



**CIVILIAN HUMAN RESOURCES AGENCY
SOUTH CENTRAL REGION
CIVILIAN PERSONNEL
EMPLOYEE BULLETIN
January 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

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ARMY CIVILIAN CORPS CREED

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



Tip of the Month!

Processing a Standard Form 50 Personnel Action is important when an injured employee will be in a Leave without Pay (LWOP) status for more than 80 hours. Using the correct Nature of Action Code (NOAC) and Authority Code will have an impact on the employee's Service Computation Date.

The correct NOAC should be 460 LWOP NTE (date) and Authority Code Q3K 5CFR Part 353. The required remark is N10 - To (or expected to) be paid under 5 U.S.C. Chapter 81.

Do not forget to use KD on time and attendance cards during this type of LWOP period.

REFERENCE: Guide to Processing Personnel Actions, Chap 15-4, Placement in non-pay or non-duty status, rule 26.

What to Expect When You Retire!

Traditionally, December 31 is one of the most popular dates for federal workers to retire. This year it's even more popular because it is the end of the pay period, leave year and month. Additionally, with government-wide budget cuts, some agencies are offering early retirement opportunities to their employees with a December 31 effective date. Due to these combined circumstances, we anticipate that the Office of Personnel Management (OPM) will experience a significant, and perhaps unprecedented, rise in retirement claims, adding to their already overwhelming retirement workload.

As cited in many news articles and federal employee trade publications, OPM is experiencing a backlog in processing federal retirement claims. In July 2011, OPM announced they were averaging 18 weeks (4 months) to fully process a retirement claim. While OPM has not recently announced any increase in claim processing time, given the above factors it is reasonable to anticipate that processing time will increase to possibly 6 to 12 months to fully adjudicate a retirement.

With the delay in providing retirees their full annuity payments, OPM has made remarkable improvements by providing retirees interim pay (typically about 60-80 percent of expected full annuity). It now takes OPM only 7-10 days from when it receives a retirement package (usually 4-6 weeks after the retirement date) to provide an annuitant interim pay. With OPM's current backlog and the expected significant rise in retirement processing workload, the time frame for OPM to place an annuitant in interim pay may increase to 6-8 weeks after their retirement date.

Because of these anticipated delays, federal employees retiring in December 2011 or January 2012, are encouraged to carefully evaluate their financial status to ensure they have sufficient financial resources and are prepared for a 6-8 week period before receiving interim (estimated) payment and as much as a 6-12 month delay in receiving their final, approved annuity.

Sources of income beyond retirement annuities include, but are not limited or applicable to everyone: Thrift Saving Plan funds, Social Security benefits, Annual Leave Lump Sum payout, Voluntary Separation Incentive Pay, Individual Retirement Accounts and other personal savings accounts.

Employees with questions on their individual retirement application packages are encouraged to contact their servicing retirement counselor.



ANNUAL WEINGARTEN NOTICE

In accordance with the requirements of 5 USC 7114(a)(3), this is to advise bargaining unit employees that:

An exclusive representative of an appropriate unit in an agency shall be given the opportunity to be represented at any examination of an employee in the unit by a representative of the agency in connection with an investigation if –

(a) the employee reasonably believes that the examination may result in disciplinary action against the employee;

and

(b) the employee requests representation.

WELCOME HOME TROOPS!

Recently President Obama announced the end of the war in Iraq. As Americans we are grateful for the sacrifices our soldiers have made in order to protect our great nation. As our soldiers return home and begin to resume their normal lives, employment may be of concern for many veterans and their families. Many soldiers returning from Iraq will be PCSing to a new duty station and their spouse will be seeking employment at their new duty location. Spouses may be able to obtain employment through the Department of Defense Military Spouse Preference Program upon arrival at the new duty location. Additional information regarding the Military Spouse Preference Program can be obtained by visiting the Fort Bragg Civilian Personnel Advisory Center or clicking the following link:

[http://www.huachuca.army.mil/pages/Garrison/tenants/CPAC/docs/Mil%20Spouse%20Webinar%20\(8-19-2009\).pdf](http://www.huachuca.army.mil/pages/Garrison/tenants/CPAC/docs/Mil%20Spouse%20Webinar%20(8-19-2009).pdf)

Other soldiers may be completing their military careers and ready to pursue a new career with the federal government as an Army civilian. As a veteran there are several programs that can assist you with obtaining employment with the federal government. Below is a list of various hiring authorities offered to assist veterans in seeking employment:

Wounded Warrior Program

Veterans Employment Opportunities Act of 1988 (VEOA)

Disabled Veterans – 30% or More

Veterans Recruitment Appointment Authority (VRA)

For additional information please click on the link below regarding these programs.



<http://www.opm.gov/staffingportal/vetguide.asp>



JANUARY

A CCOUNTABILITY
T TAKE THE TIME
T TEAM WORK
I MPORTANT
T REAT OTHERS KIND
U NDERSTAND CUSTOMERS NEEDS
D EVOTE
E MPOWER

January Is “ATTITUDE” Month At The Civil Personnel Advisory Civilian

We here at Civilian Personnel Advisory Center (CPAC) strive to improve your customer service experience. Every month beginning January 2012 we will concentrate on one of 12 areas to improve your experience at the CPAC.

During the month of January we are focusing on “attitude”. Our attitude is a reflection of our organization and it can make or break your first impression. That is why we will make every effort to improve our “attitudes” to positively impact the organization post wide.

We welcome any comments or suggestions you, as our customers, may have that can improve your experience at the CPAC. Our focus to improve customer service encompasses **I**ntegrity, **C**ompassion, **A**dvocacy, **R**esourcefulness, and **E**xcellence.

Customer service begins with me because ICARE.

ANNUAL LEAVE

Annual leave is earned in accordance with a formula based on time in the federal service. Accrual of annual leave is computed on the basis of the number of years served, both military and civilian. However, credit for the military service of military retirees for annual leave purposes is limited to service during a war, or in a campaign or expedition for which a campaign badge has been issued, unless the member was retired for combat disability (or in the case of certain military retirees employed since November 30, 1964, without a break of more than 30 days' service since that time). The rate of accumulation of leave for full-time employees (excluding Senior Executive Service (SES); Senior Level and Scientific, Professional Positions; or Equivalent Pay Systems) is as follows:

Years of Federal Service	Annual Leave Biweekly	Accumulated Per Year
Less than 3	4 Hours	13 Days
3 to 15	6 Hours	20 Days
15 or more	8 Hours	26 Days



Annual leave can be accumulated and carried forward from year to year, usually not to exceed 240 hours (30 days). Employees working outside the United States, its territories or possessions usually have a maximum accrual limitation of 45 days. SES members (GS-15 or equivalent and above) can accumulate leave up to 720 hours or 90 days. Use of annual leave must normally be approved in advance, usually by the employee's supervisor. Annual leave may be substituted for sick leave; however, sick leave may not be substituted for annual leave purposes.

Although employees have a right to use annual leave in accordance with Agency regulations; the supervisor determines the time and amount of leave granted at any specific time. That determination is based on factors such as workload, staffing levels and training requirements, and the employee's desires.

The Office of Personnel Management (OPM) Form 71 is the document used to request and document all annual leave. The supervisor will approve or disapprove the employee's request and return the original OPM Form 71 in accordance with established guidelines. Employees must follow up on all leave requests until they obtain approval or disapproval on the request.

Advances of annual leave are limited to special cases, and requests for advance leave must be approved by an appropriate official. Advances of annual leave should not be granted if it is known at the time of request that the employee will not return to duty. Advances of annual leave may not exceed the amount of annual leave that would be earned during the remainder of the leave year.

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

Date	Course	Target	Time and Location	Enrollment Info
10 Jan 2012	TAPES	Supervisors	1300 - 1500 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact the Bragg CPAC Training Office at 910-396-8905
11 Jan 2012	Converting from RESUMIX to USA Staffing	Prospective/ current Federal Employees	0930 - 1130 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact the Bragg CPAC Training Office at 910-396-8905
12 Jan 2012	MER Do's and Don'ts	Supervisors	1500 - 1700 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact the Bragg CPAC Training Office at 910-396-8905
12 Jan 2012	Nuts and Bolts of Disciplinary Action	Supervisors	1500 - 1700 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact the Bragg CPAC Training Office at 910-396-8905
17 Jan 2012	FECA 101	Supervisors	1300 - 1500 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact the Bragg CPAC Training Office at 910-396-8905
18 Jan 2012	Converting from RESUMIX to USA Staffing	Prospective/ Current Federal Employees	0930 - 1130 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact the Bragg CPAC Training Office at 910-396-8905
19 Jan 2012	How to Negotiate with the Union	Supervisors	1300 - 1500 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact the Bragg CPAC Training Office at 910-396-8905

For local registration and more information, please contact the Bragg CPAC Training Office at 910-396-8905

For Civilian Personnel courses, 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 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.

