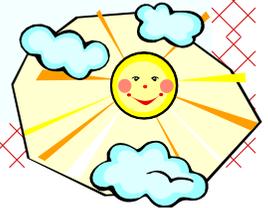




# CIVILIAN HUMAN RESOURCES AGENCY SOUTH CENTRAL REGION CIVILIAN PERSONNEL EMPLOYEE BULLETIN MAY 2011



<b>AF LINK:</b> <a href="http://www.bragg.army.mil/Organizations/TENANT-UNITS/Civilian-Personnel-Advisory/Home.aspx">http://www.bragg.army.mil/Organizations/TENANT-UNITS/Civilian-Personnel-Advisory/Home.aspx</a>
<b>NAF LINK:</b> <a href="http://www.bragg.army.mil/Organizations/Tenant-Units/Civilian-Personnel-Advisory/NAF/AF_home.aspx">http://www.bragg.army.mil/Organizations/Tenant-Units/Civilian-Personnel-Advisory/NAF/AF_home.aspx</a>
<b><u>IN THIS ISSUE</u></b>
OPEN SEASON: FEDERAL LONG-TERM CARE INSURANCE PROGRAM (FLTCIP)
UPCOMING HOLIDAYS: MEMORIAL DAY
CIVILIAN PERSONNEL ADVISORY CENTER CLOSURE
MY WORKPLACE: STREAMLING INFORMATION FOR MANAGERS AND SUIPERVISORS
FINANCIAL LITERACY MONTH
PROTECTING OUR PLANET
VOLUNTEERING FOR THE UNITED STATES GOVERNMENT
FEDERAL LONG-TERM CARE INSURANCE PROGRAM (FLTCIP)
ARMY CIVILIAN CORPS CREED
OFFICE OF PERSONNEL MANAGEMENT RELEASE: COMBINED FEDERAL CAMPAIGN GIVING NUMBERS
BENEFITS OF PERSONAL AND PROFESSIONAL TRAINING
UPCOMING TRAINING
<b>Civilian Personnel Advisory Center Fort Bragg, NC 28310 Director, Jeanne T. Sarch</b>

**OPEN SEASON:**  
Federal Long-Term Care Insurance Program (FLTCIP)  
April 4, 2011 to June 24, 2011  
See page 4 for more details.

**MEMORIAL DAY**



Memorial Day is observed on Monday, May 30, 2011. It was formally known as Decoration Day and commemorates all men and women, who have died in military service for the United States.

Many people visit cemeteries and memorials on Memorial Day and it is traditionally seen as the start of the summer season. It is traditional to fly the flag of the United States at half mast from dawn until noon.

**The Civilian Personnel Advisory Center will be closed on Friday, May 20th from 1200—1630 and on Monday, May 30, 2011.**



## My Workplace:

### “Streamlining Information for Managers and Supervisors”

The My Workplace module brings key information about your personnel to one location for ease of use. My Workplace provides organizational leaders and managers easy access to such personnel data as appointments, position information, salary, awards history and performance. Such data is often a valuable tool in human resources decision making processes and enables managers and supervisors to balance managerial tasks with the day-to-day decision making demands. With quick and easy access to employees’ personnel information, My Workplace helps make budget decisions, staffing plans, and work distributions.

The easy to use module is increasingly changing the way managers and supervisors perform their human resources responsibilities. My Workplace can help leadership more effectively shape an enterprise wide human capital strategy.

Log on today and realize the power of personnel information you have available at your fingertips. The My Workplace module can be accessed via the Civilian Personnel On-line website ([www.cpol.army.mil](http://www.cpol.army.mil)).

## FINANCIAL LITERACY MONTH

April is Financial Literacy Month. The Thrift Savings Plan (TSP) is pressing ahead to encourage workers at all levels of government to focus on preparing their finances for retirement. Employees who already are facing a two-year pay freeze can make minor changes that will not break their personal budgets. For example, federal employees who have other financial responsibilities such as mortgage payments or education loans still can build their retirement savings with small contributions.

Federal Employee Retirement System participants who save at least 5 percent of their basic pay are eligible for a 4 percent agency match and a 1 percent automatic agency contribution. You can make little changes in your day-to-day spending habits to see long-term savings benefits as well. Eliminating \$7 worth of carry-out coffee each week and contributing that money to the TSP instead could yield \$30,546 in savings after 30 years!



Government employees who consider saving for retirement a daunting task now have a helpful planning tool at their disposal. The Federal Ballpark Estimate calculator [www.opm.gov/retire/tools/calculators/ballpark/bp\\_p1.asp](http://www.opm.gov/retire/tools/calculators/ballpark/bp_p1.asp) allows workers covered under the Civil Service Retirement System and the Federal Employees Retirement System to figure out how much to save to ensure a comfortable retirement. According to the Office of Personnel Management (OPM), which manages the tool, the calculator can benefit federal employees with only a few years of government service, as well as those at later stages of their federal tenure. It does not provide an annuity estimate; however, OPM also offers guidance [www.opm.gov/retire/tools/calculators/ballpark/AllAssumptions.asp](http://www.opm.gov/retire/tools/calculators/ballpark/AllAssumptions.asp) on completing required fields, such as service computation date and retirement age.

# PROTECTING OUR PLANET

As the largest employer in the United States, the Federal government has a unique opportunity to influence our country's ecological and financial future. The United States Office of Personnel Management (OPM) is playing its part in the worldwide sustainability movement. They believe in helping ensure our communities are healthy.

OPM is excited to join other Federal agencies in the first public posting of the annual Environmental Scorecard conducted by the Office of Management and Budget (OMB). The Scorecard is a rating of an agency's performance in several categories of environmental stewardship. Along with the already-posted Strategic Sustainability Performance Plan, the Scorecard provides the public with a measure of accountability to ensure that OPM is doing its part to reduce Federal impact on the environment.

This year OPM has received the highest possible rating in all graded categories. OPM is doing more than ever to integrate sustainability into the agency culture and operations, and plans to continue moving toward being a truly sustainable organization.

For more information, please visit <http://www.opm.gov/green/>.

## **VOLUNTEERING FOR THE UNITED STATES GOVERNMENT**

Have you thought about volunteering for the government? Federal statutes and agency regulations allow for use of student volunteers and other volunteers in very limited situations: (1) written agreements with educational institutions (educationally related work assignments); (2) in military hospitals (American Red Cross); and (3) in military museums or family support programs.

Federal agencies are prohibited by law (section 1342 of title 31, United States Code) from accepting volunteer service except as noted below. No person may provide unpaid service to the Government or provide service with the understanding that he or she will waive pay.

### **Exceptions to this prohibition are provided only for:**

1. employment in emergencies involving the protection of life or property;
2. employment of assistants to handicapped employees;
3. employment of experts and consultants; and
3. employment of students to further their educational goals.



In regards to student volunteer service, federal agencies and departments offer unpaid training opportunities to students in high school and college to provide work experience related to their academic program. They are only eligible if they are enrolled, at least half-time, in an accredited high school or trade school; a technical or vocational school; a junior or community college; 4 year college or university or any other accredited educational institution. Normally student volunteers would only work 3 to 4 months either during the school year or on summer break.

## Open Season!

### 2011 Federal Long Term Care Insurance Program (FLTCIP)

The 2011 Federal Long-Term Care Insurance Program (FLTCIP) Open Season is a period of time during which abbreviated underwriting (applicants answer fewer health questions) is available for currently employed Federal and U.S. Postal Service employees (civilian workforce members) and their spouses/same-sex domestic partners and active members of the uniformed services and their spouses who are not currently enrolled in the FLTCIP. Non-enrolled annuitants and other qualified relatives can apply for coverage at any time, but must complete a full underwriting application (applicants answer more health questions).

The open season is from April 4, 2011 to June 24, 2011. **The reason for this open season is that back in 2009, the FLTCIP introduced a new plan, FLTCIP 2.0, with some enhanced features and benefits such as:** A new stay-at-home benefit to help prepare your home for a long term care event, an enhanced informal care benefit to permit your family, neighbor, or other informal caregivers to help care for you in your home.

For complete information on the FLTCIP, please visit them on the web at <http://www.ltcfeds.com> for the current program offerings.



### 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.

## **Office of Personnel Management (OPM) Releases: Combined Federal Campaign (CFC) Giving Numbers**

*Raises More Than \$281.5 Million in 2010*

**Washington, DC** - The U. S. Office of Personnel Management (OPM) announced another successful charitable giving drive by the Combined Federal Campaign (CFC), the world's largest workplace giving campaign. Despite a very tough economic year in 2010 and a drop in charitable giving across the country, Federal civilian, military and postal employees pledged more than \$281.5 million to the CFC. The amount raised was the second highest in the CFC's 50 year history and only less than half a percent below the record set in 2009 of \$282.6 million.

"The CFC has been a source of food, of warmth, of light, of medicine, of school books - a source of life. For countless Americans and people in need around the world, it has been like bedrock - supporting them, even if they don't know it's there," said OPM Director John Berry. "Our charities make sure the money is well spent, and that our donors can see the good they're doing - whether it's for the community center down the block, or a child halfway around the world."

The campaigns with the largest increase in pledges will be recognized by OPM in a ceremony at the Eisenhower Executive Office Building this summer. The campaigns include the CFC of the South Puget Sound, CFC of North Central Kentucky - Southern Indiana - Fort Knox, Greater Chattanooga Area CFC, Low-Country CFC, Rio Grande Valley CFC, Greater Southwest Texas CFC, Rowan/Iredell CFC, CFC of the Northern Shenandoah Valley, and the Eastern Panhandle CFC.

The 2010 CFC was comprised of 209 campaign regions in the U.S. and overseas and approximately 25,000 charities. Pledges made by Federal donors during the CFC season (September 1 - December 14) support non-profit organizations that have met the CFC's public accountability standards and eligibility criteria. Since its inception in 1961, Federal employees have contributed almost \$7 billion to charities through the CFC.

2011 marks the 50<sup>th</sup> anniversary of the CFC. This landmark presents a wonderful opportunity to celebrate and thank volunteers and donors for helping charities do good for so many people across the world. But equally as important, it provides a unique opportunity to develop a strategy for strengthening and ensuring the continued success of the CFC for the next 50 years. OPM Director John Berry has announced the formation of the CFC 50 Commission to study ways to improve the program. The goal of the Commission will be to provide Director Berry recommendations for increasing the CFC's accessibility, accountability, transparency and affordability. Members will include Federal employees, charitable organizations, watchdog organizations, and the media.



## Benefits of Personal and Professional Training

Are you trying to attain a higher salary, increased responsibility, or just another position? If so, you should consider seeking out training to assist you in the quest for personal and professional growth? It is recommended that you rethink the value of training for personal and professional success. Business leaders apply strategy in business operations to improve competitive advantage or to maneuver into a position ahead of competitors. Personal and professional training are beneficial and should be viewed in the same manner. The information below discusses the benefits of training from a competitive and marketing perspective.

In order to remain competitive in the employment market, an individual must prove diligence and possess the applicable skills and knowledge for the career or position being sought. Merely having the experience in doing a particular job may be sufficient, but there is more. Certifications are becoming more relevant with various career fields as organization liability increases. Certifications are also a value in crossing over into other industries. Personal and professional training can offer updated information associated with changes in technology and fundamental methods of performing particular functions.

Personal and professional training is also a valuable marketing tool. Networking is a part of the marketing tool. Identifying with other professionals who possess the knowledge and experience can offer inside information that will assist you with guidance and direction.



In conclusion, remember to evaluate, measure, and determine the importance of your professional work life. If a professional work life is important to you at this time, you establish your goal, create a professional competitive advantage, design a path, and chart the map in that direction in order to achieve the goal. This may include speaking with professionals in the area of interest, local educational institutions or personal research with follow up questions with someone who can provide insight. Waiting on your organization to provide training for your personal and professional growth is not always viable, so take the initiative and pursue your own personal and professional growth, starting NOW!

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

2-5 May 11	HR for Supervisors	Supervisors	0800 - 1630 Location TBD	<b>CHRTAS registration required</b> Course # XB8AHR5 – 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
19 May 11	FECA 101	Supervisors	1300 - 1500 CPAC, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact CPAC Training Office at 910-396-8621/6815
25-26 May 11	L/MER Tools for Supervisors	Supervisors	0900 - 1600 Location TBD	For registration, contact CPAC Training Office at 910-396-8621/6815
7 Jun 11	How to Negoti- ate 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
8 Jun 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
21 Jun 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
22 Jun 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
7 Jul 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
12 Jul 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
13 Jul 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
19 Jul 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](http://www.atrrs.army.mil/channels/chrtas/default.asp).**

### Register in CHRTAS

1. In the center of the page, under the logo, see PLEASE SIGN IN BELOW. 2. 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). 3. Create a Student Profile, or update: CREATE/UPDATE STUDENT PROFILE Click CREATE/UPDATE CHRTAS RECORD.

### Apply for Courses

1. Select FY 2011 or FY 2012 and Select region (0106 - CHRA - South Central).  
2. 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.