CIVILIAN HUMAN RESOURCES AGENCY
SOUTH CENTRAL REGION
CIVILIAN PERSONNEL
EMPLOYEE BULLETIN
JUNE 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

IN THIS ISSUE

THE FORT BRAGG 22ND ANNUAL INSTALLATION INCENTIVE AWARDS

CPAC TRAINING: REMINDER

INSTALLATION AWARDS CEREMONY TICKETS ON SALE!

SOCIAL SECURITY STATEMENTS ONLINE

ICARE: JUNE— COMMUNICATION

TEN KEY TIPS TO WRITING A FEDERAL RESUME THAT WORKS

WORKERS COMPENSATION TIP OF THE MONTH

FEDERAL WORKERS COMPENSATION: THINGS YOU MAY NOT KNOW

UPCOMING: CIVILIAN PERSONNEL ADVISORY CENTER TRAINING SCHEDULE

ARMY CIVILIAN CORPS CREED

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

The Fort Bragg 22nd Annual Installation Incentive Awards

The 22nd Annual Fort Bragg Installation Awards Ceremony will be held Tuesday, 17 July 2012.

Tickets cost $11.00 and will be available for purchase starting 1 June 2012 through 30 June 2012.

Please see page 2 for more information.

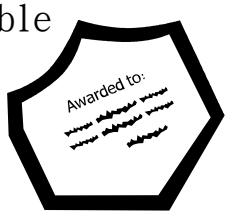
CPAC TRAINING:

As we update on processes please email requests to attend CPAC training classes to **edward.m.lemanski2.civ@mail.mil**

Reminder

Installation Awards Ceremony Tickets on Sale!

The 22nd Annual Fort Bragg Installation Awards Ceremony will be held on Tuesday, 17 July 2012. Ticket sales start 1 June 2012 through 30 June 2012. Cost of the ticket is $11.00. The menu is Chicken Picatta, roasted seasonal vegetable blend, herb roasted red potatoes and ice tea. Tickets can be purchased through your activity point of contact.



Social Security Statements Online

As of May 10, 2012 the Social Security Statements are now available online. The online Statement also provides estimates for disability and survivors benefits, making the Statement an important financial planning tool. Everyone should get in the habit of checking their online Statement each year, around their birthday, for example.

In addition to helping with financial planning, the online Statement also provides workers a convenient way to determine whether their earnings are accurately posted to their Social Security records. This feature is important because Social Security benefits are based on average earnings over a person's lifetime. If the earnings information is not accurate, the person may not receive all the benefits to which he or she is entitled. The online Statement also provides the opportunity to save or print the personalized Statement for financial planning discussions with family or a financial planner. You can access your statement by clicking on the following link: http://www.socialsecurity.gov/mystatement

JUNE: COMMUNICATION

Communicating with your coworkers is a big part of your day, no matter where you work or where you are on the ladder. Your coworkers affect you, and you affect them. This means you need to keep in mind a few points about communication in the workplace when making conversation or expressing your feelings to those around you at work.

A key component to effective communication in the workplace is being clear. Effective communication, no matter where you are or what you are doing, is about being clear with your wants, needs, and concerns. Being up front may seem to be pushing the envelope, but beating around the bush with words like "I think" or "I feel" instead of "This is" will not have as much effect, especially when trying to make a point with a superior or a fellow coworker.

Be sure to express your concerns to your superiors, but try to keep from expressing them to the people around you. While you may be dissatisfied with one or two aspects of your job, instilling that same dissatisfaction in your coworkers is counterproductive. Communicate clearly with your superiors about the problems and concerns you have with your workplace.

Ten Key Tips to Writing a Federal Resume that Works:

1. Don't forget to include information specific to the job as advertised. Information such as the job number, grade and title of the jobs you are interested in applying for.

2. Include personal information such as your full name, mailing address with ZIP code, any phone numbers, Social Security Number, reinstatement eligibility and civilian grade, including the job series and dates that you held the previous position.

3. Write your educational qualifications in chronological order, starting from high school to college. Include the name and city of each institution, and the type and year of diploma/ degree received. Don't forget to highlight the grades that you received and any awards. Make detailed descriptions in the KSA.

4. You must specifically mention the major subjects and total credits you have earned. While writing these points, you may be tempted to make use of bullet points - however, while these work well for resumes targeting civilian positions, they may not be well received when applying for federal jobs.

5. You should explain things in great detail. The underlying reason for this is that education counts a lot more in federal recruitment than in the private sector. Therefore, you should use this format to show (read: market) how well you qualify for the job through your education.

6. Even if your education does not exactly match the qualifications as advertised, you can still qualify through equivalent experience. In this case, you can get over this hurdle by explicitly spelling out your previous experience and how it relates to the job at hand.

7. Federal resumes are not scanned by machines. Since your resume will be read by an actual, live human, make sure that you make the most of it by being as descriptive as possible.

8. If you have previous work experience having relevance to the job in question, include it with full details. Give the telephone numbers of employers, position(s) you held, numbers of hours per week and salary. Writing your accomplishments and duties (to a lesser extent) is important. You should also indicate whether it is OK to contact the previous employer.

9. Don't forget to write about any other qualifications that may be even slightly related to the job. Explain why you think they are similar by giving concrete examples such as software used, etc. Memberships, certificates or awards also count heavily in federal job applications.

10. Don't forget to enclose the KSA and mention it in the resume. Avoid the KSA becoming a verbatim copy of your resume. Write the KSA in your own style, without borrowing from samples and use lots of examples to justify your application. Always type your full name and sign it.

The bottom line here is that you cannot follow the same rules for federal resumes as for civilian ones. By following the tips above, and writing your KSA's descriptively and succinctly, you will be well on your way to landing that federal job.

Workers' Compensation Tip of the Month

How much do you know about Causal Relationship? Here's the scenario: An Ohio National guard employee sustained a heart attack when he experienced chest pains while walking from the flight line to the hangar after grounding aircraft. In a 1-5-11 report, his attending physician "reported that appellant presented with angio symptoms, myocardial infarction and coronary artery disease. He checked the box marked "yes" when asked if he believed that appellant's condition was caused or aggravated by his employment activity and noted that the condition was caused by stress and physical labor. [The doctor] further stated that cardiac episodes can be exacerbated by stress and physical labor and that he expected long-term cardiac disease as a result of appellant's condition".

Question:
So….is that enough to meet the employee's burden of proof, requiring development of the case and referral to a SECOP?

Here's the answer:
In this case, ECAB said no. They concluded that "physicians failed to state any opinion on causal relationship between his cardiac condition and the November 23, 2010 employment incident", and noted that the employee "contends that the mental stress and physical requirements of his employment caused his cardiac condition on November 23, 2010. His honest belief that work caused his medical problem is not in question. But that belief, however, sincerely held, does not constitute the medical evidence necessary to establish causal relationship." The Board affirmed the denial of this claim by OWCP.

FEDERAL WORKER'S COMPENSATION:

Things you May Not Know

Is the employer entitled to know what an employee's worker's compensation file contains?

Yes. While workers' compensation records are protected from release under the Privacy Act, the employer is considered a party to the claim. It may receive information in the employee's file under the "routine use" provision of the regulations under which the Privacy Act is administered. Such information includes medical reports. Employers are expected, however, to handle this information with care and to restrict access to those with a specific need to have it.

Is an employee in performance of duty while on break or at lunch?

An employee is considered to be in performance of duty during break or at lunch on the employer's premises. Unless the employee is in travel status or is performing regular duties off the premises, an injury which occurs during lunch hour off the premises is not usually covered.

Are there penalties for filing a false claim?

Yes. Federal law (18 U.S.C. 1920) provides:
Whoever knowingly and willfully falsifies, conceals, or covers up a material fact, or makes a false, fictitious, or fraudulent statement or representation, or makes or uses a false statement or report knowing the same to contain any false, fictitious, or fraudulent statement or entry in connection with the application for or receipt of compensation or other benefit or payment under subchapter I or III of chapter 81 of title 5, shall be guilty of perjury, and on conviction thereof shall be punished by a fine under this title, or by imprisonment for not more than 5 years, or both; but if the amount of the benefits falsely obtained does not exceed $1,000, such person shall be punished by a fine under this title, or by imprisonment for not more than 1 year, or both.

For more information about Division of Federal Employees' Compensation visit http://www.dol.gov/owcp/dfec/index.htm or contact your ICPA at CPAC.

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

Date	Course	Target	Time and Location	Enrollment Info
6 June 2012	**Developing Employees**	Supervisors	**1330 - 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.**
7 June 2012	**Personnel Coordinators**	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.**
13 June 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, submit your request via email to the CPAC Training Manager.**
14 June 2012	**Tapes**	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.**
27 June 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, submit your request via email to the CPAC Training Manager.**
10 July 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.**

For more information, please contact the Bragg CPAC Training Office via email at edward.m.lemanski2.civ@mail.mil.

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.