



**CIVILIAN
PERSONNEL
ADVISORY
CENTER**

Civilian Personnel News

UPDATE

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September 2004

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Director's Message

It's time to pick those last few vegetables from your garden (or hope that someone brings in some tomatoes and green beans for you)! A warm greeting to all of you as the fall season arrives. Lots of changes have taken place since the last UPDATE. I hope we are successful at conveying them all to you. One of the biggest opportunities is the Federal Employees Group Life Insurance Open Season. Recommend you investigate the pros and cons of signing up for this insurance. Also you may now apply on line when announcements are advertised via Delegated Examining Unit (DEU). I hope I've tantalized you into reading more... One more important thing, you have the power so don't forget to vote!

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

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

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

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

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

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

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

**CPAC will be closed on 8 Oct 04, from
1230-1600**

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.

Individuals who have used the Career Center before may remember Missouri Works. As of June 1st the State of Missouri switched to using GreatHires.org. If experiencing any problems or any questions don't hesitate to give them a call.

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



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!](#)

TSP Updates

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 or 877-968-3778.

The next statement should be available in October and will cover the time period from July 1, through September 30, 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.

FEGLI Open Season

Have You Heard about The *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**. You will be receiving information through you unit soon.

To learn more you can go to:

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

FEGLI

BELATED OPEN SEASON ELECTIONS

Regulatory Authority

FEGLI regulations (5 CFR 870.507(d)) allow a belated open season election if, within 6 months after an open season ends, an agency determines that an employee was unable to make the election on a timely basis for reasons beyond his/her control. If an agency makes such a determination, the employee must make the election within 31 days after the agency's notification. A belated election is effective the same date as a timely election and is subject to the same pay and duty status requirements. Agencies may use this authority to make belated election determinations through March 31, 2005.

Special Authority for the FEGLI 2004 Open Season

OPM is granting agencies the authority to accept belated open season elections beyond the 6-month regulatory time limit for 2 categories of employees:

1. Employees who have been called to active military duty in the Reserves or National Guard before October 1, 2004; and
2. Employees who have been sent overseas in a civilian military support capacity before October 1, 2004.

Employees in the first category may make an open season election **within 31 days** of returning to a covered civilian position, even if their return is after March 31, 2005. Employees in the second category may make an open season election **within 31 days** of returning to a covered position that's not in a military support capacity, even if that return is after March 31, 2005.

TSP Open Season

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 (877-968-3778) 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.

The Labor-Management Partnership Council and Fort Leonard Wood Labor Unions

What is the Labor-Management Partnership Council?

Fort Leonard Wood established a Labor-Management Partnership Council in April of 1994 in accordance with Executive Order 12871. Although Executive Order 12871 is no longer in effect, Fort Leonard Wood has continued the Partnership Council in order to foster a mutual trust and respect between labor and management.

The Council is comprised of the Chief of Staff; Garrison Commander; Assistant Commandant from each school ;Deputy Commander for Administration, MEDDAC; Labor Relations Officer; and the Presidents from the three labor unions recognized at Fort Leonard Wood, the American Federation of Government Employees (AFGE) Local 908; the National Association of Government Employees (NAGE) Local R 14-32; and the International Association of Fire Fighters (IAFF) Local F-108.

Are you represented by a Bargaining Unit?

The AFGE, Local 908, represents two bargaining units of DA civilian employees at Fort Leonard Wood. Exclusive recognition was granted in 1970 for Units One and Two. GS employees from the Chemical and Military Police School were recently approved by the Federal Labor Relations Authority for inclusion in Unit One.

- a. Unit One is General Schedule employees, activity-wide, excluding Fire Fighters and professionals.
- b. Unit Two is comprised of the professional employees, activity-wide. Included are engineers, doctors, dentists, registered nurses and pharmacists

The NAGE Local R 14-32 represents two bargaining units DA civilian employees at Fort Leonard Wood.

- a. Unit One covers Wage Grade employees activity-wide. Unit One was granted exclusive recognition in 1968.
- b. Unit Two covers Non-Appropriated (NAF) employees, including off-duty military when employed by NAF. Recognition for Unit Two was granted to NAGE in 1974.

IAFF represents fire fighters and fire inspectors, including crew chiefs. The union was recognized in 1970 and has about 30 employees in the bargaining unit.

NOTE: All bargaining units exclude management officials, supervisors, confidential employees, personnelists, and employees in the intelligence career field.

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"

NEW AND IMPROVED ARMY RESUME BUILDER

The new and improved Army Resume Builder (ARB) will assist applicants in preparing their new resume in a secure electronic environment. The tool will include a copy and past function and help instructions. The HQDA staff is refining the new tool to make it compatible with the Office of Personnel Management (OPM) resume builder.

Before deploying the new tool, applicants will be encouraged to obtain a copy of their resume via ANSWER. There will be no impact on the resumes currently in the Centralized Resumix database. However, if an applicant wants to update a resume stored in the current ARB, the applicant must submit a new resume. We do not have a deployment date yet but we will share information as it is received.

Resume Builder Resume Builder

RESUMIX for DEU

The Army has started using RESUMIX for some Delegated Examining Unit (DEU) announcements. Make sure to read each announcement carefully, there are still announcements opening, asking for a paper copy resume. 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.

Checking the Status of Your Resume

You have easy access to real-time information on the status of your application via the Internet by using our system called ANSWER. By following the instructions at the ANSWER web site, you create a user-id and password that will give you access to the status of your resume and self-nomination(s). You can also view the resume you currently have on file. If you have questions regarding your status viewed on ANSWER, please use the "Answer Mail" before contacting the CPAC. ANSWER can be accessed at:

<https://cpsrxtp.belvoir.army.mil/staffing/answer/online/apps/default.asp>.

If you do not have an ANSWER account established and need assistance, e-mail your question(s) to applicanthelp@cpsrxtp.belvoir.army.mil.

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/>

Intern Programs

What is the Intern Program All About?

The Intern Program is a formal training and development program that is typically 2 years in length. It is intended to prepare employees for advancement in professional, administrative and technological career fields.

There are two types of interns – Department of Army (DA) Interns and local interns. Recruitment and initial appointments for both types of interns are excepted service appointment and can be made at any grade level for which the agency has a formal training program in place, typically at the GS-05 or GS-07 level.

Continuation in the Program is contingent upon satisfactory performance by the Intern throughout the internship period. If the intern successfully completes all program requirements, they are promoted annually until completion of the program. Upon successful completion of the internship, the intern may be eligible for permanent placement within an agency based upon the needs of the Army.

Each of the 22 career programs can recruit for either type of intern:

Civilian Human Resource Management (CHRM)(CP-10)
Comptroller (CP-11)
Safety and Occupational Health Management (CP-12)
Supply Management (CP-13)
Contracting and Acquisition (CP-14)
Quality and Reliability Assurance (CP-15)
Engineers and Scientists (Non-Construction) (CP-16)
Materiel Maintenance Management (MMM)(CP-17)
Engineers and Scientists (Resources and Construction) (CP-18)
Physical Security and Law Enforcement (CP-19),
Quality Assurance Specialist (Ammunition Surveillance)(QASAS) (CP-20)
Public Affairs and Communications Media (PACM)(CP-22)
Transportation Management (CP-24)
Manpower and Force Management (CP-26)
Housing Management (CP-27)
Equal Employment Opportunity (EEO)(CP-28)
Education Services (CP-31)
Training (CP-32)
Ammunition Management (CP-33)
Information Technology Management (ITM)(CP-34)
Intelligence (CP-35)
Military Personnel Management (CP-50)

DA Interns are required to sign a mobility agreement obligating them to relocate based upon the needs of the Army. DA Intern salaries, training courses, etc. are funded by Headquarters Department of the Army during the program. Upon graduation from the program, interns are placed in a GS-9 or GS-11 position according to the intern target grade and availability of positions. Interns are then funded locally by the employing organization.

Local interns do not sign a mobility agreement. Funding to pay for salaries, training courses, etc. for local interns comes from the mission rolls, i.e. locally by the employing unit.

There is no public notice requirement for intern appointments. For more information regarding the Intern Program, visit <http://www.opm.gov/careerintern/QandAof12-20-00.asp> or <https://ncweb.ria.army.mil/daintern/vacancies.htm> for current vacancies.

Excused Absences

Excused absence, sometimes referred to as administrative leave, is an administratively authorized absence from duty without loss of pay and without charge to leave. Supervisors may grant excused absences at their discretion based on certain circumstances. The Comptroller General decisions, however, limit the discretion to grant excused absences to situations involving brief absences. The authority to grant excused absence should be used sparingly.

There are no specific statutory provisions or Office of Personnel Management (OPM) regulations covering excused absence. The Department of Defense (DoD) provides agency guidance on excused absence in the Civilian Personnel Manual, DoD 1400.25-M. The U.S. General Accounting Office's (GAO) Civilian Personnel Law Manual, Title II-Leave, Chapter 5, may also be used as a general reference for excused absence. A link to the DoD and GAO manuals is provided:

<http://www.cpms.osd.mil/cpm/docs/M1400630.pdf> (requires Acrobat Reader or equiv.)

<http://www.gao.gov/special.pubs/og96006.txt>

Some of the more current and commonly used situations for granting excused absence are:

1. Excused absence for returning employees. On November 14, 2003, President Bush issued a memorandum authorizing 5 days of uncharged leave to returning Federal employees who were called to serve on active duty in the continental United States (CONUS) or Outside the Continental United States (OCONUS) under Executive Order 13223. The excused absence is to be granted immediately, and all at once, prior to the employee's actual resumption of civilian duties. A link to the President's memorandum is provided: <http://www.opm.gov/oca/compmemo/2003/2003-14b.asp>
2. Supervisors may grant excused absence to an employee for voting purposes to allow the employee reporting to work 3 hours after the polls open or leaving work 3 hours before the polls close, whichever absence is less. In Missouri the polls are open at 6:00 a.m. and close at 7:00 p.m. The employees's regularly scheduled workday should be used to determine the amount of excused absence to be granted.
3. Absence for less than an hour. Supervisors may grant excused absence for less than 1 hour to an employee for unavoidable absent or tardy; such as, tardy resulted from a traffic delay due to road closure, if the reason given is acceptable to the supervisor.

Labor relations implications. Supervisors who have bargaining unit employees must follow the negotiated terms and procedures in the collective bargaining agreement when granting excused absences to covered employees.

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>.

Lead Facilitators Needed

Leadership Education and Development (LEAD) Course is mandatory for all new supervisors appointed within the past 12 months. The LEAD program is administered by the Center for Leadership Training Division (CLTD). LEAD Facilitators are needed. Contact Donna Grzyb for further information or go to <http://www.wood.army.mil/dcltsf/LEAD.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.

Important Web Sites

FLW Job Announcements

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

CPOL Vacancy Announcements, Army Resume Builder, and Answer
<https://cpol.army.mil>

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.fortleonardwoodmwr.com/nonappropriated_fund_employment.htm

Army Benefits Center (ABC/Civilian)
<https://www.abc.army.mil>

TSP

<http://www.TSP.gov>

" Training Corner "

Retirement Training

SWCPOC is hosting a VTT on **29 Sep 2004** for civilian employees who are in the process of submitting their retirement package within the next year. The morning session will be for FERS employees and the afternoon session for CSRS employees. There are a limited number of seats so you must ensure that employees are planning on retiring within the next year before enrolling. In addition, *for this training only*, I will only accept names for attendance from the organizational training coordinator. I will send out a finalized attendance list to the training coordinators and attendees once the 2 training sessions are full. Subject Matter Experts from the SWCPOC and Army Benefits Center will facilitate this training session.

Substance Abuse Training

Civilians are required to have 3 hours of substance abuse prevention training per year per AR 600-85, Army Substance Abuse Program.

Training done for other purposes, such as Safety training, CO2, Stress Management, etc., as well as time spent on personal reading or attending workshops related to substance abuse, etc. can be counted as long as it promotes alternatives to substance abuse. For example, the "Welcome Home" video and Public Service Announcements provided by the MANSCEN Safety Office last spring can be counted because they contain anti-drinking and driving messages.

Such training should be reported to the Alcohol & Drug Control Office (ADCO) separately, via Training Coordinators. Either hard copy to AZTZ-MWR-A, attention Linda Lowery, or email to Linda at loweryl@wood.army.mil is acceptable.

The ADCO Office has a library of videos and print materials that can be used for training. Seats are also available in a three-hour online course, "Substance Abuse in the Workplace". This course can be completed at your own pace. It is open to anyone working on Ft. Leonard Wood who is on Outlook. The ADCO Office recommends the course for all supervisors.

Anyone desiring to use the on-line course for this FY training requirement, needs to coordinate with the ADCO Office NLT 23 Sep. Rather than enroll people one by one, it is best that one person (perhaps the training coordinator) be designated as "Course Manager" for an entire work group. Enrollment will be set up so the designated individual receives e-mail notification and can print off certificates of completion as people finish. That way, both the ADCO Office and the organization will have a record of the training completions.

Contact Linda Lowery, Prevention Coordinator for additional information.

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.

How to 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 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.

Safety Alert

Suicide Prevention Training



Back to School

Children are back in school; this could mean an increase in safety hazards. Please be aware of dangers to children and guard against them.

1. Watch for children walking to and from school, crossing the street, and waiting for the bus. Obey posted speed limits.
2. Watch for children in school parking lots. Children may suddenly run out from between cars.
3. Some children will be using bicycle to get to and from school. Be aware not all children will practice safe biking precautions.
4. Parents make sure your children follow appropriate safety precautions.
 - a. Cross at an intersection.
 - b. Stop at the curb and look both ways
 - c. Never run into the road.
 - d. Ensure children wear appropriate safety gear.

NAF Corner

The Daughterty Bowling Center is now open and fully renovated! The Center is located in Bldg 1609, on South Dakota. Come and visit this A-1 facility and also try out the food. You will be delighted.

NAF Work Force: It's that time of year to update any information in your official personnel folder. So if you have a change of address, or if you married in the past year, your W4 forms must be updated.

Special Emphasis Program (SEP) Staff

Current Managers:

Melvin "Mac" McNair	Equal Employment Opportunity SEP
Vacant	American Indian/Alaskan Native Program*
Kim Moats	Asian/Pacific Islander Program
Jocelyn Morris	Federal Women's Program
Bobbie Overshon	Individuals With Disabilities Program
Clem Perez	Hispanic Employment Program
CW3 Farrell Chiles	Black Employment Program

If anyone has an interest in applying for this volunteer/collateral duty position, please contact Mac McNair at 596-0602 for details.

Severe Weather Instructions

Winter Weather

It's hard to imagine but snow and ice will be here before the next edition of the Civilian Update. The following advice is provided to you when you look out your windows and find your ground covered in white!

Listen to the following radio stations for information on whether or not to report for work or if there is a delayed opening. Do not assume a delayed opening has been declared until you hear it on one of these radio stations.

24 hours

Starting at 0500

KJEL-LEBANON 103.7 FM

KJPW-Waynesville/St Robert
102.3 FM

KTTR/KZNN-Rolla 1490 AM

KDAY-Rolla 975 FM

KRMS-Lake area 93.5 FM
Or 99.7 FM

KFLW Waynesville/St. Robert, 98.9

KZNN-Rolla 105.3 FM

KFBD-Waynesville/ St. Robert 97.9 FM

Normal Duty hours are 0730-1630. Liberal leave policies will be in effect.

Those employees designated critical and essential must report for work under all conditions. These employees are/will be identified in writing by managers.

If you are in doubt, your supervisor is just a phone call away. It is always advisable to keep the communication line open between you and your supervisor. Supervisors are required to account for the time you spend at work, time spent for excused absences, and time spent on leave.

ATTITUDE

CHANGE YOU ATTITUDE --CHANGE YOUR LIFE

By Mike Moore

If we are the products of our attitudes then it is important for us to examine our attitudes, both positive and negative, to discover the impact they are having on our lives. This is even more important if we are determined to maximize the potential that is ours, a potential, which in the vast majority of us, remains grossly underdeveloped.

Positive attitudes release a power to achieve that will astound you; while negative attitudes severely hamper our becoming the people we are capable of becoming. It become the central task of anyone interested in actualizing their enormous potential to become involved in the process of attitudinal transformation.

Attitudinal transformation takes time, effort and determination but it can be done. Don't expect perfection, just progress. It took a long time to develop negative attitudes and it will take time to transform them. It is also important not to concentrate on more than one or two negative attitudes at once. If you overload your agenda for change you run the risk of becoming discouraged and giving up.

Once you have identified the negative attitude you wish to transform, commit yourself to the process of becoming conscious of that attitude cropping up throughout the day. You will be surprised at how quickly you will become aware of your target attitude. When you are focused on the attitude, visualize it leaving your body and flying off into the great beyond. Now replace it with a positive attitude and give yourself the suggestion that from now on this will be your dominant thought pattern.

Whenever your old negative attitude creeps back into your mind engage this process of thought replacement. Soon the new attitude will become dominant and you will find yourself enjoying its positive power in your life.

Be gentle with yourself when you fall back into the old pattern of thinking. Believe that the change you desire will come more frequently and it will. It might help to remember that human beings use between 2 and ten percent of their mind's potential so you have a huge reservoir of unused potential to help you over any periods of discouragement.

Don't forget to continue to use humor to keep your spirits up and put the entire process in perspective.

HUMOUR MAKES GOOD THINGS HAPPEN.

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

Reaching A Goal
Reaching A Goal



Glad you Asked

Your questions answered

Question:

"I'm thinking about going to a part-time work schedule, what impact would that have on my future retirement annuity? How would that impact my current benefits, such as costs and coverage for my health and life insurance?"

Answer:

Part-time employees under permanent appointments are eligible, on a prorated basis, for the same benefits as full-time employees: leave, retirement, and health and life insurance coverage. The following describes eligibility, coverage, and limitations.

Leave and Holidays. Employees earn annual and sick leave on a prorated basis depending on the number of hours worked per pay period. An employee with less than 3 years of service earns 1 hour of annual leave for each 20 hours worked; with 3 but less than 15 years of service, the employee earns 1 hour for each 13 hours worked; and with 15 or more years of service earns 1 hour for each 10 hours worked.

Part-time employees earn 1 hour of sick leave for each 20 hours worked. Part-time employees are also eligible for other kinds of leave and are covered by the rules governing the Family and Medical Leave Act of 1993 and the Federal Employees Family-Friendly Leave Act.

If a holiday falls on a day the employee normally works, the employee is paid for the number of hours he or she was scheduled to work, not to exceed 8 hours, except for an employee on a compressed work schedule. A part-time employee is not entitled to a holiday, which falls on a day the employee is not normally scheduled to work.

Retirement. Retirement annuities are based on an employee's length of service and the highest annual base pay received for any three consecutive years. Each year of part-time service counts as one full year toward the length of service requirement. However, the annuity calculation for periods of part-time service after April 6, 1986, is prorated to reflect the difference between full-time and part-time service. Employees who are considering a change to a part-time work schedule should obtain an estimate of their retirement benefits from their agency's benefits office.

Health Insurance. Part-time employees who participate in the Federal Employees Health Benefits Program receive the same coverage as full-time employees but pay a greater percentage of the premium because the Government's share is prorated based on the number of hours the employee is *scheduled* to work each week. For example, an employee on a 20-hour-per-week schedule receives one-half the Government contribution towards the premium.

Life Insurance. A part-time employee is eligible to participate in the Federal Employees Group Life Insurance Program. The amount of insurance for which an employee is eligible is based on the part-time employee's annual salary applicable to his or her tour of duty.

Qualification Determinations. Part-time work is prorated for determining qualification requirements. For example, an employee who works 20 hours a week would receive credit for 6 months of experience at the end of 12 months of work.

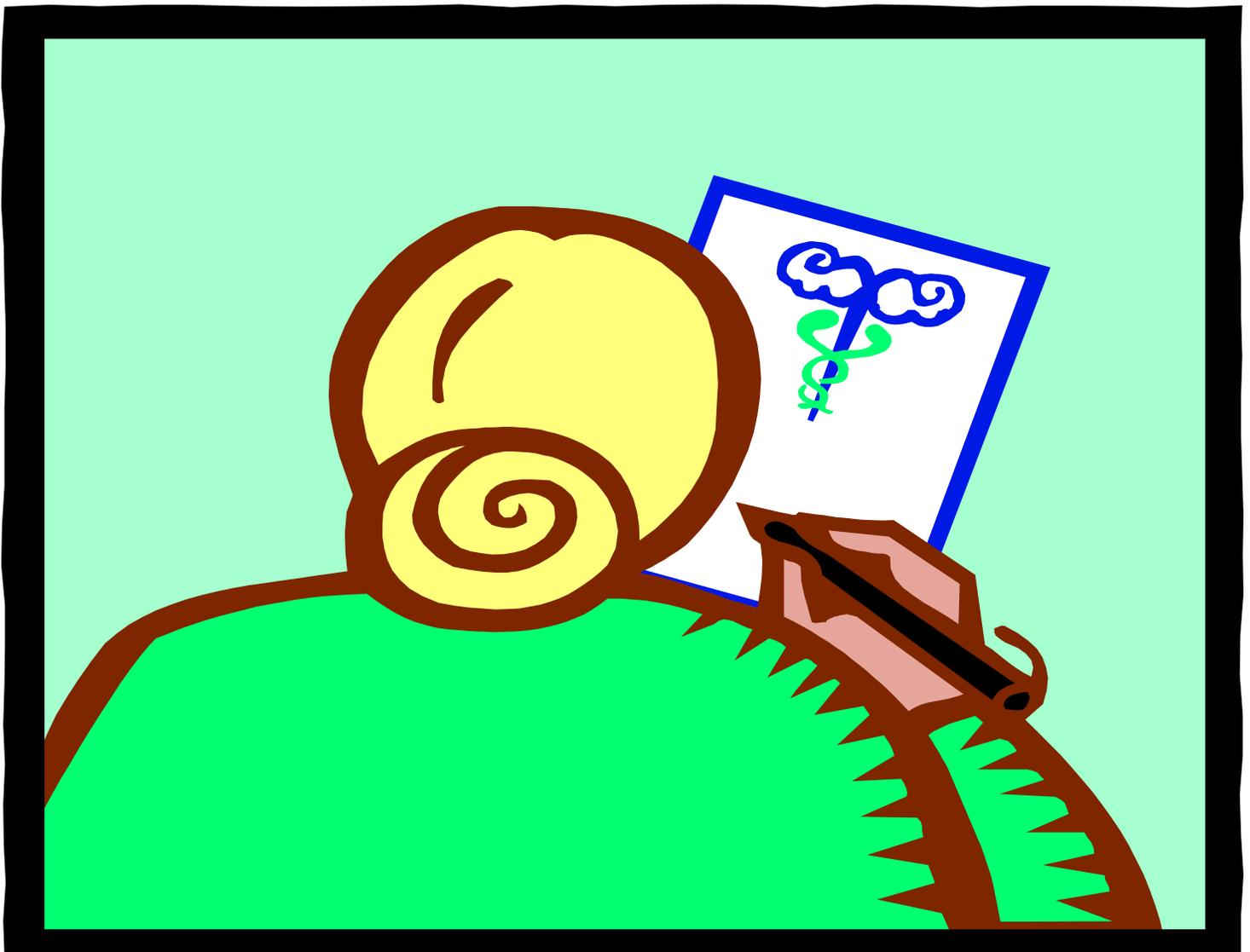
We welcome your questions

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 atztcp@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:



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.

