



**CIVILIAN HUMAN RESOURCES AGENCY  
SOUTH CENTRAL REGION  
CIVILIAN PERSONNEL  
EMPLOYEE BULLETIN  
APRIL 2012**



**AF LINK:**

<http://www.bragg.army.mil/Organizations/TENANT-UNITS/Civilian-Personnel-Advisory/Home.aspx>

**NAF LINK:**

[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)

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**ARMY CIVILIAN CORPS CREED**

Civilian Personnel Advisory Center  
Fort Bragg, NC 28310  
Director, Diann Batts

**The 22nd Annual Fort Bragg  
Installation Awards Ceremony  
is coming soon!  
More information coming!**

**CPAC Hours of Operation**

The CPAC is open everyday from 0730-1630  
except on **Wednesday's** the hours are **0730-1300**.

**Does Time Off Awards Convert  
to a Cash Payment?**

There has been an inquiry concerning whether an employee with a Time Off Award balance at the time of retirement (VERA/VSIP) will the hours convert to monetary payment?

The answer is no, a Time Off Award does not convert to a cash payment under any circumstances in accordance with AR 672-20, paragraph 4-5a. The Time Off Award must be scheduled and used within one year of the approval date. If you have additional questions, contact your servicing L/MER Specialist.



## TIP OF THE MONTH

What should an Injury Compensation Specialist do about Continuation of Pay (COP) when the Office of Workers' Compensation Programs (OWCP) issues a formal decision denying a Traumatic Injury claim?

### **ANSWER:**

- The agency Injury Compensation Specialist should ensure that any COP paid to the employee is appropriately recovered, if the OWCP decision denies COP entitlement.
- Language on the CA-1 form states, "If my claim is denied, I understand that the continuation of my regular pay shall be charged to sick leave or annual leave, or be deemed an overpayment within the meaning of 5 USC 5584."
- When entitlement to COP is denied by formal decision issued by OWCP, the ICS should prepare a memo to the employee's supervisor, timekeeper, and the claimant, advising them that the claim has been denied by OWCP, and request that COP paid should be changed to sick leave, annual leave, or advanced sick or annual (at the claimant's request), or be considered an overpayment. This memo should state the inclusive dates of COP that should be changed. Should the employee have no leave, and management declines advancing sick or annual leave to the employee, a memorandum to Defense Finance Accounting Service Payroll should be prepared, so that this matter can be properly dealt with as an overpayment.

REFERENCE: DoD Civilian Personnel Manual, 1400.25-M, SC 810.3.11.4 CA-810, Injury Compensation for Federal Employees, (rev. Jan. 1999), Section 5.8 (Terminating COP)

## **The Federal Ballpark Estimate**

The Federal Ballpark Estimate (FBE) is a long-term retirement savings planning tool. The FBE is not an annuity calculator to determine your future retirement benefits. Federal employees within 3 years of retirement should contact the Army Benefits Center (ABC-C) to request an annuity estimate specific to their own service history and unique circumstances.

The FBE includes projected Federal annuity and Thrift Savings Plan benefits to help you quickly identify approximately how much you need to save to fund a comfortable retirement.

The FBE can be used by employees covered by the Civil Service Retirement System (CSRS), CSRS-Offset, or the Federal Employees Retirement System (FERS) who plan to retire under the voluntary age and service rules. The current version does not perform estimates for employees planning to retire under the Minimum Retirement Age (MRA) + 10 rules, or those who are covered by special computation rules such as law enforcement officers and firefighters, or former Federal employees who may be entitled to a deferred retirement.

While FERS began on January 1, 1987, it is possible for a FERS employee to have an SCD (for retirement purposes) prior to that date. Examples of when a FERS employee may have an SCD prior to 1/1/1987 include:

1. employees with prior CSRS service who elected FERS,
2. employees who paid military deposits and Federal employees first hired during the "Interim period" between 1/1/1984 and 2/31/1986, can have SCD's earlier than 1987.

If you are in one of these groups, enter the correct SCD and follow the directions in the "Warning" message. This message is simply to alert the user to check the SCD. If the SCD is correct, select the Submit button again and it will take you to the next Step.

The Federal Ballpark Estimate is a retirement savings planning tool. It is not an annuity estimate. If you are within 3 years of your planned retirement date you should contact ABC-C for an annuity estimate. It's very important to contact your Civilian Personnel Advisory Center (CPAC) well in advance of your retirement for several reasons, including, ensuring that all your service is accounted for and creditable towards retirement and that you are in the correct retirement system; i.e., CSRS, CSRS Offset, or FERS. The Federal Ballpark Estimate can be used as a guideline for your retirement needs. There are other things to consider when getting close to retirement for which your CPAC is the place to discuss all of YOUR options.

The FBE is a long term planning tool which can be very beneficial to persons with only a couple of years of Federal service. This is because the FBE will get you thinking about how the way you save can be beneficial to you down the road to retirement. It's never too early!

If you have any questions or comments about the program, go to and Email questions or comments to [benefits@opm.gov](mailto:benefits@opm.gov). Select the Start Now text below to begin.

## Mid-Point Counseling with Rater and Ratee

Rater's are approaching mid-point counseling on Total Army Performance Evaluation System (TAPES). At the mid-point of the performance period, the Rater is required to conduct a mid-point counseling with the Ratee. The Rater schedules a meeting with the Ratee to discuss what has been done, how well it was done, and what needs to be done. The Ratee should be given an opportunity to provide written accomplishments. Although one documented mid-point (interim) counseling is required annually, the Rater can conduct performance counseling at any time.

Midpoint counseling provides informal feedback and provides an opportunity for input on performance expectations and accomplishments for the first half of the rating period. The Rater should discuss the individual Ratee's performance: consider the quality of their work, productivity, timeliness, and need for professional development when they see the need arise.

At the mid-point counseling the Rater and the Ratee should review objectives, annotate accomplishments, make notes of discussion on support form, document training completed or to be scheduled, discuss DA Values, identify deficiencies and discuss remedies. At the mid-point objectives can be added, deleted and/or changed. Objectives should not be changed after mid-point counseling. After this discussion, the appropriate form is dated and initialed by Rater and Ratee. Rater keeps the original and gives the Ratee a copy.





## **ICARE APRIL - Courtesy in the Workplace**

As an Army civilian, we interact with different types of customers every day. Courtesy is a simple gesture that can say so much to the customers we serve. Courtesy is an act of politeness and a means of respect. The courtesy we display should be consistent to our individual customers.

To incorporate courtesy with our customers, start by simply saying “please” and “thank you”....with a smile. Standing up to greet a customer or walking them to the door are also effective ways to convey courtesy and respect. Addressing your customer with the proper title or rank is an essential way of showing courtesy and respect. Unless otherwise stated by the customer, address them as Mr., Mrs., Ms, or their appropriate rank or title. This also holds true when corresponding by e-mail and by telephone.

Courtesy does not stop at our customers. It is just as important to extend the same courtesy to peers and members of supervision within the organization. For example, before addressing a concern or question to a peer or supervisor, ask if this is a good time for a question. If it is not, ask when it would be best to come back. Courtesy also means being a good listener, being open-minded, and being respectful and professional, as you would expect someone to be towards you.

Comments? Put them on: [www.bragg.army.mil/ice](http://www.bragg.army.mil/ice)

# Civilian Human Resources Agency (CHRA) Civilian Personnel Advisory Center Training Schedule

Date	Course	Target	Time and Location	Enrollment Info
11 APR 2012	Converting from RESUMIX to USA Staffing	Prospective/ Current Federal Employees	0930 - 1130 CPAC Training Room 122 Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, submit your request via email to the CPAC Training Manager @ Danny.S.Sampson.civ@mail.mil
17 APR 2012	FECA 101	Supervisors	1300 - 1500 CPAC Training Room 122 Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, submit your request via email to the CPAC Training Manager @ Danny.S.Sampson.civ@mail.mil
25 APR 2012	Converting from RESUMIX to USA Staffing	Prospective/ Current Federal Employees	0930 - 1130 CPAC Training Room 122 Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, submit your request via email to the CPAC Training Manager @ Danny.S.Sampson.civ@mail.mil
9 MAY 2012	Converting from RESUMIX to USA Staffing	Prospective/ Current Federal Employees	0930 - 1130 CPAC Training Room 122 Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, submit your request via email to the CPAC Training Manager @ Danny.S.Sampson.civ@mail.mil
10 MAY 2012	MER Do's and Don'ts	Supervisors	1300 - 1500 CPAC Training Room Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, submit your request via email to the CPAC Training Manager @ Danny.S.Sampson.civ@mail.mil
10 MAY 2012	Nuts and Bolts of Disciplinary Actions	Supervisors	1300 - 1500 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, submit your request via email to the CPAC Training Manager @ Danny.S.Sampson.civ@mail.mil

For more information, please contact the Bragg CPAC Training Office at 910-396-8556.

For Civilian Personnel courses, please register through the Civilian Human Resources Training Application System (CHRTAS) at [www.atrs.army.mil/channels/chrtas/default.asp](http://www.atrs.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 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.

# **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.**

**I am an Army Civilian.**

