Building 3202), and provides technology and reference services, with an emphasis on providing a centralized assistance center for use by students attending professional development courses in the MANSCEN Complex.

The LAC provides reference services to library patrons and students, including reference books, databases (which are also available on the 1st Floor of the library), professional magazines, microfiche, and personalized, in-depth reference assistance by a reference librarian. There are also two rooms available to schedule meetings/conferences/promotions/awards ceremonies during LAC operating hours. The Clarke Room and the Rare Book Room can be scheduled by filling out the request form at http://www.wood.army.mil/ttic/conf_rm_request.htm.

Technology services available are computers, printers, flatbed scanners, a book scanner, copiers, and microfiche readers/printers. Use of computers in the LAC is limited to patrons who possess a Fort Leonard Wood official network UserID and password—public use computers are available on the 1st floor of the library for those without UserIDs. Copier services include a reference copier available for copying reference material that cannot be removed from the LAC; a pay copier for use by all patrons; and a student copier that supports Captain's Career Course (CCC), Officer Basic Course (OBC), Advanced Noncommissioned Officer Course (ANCOC), Basic Noncommissioned Officer Course (BNCOC), and University of Missouri (UMR) Engineering Graduate Program only.

The LAC also serves as the Fort Leonard Wood software help desk, providing assistance to Fort Leonard Wood personnel with problems or questions regarding computer software. Support is available for standard software packages that are found on most official computers, such as all Microsoft Office programs (Access, Excel, FrontPage, Outlook, PowerPoint, and Word). However, LAC staff members will happily try to help with any software program question you may have.

Another service that the LAC offers is a quiet place for personnel to take online training courses. Since the mandate that all possible training be obtained through computer-based methods, all instructor-led software classes (Access, Excel, Word, etc.) that used to be taught in Thurman Hall have been eliminated. This training is now offered via SmartForce/SkillSoft through the Army Knowledge Online (AKO) E-learning portal. The LAC has scheduled specific times for individuals to take Microsoft Office courses in the LAC so that staff members are available to assist with questions or problems with the courses. Schedule and registration instructions and forms can be found at http://www.wood.army.mil/dcltsf/software_training.htm.

The staff and management of the Learning Assistance Center are here to help. Operating hours are 0730-1900 Monday thru Thursday, 0730-1700 Friday, 1000-1600 Saturday and Sunday, and are closed on Holidays. Please visit us at the Bruce C. Clarke Library, or call us at 3-4109 for Reference Assistance, or 3-5679 for the Software Help Desk/Technology Assistance.

HOT!

To elect benefits, choose a provider, or make a change, you will need to follow these instructions

HOT!

Making benefit changes on-line through the EBIS website

To make your transactions on-line you must first go to the ABC-C website at <https://www.abc.army.mil>.

If you use the computer you will be instructed to enter a PIN and a PASSWORD. You will need your LES or a recent SF 50 for your SCD for leave, your pay plan, grade, and step that you must enter to set your pin and password.

When the ABC website is on your screen:

Click on "Benefits/EBIS"

Click on "Set Password"

Enter information and click "Continue"

Enter password twice and click "Continue"

Click on Army "EBIS"

Scroll down and Click on "New User" to set your PIN

When PIN is set, close the page and click on "EBIS"

Enter your SSN and PIN and Click on "Login"

Scroll down and click on "Transactions"

Go to whichever benefit you want to change and click on "Change"

How Do You Reach An ABC-Counselor?

How many of you have you ever been frustrated because you cannot reach a live person????

This was a common complaint that the ABC-Center heard, so they would like to provide some information to make calling them an easier task.

The phone menu can be pre-printed by going to the website @ <https://www.abc.army.mil>. When the web page comes up, scroll down until you see the ABC-C Telephone Menu, print it out so you will know what to expect when you call.

After you dial the toll free number 1-877-276-9287:

- 1 For Army civilian employees press #1, wait for next menu.
- 2 To access the Benefits & Entitlement Services system press #2.
- 3 For current Army employees press #1.

You will then need to input your Social Security Number (SSN) and your 6-digit Personnel Identification Number (PIN). If you have never created a PIN, you will need to first create a temporary 4-digit PIN that consists of your mmyy of birth (e.g. July 1945 is 0745), then enter and verify your duty telephone number.

At this point you will come to the "main menu". You must then press the number that best corresponds with the purpose of your call (FEHB, Retirement, TSP, etc.). The following menu will give you the opportunity to press 0 to transfer to a benefits counselor.

The ABC-Center realizes that this is a lot of steps to go through to reach a benefits counselor, but these steps are necessary to provide the best security possible. This will also assist the counselor in preparing to answer your question.

FSA

Flexible Spending Account

Flexible Spending Account (FSA)

Calling all new employees! Although the FSA Open Season has been over, new and newly eligible employees have 60 days after their entry on duty (EOD) date to enroll in this exciting program.

Information about FSA can be found at the OPM website at <http://www.opm.gov/insure/pretax/fsa> or at the FSAFEDS website at <https://www.fsafeds.com/fsafeds>.

At these sites, you can find valuable information to assist you in planning for and managing your FSA. You can also contact the administrator for the FSA program at 1-877-FSAFEDS (372-3337) to speak with a customer service representative.

Information regarding benefits and entitlements should be referred to the Army Benefits Center – (ABC) at the following number: 1-877-ARMY-CTR (276-9287) or is available on the ABC-C website at <https://www.abc.army.mil>.

Some hyperlinks that may be helpful in your searching



FLW Job Announcements

<http://www.wood.army.mil/cpo/employ.htm>

Vacancy Announcements through CPOL

<https://cpol.army.mil>

Go to the Employment Tab
Then to Vacancy Announcements
Select State and Submit

This website <https://cpol.army.mil> also has the
Army Resume Builder And Answer

USAjobs

<http://www.usajobs.opm.gov>

Go to Search Jobs
Select State/City
Select Get Results

CPAC Homepage

<http://www.wood.army.mil/CPO>

NAF Job Announcements

http://www.wood.army.mil/mwr/nonappropriated_fund_employment.htm

Army Benefits Center (ABC/Civilian)

<https://www.abc.army.mil>

TSP

<http://www.TSP.gov>

Long Term Care

<http://www.ltcfeds.com>

FEGLI

<http://www.opm.gov/insure/life/>

MyPay

<http://www.dfas.mil/mypay/>

Resume Builder Resume Builder

Have you ever forgotten your UserID or password for the Army Resume Builder? We all have at one time or another...well now there is a website that can help.

The Automated Resume Builder UserID and PIN help is available at:

https://cpolst.belvoir.army.mil/rb/rb_get_uid_pin.cgi

If you enter your SSN and an email address that matches the one in your resume, you will be emailed an automatic reply with your UserID and PIN. If the email address does not match, it will generate a message to a queue and you will receive a manual email response with your UserID and PIN in about a day.

Additional Information:

Resumes---use this email address to submit electronic resumes (All though we recommend using the Army Resume Builder)
resume@cpsrxtp.belvoir.army.mil

Inquiries—use this email address to ask questions related to application procedures or questions regarding your consideration.

DO NOT SEND YOUR RESUME TO THIS ADDRESS!!

applicanthelp@cpsrxtp.belvoir.army.mil

Self-Nominations—use this email address to submit self-nominations.

selfnom@cpsrxtp.belvoir.army.mil

Refer to the guidelines for submitting self-nominations in the Centralized Job Kit on

<http://www.cpol.army.mil/employ/jobkit/>

Checking the Status of Your Resume

Senior Army Workforce

A new website was designed to provide information about the Senior Army Workforce (SAW) concept. This website provides information about the SAW concept, its history, focus group schedules, and many key links that are important to educate the public about the SAW concept. The site is located at <http://www.cpol.army.mil/>.

The SAW represents a major step forward for civilian training and management. The SAW proposes to manage the senior civilian assets through central management, training and development, multifunctional career tracks, and a competency-based system that links human capital strategies with organizational mission, vision, and goals. The SAW Management Office (SAWMO), responsible for SAW Concept Operations and Development, is working to gain approval of the concept and integrate draft policies and procedures with emerging Army and DoD initiatives.

The website includes educational information for Army civilians. This website is a tool that will grow as the concept grows.

The website also provides:

- ❑ Links to dates and location information for upcoming events hosted by the SAWMO, such as focus group workshops.
- ❑ Downloadable newsletters containing information on the latest steps in the SAW concept.
- ❑ A breakdown of the differences between the current personnel system and the SAW.

The mission of SAW is to provide the Army with multifunctional civilian leaders in support of the Soldier, the Army and the nation. In line with the Army's transformation effort, the vision is to develop leaders with **multiple** and **integrated skill sets**, capable of transforming to a changing Army mission, and competitive with the nations best. Follow-on briefings to the Army's senior leadership and other stakeholders are forthcoming and workforce education plans are under development. If the concept is approved, we will deliver extensive training to Army civilians. If you need additional information about the SAW, or wish to request a briefing or presentation on the Senior Army Workforce Concept, please contact Ms. Nancy Spurlin at (703) 325-0987 or DSN 221; E-mail: nancy.spurlin@us.army.mil.

RESUMIX for DEU



In the near future, the Army will start using RESUMIX for Delegated Examining Unit (DEU). RESUMIX uses state-of-the-art optical character (OCR) software and a patented skills extraction system to read resumes, extract skills and match them to the job requirements.

Applicants can apply for positions announced by the DEU by submitting an application using the Army Resume Builder. Using the Army Resume Builder will save time and the cost of mailing resumes. In addition, it is less likely that the applicants will miss consideration because their resume was not received on time, was incomplete, or was not in the proper format. By using the Army Resume Builder, applicants will receive immediate confirmation that the resume was received and processed.

Applicants will have easy access to real-time information on the status of their application via the Internet by using our system called the **Applicant Notification System Web-Enabled response (ANSWER)**. Applicants will also be able to view their resume currently on file.

Deployment of the RESUMIX tool for DEU will bring substantial savings in both effort and time for applicants, selecting officials and human resources specialists.

Intern Programs

The Career Intern Program is intended to prepare employees for advancement in professional, administrative and technological career fields.

Interns are being trained in 22 career programs in over 150 different occupations. They enter the program at the GS-5 and GS-7 levels as permanent full-time employees. DA interns reside on HDQA student detachment spaces for the first 24 months; local interns reside on mission rolls. Upon graduation from the program, interns are placed on mission rolls in a journey level GS-9 or GS-11 position, according to the career program intern target grade and availability of placement positions.

Individuals selected for HQDA Intern positions will be required to sign a mobility agreement. The mobility agreement commits the Army to providing training and permanent placement upon graduation. In turn, the intern commits to Army-wide geographical availability in order to receive the optimal training and permanent opportunities deemed at the time to be placed in the best interest of the Army.

The North Central Civilian Personnel Operations Center (NC CPOC) in Rock Island, Illinois is the service provider for recruiting HQDA Interns to include advertising vacancies, rating applications and issuing referral lists to selecting officials. For HQDA Intern vacancy announcement information check the NC CPOC's listing at: <https://ncweb.ria.army.mil/daintern/vacancies.htm>.

New Passports

The State Department announced that due to budgeting constraints, no-fee passports will no longer be mailed when completed but will be batch mailed to the installations on the 15th and 30th of each month. Emergency services are still available.

Customers should process their passport applications as soon as possible and allow plenty of time for delivery of the completed passport. To better assist in the process, the Directorate of Logistics (DOL), Transportation Division, Passport Section, will schedule appointments for pictures and completion of the packet. Walk in customers will be seen on a first-come first-served basis. The Passport Section is located in the Soldier Service Center, Building 470, Room 1222.

For more information please call 596-0378.

Excused Absences

On November 14, 2003, President George W. Bush granted Federal employees 5 days of paid excused absence who are returning from active duty to their civilian duties. The intent is to aid the Federal civilian employee in readjustment to civilian life.

Upon receiving notification from the employee of his/her intent to return to civilian duty on a specific date, the agency must grant the employee 5 days of excused absence immediately prior to the employee's resumption of duties. The employee is obligated to report for work at the end of the 5-day period.

To learn more about the President's memorandum you can visit the OPM web site at:

<http://www.opm.gov/oca/compmemo/2003/2003-14b.asp>.

The Office of Personnel Management's (OPM'S) guidance on granting the 5 days of excused absence is available at:

<http://www.opm.gov/oca/compmemo/2003/2003-14.asp>.

And

<http://www.opm.gov/oca/compmemo/2003/2003-12a.asp>.

UNION REPRESENTATION

UNION REPRESENTATION AT FORMAL MEETINGS

Give the union the opportunity to be present at "formal meetings" with bargaining unit employees over general conditions of employment. To determine if a meeting or a discussion is formal and requires union notification you must decide who will be in attendance at the meeting and what will be discussed. If a meeting is attended by one or more representatives of the agency (supervisors, managers, personnelists, attorney, etc...) and one or more bargaining unit employees or their representatives and it concerns a grievance (at any step) under the negotiated grievance procedure or general conditions of employment, then it is considered a formal meeting. Normal "shoptalk" and counseling sessions are not considered formal meetings. The Federal Labor Relations Authority has identified certain factors that will be considered when determining whether a meeting is a formal discussion. These include: who and how many agency officials will attend; where the meeting will take place; is the meeting mandatory; how long will the meeting last; how will the meeting be called; and will there be an agenda or notes kept. If the meeting is considered formal, the supervisor must give the union specific notice and the opportunity to attend.

For more information and to review the reference guide on formal meetings you can go to:
<http://www.cpms.osd.mil/fas/labor/pdf/601.pdf>.

UNION REPRESENTATION AT INVESTIGATIVE MEETINGS

If an investigative meeting is conducted by any agency official (supervisor, manager, IG, CID, etc.) the union must be given the opportunity to be present if the employee requests representation and the employee reasonably believes that the examination may result in discipline. If these conditions are met, the official conducting the examination must discontinue the interview until a union representative is present; discontinue the interview and rely on information gathered from other sources; or give the employee the option of having an interview with no union representation or no interview at all. The interviewing official does not have to advise the individual employee of this right. They are given an annual notice and it will be in the labor agreement. This right does not rise in performance counseling sessions or meetings where management actually issues a disciplinary action.

For more information you can visit:
http://www.cpms.osd.mil/fas/labor/pdf/606_1r6.pdf.

The Hatch Act

It's election time again and time to remind all civilian employees of the restrictions under the Hatch Act on political activities. Civilian employees are subject to certain rules that limit participation in political activities.

- Federal Employees may not accept outside employment that creates a conflict of interest or interferes with the performance of their official duties.
- All Federal employees are prohibited from acting as a spokesperson to influence or interfere with the result of an election.
- Federal Employees may not be paid for outside speaking, teaching, or writing that "relates to your duties", or otherwise involves the work they do for the Government.
- Federal Employees may not use their official title while participating in, hosting or sponsoring a political or private fundraising event. Support to charities must be purely personal. Soliciting or receiving political contributions is prohibited.
- Federal employees may not take part in a political activity while on duty, while in a Government office or building, or while using a Government vehicle.

Employees with any questions or who would like more information on the Hatch Act can go to <http://www.osc.gov/hatchact.htm>.

The Army Ethic

DUTY is doing what needs to be done at the right time despite difficulty or danger; it is obedience and disciplined performance.

INTEGRITY means steadfast adherence to a standard of honesty, uprightness and particularly to the avoidance of deception.

LOYALTY to the nation, to the Army, to the unit and its individual soldiers is essential.

SELFLESS SERVICE puts the welfare of the nation and the accomplishments of the mission ahead of the individual desires.

Lead Facilitators Needed

Needed LEAD Facilitators. Contact Donna Grzyb for further information or go to <http://wood.army.mil/dcltsf> and click on LEAD.

National Security Personnel System

What is the National Security Personnel System? (NSPS)

NSPS has been working for some time on creating a new system that will manage the civilian workforce more effectively and provide the top performers with incentives and rewards, as well as preserve the basic rights of the civil service.

NSPS was authorized by Congress in the fiscal year 2004 by the National Defense Authorization Act (signed by President Bush on November 24, 2003) and will be the new human resources management system for the DoD civilian workforce. The law allows the DoD to establish new rules for how civilians are hired, assigned, compensated, promoted, and disciplined, within the framework of merit principles, accommodation of veterans' preference, and respect for employees' right to bargain. With that authority, the Department will develop a flexible and fair system that will help DoD attract, retain, reward, and grow a civilian workforce to meet the national security demands of the twenty-first century.

The design process for NSPS is outlined in the law and includes coordination with the Office of Personnel Management (OPM), collaboration with employee representatives, and notification to Congress prior to implementation. NSPS will be phased in over the next two years, and all those affected will be trained on the new rules (i.e., employees, supervisors, managers, and human resources professionals).

The changes that are being developed under the (NSPS) are in response to calls from DoD employees. Over a period of more than 20 years, various alternative personnel systems and demonstration projects have been tried with great success. NSPS represents a unique opportunity to reshape and develop DoD's workforce.

The goal of the NSPS is to design and implement a new civilian personnel system with the involvement of all stakeholders. The NSPS updates will be posted on the civilian personnel website @ www.cpol.army.mil.

" Training Corner "

Upcoming Training Events

14-15 July - Training Development Analysis and Measurement Tools

07 July – Change, Teamwork & Comm. Novations

21 July – Communications for Women Adelis

E-mail atztlp@wood.army.mil if you want to enroll into a seat. Please send your name, organization and phone number.

Watch for upcoming announcements!!

Suicide Prevention Training

The Installation Chaplain's Office offers Applied Suicide Intervention Skills Training, a monthly suicide prevention course. Supervisors and personnel in leadership positions are highly encouraged to attend. The next class will be held on 8 & 9 June 0800-1600, at Specker Barracks Chapel. To enroll, please call CPT Mavis Hutchings, 6-6042. POC is CH (MAJ-P) Steve Demien, Family Life Chaplain, 6-0087.

Substance Abuse Training

IAW AR 600-85, Civilian employees are required to attend their annual substance abuse training.

Contact the Employee Assistance Program at 596-0938 to sign up for this course.



POSH Training for Civilian Workers

Training in Prevention of Sexual Harassment, or POSH, is a mandated training program designed to educate the workforce on the affects and consequences, but most importantly, the prevention of sexual harassment in the workplace.

An evolving definition of sexual harassment puts the necessity of such training in perspective. It is "...the influencing, offering to influence, or threatening the career, pay, or job of another person-woman or man-in exchange for sexual favors;" or "...Deliberate or repeated offensive comments, gestures, or physical contact of a sexual nature in a work or work-related environment."

There are four types of POSH training. They are:

1. **New Employee** – conducted quarterly by the Equal Employment Opportunity (EEO) staff. Target audience is new appropriated fund (AF) and non-appropriated fund (NAF) employees, to the civilian workforce, and is a one-time attendance requirement.
2. **New Supervisor** – conducted quarterly by the EEO staff. Target audience is new supervisors (military & civilian) of civilian employees. It too, is a one-time attendance requirement.
3. **Annual Refresher** - conducted annually by certified trainers. Target audience is all AF & NAF workforce employees.
4. **Train The Trainer** – conducted on an as needed basis by the EEO staff. Currently there are 40 certified trainers on the installation; a sufficient number to meet the annual POSH training requirement of all organizations and activities on the installation

Please address any civilian workforce POSH – related questions to the EEO staff at 596-0602.

ACS Departments Move

Some branches of the Army Community Service have moved from Building 470 to the Pershing Community Center. Please note the following branches have moved.

- Community Readiness
- Army Family Team Building
- Army Family Action Planning
- Installation Volunteer Coordinator
- Community Outreach
- Family Readiness Group Coordinator



DFAS Corner

The Defense Finance and Accounting Service (DFAS) implemented myPay, a web based system in March of 2000. MyPay provides DoD civilians and military service members with a secure and convenient means for controlling and managing their pay account. You may view your Leave and Earnings Statement (LES) as well as tax statements, print out your W-2's and make various changes online 24 hours a day, seven days a week.

If you do not have a Personnel Identification Number (PIN) for accessing myPay, you can obtain one by clicking on the New Pin button on <https://mypay.dfas.mil/mypay.aspx>, the myPay website. A temporary PIN will be mailed to your official e-mail address. If you have any questions concerning myPay please contact the myPay centers toll free number at 1-800-390-2348.

Employee



Handbook

We have added the Employee Handbook to the CPAC (Civilian Personnel Advisory Center) website. The Employee Handbook has a lot of useful information for all new and tenured Federal employees. It is intended to serve as a general guide for policies relating to your position. You can find the Employee Handbook @ www.wood.army.mil/CPO.

If you have any questions that are not answered in this handbook, or if you need additional information, consult your supervisor, organization personnel coordinator, CPAC advisor, or website <http://cpol.army.mil>.

Click on Tools, then on PERMISS (Personnel Management Information and Support System) and choose the topic of interest to you.

Safety Alert

No more Teachers, no more Books!!
Last day of school was May 27th

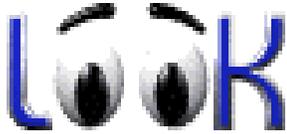
This means an increase in outside activities. Please follow all posted speed limits and be ready to stop suddenly. Please be especially careful when driving where there are parked cars. Children can suddenly run out into the street from between the cars. Not all children will be watchful or careful while playing outside.

Lets make sure are our children will have a safe and happy summer vacation!!

Need a 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: <https://vetrecs.archives.gov>.

Special Needs Programs



SPECIAL NEEDS PROGRAMS, INFORMATION, AND INTERNET SERVICES

These three websites offer up-to-date virtual special program and needs information for military and civilian families.

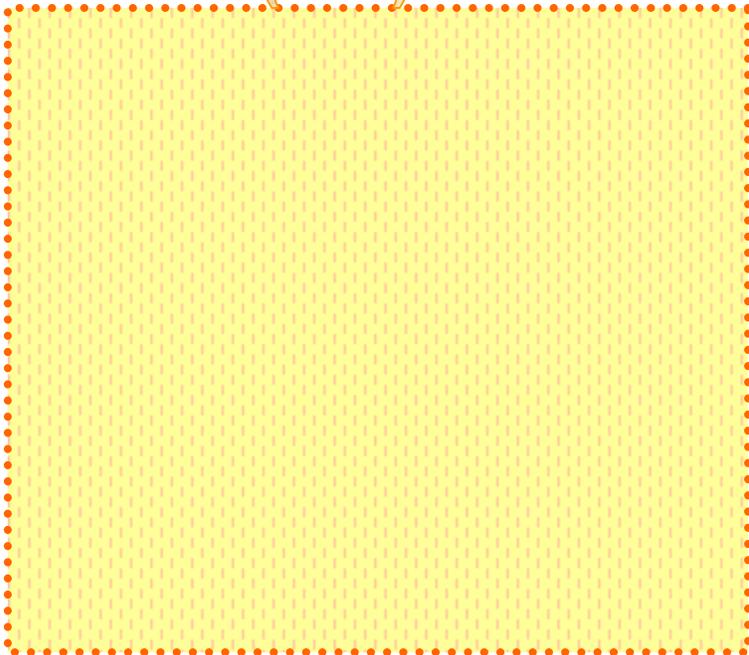
Army Community Service (ACS). Resource website for Army family living and services
<http://www.armycommunityservice.org/home.asp>.

ACS Exceptional Family Member Program (EFMP). Provides program, enrollment, and benefits information.
http://www.armycommunityservice.org/vacs_efm/home.asp.

Computer/Electronics Accommodations Program (CAP). A DoD special needs website at
<http://www.tricare.osd.mil/CAP/>.

- Provides website accessibility.
- CAP makes its information accessible to all individuals, including:
 - Individuals who use assistive technology to access its website
 - Individuals who log in from slow connections.

Special Emphasis Program (SEP) Staff



Severe Weather Instructions

As spring arrives and with the warm weather approaching we need to start familiarizing ourselves with the severe weather procedures.

WEATHER PROCEDURES

Tornado and/or severe weather: Siren Tone – Steady tone for three minutes.

Fire Signal: Siren Tone – Alternating high tone, low tone, repeated for three minutes.

Attack Warning Signal: Siren Tone – Wavering tone for three minutes.

Siren Test Tone: Steady Tone for one minute.

All Clear: Three, one minute blasts.

Know the difference between a tornado watch and a warning. A **tornado watch** indicates that conditions are favorable for a tornado to form. A **tornado warning** indicates that a tornado has been sighted in the area.

In case of a tornado warning find shelter immediately. This may be in a basement or an interior ground floor room. Stay away from large open areas and windows. If you are outside, get in a ravine or a ditch and cover your head with your arms. Do not stay in a mobile home, try to outrun or drive away from the tornado in your car.

Design a family tornado plan and designate a safe place for a tornado shelter. Your tornado plan could mean the difference between life and death.

Are You An Ethical Leader?

Five Components of Ethical Leadership!

ETHICAL COMMUNICATION

Ethical leaders set the standard of truth for every employee they lead. Leading by example cannot be the only process by which this standard is relayed. It must become a company slogan from the accounting office to the shop floor, that "Truth is Job 1."

ETHICAL QUALITY

It's the leader's responsibility to drive, steer and fund the quality initiative throughout the organization. Only when leaders fully endorse a quality initiative does it have a chance of becoming fully implemented.

ETHICAL COLLABORATION

Ethical leaders need many advisors. They pick the most astute within their organizations and surround themselves with answers. Wise leaders collaborate to incorporate best practices, solve problems and address the issues facing their organizations. Leaders who use ethical collaboration keep their circle of advisors more open and fluid. The objective of a leader is to reduce the risks taken by the organization by assigning trustworthy experts/advisors to every situation.

ETHICAL SUCCESSION PLANNING

Ethical leaders must set aside issues of "TURF" and let other leaders surface within the company, giving potential successors opportunities to exercise and build their leadership skills.

ETHICAL TENURE

How long should a leader lead? The answer lies on the conduct of the leader. Ethical leaders collaborate and provide their organizations succession plans that ensure the growth of the organization over time.

The World is full of strong leaders; however, leadership is a neutral term. It can be good or bad. The choice is yours!!

An excerpt from an article in Workforce Management Online: Five Standards of Excellence Practiced by Ethical Leaders.

MOTIVATION!!

10 Terrific Self-Motivating Tips

1. Be willing to leave your comfort zone. The greatest barrier to achieving your potential is your comfort zone.
2. Don't be afraid to make mistakes. Wisdom helps us avoid making mistakes and comes from making a million of them.
3. Don't indulge in self-limiting thinking. Think empowering, expansive thoughts.
4. Choose to be happy. Happy people are easily motivated.
5. Spend at least one hour a day in self-development. Read good books or listen to inspiring tapes
6. Train yourself to finish what you start. So many of us become scattered as we try to accomplish a task.
7. Live fully in the present moment. When you live in the past or the future you aren't able to make things happen in the present.
8. Commit yourself to joy. C.S. Lewis once said, "Joy is the serious business of heaven."
9. Never quit when you experience a setback. Success could be just around the corner.
10. Dare to dream big dreams. If there is anything to the law of expectation then we are moving in the direction of our dreams, goals and expectations.

Borrowed from Mike Moore, an international speaker/writer.

You can check out his books, tapes and manuals at

www.motivationalplus.com.

What is Motivation??

How do you get motivated to do your job??

Motivation is the ability to do something and the reason why you want to do it. If you are motivated you will complete your job because you want to do it, not because you were told to do it.

Motivation is what pushes each one of us to reach our goals at work and at home. When employees are motivated to do their jobs, they are more likely to be positive and have a pleasant attitude about coming to work each day!!



Insightful Thought

Communication

Communication



Glad you Asked



Your questions answered

Question:

Where can you go to identify the different rank insignias and how to address military personnel the correct way?

Answer:

One problem throughout military history has been identifying who's in charge. You must be able to identify the ranks of the Army personnel even if you are a civilian employee. While rank insignias are important, addressing the military service member correctly is also important.

In the earliest times, rank was not an issue. As armies started growing, however, the badge of rank became important. Today's Army, Marine Corps, Navy, Air Force and Coast Guard rank Insignia are the result of thousands of years of tradition.

Rank of General – address as *“General (last name)”*, regardless of the number of stars.

Rank of Colonels and Lieutenant Colonels – address as *“Colonel (last name).”*

Rank of Major – address as *“Major (last name).”*

Rank of Captain – address as *“Captain (last name).”*

Rank of First and Second lieutenants – address as *“Lieutenant (last name).”*

Rank of Warrant Officers – address as *“Mr. (last name) or Ms. (last name).”*

Rank of Private (E1 & E2) and Private First Class (E3) – address as *“Private (last name).”*

Rank of Specialists – address as *“Specialist (last name).”*

Rank of Sergeants, Staff Sergeants, Sergeant First Class and Master Sergeant – address as *“Sergeant (last name).”*

Rank of First Sergeant – address as *“First Sergeant (last name).”*

Rank of Sergeant Major - address as *“Sergeant Major (last name).”*

For further information you can go to the IET Soldier's Handbook, dated October 1, 2003 or www.defenselink.mil/specials/insignias/index.html.

We welcome your questions

We try our best to answer your questions as they are presented. If you would like to know something that we may be able to answer or find out the answer to, you are more than welcome to email us at atztcn@wood.army.mil and the answer will be posted in the next UPDATE bulletin.

Leave Recipient Program

There are many employees who need your generous donations of annual leave you cannot use before the end of the leave year. Visit www.wood.army.mil/CPO/leavetra.htm for general information about the leave transfer program and forms to become a recipient, as well to become a donor of leave time.

The following employees are approved leave recipients:

Retha K. Bennett - DOL - personal battle with illness

Linda Carman - DRM- family member's battle with illness

Bonita Champion - DMWR - personal battle with illness

John Fenwick - USAMPS- personal battle with illness

Anthony Foster - MEDDAC - personal battle with illness

James Hudson - 1st BDE - personal battle with illness

Che Kohler - DOL—family member's battle with illness

Joyce Lynn - MEDDAC - personal battle with illness

Elizabeth Mazza -DCD - personal battle with illness

Janet McMahon - MILPO - personal battle with illness

Casey Morris Jr. - DMWR - personal battle with illness

Cathy Scott - MEDDAC - personal battle with illness

Cheryl Zimmer, DOTD - child's battle with illness

CUSTOMER FEEDBACK FORM

Our goal is to provide **TIMELY, ACCURATE** and **PROFESSIONAL** service to all our customers. We need your feedback regarding the kind of service we provide so we can analyze how we are doing. Would you please take the time to complete the following items?

Please identify the type of personnel action we worked on. Thank you for your comments, suggestions and overall evaluation of our service.

- **PRODUCT IDENTIFIER** (type of action): _____
Examples: evaluation of application, referral list (PERSACTION number), processing of benefits, pay issues, job description, update of OPF, processing of award, nomination for training, responses to inquiry, etc...

- | | <u>YES</u> | <u>NO</u> | |
|---|------------|--------------|--------------------|
| 1. Was this action completed/service provided in an acceptable time frame? | ___ | ___ | |
| 2. Do you think the product is accurate and represents good staff work? | ___ | ___ | |
| 3. Did you get the kind of information you needed to make informed choices? | ___ | ___ | |
| 4. Were our interactions with you courteous? | ___ | ___ | |
| 5. Overall, how would you rate the product/service you received? | | | |
| ___ Excellent | ___ Good | ___ Adequate | ___ Unsatisfactory |

- Please provide any comments/suggestions/recommendations you may have for ways that we can improve our service. We are particularly interested in specific feedback on any of the items you may have checked "NO".

6. If you would like a *personal response* to your suggestion or comments, please provide your name, phone number and electronic mail address.

Thank you for taking the time to complete this feedback form. My expectation is that my staff will provide prompt and courteous service to all our customers. The CPAC believes in "People Serving People."

Please mail this form directly to me, send it electronically to atztcp@wood.army.mil, or fax it to 573-596-0289. If you would like to discuss this or any other matter, I can be reached at 573-596-0280 or via email. I look forward to hearing from you.

Director
Civilian Personnel Advisory Center
140 Replacement Ave, Ste 2210
Fort Leonard Wood, MO 65473-8935

Army Civilian Personnel Professionals - Helping Leaders Meet the Mission

EDITORIAL POLICY

YOU ARE ENCOURAGED TO SHARE YOUR OPINIONS, IDEAS, AND SUGGESTIONS. ALL CORRESPONDENCE MUST HAVE THE NAME AND LOCATION OF THE ORIGINATOR IN THE EVENT THERE IS A NEED FOR ADDITIONAL INFORMATION. PLEASE FORWARD COMMENTS, SUGGESTIONS, OR NEWS ITEMS FOR PUBLICATION TO THE EDITOR, EMAIL: atztcp@wood.army.mil



Even though yellow ribbons and United States Flags have been displayed for a while in support of our troops, continued prayers are offered for these troops and their families. We all wish the best for their safe return home.

