



**CIVILIAN HUMAN RESOURCES AGENCY
SOUTH CENTRAL REGION
CIVILIAN PERSONNEL
EMPLOYEE BULLETIN
NOVEMBER 2010**



NAF LINK:

www.bragg.army.mil/nafhrc

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**Civilian Human Resources Agency
South Central Region
Civilian Personnel Advisory Center
Fort Bragg, NC 28310-5000
Director, Jeanne T. Scharch**



**Health Benefits
Open Season
Begins 18 November
through 13 December**

Visit the Open Season website to learn more about Federal Employee Health Benefit dental, and vision premiums for 2011:

<http://www.opm.gov/insure/openseason/factsheet.asp>. Call 396-6122 for more information.

CPAC Job Information Center is open for NAF employment assistance from 1100 -1300.

For information on AF employment, visit <http://acpol.army.mil/>

**CIVILIAN PERSONNEL OFFICE
CLOSURE:**

**The CPAC office will be closed on
11 November 2010 for Veterans Day
and**

**25 November 2010 in observation
of the Thanksgiving Holiday.**



ANNOUNCEMENTS



Social Security Administration Office Opening Soon:

The Social Security Administration will be opening an office on Fort Bragg.

The office will be located in the Soldier Support Center, room 1C9. Office hours will be Monday through Thursday from 9:00 am to 1:00 pm. For more information or to schedule an appointment, call 1-866-964-6485.



The Wellness Center will be hosting a “SMOKE OUT” to help Tobacco Users become Tobacco Free.

The “Smoke Out” will be held on Thursday, 18 Nov 2010 from 0845 to 1630.

To participant, call the Wellness Clinic at 907-9355 for an appointment prior to 18 Nov 2010. The Wellness Clinic is located inside the WAMC in the Weaver Auditorium (Ground Floor).

EMPLOYEE ASSISTANCE PROGRAM

Sponsored by the Army Substance Abuse Program Division

The Employee Assistance Program (EAP) administratively provides screening, referral, short-term counseling, and follow-up services to employees and their families.

The program offers resources for employees to seek help for personal problems that might adversely impact their work performance, health, and well-being. Issues addressed include alcohol and drug abuse; health-related issues, marital; emotional; behavioral; and financial challenges; or any other problem affecting employees.

For more information about the free services EAP provides, call (910) 396-5784, Monday through Friday, 8:00 am to 5:00 pm. EAP is located in Bldg. 4-2843 Normandy Drive on the Ground Floor, Wing M, Room B-C-1, on Fort Bragg.

CATEGORY RATING: Update to an Old Rating

As of May 11, 2010, the old process of performing Category Rating was changed. The Presidential Memorandum, *Improving the Federal Recruitment and Hiring Process*, requires agencies to use the category rating approach (as authorized by section 3319 of title 5, United States Code) to assess and select job applicants for positions filled through competitive examining. This change affects External recruiting only, i.e., job announcements that are issued under Delegated Examining and open to all U.S. citizens. For the U.S. Army, Category Rating will be effective starting **1 November 2010**.

The purpose of category rating is to increase the number of qualified applicants an agency has to choose from for selection while preserving Veterans' preference rights. The category rating approach gives agencies the flexibility to assess and select from among applicants in the highest quality category without regard to the “rule of three.” The new rules have only slightly changed the process of Category Rating, still allowing Veteran preference after the candidates are deemed qualified. Preference eligibles who meet the qualification requirements are assessed and placed in the appropriate quality categories. Preference eligibles receive Veterans' preference by being listed ahead of non-preference eligibles within the same quality category in which they are placed. No preference points, i.e., 5 or 10 points, are added to the preference eligibles' rating. An agency may not select a non-preference eligible if there is a preference eligible in the same category unless the agency receives approval to pass over the preference eligible in accordance with 5§ U.S.C. 3318.

The procedures used to pass over a preference eligible under category rating are the same as those used in the traditional “rule of three” process. In the traditional and category rating processes, an agency may not select a non-preference eligible over a higher ranked preference eligible or a preference eligible within the same category, respectively, unless the agency receives approval to pass over the preference eligible in accordance with 5 U.S.C. § 3318.

2010 ARMY CIVILIAN ATTITUDE SURVEY

All Department of the Army civilian employees and supervisors have been selected to complete the 2010 Army Civilian Attitude Survey. The Army is conducting this survey to assess civilian employee attitudes and opinions of topics related to government service. Your participation is important. It will help the Army develop policies and programs that will improve the workplace for all civilian employees.

You may take the survey at work during your regular duty hours. This voluntary survey should take less than 30 minutes to complete. It is important that you answer each question carefully and candidly. Please respond in terms of your current position, not a previous one.

Please go online to take this survey. Use the below address Web address in your Internet browser.

2010 Army Civilian Attitude Survey: <https://surveys.us.army.mil>

Be assured the survey is confidential. To protect your privacy, no names are collected and only group statistics are reported. Results will be made public to all employees through various communications networks and websites throughout the Army.

New Changes to FEGLI Program

The Office of Personnel Management has published revisions to the Federal Employees' Group Life Insurance (FEGLI) regulations. These changes were effective October 1, 2010.

Below are some highlighted changes:

- *Expanding the Initial election timeframe from within 31 calendar days to 60 calendar days
- *Life event election criteria – Optional A, B & C coverage and belated election opportunity
- *24 months coverage for federal employees called to active duty for more than 30 days
- *Civilian employees deployed in support of a contingency operations emergency essential DOD employee opportunities – may elect Basic, Option A and B (up to 5 multiples).
- *Only one election to choose how an enrollee's coverage may reduce beginning at age 65.
- *Power of attorney to convert the FEGLI coverage on behalf of the insured

Contact the Army Benefits Center – Civilian (ABC-C) at (877) 276-9287. Counselors are available from 6:00 am to 6:00 pm CT, Monday through Friday.

Visit the website below to view the complete details of the changes to the Program:

<http://www.regulations.gov/search/Regs/contentStreamer?objectId=0900006480b65163&disposition=attachment&contentType=html>

Planning to Retire Soon?

If you are preparing to retire, please note that the Army Benefits Center-Civilian (ABC-C) strongly recommends that you submit your retirement application package to them within 120 days of your intended retirement date.

Their early submission program will help ensure a timely receipt of first annuity payment from the Office of Personnel Management. If you submit your retirement package to the ABC-C with less than 60 days notice, you should be financially prepared for a delay in the receipt of your first annuity payment.

Though there are circumstances that may cause a delay in application submission, the ABC-C strives to complete all packages expeditiously. Still, you are encouraged to follow the ABC-C's 120-day recommendation whenever possible to help achieve a smooth financial transition into retirement.

The ABC-C offers presentations to assist in completing the retirement application. The presentations, along with more information on retirement can be found by visiting the ABC-C web site at <https://www.abc.army.mil>.

Merit System Principles

Personnel management is based on and embodies the Merit System Principles. The merit system principles are the public's expectations of a system that is efficient, effective, fair, open to all, free from political interference, and staffed by honest, competent, and dedicated employees. As the Department of Army experiences continued change in the management of human resources (centralization, deregulation, delegation, etc.), it becomes increasingly important that line supervisors and managers incorporate the merit system principles into every decision process they use.

The merit system principles are:

1. Recruit qualified individuals from all segments of society and select and advance employees on the basis of merit after fair and open competition which assures that all receive equal opportunity.
2. Treat employees and applicants fairly and equitably, without regard to political affiliation, race, color, religion, national origin sex, marital status, age, or handicapping condition, and with proper regard for their privacy and constitutional rights.
3. Provide equal pay for equal work and recognize excellent performance.
4. Maintain high standards of integrity, conduct, and concern for the public interest.
5. Manage employees efficiently and effectively.
6. Retain and separate employees on the basis of their performance.
7. Educate and train employees when it will result in better organizational or individual performance.
8. Protect employees from arbitrary action, favoritism, or coercion for partisan political purposes.
9. Protect employees against reprisal for the lawful disclosure of information in "whistleblower" situation (i.e., protecting people who report things like illegal and/or wasteful activities).



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.

Voluntary Leave Donor Program

The end of the year is a time when many personnel donate leave to those approved recipients in the voluntary leave donor program. To ensure the donated leave is processed to the recipients timely and accurately, these transactions need to be submitted to the DFAS payroll office by 27 December 2010.

Donated leave must be submitted to the Fort Bragg CPAC Benefits Advisor by 17 December 2010. The Voluntary Leave Transfer Program (VLTP) allows an employee who has a medical emergency to receive transferred annual leave directly from other employees in order to avoid being placed in a leave without pay status. This allows an employee to continue to receive pay while recuperating from an emergency (whether their own or a family member's).

A medical emergency means a medical condition of an employee or a family member that is likely to require an employee's absence from duty for a prolonged period of time and would result in a substantial loss of income to the employee because of the unavailability of paid leave. Full time employees approved in a leave recipient status may only accrue up to 40 hours of sick leave and up to 40 hours of annual leave in set-aside accounts. Part-time employees and employees on an uncommon tour of duty may only accrue up to the average number of hours worked in a weekly scheduled tour of duty in a set-aside account while in a leave recipient status.

A family member is any of the following:

- a) Spouse, and parents, thereof
- b) Children, including adopted children, and spouses thereof;
- c) Parents (Step-parents);
- d) brothers and sisters, and spouses thereof;
- e) Grandparents and grandchildren and spouse thereof;
- f) Domestic partner and parents thereof, including domestic partners of any individual in paragraphs (b) through (e) of this definition; and
- g) Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

A FIRST LEVEL SUPERVISOR IS PROHIBITED FROM RECEIVING DONATED LEAVE FROM A SUBORDINATE EMPLOYEE.

Employees applying to become a leave recipient due to a medical emergency should complete the OPM Form 630 and submit the form to their supervisor with certifying medical documentation. Supervisors must endorse and/or approve employee applications to become leave recipients. Then the form will be submitted to the Fort Bragg CPAC Benefits Specialist. The applicant will be notified if they were approved/disapproved and counseled, as appropriate. Questions about the voluntary leave donor program can be directed to 910-396-6122.

AMERICA CARES FOR OUR WOUNDED WARRIORS

Since 9/11, America has not been the same and neither has our Army – the young men and women who volunteer to wear the uniform and put themselves unselfishly in harm’s way to protect and defend our freedom. For those who serve abroad and return as Wounded Warriors, there are many avenues available for them to receive the latest state-of-the-art medical care, as well as benefits such as education, career counseling, and job-training. Here are just two examples of how the Department of the Army - and America - reach out to assist these Soldiers and their Families:

The Department of Army stood up Warrior Transition Units (WTU) to provide high quality living conditions, prevent unnecessary procedural delays, and establish conditions that facilitate the healing processes - physically, mentally, and spiritually - for wounded soldiers. The Units are managed by the Army Medical Command and are located at 35 installations, to include Fort Bragg. Their mission is to focus solely on the care, treatment, and healing of soldiers who are expected to require six months of rehabilitative care and need complex medical management. WTUs ensure that comprehensive treatment of medical conditions are provided to the point it can be determined that the soldier meets or will meet Army retention standards for medical fitness in accordance with AR 40-501. The Units also provide assistance to soldiers as they transition to civilian life.

The Army Wounded Warrior Program (AW2) is one component of the Army’s focus on caring for wounded warriors and was created to respond to the needs of the most severely wounded, ill, or injured Soldiers from Overseas Contingency Operations since 9/11. The program exists to provide seamless support to Soldiers, Veterans, and their Families as they navigate through the Wounded Warrior Lifecycle and serves as a support system that guides Soldiers from evacuation from the battlefield through treatment, rehabilitation, return to duty or military retirement and transition into the civilian community.

Soldiers who meet AW2 eligibility are assigned a local AW2 Advocate to assist them long term in a variety of ways, including working with them to obtain full benefits, educational opportunities, financial and career counseling, as well as helping those who want to stay in the Army to continue their service.



Son or Daughter “In Locos Parentis”

By Ron Crutchfield

What does “In Loco Parentis” mean under Family Medical Leave Act?

The Office of Personnel Management recently issued clarification of definitions and regulations to be applied to civilian employees seeking Family Medical Leave Act (FMLA) leave to care for a child to which they have no biological relationship, but for whom they have assumed duties *in loco parentis*. The FMLA entitles eligible employees to take up to 12 workweeks of job-protected leave, to provide medically necessary care to a qualifying “son or daughter” because of birth, placement with the employee for adoption or foster care, or because of a serious health condition. The FMLA defines “son or daughter” as (a) under 18 years of age; or (b) 18 years of age or older and incapable of self-care due to a mental or physical disability. Congress intended a broad definition of the FMLA term *son or daughter*, to address the situation of employees who have actual day-to-day and/or financial responsibility to care for a child, but who are not the child’s biological parent.

In determining an employee’s eligibility for FMLA, supervisors should treat an employee with actual *in loco parentis* responsibilities towards an otherwise qualifying child as they would an employee with parental responsibility for a biological child, adopted child, stepchild, or qualifying ward. *In loco parentis* defines a situation in which a person “has put himself in the situation of a lawful parent by assuming the obligations incident to the parental relation without going through the formalities necessary to legal adoption. It embodies the two ideas of assuming the parental status and discharging the parental duties.” The key in determining whether the relationship of *in loco parentis* is established is found in the *intention* of the person allegedly in loco parentis to assume the status of a parent toward the child.

Where an employer has questions about whether an employee’s relationship to a child is covered under FMLA, the employer may require the employee to provide reasonable documentation or statement of the family relationship. A statement asserting that the requisite family relationship exists is typically sufficient to establish the relationship.

Examples of situations in which an *in loco parentis* relationship may be found include where a grandparent takes in a grandchild and assumes ongoing responsibility for raising the child because the parents are incapable of providing care, or where an aunt assumes responsibility for raising a child after the death of the child’s parents. Such situations may, or may not, ultimately lead to a legal relationship with the child (adoption or legal ward), but no such relationship is required to find in loco parentis status. In contrast, an employee who cares for a child while the child’s parents are on vacation would not be considered to be *in loco parentis* to the child.





TIPS FOR LETTING FEDERAL EMPLOYERS KNOW YOUR WORTH (Part I)

This is PART I of a three part series on tips that will help job seekers well as their future employers. As we all know, finding the right job takes the right tools. In this first segment we will introduce the first two of ten tips that will help you communicate wisely (tip one); and to the point (tip two).

So, you found the job you want and it is with the Federal Government. Congratulations! You are embarking on an exciting journey with dynamic opportunities that Federal jobs provide. You are also competing with some of the best candidates around. How do you know you've shown future employers' your worth?

First, read the job announcement carefully and acquaint yourself with what the Federal agency is looking for. Then, check your resume to ensure it is complete and includes all the required information for the job you want. Next, capture how your experience matches the competencies and/or knowledge, skills, and abilities required for that job.

Remember, Federal agencies base their decisions on merit so, follow these tips carefully when describing you experience and skills.

1. Use words wisely. Today, the key to a good application is getting the right information to the agency representative in a fast, readable style. How do you do this? By using minimum words to provide maximum information. Just look at this example:

"In this position, it was my responsibility to assist the program director on evaluating health care programs. Due to the fact that most of these centers were in rural areas, it was important that I traveled at least 3 days a week."

The example is full of useless words and phrases such as *due to the fact, it is important, and it was my responsibility* that block your point. Cut them out for a stronger, easy-to-access message:

"In this position, I assisted the program director on evaluating health care programs. Because most of these centers were in rural areas, I traveled at least 3 days a week."

Repeats can slow your message, too. Look at this line:

"I worked with new law enforcement officers who were just entering the force and needed to learn techniques for identifying and interrogating suspects who they suspected of illegal activity. In my capacity, I trained them on these techniques."

Notice that *new law enforcement officers and who were just entering the force* say the same thing? So does *suspects and suspected of illegal activity*. Less obvious is the repeated work with *and trained*. The revision would read:

"I trained new law enforcement officers on techniques for identifying and interrogating suspects."

2. Keep sentences short and clear. Short, direct sentences help the agency get your point. But remember, do not duplicate your resume. Instead, elaborate on significant points in full sentences. This line is so long:

"My 12 years as a customer service representative have given me the opportunity to become comfortable speaking to virtually anyone and to answering questions calmly and professionally even when the person I am speaking to is upset."

It practically leaves the reader out-of-breath. By breaking up sentences, your point is more flowing:

"My customer service representative experience provided opportunities to sharpen my skills. For example, I am comfortable speaking to virtually anyone. I can answer questions calmly and professionally, even when the person I am speaking to is upset."

Stay tuned for next month's bulletin when will cover four more tips!

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

| Date | Course | Target | Time and Location | Enrollment Info |
|--------------|--|---|---|---|
| 10 Nov 10 | MER Dos and Don'ts | Supervisors / Managers | 1300 - 1500 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg | For registration, contact the Bragg CPAC Training Office at 910-396-6815/8621 |
| 10 Nov 10 | Nuts and Bolts of Disciplinary Actions | Supervisors / Managers | 1500 - 1700 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg | For registration, contact the Bragg CPAC Training Office at 910-396-6815/8621 |
| 15-19 Nov 10 | Instructional Methods | HR Specialists | 0800 - 1630 NC National Guard Military Academy Building on Guard Blvd. (vicinity of the NCO Academy) - Room 257, Classroom #11 (and Room 245, DL Lab). | CHRTAS registration required Course # GB7AIMC – F01 SC Region |
| 6-9 Dec 10 | HR for Supervisors | Supervisors / Managers | 0800 – 1630 Bank Hall, Bldg. D3915, Room B318 Fort Bragg | CHRTAS registration required Course # XB8AHRS – F03 SC Region |
| 8 Dec 10 | RESUMIX | 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 910-396-6815/8621 |
| 3 Feb 10 | BOXi | <u>BOXi Account Holders</u> | 0800 - 1630 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg | For registration, contact the Bragg CPAC Training Office at 910-396-6815/8621 |

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

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 2010 or FY 2011 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.