



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 143

January 2012

*The CPAC staff wishes everyone a*



**HAPPY NEW YEAR**

**SPECIAL ANNOUNCEMENT**

**2012 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;
- 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

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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](http://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:

➤ **RADIO:**

- 1) KVVP (105.7), Leesville

- 2) KROK (95.7), Leesville
- 3) KJAE (93.5), Leesville
- 4) Clear Channel CENLA broadcasting
- 5) KBDV (92.7), Leesville
- 6) KEZT (104.3), Pineville
- 7) KJAS (107.3), Jasper
- 8) KTXJ (102.7), Jasper

➤ **TELEVISION:**

- 1) KALB (5) (NBC), Alexandria
- 2) KLAX (31) (ABC), Alexandria
- 3) KPLC (7) (NBC), Lake Charles
- 4) KATC (3) (ABC), 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.



## **EMPLOYEES MAY NOW REQUEST PERSONALIZED RETIREMENT ESTIMATES THROUGH EBIS!**

Electronic estimates are now a reality. Current Army-serviced employees who are eligible for a voluntary/optional retirement within the next five years can now request a retirement estimate electronically through the Employee Benefits Information System (EBIS).

To request an estimate, the employee should [log into](#)

[EBIS](#) through the ABC-C web site at <https://www.abc.army.mil> and click on the "**HR LINKS**" button. Eligible employees will be asked a series of questions pertaining to their retirement estimate request. Once submitted, the request will flow electronically to ABC-C where the request will enter a queue to be worked. The completed estimate will be electronically returned to the employee's EBIS account and, similar to the system utilized by DFAS for receipt of leave and earnings statements, an email notification will be sent to the employee that the estimate is available in EBIS.

Employees who are not within five years of voluntary retirement and click on the "HR LINKS" button will receive a notice that they are ineligible to request an electronic estimate. Employees who are not within five years of voluntary retirement eligibility but who wish to receive an estimate (Minimum Retirement Age (MRA)+10, Voluntary Early Retirement Authority (VERA), disability and deferred retirement) will not be able to use the electronic option at this time. These employees will need to request their estimate by using the ABC-C automated phone line at 877-276-9287 and speaking with a retirement counselor.

The benefits of offering this on line option include greater protection of Personally Identifiable Information (PII), reduced costs associated with paper mailings and convenience for the employee in both requesting the estimate electronically and obtaining the estimate more quickly.

**MLK**  
Day

*Monday,  
16 January 2012*

## \$\$ 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>



### myPay Goes Mobile!

DFAS has announced that many myPay on-line services can now be accessed from mobile devices with a built in web browser such as Android, BlackBerry, iPhone, or other Smartphone, or iPod touch device.

Simply visit <https://myPay.dfas.mil> and start accessing your account anytime, anywhere!



### TSP Catch-up Contributions

Federal employees who participate in the Thrift Savings Plan and will turn age 50 during the year are eligible to make TSP catch-up contributions. "Catch-up contributions" are supplemental tax-deferred contributions that employees age 50 or older (or turning age 50 during the calendar year) can make to the TSP beyond the maximum amount they can contribute through regular contributions.

To be eligible to make catch-up contributions, you must be:

- Age 50 or older anytime during the calendar year in which the catch-up contributions are being made (even if you become age 50 on December 31 of this year);

- Currently employed and in Pay Status;
- Making regular contributions to a civilian or uniformed services TSP account (or both), and/or an equivalent employer plan (such as 401(k), 403(b), or 408 plan), that will equal the maximum allowed by the Internal Revenue Service (IRS). See <http://www.tsp.gov/> for the current year's limit.

You are not eligible to make catch-up contributions (or regular contributions) within 6 months of making a financial hardship withdrawal from the TSP, nor while in a "non-pay" status.

Please visit the TSP website <http://www.tsp.gov/> for additional information regarding catch-up contributions.

**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 2012 is \$17,000. For 2011 it was \$16,500. See the Fact Sheet "[Annual Limit on Elective Deferrals](#)."

**I.R.C. Section 415(c) Limit** — The limit for 2012 is \$50,000. For 2011 it was \$49,000.

**Catch-up Contributions** — The limit on catch-up contributions for 2012 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., \$17,000 in 2012), 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 1.500%.

**Annuity interest rate index:** 2.150% for annuities purchased in January 2012 and 2.250% for annuities purchased in December 2011. [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

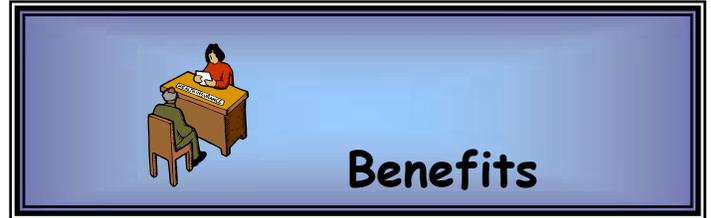
number and 4-digit TSP Personal Identification Number (PIN).

**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](#).

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](http://www.tsp.gov/curinfo/annuity_history.html)



**\*\*\* FRIENDLY REMINDER \*\*\***

If you made Open Season elections, the time to review your changes will be on the Leave and Earnings Statement (LES) you receive on January 26, 2012. You are encouraged to carefully review your LES. If the deductions for your new FEHB plan are not reflected on your LES, or if you have not yet received your cards from the health insurance carrier, please contact the Army Benefits Center - Civilian (ABC-C) as soon as possible. You may speak with an ABC-C counselor between 6:00 am and 6:00 pm Central Time, Monday through Friday, at 1-877-276-9287.

**TSP RATES OF RETURN**

Rates of Return were updated on January 1, 2012

(Figures in parenthesis indicate a negative return)

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	G Fund	F Fund	C Fund	S Fund	I Fund
Dec 2011	0.15%	1.01%	1.04%	(0.04%)	(2.03%)
Last 12 Months	2.45%	7.89%	2.11%	(3.38%)	(11.81%)

(01/01/2011-12/31/2011)

\*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	L 2050
Dec 2011	0.20%	0.11%	0.09%	0.07%	(0.01%)
Last 12 Months	2.23%	0.41%	(0.31%)	(0.96%)	---

(01/01/2011-12/31/2011)

\*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.

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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

**FEHB FAQ**

**Q:** When my youngest child turns age 26 next month, I won't have any family members who are eligible for FEHB coverage. Do I have to wait until Open Season to change from Self and Family to a Self Only enrollment?

**A:** If you are an annuitant or an employee who waived premium conversion, you can change from a Self and Family enrollment to a Self Only enrollment at any time. If you are an employee, your youngest child turning age 26 is a [qualifying life event \(QLE\)](#) permitting you to change your FEHB enrollment outside of Open Season. With this QLE, you can change from Self and Family to Self Only coverage. You do not need to wait until the next Open Season to make this change; however, you need to request the change to Self Only coverage within 60 days of your child turning 26.

**Q:** I'm a single parent. Will my children be eligible for FEHB coverage if I should die?

**A:** As long as you have a Self and Family enrollment and one of the family members is entitled to a survivor annuity, the children are eligible for FEHB coverage until they reach age 26 or until no survivor is eligible for a survivor annuity. Children age 26 or over are eligible to continue FEHB coverage if they are incapable of self-support because of a mental or physical disability that existed before age 26.

**Q:** I am the spouse of an FEHB enrollee. Can I continue health insurance coverage after my spouse enrolled in FEHB dies?

**A:** If you are the surviving spouse and you receive a survivor annuity, you can continue the deceased's Self and Family enrollment for all eligible family members. The enrollment will be changed to your name and premiums withheld from your survivor annuity. If you are the only person eligible for coverage, the enrollment will be changed to Self Only. After the change, the carrier will send you a new identification card.

**HOLIDAY/LIBERAL LEAVE SCHEDULE FOR FY 2012**

DAY/DATE	HOLIDAY	Training/Liberal Leave Day
Monday, 10 October 11	Columbus Day	Friday, 7 Oct *
Friday, 11 November 11	Veterans Day	Monday, 14 Nov*
Thursday, 24 November 11	Thanksgiving Day	Friday, 25 Nov *
Monday, 26 December 11	Christmas	Friday, 23 Dec*
Monday, January 2, 2012	New Year's Day	Friday, 30 Dec*
Monday, January 16, 2012	Birthday of Martin Luther King, Jr.	Friday, 13 Jan*
Monday, February 20, 2012	Washington's Birthday	Friday, 17 Feb*
Monday, May 28, 2012	Memorial Day	Friday, 25 May*
Wednesday, July 4, 2012	Independence Day	NONE DESIGNATED
Monday, September 3, 2012	Labor Day	Friday, 31 Aug*
		*DESIGNATES TRAINING HOLIDAY FOR MEDDAC



**January National Cervical Health Awareness Month**

**Adult Women Should Get Annual PAP Tests**  
 Health Promotion Program  
 Dept of Preventive Medicine  
 Bayne-Jones Army Community Hospital

In order to further reduce cancer risks in women, the United States Congress has designated the month of January as National Cervical Health Awareness Month. Women should take measures to prevent sexually transmitted diseases that are linked to cervical cancer and diligently seek regular PAP smears. Cervical cancer is preventable if abnormal cervical cell changes are detected early.

Over the past 50 years, PAP testing has been the single-most contributor to the decline of cervical cancer. Cervical cancer deaths have been reduced by more than 70% and mortalities decline every year. It is recommended that women should begin testing within 3 years after beginning sexual activity. Otherwise, all women age 21 should be tested regularly.

The guidelines regarding the frequency of cervical PAP smears have changed recently and include the following recommendations:

- For women age 21 and under: First PAP test within 3 years of first sexual intercourse or age 21, whichever comes first.
- For women ages 21-30: PAP smears are recommended every year. Women age 25 and younger should also be routinely screened for Chlamydia and Gonorrhea in conjunction with annual PAP smears.
- For women age 30 or older: Annual PAP smears are recommended for women with past abnormal test results. Women with 3 normal PAP tests in a row can begin testing every 3 years.

Special guidelines exist for women who are HIV positive or otherwise immunosuppressed, who were exposed to the synthetic hormone DES (diethylstilbestrol) in utero, or who have been previously diagnosed with

cervical cancer. Women who have had hysterectomies should not discontinue PAP testing unless directed by their current attending physician as guidelines may change. It is also important that all abnormal test results be followed up appropriately.

HPV (Human Papilloma Virus), a sexually transmitted disease, is the cause of genital warts and can be a pre-cursor to cancer of the cervix. Genital HPV infections are estimated to be the most common sexually transmitted disease in the United States with approximately 5.5 million new cases every year. With over 100 types of known HPV, the majority of the cases have no symptoms. PAP smears will identify all cell changes indicating early signs of cervical cancer and is therefore recommended for all sexually active women.

There is a vaccine available to prevent some types of high risk HPV that cause genital warts and cancer of the cervix. Receiving the vaccine prior to sexual intercourse and all possible exposure provides the highest protection. It will not provide protection if exposure has already occurred through sexual activity. It is, therefore, recommended for young girls ages 9-26 and also young boys since they can pass high risk HPV to their partners. Regardless of sexual activity levels, the vaccine should be considered for all in this age group since there are over 100 known types of HPV. The vaccine does not replace PAP smears which should still be routinely performed.

Other ways of lowering HPV risks are delaying the onset of sexual activity and limiting partners. Know all of your sexual partners and practice safe sex. Condom use will reduce HPV infection risks but it is unlikely to be barrier to all exposures. Refrain from tobacco use and maintain a healthy diet and lifestyle.

The Well-woman's exam includes all age-appropriate women's health screenings to include PAP smears, breast exams, mammography (over age 40), Gonorrhea and Chlamydia testing (under age 25). Female active duty and all beneficiaries schedule an appointment by calling the BJACH appointment line at (337) 531-3011 Monday through Friday from 0800-1630 hours. Discuss your HPV vaccine options during this well-woman's visit.

Parents who are considering the HPV vaccine for their child can discuss this option during any routine outpatient visit, physical exam or by calling the appointment line to schedule an appointment.

Websites cited:

<http://www.nccc-online.org/awareness.html> (main page)

[http://www.nccc-online.org/patient\\_info/vaccine.html](http://www.nccc-online.org/patient_info/vaccine.html)

(HPV Vaccine)

[http://www.nccc-online.org/patient\\_info/pap\\_tests.html](http://www.nccc-online.org/patient_info/pap_tests.html)

(PAP tests)

[http://www.nccc-online.org/patient\\_info/hpv.html](http://www.nccc-online.org/patient_info/hpv.html) (HPV Info)

## *Getting Preventive Screenings is Important*

Health Promotion Program  
Department of Preventive Medicine  
Bayne-Jones Army Community Hospital

Your Primary Care Manager (PCM) at BJACH can help you stay healthy through preventive screenings. A preventive service may be a test, advice or counseling. They help find diseases early when the diseases are easier to treat. Getting screened can mean the difference between surviving a disease and finding out too late.

Preventive service may include the following:

- Tests (or screenings) to check for certain diseases such as cancer, high blood pressure, cholesterol or diabetes.
- Regular measurements of height, weight, blood pressure or vision.
- Advice about diet, exercise, tobacco, alcohol, drug use, stress and accident prevention.
- Vaccinations (immunizations) for infants, children, adolescents, young adults, and the elderly.
- Special tests at certain times in your life such as pregnancy or after age 50.

Your Primary Care Manager can give you advice about checkups, healthy lifestyle choices and about medicines that reduce complications and risks. If you are not sure of the need for a service, ask your doctor. Tell your Primary Care Manager about the diseases that run in your family because you are at a higher risk for those diseases than others. Different tests are needed depending on age and gender. Take charge of your health care by getting these important screenings:

- Get blood pressure checked at least once every 2 years.
- Most adults need their cholesterol checked at least once every 5 years.
- Get tested regularly for colorectal cancer starting at age 50. Discuss this with your Primary Care Manager at BJACH by making an appointment through Central appointments at (337) 531-3011 or by talking to your care manager at your aid station.
- Women should have annual well woman's exams. All beneficiaries (Active Duty included) can make an appointment through BJACH Central appointments by calling (337) 531-3011. Self breast exams should be performed monthly preferably at the same time every month between menstrual cycles.

- Starting at age 50, get a mammogram once every 2 years.
- Get a Pap test at least once annually unless your doctor advises a lesser frequency.
- Women age 65 and older need a bone density test. If you are between the ages of 50 and 64, talk to your doctor about when to get tested.
- Men should do self-testicular exams monthly. Prostate exams can be scheduled through BJACH Central Appointments by calling (337) 531-3011 or through your aid station.
  - Starting at age 40, get a Prostate screening done annually.
- Get checked for vision loss and other eye problems every 1 to 2 years.
- If you are worried about sexually transmitted diseases (STDs), talk to a doctor or nurse about getting tested. STD testing can be done without an appointment on a walk-in basis at BLDG 3504 (the Red Roof Inn) from 0800-0930 hours Monday through Friday. For more information call (337) 531-2751.
- If you might be at risk for HIV, talk to a doctor or nurse.
- Keep up with your immunization in accordance with Center for Disease Control guidelines. To find out what immunizations are recommended, visit the CDC website at [www.cdc.org](http://www.cdc.org). Active Duty can update immunizations at BLDG 3504 (the Red Roof Inn) on Mondays and Wednesdays from 0900-1100 hours and also on Wednesdays from 1300-1500 hours. Beneficiaries and dependants can update immunizations by calling the Immunization Clinic at (337) 531- 3593.

The choices you make about the way you live can also keep you healthy and manage your risks for diseases. Here are some good lifestyle choices:

- Avoid all tobacco products. For more information on quitting call BJACH Health Promotion at (337) 531-6880.
- Eat a heart healthy, well balanced and correctly portioned diet. For more information about healthy eating and weight management call BJACH Nutrition Care at (337) 531-3190.
- Exercise regularly. Visit Wheelock Fitness Center to learn more about the classes and services offered at Fort Polk. Consider contacting a dance or martial arts studios or other areas of interest.
- Drink alcohol in moderation, or not at all. Moderate alcohol intake is limited to no more than one to two drinks. If you are Active Duty and you think you

have a drinking problem contact ASAP at (337) 531-1972.

- Practice safe sex or abstinence.
- Seat belts should be worn by all vehicle occupants at all times. Children under age 5, under 40 pounds and less than 4 foot 9 inches tall should be secured with safety seats. To have the safety of your car seat evaluated call Health Promotion at (337) 531-6880.
- See your doctor to get your preventive health screenings. Partner with your provider to ensure your risks are managed especially if you already have diseases such as asthma, high cholesterol, hypertension or diabetes. Take all medication prescribed to you as directed by your primary health care manager.

Good health is important and knowledge is essential to ensuring that good health is maintained and diseases are prevented. The following websites might be useful to find out more about what interests you:

- To learn more about specific conditions, diseases and to schedule appointments at BJACH visit [www.tricareonline.com](http://www.tricareonline.com).
- To learn more about healthy living and preventive screenings visit [www.healthfinder.org](http://www.healthfinder.org)
- To learn more about immunizations (vaccinations) visit [www.cdc.gov](http://www.cdc.gov)
- To learn more about healthy eating visit [www.choosemyplate.gov](http://www.choosemyplate.gov)
- To learn more about what's available for exercise and fitness at Fort Polk, visit the MWR website at [www.fortpolkmwr.com](http://www.fortpolkmwr.com).

Websites cited for this article:

<http://www.healthfinder.gov/prevention/PrintTopic.aspx?topicID=20> screening guidelines

<http://familydoctor.org/online/famdocen/home/healthy/prevention/175.printerview.html> preventive services

<http://www.nlm.nih.gov/medlineplus/healthscreening.html#cat1> main page

### **BRAIN TEASER**

**Light as a feather, there is nothing in it; the strongest man can't hold it for much more than a minute. What is it?**

**Answer on page 13**



## Safety Boudreaux's Den

### 10 Tips for Winter Driving

If you find yourself hitting the road during adverse conditions, consider these 10 tips to stay safe on your journey.

**1. Know your route and keep abreast of weather conditions.** The Web can be great source of current weather information. Make a list of Department of Transportation road-condition hotlines and consult them every few hours while you're on the road. Pay special attention to avalanche conditions along your route, because temporary road closures are common in mountain areas.

**2. Drink plenty of water.** When the weather is chilly, dehydration might seem unlikely, but according to a study by the Mayo Clinic, as little as a 1-2 percent loss of body weight can lead to fatigue and reduced alertness — both of which can be deadly when you are driving in icy conditions. Carry (and drink) five to six 16-ounce bottles of water per day. Keep them with you in the passenger compartment, as they might freeze in the trunk.

**3. Eat enough food.** Your body needs more nourishment in cold weather than it does on a balmy summer day. Avoid candy bars and other quick-sugar-release snacks. Sandwiches, fruit or a thermos of hearty stew are much better choices. Carry a day's worth of high-energy food and water in a warm area of your vehicle in case you are stranded for a few hours.

**4. Pack a winter travel safety kit.** Include a cell phone, an ice scraper and brush, a tow rope, cat litter (for use as a traction aid), blankets, a good flashlight, a candle, matches, a good book, a portable weather radio and a can of lock de-icer. (Never use hot water on glass or locks — it will refreeze and create a bigger problem.) Here's a more [detailed list of road trip supplies](#).

**5. Slow down.** A good rule of thumb is to reduce speed by 50 percent in snowy conditions. Blasting through snowdrifts may look cool in TV advertisements, but it's way too hard on your vehicle to be worth it. Equally important: Don't go too slow. Your car needs momentum to keep moving through snow on grades.

**6. Keep a light touch on the controls.** Smooth operation is the key to keeping control in slippery situations. Nervousness can lead to a hard clench of the steering wheel, which can result in loss of control. Consciously loosen your grasp or stretch out your fingers from time to time to help prevent that white-knuckled grip.

**7. Know how to recover from skids.** When braking on a slippery road, it's all too easy to "lock up" your wheels by stepping on the brakes a little too hard. If you start to skid, steer the vehicle gently in the direction you want the front of your vehicle to go and don't touch your brakes. This used to be called "turning into the skid," but tests have shown that drivers often misinterpret these words in real-life situations.

**8. Keep your tires in good condition and properly inflated.** Cold weather reduces tire pressure, so check and adjust frequently. Tire tread depth should be at least 1/8-inch, and good snow tires with lugs will outperform just about any all-weather tire on the market. Carry (and be able to install) traction-control devices like snow chains whenever you know you'll be in a snowy area. Sometimes such devices are required, and if you don't have a set, you'll be forced to pay a premium to acquire them on the spot.

**9. Make frequent rest stops.** Winter travel is much more fatiguing than summer cruising, so stop every hour or so. Get out, stretch — maybe even make a few snow angels! It takes only five minutes to significantly improve your level of alertness.

**10. If you get stuck, stay in your vehicle.** Stay warm and wait for assistance. Make sure that your exhaust pipe is clear of any obstructions, including snow and ice; if you don't, carbon monoxide gas can build up inside the vehicle.

Whether you're hitting the road in winter for work or for pleasure, preparation and knowledge can help keep you whistling "Let it Snow" instead of fighting frostbite in a snowdrift.



**Equal Employment  
Opportunity**

### Employer Best Practices for Workers with Caregiving Responsibilities

Currently, many workers juggle both work and caregiving responsibilities. Those responsibilities extend not only to

spouses and children, but also to parents and other older family members, or relatives with disabilities. While women remain disproportionately likely to exercise primary caregiving responsibilities, men have increasingly assumed caretaking duties for children, parents and relatives with disabilities. Numerous studies have found that flexible workplace policies enhance employee productivity, reduce absenteeism and reduce costs. They also aid recruitment and retention efforts, allowing employers to retain a talented, knowledgeable workforce.

The following are examples of best practices for employers that go beyond federal nondiscrimination requirements and that are designed to remove barriers to equal employment opportunity.

- **Be aware of the legal obligations that may impact decisions about treatment of workers with caregiving responsibilities.**
- **Ensure that managers at all levels are aware of, and comply with, the organization's work-life policies.**
  - ✓ **Respond to complaints of caregiver discrimination efficiently and effectively.**
  - ✓ **Protect against retaliation.**
- **Focus on the applicant's qualifications** for the job in question. Do not ask questions about the applicant's or employee's children, plans to start a family, pregnancy, or other caregiving-related issues during interviews or performance reviews.
- **Review employment policies and practices**—particularly those related to hiring, promotion, pay, benefits, attendance, and leave—to determine whether they disadvantage workers with caregiving responsibilities.
- **Develop specific, job-related qualification standards** for each position that reflect the duties, functions, and competencies of the position and minimize the potential for gender stereotyping and other unlawful discrimination against caregivers. Make sure these standards are consistently applied when choosing among candidates.
- **Ensure that job openings, acting positions, and promotions are communicated** to all eligible employees regardless of caregiving responsibilities.

- **Implement recruitment practices that target individuals with caregiving responsibilities** who are looking to enter or return to the workplace.
- **Identify and remove barriers to re-entry** for individuals who have taken leaves of absence from the workforce due to caregiving responsibilities or other personal reasons.
- **Ensure that employment decisions are well-documented and transparent** (to the extent feasible).
- **Monitor compensation practices and performance appraisal systems** for patterns of potential discrimination against caregivers. Ensure that performance appraisals are based on employees' actual job performance and not on stereotypes about caregivers.
- **Review workplace policies that limit employee flexibility**, such as fixed hours of work to ensure that they are necessary to business operations.
- **Encourage employees to request flexible work arrangements** that allow them to balance work and personal responsibilities. Work with employees to create customized flexible work arrangements that meet the specific needs of the employee and employer. Ensure that managers do not discourage employees from requesting flexible work arrangements or penalize employees who make such requests. Flexible work arrangements may include:
  - **General Flexible Options:**
    - **Flextime Programs.** Flextime policies generally permit employees to vary their work day start and stop times within a certain range, such as allowing an employee to arrive at work at any time between 8:00 and 9:30 a.m. and then work for 8 hours.
    - **Flexible Week Opportunities.** Flexible week opportunities may include compressed work weeks, such as a workweek consisting of four ten-hour work days.
    - **Telework, Work-at-Home, or Flexplace Programs.** These

options enable employees to work from home or alternate office locations.

- **Reduced-time options** – These options permit employees to work part-time while juggling other responsibilities, such as caregiving. Reduced-time options include:
  - ❖ **Part-time work opportunities.** Part-time workers should receive proportionate wages and benefits compared with full-time workers. Similarly, part-time workers should receive proportionate credit for relevant experience needed to qualify for promotions, training programs, or other employment opportunities.
  - ❖ **Job sharing.** Job sharing programs permit two employees to share one full-time position. In general, employees participating in job sharing programs receive a proportionate share of the salary and benefits.

**If overtime is required, make it as family-friendly as possible.**

**Provide reasonable personal or sick leave to allow employees to engage in caregiving** even if not required to do so by the Family and Medical Leave Act of 1993 (FMLA).

- Permit employees to use sick leave to care for family members who are ill and/or to handle medical emergencies involving family members.
- Engage in dialogue with employees to determine the amount of leave that is appropriate and acceptable based on their workload, upcoming deadlines and personal circumstances.
- Ensure that leave policies exist and are available to male and female employees on an equal basis. Train managers to ensure that both male and female employees are aware of leave policies and are not implicitly or explicitly discouraged from requesting leave.

**Post employee schedules as early as possible** for positions that have changing work schedules so that employees can arrange in advance for child care or address other personal responsibilities, thereby enabling them to more readily fulfill work responsibilities.

**Promote an inclusive workplace culture.** Cultivate a professional work environment that recognizes and appreciates the contributions of all staff members and demonstrates respect for employees' personal lives and obligations.

**Develop the potential of employees, supervisors, and executives** without regard to caregiving or other personal responsibilities.

Studies have demonstrated that flexible work policies have a positive impact on employee engagement and organizational productivity and profitability. The practices outlined above have the potential to benefit all workers, regardless of caregiver-status. Furthermore, these practices have the potential to benefit employers, enabling them to recruit and retain talented, productive, committed employees. Finally, these practices will help ensure that all workers enjoy equal opportunity to compete, advance, and succeed in the workplace.

This article was taken from the EEOC's website at <http://www.eeoc.gov/policy/docs/caregiver-best-practices.html>. For more information, please visit the website or call the EEO office at 337-531-1802.

**A creative man is motivated by the desire to achieve, not by the desire to beat others.**

**~ Ayn Rand ~**

### Did You Know?

According to statistics from the National Insurance Crime Bureau, more vehicles are stolen on New Year's Day than on any other holiday throughout the year.

Due to wartime restrictions, the New Year's Eve ball was not lowered in 1942 and 1943.

The Time Square New Year's Eve Ball came about as a result of a ban on fireworks. The first ball, in 1907, was an illuminated 700-pound iron and wood ball adorned with one hundred 25-watt light bulbs. Today, the round ball designed by Waterford Crystal, weighs 11,875-pounds, is 12 feet in diameter and is bedazzled with 2,688 Waterford crystals.

Why should you ring in the New Year with family and friends? It is thought that the first visitors you see after ringing in the New Year would bring you good or bad luck, depending on who you keep as friends and enemies. Keep your friends close and your enemies far, far away!

our daily lives, you can no longer rely on someone else to protect you. Whether it is defending your data at work, or defending your personal data at home, being an effective cyber defender is a continuous responsibility.

Many people put their personal and work cyber security in the hands of others, or hold the belief that technology alone will protect them. Some figure that cyber security is not their responsibility as their work duties have nothing to do with computers. Others believe that because of the job they have, or the low profile life they lead that they are not potential targets, and therefore not personally vulnerable. While others incorrectly think that the consequences of being a victim of a cyber attack will only be a minor annoyance. These are the people whose names will be added to the ever growing list of cyber victims. This is not said as a “boogie man” story, but rather it’s a simple fact.

There are also many who have relied upon an office cyber guru, a techie friend or a geek for hire to protect them. Yet even these cyber guardians and the technology they install cannot keep someone from facilitating a cyber attack by opening the wrong email, creating a weak password, or bypassing a firewall setting. What happens when these cyber guardians are not available? Have you been ignoring the warnings of current threats from your internal IT group, the digital industry press or even the general media? Do you know the basics of sound cyber security? Do you know what needs to be done to keep your personal information or your organization’s networks secure, even if you need support to accomplish those tasks? Awareness of your vulnerabilities and proactively responding to potential threats is the key to cyber security.

In very simple military terms there are three types of cyber threats. The first is an attack along a broad front like the wide release of a super-virus that attacks any vulnerable network or system. Then there is an attack against an established position as when hackers target the network of a particular organization or person. Finally there is infiltration, perhaps the most common. Cyber infiltrations use phishing schemes, bogus websites, and a host of other online scams to trick the unwary into divulging information or allowing access to malicious software. The frequency of all these attacks is extremely high, and range from the crude to the highly sophisticated. They come from a wide array of sources ranging from state sponsored cyber attacks units to kids pulling a prank. Regardless of all the cyber security support you may have, it comes down to you whether you can defend against the forces aligned against you. These threats are not going away.

This is not as daunting a task as it sounds. When you stop and think about it you protect yourself and your family

## January 2012 On Cyber Patrol

### *The Last Cyber Warrior*



When it comes down to it, you — yes, you — are the last line of cyber defense against the endless hordes of cyber criminals, terrorists and foreign agents. Digital technology now touches almost every living person and as time moves on its reach will only continue to grow. With technology reaching us all and being incorporated into more parts of

from threats every day. You secure your house with locks and alarms, you use IDs, CACs and secure passwords at work, you protect yourself and your family by being a defensive driver, you avoid dark alleys unless necessary, and you brush your teeth three times a day. Adding cyber awareness to this mix of self preserving behaviors is not a big deal. The only question is “will you do it?” For your country, your family, your friends and yourself the answer needs to be “Yes.”

### BRAIN TEASER ANSWER

Your breath.

### *Supervisory Development Course*

Effective 1 October 2011, the Civilian Human Resources Agency (CHRA) announced the cessation of support of Command Training Programs. As such, the local Civilian Personnel Advisory Center will no longer conduct the on-site HR for Supervisory Courses.

The Supervisory Development Course is now available on-line. ALARACT 375/2011 SUPERVISOR DEVELOPMENT COURSE (SDC) ENROLLMENT:MANDATORY SUPERVISOR TRAINING FOR ALL SUPERVISORS (MILITARY AND CIVILIAN) WHO SUPERVISE ARMY CIVILIANS, DTG: 031248Z OCT 11. This message provides instructions for enrolling in the new on-line Supervisor Development Course. This course is required for all supervisors (military and Army civilian) of Army civilians. The course is available for new enrollments now. New supervisors must take this course within one year of appointment to a supervisor position. Current supervisors must take the course as refresher training every three years.



## 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.

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**DONALD R. MALLET**  
 Director, Civilian Personnel  
 Advisory Center