



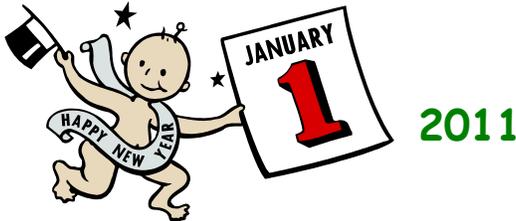
**JOINT READINESS TRAINING CENTER AND FORT POLK
CIVILIAN PERSONNEL ADVISORY CENTER
FORT POLK, LOUISIANA 71459-5341**



"A Return to Prominence – One Satisfied Customer at a Time"

**CPAC INFORMATION BULLETIN
NUMBER 131**

January 2011



HAPPY NEW YEAR

"Another fresh new year is here . . .
Another year to live!
To banish worry, doubt, and fear,
To love and laugh and give!
This bright New Year is given me
To live each day with zest . . .
To daily grow and try to be
My highest and my best!
I have the opportunity
Once more to right some wrongs,
To pray for peace, to plant a tree,
And sing more joyful songs!"

~William Arthur Ward~

SPECIAL ANNOUNCEMENT

2011 ANNUAL WEINGARTEN NOTICE

**NOTICE TO ALL BARGAINING UNIT EMPLOYEES
FROM THE DIRECTOR, CIVILIAN PERSONNEL
ADVISORY CENTER**

1. Pursuant to the provisions of the Civil Service Reform

Act, this is to advise that effective 11 January 1979 employees in units represented by an exclusive labor organization have the right to request union representation at an examination by a representative of the agency in connection with an investigation if the employee believes the examination may result in disciplinary action.

2. Section 7114(a) of the Civil Service Reform Act of 1978 states that:

"(2) An exclusive representative of an appropriate unit in an agency shall be given the opportunity to be represented at --

(B) Any examination of an employee in the unit by a representative of the agency in connection with an investigation if --

(i) The employee reasonably believes that the examination may result in disciplinary action against the employee; and

(ii) The employee requests representation."

3. Therefore, as required by Section 7114(a) (3), you are hereby given annual notice of the right set forth in this provision.

FAMILY AND MEDICAL LEAVE

In accordance with controlling regulations, employees must be informed of their entitlements and responsibilities under the Family and Medical Leave Act, including the requirements and obligations of employees. This serves as our annual notice.

Entitlement

Under the Family and Medical Leave Act of 1993 (FMLA), most Federal employees are entitled to a total of up to 12 workweeks of unpaid leave during any 12-month period for the following purposes:

- The birth of a son or daughter of the employee and the care of such son or daughter;
- The placement of a son or daughter with the employee for adoption or foster care;

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- The care of a spouse, son, daughter, or parent of the employee who has a serious health condition; or
- A serious health condition of the employee that makes the employee unable to perform the essential functions of his or her position.
- Under certain conditions, an employee may use the 12 weeks of FMLA leave intermittently. An employee may elect to substitute annual leave and/or sick leave, consistent with current laws and Office of Personnel Management regulations for using annual and sick leave, for any unpaid leave under the FMLA. (The amount of sick leave that may be used to care for a family member is limited.) FMLA leave is in addition to other paid time off available to an employee.

Job Benefits and Protection

Upon return from FMLA leave, an employee must be returned to the same position or to an “equivalent position with equivalent benefits, pay, status, and other terms and conditions of employment.” An employee who takes FMLA leave is entitled to maintain health benefits coverage. An employee on unpaid FMLA leave may pay the employee share of the premiums on a current basis or pay upon return to work.

Advance Notice and Medical Certification

An employee must provide notice of his or her intent to take family and medical leave not less than 30 days before leave is to begin or, in emergencies, as soon as is practicable. An agency may request medical certification for FMLA leave taken to care for an employee’s spouse, son, daughter, or parent who has a serious health condition or for the serious health condition of the employee.

Additional Information

Additional information on FMLA may be found in JRTC & FP Reg 690-20 and on line at www.opm.gov.

EMERGENCY SITUATION (INCLEMENT WEATHER)

It is within the administrative authority of a commander or head of an activity to close all or part of an activity and to administratively excuse employees when there is legal or regulatory authority established to permit the absence without charge to leave. This authority does not extend to periods of interrupted or suspended operations that can be anticipated far enough in advance to permit arranging for assignment to work areas or the scheduling of annual leave.

This serves to advise you of the means of employee notification in the event of an emergency situation due to inclement weather, reiterate early release and late arrival practices, and identify “Mission Critical Emergency” and “Emergency Employees” who are expected to report for,

or remain at, work in emergency situations, unless otherwise notified.

First, when employees are off duty and a general emergency situation develops that may delay or prevent the workforce from reporting to work on time, they should:

- Tune to the following local radio and television stations:
 - 1) KVVP 105.7, Leesville
 - 2) KROK 95.7, Leesville
 - 3) KJAE 93.5, Leesville
 - 4) WSTV (3), Fort Polk-Leesville
 - 5) KALB-TV (5) (NBC), Alexandria
 - 6) KLAX-TV (31) (ABC), Alexandria
 - 7) KPLC-TV (7) (NBC), Lake Charles
 - 8) KLFY-TV (10) (CBS), Lafayette
- Log on to <http://www.jrtc-polk.army.mil>
- Assume reporting instructions are normal until receiving instructions to the contrary on one of the above official sources or from a supervisor.

Turning now to closure, early release and late arrival practices, the commander’s exercise of authority outlined above in emergency situations will impact the leave treatment of appropriated fund civilian employees as follows:

Close/Suspend Operations:

If there is a decision to *Close/Suspend Operations*, excused absence is appropriate for: all employees, including those who:

- are scheduled, but failing to report
- are reporting after the period of closure begins
- those with scheduled leave

Those employees whose supervisor have informed them that their presence at work is necessary for reasons of morale, health, welfare or essential activities will not be granted excused absence.

Early Release (Installation Remains Open):

If inclement weather should result in a decision to release employees from duty early (before the regular close of business), only those employees on duty at the time an early dismissal is announced are entitled to excused absence. Employees who are already on approved leave when the early dismissal is announced are not entitled to excused leave. Examples: Early dismissal is announced at 1200 to be effective at 1400.

- Employees on duty at 1200 will be granted excused absence commencing at 1400.
- Employees on duty at 1200 may take annual leave up to 1400 and will be granted excused absence commencing at 1400.

- Employees who are on annual or sick leave at 1200 are not entitled to excused absence.
- Also, the decision can remain open and simply grant Liberal Leave – No excused absence will be granted due to inclement weather.

Late Arrival:

Inclement weather precludes employees from reporting on time. Excused absence granted (time specified by the commander) for those employees who ultimately report for work. For example, the announcement is made, “employees report 2 hours later than normal.” Employees who actually report to work are granted 2 hours of excused absence from the beginning of their tour on that day. Employees who do not report to work at all on that day would not be granted any excused absence.

Finally, with respect to “Mission Critical Emergency” and “Emergency Employees”, employees who occupy such positions or have been designated as a “Mission Critical Emergency” or “Emergency Employee” must be identified and informed of such by their supervisor. As such, these employees are expected to report for, or remain at, work to perform assigned duties in emergency situations, unless otherwise notified. Dismissal or closure announcements do not apply to you, unless instructed otherwise by your supervisor. If a designated employee does not report for work or remain at work as required, he or she may be charged annual leave, sick leave, credit hours, compensatory time earned, LWOP or absence without leave (AWOL), if appropriate. Additionally, formal disciplinary action may also be taken.

Questions regarding leave should be directed to your supervisor or an HR Advisor at the CPAC.

Training

HUMAN RESOURCES (HR) FOR SUPERVISORS COURSE

The HR for Supervisors course was developed by the Civilian Human Resource Agency (CHRA) to train supervisors in their responsibilities for civilian human resources management. This course is offered on a quarterly basis by the Civilian Personnel Advisory Center (CPAC) Staff. Not only are new supervisors encouraged to attend, but this course is an excellent refresher for all supervisors. We encourage all supervisors “new” and “not so new” to attend this course. Remember “continuous learning” is the KEY to Success!

The course covers HR management legal and regulatory requirements, HR processes, HR services and HR automated tools designed to assist supervisors in requesting and tracking personnel actions. HR for Supervisors is a 5 day course designed to teach civilian and military supervisors of appropriated fund civilian employees about their responsibilities for Civilian Human Resource (CHR) management. The course includes the following modules:

- **Overview of the Army CHR (includes coverage of Merit System Principles and Prohibited Personnel Practices)**
- **Planning (NSPS, work planning, changes in mission and organizational goals impact on planning in HR)**
- **Structuring (NSPS, Position Classification, including an introduction to CHR automated tools such as CPOL, ART, Gatekeeper, FASCLASS)**
- **Acquiring (Staffing, NSPS)**
- **Developing (Human Resource Development)**
- **Sustaining (Management Employee Relations, NSPS, Appraisals)**
- **Sustaining (NSPS and Labor Relations)**
- **Federal Employees' Compensation Act**
- **Time and Attendance for Supervisors**
- **Staff Judge Advocate**
- **Safety**
- **Employee Assistance**
- **Equal Employee Opportunity**

The dates that we will be conducting the course in FY 11 are as follows:

March 21-25
June 13-17
August 15-19

Supervisors who are interested in attending or those who may desire additional information should call their servicing HR Specialist at the CPAC, 531-4207/1840.



Mandatory Birth Month Training for FY 2011 will be conducted on the dates below. Employees and their supervisors have the opportunity to choose between two dates to attend the training. Two training dates should help to alleviate the workload problems that we now face when scheduling our employees to attend this training. **Seats will be filled on**

a first come first serve basis. The classroom fills up quickly. **My recommendation is that you have your employees arrive NLT 0750 to ensure that they get a seat.** Everyone is required to attend this training; mark your calendar and plan to attend. The location of the training classes will be at the new Library/Education Center, Bldg. 660, Rooms 221/223.

The training dates are:

January 11 & 12
 February 8 & 9
 March 8 & 9
 April 5 & 6
 May 3 & 4
 June 7 & 8
 July 12 & 13
 August 2 & 3
 September 13 & 14

Prior to your scheduled date, you may want to check with your Organization Training Coordinator to confirm that the dates above have not been changed.

If you have any questions regarding the above training schedule, please call 531-6814.



Monday, 17 January 2011



Benefit Adjustments

I have military service after 1956. Will I continue to receive credit for the service after I become eligible for Social Security?

When you become eligible for Social Security, your military service after 1956 will be used in the computation

of your Social Security. Unless you paid a deposit, prior to retirement, for your military service that occurred after 1956, it will no longer count toward your retirement benefit. However, if you did pay the deposit, no adjustment to your retirement benefit is made at age 62.

I am receiving Civil Service Retirement System (CSRS) offset benefits. What will happen to my benefit when I become eligible for Social Security?

If at age 62 you are eligible for Social Security, your retirement benefits will be recomputed to "offset" any part of your Social Security benefit that is based on your years of Federal service under the offset plan.

I am receiving a Federal Employees Retirement System (FERS) disability benefit. Will my benefit ever change?

If you were under 62 when your disability benefit began, and were not eligible for a voluntary immediate benefit, your benefit will be recomputed after you have been retired for 12 months. The recomputed annuity will be 40 percent of your high-3 average salary minus 60 percent of your monthly Social Security benefit, or your earned benefit, whichever is higher.

At age 62, your benefit is recomputed as though you had continued working until age 62. (Your average salary is increased by all FERS Cost-of-Living Adjustments paid while you were disabled.)

I am receiving a disability benefit. Can my benefit be stopped?

Yes. If you are under age 60, your benefit will stop if:

1. you are found to be medically recovered from your disabling condition;
2. in any calendar year your income from wages and self-employment is at least 80 percent of the current rate of basic pay from the position you retired from (This is also known as a restoration to earning capacity.); or
3. you are reemployed in the Federal service in a position equivalent to what you held at retirement. (This is called administratively recovered.)

If my disability benefit stops, can it ever be reinstated?

Yes. If your disability benefit stopped because you were found recovered either medically or administratively, your

benefit can resume only if the disability recurs and you do not exceed the 80 percent earnings limitation. If your disability benefit stopped merely because you exceeded the earnings limitation, your benefit can resume effective the first of the year after you no longer exceed the 80 percent earnings limit.

Postponing Retirement Benefits

Retiring as a Federal Employees Retirement System (FERS) Minimum Retirement Age (MRA) + 10 annuitant means your annuity is reduced 5% for each year you are under age 62. This can be costly to you as an annuitant – it can be as low as 5% and as much as 30% of your annuity.

The reduction is 5% for each year you are under age 62. The reduction is permanent and does not stop when you reach age 62. If you retire under MRA+10, you are not eligible for FERS annuity supplement.

There is a way to by-pass having your MRA+10 annuity reduced by any amount. The best option is to postpone applying for your retirement benefits and avoid a reduction for age.

Electing to postpone your retirement benefits can be done any time after you separate and are eligible to receive MRA+10 retirement benefits. You simply have to download the RI 92-19 Application for Deferred or Postponed Annuity from the Office of Personnel Management (OPM) website at http://www.opm.gov/forms/pdf_fill/RI92-19.pdf, complete the form and file directly with OPM.



If you have 20 years of service, you can start receiving your postponed annuity the first day of the month after your 60th birthday. If you do not have 20 years of service, you can receive your annuity less than 30 days before your 62nd birthday.

Some believe that you can accomplish the same thing by deferring your retirement. This is far from the truth. Postponing your retirement annuity allows you to have your FEHB and FEGLI reinstated once your postponed annuity starts, if you were eligible to take those benefits into retirement on the date you separated.

Winter

\$\$ PAY CORNER \$\$



Control Your Pay With myPay!

Click on MyPay Key above to be linked to the MyPay System

Or

Type into your browser:

<https://mypay.dfas.mil/mypay.aspx>

If you haven't done so lately, now is a good time to check your mailing address in myPay to make sure it is correct. This is especially important if you receive a hard copy Wage and Tax Statement (W-2). Tax time will be here before you know it!



L 2010 Fund has Closed

The L 2010 Fund reached its time horizon on July 1, 2010 and now has a final asset allocation that is identical to the L Income Fund. On December 31, the L 2010 Fund closed. If you have investments in the L 2010 Fund, they were moved to the L Income Fund on December 31. If you have allocated any portion of future contributions to the L 2010 Fund, that allocation was automatically changed to the L Income Fund. You do not need to take any action, but if you want to change your contribution allocation or do an interfund transfer to change the investment mix of money already in your account, visit My Account.

TSP – % or \$

A frequent question posed to ABC-C counselors is, “Should I contribute a dollar amount or a percentage of my salary to TSP? Which is best?”

This is one of those situations where the answer is “it depends.” There are advantages and disadvantages to both methods of contributing to TSP.

If you contribute the maximum amount each year, it would be best for you to choose a dollar amount. This way you can ensure you won't exceed the limit before the end of the year, which is very important if you are a FERS-covered employee.



Contributing a percentage of your salary to TSP is a good way to start. As your salary increases, your TSP contributions increase without having to make a change to your contribution rate.

Employee Contributions — There are no longer any percentage limits on employee contributions to the TSP. TSP contributions are limited only by the restrictions imposed by the [Internal Revenue Code](#).

Elective Deferral Limit (I.R.C. Section 402(g)) — The elective deferral limit for 2010 and 2009 is \$16,500. See the Fact Sheet "[Annual Limit on Elective Deferrals](#)."

I.R.C. Section 415(c) Limit — The limit for 2011 and 2010 is \$49,000.

Catch-up Contributions — The limit on catch-up contributions for 2011 is \$5,500. If you are at least age 50 (or will become age 50 during the calendar year) and if you have made or will make the maximum amount of employee contributions for the calendar year (e.g., \$16,500 in 2011), you may also make catch-up contributions to your TSP account. See the Fact Sheet "[Catch-up Contributions](#)."

Participant statements are on-line in [Account Access](#) on this Web site. Click on [Your TSP Participant Statement](#) for more information.

Loan interest rate for new loans is 2.875%.

Annuity interest rate index: 3.125% for annuities purchased in January 2011 and 2.625% for December 2010. [Click here](#) for historical annuity interest rates.

Your account balance is updated each business day. To access your account balance on this Web site, you will need your TSP 13-character account number and your 8-character [Web Password](#). To obtain your account balance from the [ThriftLine](#), you will need your TSP account number and 4-digit TSP Personal Identification Number (PIN).

Civilian TSP participants who are members of the Ready Reserve — If you are a civilian TSP participant with an outstanding TSP loan and are placed in non-pay status to perform military service, make sure your agency provides the TSP with documentation to certify your status and suspend loan payments. The Internal Revenue Code allows the TSP to suspend loan payments for all

participants placed in non-pay status for up to one year of non-pay. However, participants placed in non-pay status to perform military service for more than one year are authorized suspension of loan payments for the entire period of military service. For more information, see the Fact Sheet [Effect of Nonpay Status on TSP Participation](#).

TSP RATES OF RETURN

Rates of Return were updated on January 4, 2011

(Figures in parenthesis indicate a negative return)

	G Fund	F Fund	C Fund	S Fund	I Fund
Dec 2010	0.20%	(1.05%)	6.68%	7.38%	8.12%
Last 12 Months	2.81%	6.71%	15.06%	29.06%	7.94%

(01/01/2010-12/31/2010)

*The G, F, C, S, and I Fund returns for the last 12 months assume unchanging balances (time-weighting) from month to month, and assume that earnings are compounded on a monthly basis.

	L Income	L 2020	L 2030	L 2040
Dec 2010	1.49%	4.08%	4.96%	5.67%
Last 12 Months	5.74%	10.59%	12.48%	13.89%

(01/01/2010-12/31/2010)

*The monthly G, F, C, S, and I fund returns represent the change in their respective share prices for the month. The changes in share prices reflect net earnings after accrued TSP administrative expenses have been deducted. The F, C, S, and I fund share prices also reflect the deduction of trading costs and accrued investment management fees.

The TSP is a retirement savings plan for civilian federal employees. The monthly G, F, C, S, and I Fund returns represent the actual total rates used to allocate monthly earnings to participant accounts. Allocations are usually completed by the fourth business day of the month. The returns are shown after deduction of accrued TSP administrative expenses. The F, C, S, and I Fund returns also reflect the deduction of trading costs and accrued investment management fees.

The TSP performance history for the past 12 months can be accessed through the following link: http://www.tsp.gov/curinfo/annuity_history.html



**HOLIDAY/LIBERAL LEAVE
SCHEDULE FOR FY 2011**

DAY/DATE	HOLIDAY	Training/Liberal Leave Day
Monday, 11 October 10	Columbus Day	Friday, 8 Oct *
Thursday, 11 November 10	Veterans Day	Friday, 12 Nov*
Thursday, 25 November 10	Thanksgiving Day	Friday, 26 Nov *
Friday, 24 December 10	Christmas	Monday, 27 Dec*
Friday, 31 December 10	New Year's Day	Monday, 3 Jan*
Monday, 17 January 11	Birthday of Martin Luther King, Jr.	Friday, 14 Jan*
Monday, 21 February 11	Washington's Birthday	Friday, 18 Feb*
Monday, 30 May 11	Memorial Day	Friday, 27 May*
Monday, 4 July 11	Independence Day	Friday, 1 Jul*
Monday, 5 September 11	Labor Day	Friday, 2 Sep*
*DESIGNATES TRAINING HOLIDAY FOR MEDDAC		



CERVICAL CANCER AWARENESS MONTH

HEALTH PROMOTION PROGRAM
 Department of Preventive Medicine
 Bayne-Jones Army Community Hospital

Cervical cancer was once the number-one cause of death from cancer in women. Thanks to the Papanicolaou (Pap) test, which can screen for this cancer, the number of women in the United States with cervical cancer has decreased dramatically. When cervical cancer is found early, it is highly treatable. With the Pap test, doctors can also find changes in the cervix when they are still precancerous. It is the only gynecological cancer, currently, that can be prevented through routine screening. Unfortunately, too many women fail to take advantage of the benefit of regular pap testing. In fact, 60 to 80% of American women newly diagnosed with cervical cancer had not had a pap test in five years, if at all, according to the National Cancer Institute.

Risk factors that may increase the likelihood of developing cancer of the cervix:

Infection from the human papillomavirus (HPV) – CDC has identified HPV as the most common sexually transmitted virus in the United States and the main cause of cervical cancer. A person who becomes sexually active at a young age or who has had more than one sexual partner is at increased risk of getting HPV.

Age – The average age of women newly diagnosed with cervical cancer is between 50 and 55 years, though this cancer can appear in women as young as in their twenties. The risk of developing cervical cancer does not decrease as women age.

Smoking –Women who smoke are twice as likely as nonsmokers to get cervical cancer.

HIV – Testing positive for the virus that causes acquired immunodeficiency syndrome (AIDS).

Nutrition – Diets low in fruits and vegetables.

Family history – Women whose mother or sisters have had cervical cancer.

Common early symptoms of cervical cancer:

- ✚ Vaginal bleeding after sexual intercourse
- ✚ Pelvic pain
- ✚ Pain during sexual intercourse
- ✚ Unusual vaginal discharge
- ✚ Abnormal bleeding between menstrual periods
- ✚ Heavy bleeding during your menstrual period
- ✚ Increased urinary frequency

If you have any of these symptoms, speak to your healthcare provider right away. Don't ignore the symptoms. Ignoring the symptoms can give the cancer time to grow into a more advanced stage and lower your chance for effective treatment.

Steps to decrease your risk of cervical cancer:

First, get your Pap test annually or as often as your physician recommends.

A pap screening test is used to find (abnormal) cell changes in the cervix. It can find problems that can be treated before they turn into cervical cancer. A Pap test can also find cancer earlier, and the earlier it is found, the easier it is to cure. In its early stages, cervical cancer or early cervical pre-cancerous abnormalities usually have no signs or symptoms. That's why it's important to get Pap tests regularly.

Second, follow up with your doctor if you have an abnormal Pap test. A high percentage of patients diagnosed with cervical cancer are patients who do not follow-up with their doctor after being contacted about an abnormal exam.

Third, focus on prevention. Things that may reduce your risk of HPV infection are abstinence, remaining in a monogamous relationship with an uninfected partner, and condom use.

Fourth, consider receiving the Gardasil immunization. Gardasil is an approved vaccine for females ages 11-26 and is known to prevent some strains of the Human papillomavirus (HPV) that can cause cervical cancer and/or genital warts. Family members may receive the vaccination by scheduling an appointment with the Immunization Clinic at (337) 531-3593. Appointments for Pap screenings may be made by calling (337) 531-3011.

In recognition of National Cervical Cancer Awareness Month, Department of Preventive Medicine, Health Promotion Program at Bayne-Jones Army Community Hospital will be providing Health Awareness at the Post Exchange on 21 January 2010 from 10 a.m. to 1 p.m. For more information contact us at (337) 531-6880.

Genital HPV

What is genital HPV infection?

Genital human papillomavirus (also called HPV) is the most common sexually transmitted infection (STI). There are more than 40 HPV types that can infect the genital areas of males and females. These HPV types can also infect the mouth and throat. Most people who become infected with HPV do not even know they have it. HPV is not the same as herpes or HIV (the virus that causes AIDS). These are all viruses that can be passed on during sex, but they cause different symptoms and health problems.

What are the signs, symptoms and potential health problems of HPV?

Most people with HPV do not develop symptoms or health problems from it. In 90% of cases, the body's immune system clears HPV naturally within two years.

- But sometimes, certain types of HPV can cause genital warts in males and females. Rarely, these types can also cause warts in the throat – a condition called recurrent respiratory papillomatosis or RRP.
- Other HPV types can cause cervical cancer. These types can also cause other, less common but serious cancers, including cancers of the vulva, vagina, penis, anus, and head and neck (tongue, tonsils and throat).

The types of HPV that can cause genital warts are not the same as the types that can cause cancer. There is no way to know which people who get HPV will go on to develop cancer or other health problems.

Genital warts usually appear as a small bump or groups of bumps in the genital area. They can be small or large, raised or flat, or shaped like a cauliflower. Health care providers can diagnose warts by looking at the genital area during an office visit. Warts can appear within weeks or months after sexual contact with an infected partner – even if the infected partner has no signs of genital warts. If left untreated, genital warts might go away, remain unchanged, or increase in size or number. They will not turn into cancer.

Cervical cancer usually does not have symptoms until it is quite advanced. For this reason, it is important for women to get regular screening for cervical cancer. Screening tests can find early signs of disease so that problems can be treated early, before they ever turn into cancer.

Other HPV-related cancers might not have signs or symptoms until they are advanced and hard to treat. These include cancers of the vulva, vagina, penis, anus, and head and neck. For signs and symptoms of these cancers, see www.cancer.gov.

How do people get genital HPV?

HPV is passed on through genital contact, most often during vaginal and anal sex. HPV may also be passed on during oral sex and genital-to-genital contact. HPV can be passed on between straight and same-sex partners – even when the infected partner has no signs or symptoms.

A person can have HPV even if years have passed since he or she had sexual contact with an infected person. Most infected persons do not realize they are infected or that they are passing the virus on to a sex partner. It is also possible to get more than one type of HPV. Very rarely, a pregnant woman with genital HPV can pass HPV to her baby during delivery. In these cases, the child can develop RRP.

How does HPV cause genital warts and cancer?

HPV can cause normal cells on infected skin to turn abnormal. Most of the time, you cannot see or feel these cell changes. In most cases, the body fights off HPV naturally and the infected cells then go back to normal.

How common are HPV and related diseases?

HPV (the virus). Approximately 20 million Americans are currently infected with HPV. Another 6 million people become newly infected each year. HPV is so common that

at least 50% of sexually active men and women get it at some point in their lives.

Genital warts. About 1% of sexually active adults in the U.S. have genital warts at any one time.

Cervical cancer. Each year, about 12,000 women get cervical cancer in the U.S.

Other HPV-related cancers are less common than cervical cancer. To find out about these cancers, see <http://www.cdc.gov/cancer/hpv/>.

Certain populations are at higher risk for some HPV-related health problems. This includes gay and bisexual men, and people with weak immune systems (including those who have HIV/AIDS).

RRP is very rare. It is estimated that less than 2,000 children get RRP every year in the U.S.

How can people prevent HPV?

There are several ways that people can lower their chances of getting HPV:

- **Girls and women:** Two vaccines (Cervarix and Gardasil) are available to protect females against the types of HPV that cause most cervical cancers. Gardasil also protects against most genital warts. Both vaccines are recommended for 11 and 12 year-old girls, and for females 13 through 26 years old, who did not get any or all of the shots when they were younger. Females should get the same vaccine brand for all three doses, whenever possible.
- **Boys and men:** Gardasil protects males against most genital warts. This vaccine is available for boys and men, 9 through 26 years of age.
- For those who choose to be sexually active, condoms may lower the risk of HPV. To be most effective, they should be used with every sex act, from start to finish. Condoms may also lower the risk of developing HPV-related diseases, such as genital warts and cervical cancer. But HPV can infect areas that are not covered by a condom – so condoms may not fully protect against HPV.
- People can also lower their chances of getting HPV by being in a faithful relationship with one partner; limiting their number of sex partners; and choosing a partner who has had no or few prior sex partners. But even people with only one lifetime sex partner can get HPV. And it may not be possible to determine if a partner who has been sexually active in the past is currently infected. That's why the only sure way to prevent HPV is to avoid all sexual activity.

How can people prevent HPV-related diseases?

There are ways to prevent the possible health effects of HPV, including the two most common problems: genital warts and cervical cancer.

- **Preventing genital warts:** Gardasil is available to protect against most genital warts in males and females (see above).
- **Preventing Cervical Cancer:** Cervarix and Gardasil that can protect women against most cervical cancers (see above). Cervical cancer can also be prevented with routine cervical cancer screening and follow-up of abnormal results. The Pap test can find abnormal cells on the cervix so that they can be removed before cancer develops. An HPV DNA test, which can find HPV on a woman's cervix, may also be used with a Pap test in certain cases. Even women who got the vaccine when they were younger need regular cervical cancer screening because the vaccine does not protect against all cervical cancers.
 - **Preventing Anal and Penile Cancers:** There is no approved screening test to find early signs of penile or anal cancer. Some experts recommend yearly anal Pap tests to screen for anal cancer in gay and bisexual men and in HIV-positive persons. This is because anal cancer is more common in those populations. These tests are not routinely recommended for anal cancer screening because more information is still needed to find out if they are effective.
 - **Preventing Head and Neck Cancers:** There is no approved test to find early signs of head and neck cancer, but tests are available by specialized doctors for persons with possible symptoms of these cancers. [see www.cancer.org]
 - **Preventing RRP:** Cesarean delivery is not recommended for women with genital warts to prevent RRP in their babies. This is because it is not clear that cesarean delivery prevents RRP in infants and children.

Is there a test for HPV?

The HPV tests on the market are only used to help screen for cervical cancer. There is no general test for men or women to check one's overall "HPV status," nor is there an HPV test to find HPV on the genitals or in the mouth or throat. But HPV usually goes away on its own, without causing health problems. So an HPV infection that is found today will most likely not be there a year or two from now.

Is there a treatment for HPV or related diseases?

There is no treatment for the virus itself, but there are treatments for the diseases that HPV can cause:

Visible genital warts can be removed by the patient his or herself with medications. They can also be treated by a health care provider. Some people choose not to treat warts, but to see if they disappear on their own. No one treatment is better than another.

Cervical cancer is most treatable when it is diagnosed and treated early. But women who get routine Pap tests and follow up as needed can identify problems before cancer develops. Prevention is always better than treatment. [see www.cancer.org]

Other HPV-related cancers are also more treatable when diagnosed and treated early. [see www.cancer.org]

RRP can be treated with surgery or medicines. It can sometimes take many treatments or surgeries over a period of years.

Where can I get more information?

Information from CDC

STD Information- <http://www.cdc.gov/std/>

Vaccine Information- <http://www.cdc.gov/vaccines/default.htm>

Cancer Information- <http://www.cdc.gov/cancer/>
CDC's National Breast and Cervical Cancer Early Detection

Program- <http://www.cdc.gov/cancer/nbccedp/>

CDC-INFO- 1-800-CDC-INFO (1-800-232-4636)

Email: cdcinfo@cdc.gov

BRAIN TEASER

Remove the outside, cook the inside, eat the outside, throw away the inside. What am I?

Answer on page 14



Safety Boudreaux's Den

Tips for Staying Safe at Work

- Keep your purse, wallet, keys, or other valuables with you at all times or locked in a drawer or closet.
- Check the identity of any strangers who are in your office. If anyone makes you uncomfortable, inform security or management immediately.

- Don't stay late if you'll be alone in the office. Create a buddy system for walking to parking lots or public transportation after hours, or ask a security guard to escort you.
- Report any broken or flickering lights, dimly lit corridors, broken windows, and doors that don't lock properly.
- If you notice signs of potential violence in a fellow employee, report this to the appropriate person. Immediately report any incidents of sexual harassment.
- Know your company's emergency plan. If your company does not have such a plan, volunteer to help develop one.
- If the company does not supply an emergency kit, keep your own emergency supplies (flashlight, walking shoes, water bottle, nonperishable food, etc.) in a desk drawer.
- If you work at home, in addition to making your home safe and secure, you should hang window treatments that obstruct the view into your office. You don't want to advertise your expensive office equipment.
- Review your insurance policy—almost all policies require an extra rider to cover a home office.
- Mark your equipment with identification numbers, and keep an updated inventory list (with photos, if possible) in a home safe or a bank safe-deposit box. It's a good idea to keep backups of your work in a secure, separate location as well.
- Follow the same caution with deliveries and pickups that businesses do. Anyone making a delivery to your home office should be properly identified before you open the door. Do not let the person enter your home. If you own the company, take a hard look at your business—physical layout, employees, hiring practices, operating procedures, and special security risks. Assess the company's vulnerability to all kinds of crime, from burglary to embezzlement. Follow basic crime prevention principles, and work with local law enforcement to protect your business.

**Even if you fall on your face,
you're still moving forward.**

~ Victor Kiam ~

Louisiana Facts
Did You Know?

Louisiana was named in honor of King Louis XIV.

Louisiana has the tallest state capitol building in the United States; the building is 450 feet tall with 34 floors.

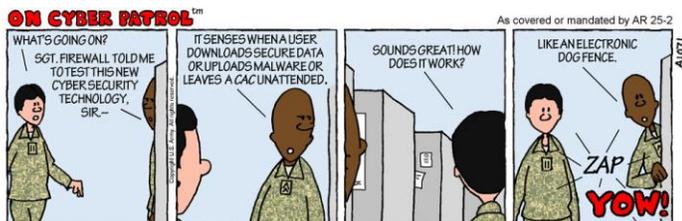
Louisiana is the only state in the union that does not have counties. Its political subdivisions are called parishes.

Breaux Bridge is known as the "Crawfish Capital of the World".

Rayne is known as the "The Frog Capital of the World".

The town of Jean Lafitte was once a hideaway for pirates.

January 2011 On Cyber Patrol
2011 New Year's Resolutions
(Theirs, Not Ours)



In an intelligence coup, G2 operatives were able to secure the New Year's Resolutions of the infamous International Cyber Criminal (ICC). Normally such information would not be released to the public in order to keep military intelligence gathering techniques and operations secure. However, as this information was taken from an unsecured

social networking page of one of the ICC's top lieutenants, the decision was made to release it for its educational value. Fortunately, no American military member, government employee, government contractor or any of their family members would ever do anything like this. We have rules and regulations that are scrupulously followed to protect our secure data and personal identifications.

1. Take advantage of the fact that because most soldiers won't follow their New Year resolutions to be better at cyber security, that we won't follow ours to dramatically increase our efforts to steal their data and IDs.
2. Infect more computers belonging to military families with spyware and malware through simple fake web sites and disguised links in emails.
3. Obtain more U.S. and Coalition operational data from war zones simply by monitoring what is posted on social networking sites.
4. Aggressively promote the idea that taking secure data from government websites and posting it on the Internet is the ultimate expression of freedom and the duty for right thinking Americans (right thinking for us bad guys that is).
5. Have internal agents increase their scouring government and military offices and installations for unattended CACs, written copies of passwords and Personal Identification Numbers and unsecured mobile computers and storage devices.
6. Promote the activities of disgruntled military and government personnel to steal data or sabotage secure networks.
7. Continue to take advantage of people's gullibility, fear and greed through well targeted and sophisticated phishing schemes that will enable us to access personal and work data and steal Personally Identifying Information.
8. Promote the idea that we bad guys are uneducated third-world thugs who have no way of understanding or defeating the technological might and cyber security expertise of the United States and its allies.
9. Use every waking hour, every human and technological resource, every available financial backing and every creative way possible to defeat U.S. cyber security efforts.
10. Never give up until we have broken the technological backs of the Americans through simple deception and data theft.

Fortunately for U.S. military and government personnel, all of the ICC Resolutions can be defeated through sound

cyber security and information assurance practices if used by everyone that has access to secure data. We've got that covered! Right?



Race/Color Discrimination

[Title VII of the Civil Rights Act of 1964](#) protects individuals against employment discrimination on the basis of race and color as well as national origin, sex, or religion. It is unlawful to discriminate against any employee or applicant for employment because of race or color in regard to hiring, termination, promotion, compensation, job training, or any other term, condition, or privilege of employment. Title VII also prohibits employment decisions based on stereotypes and assumptions about abilities, traits, or the performance of individuals of certain racial groups. Title VII prohibits both intentional discrimination and neutral job policies that disproportionately exclude minorities and that are not job related.

Equal employment opportunity cannot be denied because of marriage to or association with an individual of a different race; membership in or association with ethnic based organizations or groups; attendance or participation in schools or places of worship generally associated with certain minority groups; or other cultural practices or characteristics often linked to race or ethnicity, such as cultural dress or manner of speech, as long as the cultural practice or characteristic does not materially interfere with the ability to perform job duties.

Race-Related Characteristics and Conditions

Discrimination on the basis of an immutable characteristic associated with race, such as skin color, hair texture, or certain facial features violates Title VII, even though not all members of the race share the same characteristic. Title VII also prohibits discrimination on the basis of a condition which predominantly affects one race unless the practice is job related and consistent with business necessity. For example, since sickle cell anemia predominantly occurs in African-Americans, a policy which excludes individuals with sickle cell anemia is

discriminatory unless the policy is job related and consistent with business necessity. Similarly, a "no-beard" employment policy may discriminate against African-American men who have a predisposition to pseudofolliculitis barbae (severe shaving bumps) unless the policy is job-related and consistent with business necessity.

Color Discrimination

Even though race and color clearly overlap, they are not synonymous. Thus, color discrimination can occur between persons of different races or ethnicities, or between persons of the same race or ethnicity. Although Title VII does not define "color," the courts and the Commission read "color" to have its commonly understood meaning – pigmentation, complexion, or skin shade or tone. Thus, color discrimination occurs when a person is discriminated against based on the lightness, darkness, or other color characteristic of the person. Title VII prohibits race/color discrimination against all persons, including Caucasians.

Although a plaintiff may prove a claim of discrimination through direct or circumstantial evidence, some courts take the position that if a white person relies on circumstantial evidence to establish a reverse discrimination claim, he or she must meet a heightened standard of proof. The Commission, in contrast, applies the same standard of proof to all race discrimination claims, regardless of the victim's race or the type of evidence used. In either case, the ultimate burden of persuasion remains always on the plaintiff.

Employers should adopt "best practices" to reduce the likelihood of discrimination and to address impediments to equal employment opportunity.

Title VII's protections include:

◆ Recruiting, Hiring, and Advancement

Job requirements must be uniformly and consistently applied to persons of all races and colors. Even if a job requirement is applied consistently, if it is not important for job performance or business needs, the requirement may be found unlawful if it excludes persons of a certain racial group or color significantly more than others. Examples of potentially unlawful practices include: (1) soliciting applications only

from sources in which all or most potential workers are of the same race or color; (2) requiring applicants to have a certain educational background that is not important for job performance or business needs; (3) testing applicants for knowledge, skills or abilities that are not important for job performance or business needs.

Employers may legitimately need information about their employees or applicants race for affirmative action purposes and/or to track applicant flow. One way to obtain racial information and simultaneously guard against discriminatory selection is for employers to use separate forms or otherwise keep the information about an applicant's race separate from the application. In that way, the employer can capture the information it needs but ensure that it is not used in the selection decision.

Unless the information is for such a legitimate purpose, pre-employment questions about race can suggest that race will be used as a basis for making selection decisions. If the information is used in the selection decision and members of particular racial groups are excluded from employment, the inquiries can constitute evidence of discrimination.

◆ **Compensation and Other Employment Terms, Conditions, and Privileges**

Title VII prohibits discrimination in compensation and other terms, conditions, and privileges of employment. Thus, race or color discrimination may not be the basis for differences in pay or benefits, work assignments, performance evaluations, training, discipline or discharge, or any other area of employment.

◆ **Harassment**

Harassment on the basis of race and/or color violates Title VII. Ethnic slurs, racial "jokes," offensive or derogatory comments, or other verbal or physical conduct based on an individual's race/color constitutes unlawful harassment if the conduct creates an intimidating, hostile, or offensive

working environment, or interferes with the individual's work performance.

◆ **Retaliation**

Employees have a right to be free from retaliation for their opposition to discrimination or their participation in an EEOC proceeding by filing a charge, testifying, assisting, or otherwise participating in an agency proceeding.

◆ **Segregation and Classification of Employees**

Title VII is violated where minority employees are segregated by physically isolating them from other employees or from customer contact. Title VII also prohibits assigning primarily minorities to predominantly minority establishments or geographic areas. It is also illegal to exclude minorities from certain positions or to group or categorize employees or jobs so that certain jobs are generally held by minorities. Title VII also does not permit racially motivated decisions driven by business concerns – for example, concerns about the effect on employee relations, or the negative reaction of clients or customers. Nor may race or color ever be a bona fide occupational qualification under Title VII.

Coding applications/resumes to designate an applicant's race, by either an employer or employment agency, constitutes evidence of discrimination where minorities are excluded from employment or from certain positions. Such discriminatory coding includes the use of facially benign code terms that implicate race, for example, by area codes where many racial minorities may or are presumed to live.

◆ **Pre-Employment Inquiries and Requirements**

Requesting pre-employment information which discloses or tends to disclose an applicant's race suggests that race will be unlawfully used as a basis for hiring. Solicitation of such pre-employment information is presumed to be used as a

basis for making selection decisions. Therefore, if members of minority groups are excluded from employment, the request for such pre-employment information would likely constitute evidence of discrimination.

However, employers may legitimately need information about their employees' or applicants' race for affirmative action purposes and/or to track applicant flow. One way to obtain racial information and simultaneously guard against discriminatory selection is for employers to use "tear-off sheets" for the identification of an applicant's race. After the applicant completes the application and the tear-off portion, the employer separates the tear-off sheet from the application and does not use it in the selection process.

Other pre-employment information requests which disclose or tend to disclose an applicant's race are personal background checks, such as criminal history checks. Title VII does not categorically prohibit employers' use of criminal records as a basis for making employment decisions. Using criminal records as an employment screen may be lawful, legitimate, and even mandated in certain circumstances. However, employers that use criminal records to screen for employment must comply with Title VII's nondiscrimination requirements.

Taken from the EEOC website at <http://www.eeoc.gov/eeoc/publications/fs-race.cfm>. For more information, visit the website, or call the EEO office at 337-531-1802/1801.

BRAIN TEASER ANSWER

Corn.

ANTITERRORISM

REPORT SUSPICIOUS ACTIVITY

UNIDENTIFIED VEHICLES PARKED OR OPERATED IN A SUSPICIOUS MANNER



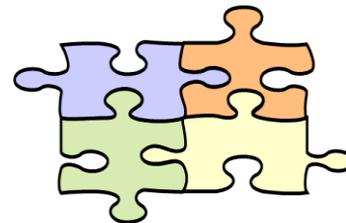
ABANDONED PARCELS SUITCASES, OR BACKPACKS



PERSONS OBSERVING PHOTOGRAPHING OR ASKING QUESTIONS ABOUT OPERATIONS



TIDBITS OF INFORMATION ARE PIECES OF THE PUZZLE



EVERYONE IS A SENSOR!!

To report suspicious activities, contact the Antiterrorism Hotline at 337-531-6584. For all emergencies, contact the Military Police at 337-531-COPS/2677 or dial 911.



ARTICLES FOR BULLETIN

If you have any suggestions on topics or issues that you would like addressed in future bulletins, please call **531-1847**.

Suggestions will be reviewed and addressed if at all possible.

DONALD R. MALLETT
Director, Civilian Personnel
Advisory Center