



**CIVILIAN HUMAN RESOURCES AGENCY
SOUTH CENTRAL REGION
CIVILIAN PERSONNEL
EMPLOYEE BULLETIN
MARCH 2011**

NAF LINK: www.bragg.army.mil/Organizations/Tenant-Units/Civilian-Personnel-Advisory/NAF/NAF_home.aspx

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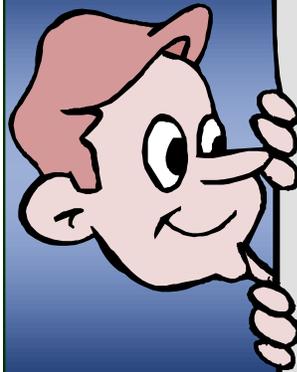
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Civilian Personnel Advisory Center
Fort Bragg, NC 28310
Director, Jeanne T. Scharch**

**Fort Bragg 21st Annual
Installation Incentive Awards**



The Civil Personnel Advisory Center will hold the 21st Annual Installation Incentive Awards Ceremony on **May 4th, 2011.**

This is a great time to recognize employees' contributions and for exceeding expectations in your organization.

The suspense date for nominations is **15 March 2011.** Please see page 2 for more details.

Discontinuation of CPOL Employment Pages

The Army Civilian Personnel Service website that provides access to Army vacancies and employment information has migrated to the Army Civilian Service website.

Users who go to the Civilian Personnel Online (CPOL) homepages and click on the employment link will be redirected to the Army Civilian Service website.

All other CPOL pages are unaffected by this change. Visit the Army Civilian Service website at www.armycivilianservice.com/.



Fort Bragg Civilian Personnel 21st Annual Installation Incentive Awards

The Fort Bragg Civilian Personnel Advisory Center (CPAC) is pleased to announce the 21st Annual Installation Awards Competition and Ceremony. The Awards Ceremony is designed to recognize civilian employees (appropriated and non-appropriated) and military members for their contributions to the installation. The 2011 Awards Ceremony will be held on **May 4, 2011**. The Fort Bragg CPAC will be accepting nominations from designated command representatives for the awards competition through **March 15, 2011**.

The 13 categories are:

- . Individual Customer Service Award
- . Team Customer Service Award
- . Individual Drive for Diversity Award
- . Team Drive for Diversity Award
- . Individual Efficiency Award
- . Team Efficiency Award
- . Employee of the Year, GS 1 through GS 6 or military equivalent
- . Employee of the Year, GS 7 through GS 10 or military equivalent
- . Employee of the Year, GS 11 and above or military equivalent
- . Office Administrator of the Year
- . Supervisor of the Year
- . Executive of the Year
- . Fort Bragg Lifetime Achievement Award



Nomination forms are available on the Fort Bragg CPAC website at www.bragg.army.mil/Organizations/TENANT-UNITS/Civilian-Personnel-Advisory/Hot_Topics/Awards_notice.aspx. Nominations may be initiated by any civilian employee or service member. The competition is open to everyone except contract employees on Fort Bragg, including Fort Bragg Schools, AAFES and Defense Commissary Agency. Nominations must be submitted through the activity point of contact.

2011 Federal Employees Health Benefits (FEHB) **Tobacco Cessation Benefit**

There has never been a better time to quit smoking. All Federal Employees Health Benefits (FEHB) plans now offer 100% coverage to help smokers quit once and for all.

What is the 2011 FEHB Program tobacco cessation benefit? Beginning in plan year 2011, all FEHB plans must cover:

1. Four tobacco cessation counseling sessions of at least 30 minutes for at least two quit attempts per year including proactive telephone counseling, group counseling, and individual counseling.
2. All seven FDA-approved tobacco cessation medications.
3. These benefits are provided with no copayments or coinsurance and not subject to deductibles, annual, or life time dollar limits.



While FEHB plans currently cover smoking cessation treatment programs, these programs often vary based on the carrier. The revised benefit covers all forms of tobacco use including cigarettes, snuff, and chewing tobacco. Employees should refer to their carrier for specific coverage information.

For more information on how to access the benefit, employees should contact their health plan representative.

Federal Long Term Care Insurance Program **Open Season:**



The Office of Personnel Management (OPM) has announced an open season for the Federal Long Term Care Insurance Program. The open season will run from April 04, through May 27, 2011.

Same-sex domestic partners of federal workers (for the first time) will be able to enroll in the program which helps pay for the cost of care when participants need help with daily activities or have a severe cognitive illness.

According to OPM, active federal employees and their spouses or same-sex domestic partners, who currently are not enrolled, may apply under abbreviated underwriting rules and will have to provide only limited health information. Retirees and other qualified relatives will undergo a longer review of medical and health history in the application process known as full underwriting.

Long term care is considered a need when an individual can no longer perform everyday tasks (activities of daily living) on his own due to a chronic illness, injury, disability, or the aging process. Long term care includes the supervision often needed due to a severe cognitive impairment such as Alzheimer's disease.

Additional information and instructions on how to apply for long term care may be found at the Long Term Care Insurance for Federal Employees web site at www.ltcfeds.com.

Coverage will begin on the first day of the month after an application is approved and premiums will be based on enrollees' age and options selected.

Pay for Serving as a Juror or Witness

An employee is entitled to paid time off without charge to leave (court leave) for service as a:



- a) Juror in a judicial proceeding
- b) Witness in a judicial proceeding in which the Federal, State, or local government is a party unless they are summoned as a witness in an official capacity on behalf of the Federal Government in which case he or she is on official duty.

Employees **must** reimburse to their agency fees paid for service as a juror or witness. Checks for jury duty in North Carolina State Courts and Federal Courts should not be cashed. These checks are required to be turned over to the organization's customer service representative for Resource Management.

However, monies paid to jurors or witnesses which are in the nature of expenses (e.g., transportation) do not have to be turned in to the agency.



ARMY CIVILIAN CORPS CREED

I am an Army Civilian – a member of
the Army Team.

I am dedicated to our Army, our Soldiers
And Civilians. I will always support the mission.

I provide stability and continuity during war
and peace. I support and defend the Constitution of
the United States and consider it an honor
to serve our Nation and our Army.

I live the Army values of Loyalty, Duty, Respect,
Selfless Service, Honor, Integrity, and
Personal Courage.

Priority Placement Program (PPP)



Have you been displaced from your place of federal employment? If so you may be eligible for job placement assistance, provided by the Department of Defense (DoD).

The DoD Priority Placement Program (PPP) is the premier civilian career transition assistance program in the Federal government. The PPP enables eligible displaced employees to receive mandatory placement rights for DoD jobs within their selected geographic area of availability. The PPP, which is widely recognized as the most effective program of its kind in the Federal Government, serves to reduce the adverse effects of Reductions in Force, Transfer of Function, Base Realignment and Closure, and displaced military spouses by assisting the DoD in retaining skilled employees.

Many people view the PPP solely as an employee benefit program. However, it has also been of great value to the DoD by helping to:

- **Retain skilled employees and minimize retraining costs;**
- **Maintain morale and productivity at installations affected by Army transformation;**
- **Reduce costs associated with involuntary separations**
- **Comply with requirements to provide priority consideration for displaced employees; and**
- **Implement force restructuring actions efficiently and humanely**

Fort Bragg Civilian Personnel Advisory Center can advise and assist with PPP. Please use the information below to contact a representative or schedule an appointment:

<u>Last Name (A-Z)</u>	<u>Point of Contact</u>	<u>Last Name (A-Z)</u>	<u>Point of Contact</u>
A	643-8163	N	643-8165
B	643-0513	O	396-7485
C	907-4575	P	396-5929
D	396-8389	Q	396-6739
E	432-1932	R	643-8166
F	396-7924	S	396-9138
G	643-8155	T	643-0516
HI	643-8161	U	643-8477
J	645-4517	V	907-5041
K	396-8131	W	643-8160
L	907-4574	XY	643-8390
M	643-7188	Z	396-5615

Additional information and resources may be found at http://www.cpms.osd.mil/care/care_ppp.aspx.

What To Do When Injured At Work

If you are injured at work, you may be entitled to injury compensation benefits provided under the Federal Employees' Compensation Act (FECA). Federal employees have certain rights and responsibilities in filing for these benefits:

Immediately report any work-related injury to your supervisor. If your injury requires medical treatment, obtain care as soon as possible. If you sustain a traumatic injury which occurs in one workday or work shift, you may obtain a Form CA-16, Authorization for Examination and/or Treatment from your supervisor.



You have a right to choose your treating physician. You may elect to be treated by a physician at a military treatment facility (if available) or by a duly qualified physician of your choice who is not excluded by the Office of Workers' Compensation Programs (OWCP). You must notify your supervisor of your preferred choice prior to scheduling an appointment. Your supervisor will annotate the physician information in block 1 of the Form CA-16 when authorizing the treatment. Any request by your supervisor or the occupational health clinic that you be evaluated by clinic-staff or contract physician must not interfere with your preferred physician appointment. Be advised that the U.S. Department of Labor, OWCP requires a qualified medical doctor (MD) signature on medical notes submitted for your claim. If you are seen and treated by a Physician's Assistant (PA), the PA notes must be countersigned by the MD in the facility.

To protect your rights to certain benefits, complete the Form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation, or CA-2, Federal Employees' Notice of Occupational Disease and Claim for Compensation, electronically using Electronic Data Interchange (EDI) with your supervisor as soon as possible, but not later than 30 days after your injury. Complete a Form CA-1 if your injury results from a specific event or a series of events during one day or shift.

If you develop a condition due to prolonged exposure lasting more than one workday or work shift, complete a Form CA-2. Complete these forms as precisely as possible in order to avoid delays caused by asking you for additional information. Your supervisor will transmit these forms to the appropriate Injury Compensation Program Administrator (ICPA).

You may be asked to provide additional information. Although your supervisor or other agency representative may assist you, it is your responsibility to obtain and provide the information needed to support your claim.

If you are temporarily unable to work because of your injury, you need to keep your supervisor informed about your medical condition, and return to work as soon as your physician allows you to do so. Light duty assignments will be available if you are not able to perform your regular job.



If you experience a work-related injury, your supervisor will direct you to the appropriate ICPA for assistance and additional information for the claims process. To protect your rights and receive benefits as quickly as possible, please do not delay in reporting work-related injuries.

Civilian Human Resources Agency (CHRA) Ft Bragg CPAC Training Schedule

Date	Course	Target Audience	Time and Location	Enrollment Info
8 Mar 11	How to Negotiate with the Union	Supervisors	1300 - 1500 CPAC, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact CPAC Training Office at 910-396-8621/6815
9 Mar 11	RESUMIX	Prospective / current Federal employees	0930 - 1130 CPAC, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact CPAC Training Office at 910-396-8621/6815
15 Mar 11	*** NEW *** Developing Employees	Supervisors	1330 - 1530 CPAC, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact CPAC Training Office at 910-396-8621/6815
23 Mar 11	Personnel Coordinators Workshop	Unit HR Liaisons	1300 - 1600 CPAC, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact CPAC Training Office at 910-396-8621/6815
5 Apr 11	Interviewing Techniques	Supervisors	1300 - 1500 CPAC, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact CPAC Training Office at 910-396-8621/6815
13 Apr 11	RESUMIX	Prospective / current Federal employees	0930 - 1130 CPAC, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact CPAC Training Office at 910-396-8621/6815
13 Apr 11	Leave Administration	Supervisors	1300 - 1500 CPAC, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact CPAC Training Office at 910-396-8621/6815
19 Apr 11	Developing Employees	Supervisors	0930 - 1130 CPAC, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact CPAC Training Office at 910-396-8621/6815
19 Apr 11	MER Dos and Don'ts	Supervisors	1300 - 1500 CPAC, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact CPAC Training Office at 910-396-8621/6815
21 Apr 11	Nuts and Bolts of Disciplinary Actions	Supervisors	1300 - 1500 CPAC, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact CPAC Training Office at 910-396-8621/6815
27 Apr 11	TAPES for Supervisors	Supervisors	1300 - 1500 CPAC, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact CPAC Training Office at 910-396-8621/6815
27 Apr 11	Labor Relations, Down and Dirty	Supervisors	1500 - 1700 CPAC, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact CPAC Training Office at 910-396-8621/6815
2-5 May 11	HR for Supervisors	Supervisors	0800 - 1630 Location TBD	CHRTAS registration required Course # XB8AHRS – F06 SC Region
11 May 11	RESUMIX	Prospective / current Federal employees	0930 - 1130 CPAC, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact CPAC Training Office at 910-396-8621/6815
17 May 11	Developing Employees	Supervisors	1330 - 1530 CPAC, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact CPAC Training Office at 910-396-8621/6815

For local registration and more information, please contact the Bragg CPAC Training Office at 910-396-8621/6815

CHRTAS: Please register through the Civilian Human Resources Training Application System (CHRTAS) at www.atrrs.army.mil/channels/chrtas/default.asp.

Register in CHRTAS

In the center of the page, under the logo, see **PLEASE SIGN IN BELOW**. Click on the arrow to select your category: Category to select is **ARMY**. See **SIGN IN OPTIONS**: Sign in using one of the three options (CAC, AKO, DOB, and SSN). Create a Student Profile, or update: **CREATE/UPDATE STUDENT PROFILE** Click **CREATE/UPDATE CHRTAS RECORD**.

Apply for Courses

Select FY 2011 or FY 2012 and Select region (0106 - CHRA - South Central).
Use the Drop Down to find course and Select course (like HR for Supervisors).
Select Location, desired date, and course.
Submit the Application Your supervisor will receive an email to approve/disapprove course enrollment.