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“A Return to Prominence – One Satisfied Customer at a Time”

**CPAC WORKFORCE INFORMATION BULLETIN
NUMBER 147**

May 2012



**Civilian Workforce Critical To
Army's Success**

By John McHugh
Secretary of the Army

Throughout my professional career — at the local, state and federal level — I've been fortunate to work alongside tireless, dedicated employees committed to their communities and the people they serve. That's why I'm grateful and honored by this opportunity to recognize them and say thank you during Public Service Recognition Week.

At the risk of being a bit parochial, I think the Army stands as one of the proudest examples of what an honorable and important profession public service is and can be. Our entire Army family — soldiers, family members and civilians — display a level of commitment and selfless service that is inspiring.

What many people outside the Pentagon probably don't realize is that the Army today is actually two armies:

*The operational Army, often referred to as the pointy end of the spear. These are our nation's deployed forces, such as those now serving in Afghanistan.

*The institutional Army — the generating force — which prepares, trains, educates and supports our forces for

current and future fights. More than half of the Army's generating force is composed of Army civilians, the people we recognize during Public Service Recognition Week.

Whether serving as secretary of the Army or, before that, as a member of Congress representing one of the Army's largest installations, Fort Drum, I've seen the commitment and passion our civilian employees bring to their jobs each and every day. They work side by side with their uniformed counterparts, ever mindful of their critical role in making our soldiers safer and our nation more secure.

And just as the Army looks to develop and retain leaders seasoned in combat, we are committed to doing all we can to recognize, develop and retain talented, committed civilian leaders and workers.

Among programs and initiatives we've implemented to help our public servants is the Civilian Workforce Transformation (CWT) effort. CWT is designed to help the Army hire the right people, and do it quickly. It ensures we manage the workforce in a career field, provide training and development, and retain those leaders in the Army.

We've already seen great progress. We launched a pilot to reduce hiring times to 80 days and assigned 99 percent of the civilian workforce to a career program, providing access to centrally funded training resources and career development advice. The Army's previous career program provided support to less than 50 percent of the civilian workforce.

Just a few weeks ago, we launched the Senior Enterprise Talent Management (SETM) program, an initiative designed to prepare civilian employees to assume positions of greater responsibility within the Department of the

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Army through advanced senior-level educational and experiential learning opportunities.

The challenge for the civilian workforce is to keep pace with the new realities facing an Army winding down after more than a decade of conflict. We will meet that challenge by being flexible and adaptive with the right person possessing the right skills, at the right place at the right time — competent, motivated and educated.

There's really no other way to say this. Sometimes it's tough to be to be a federal employee. Since last year's Public Service Recognition Week, we faced the prospect of a government shutdown and all its uncertainty. There was similar unease over the impact of raising — or failing to raise — the government's debt ceiling. We've experienced pay and hiring freezes, and ask our workers every day to do more with less.

But through it all — the challenges and uncertainty — Army civilians remained true to their mission to support our war fighters.

Sometimes leaders and managers don't get the chance to recognize the difference that they are making, every day, for our nation, our soldiers and their families.

To those Army civilians and everyone we honor during Public Service Recognition Week, thank you for a job well done.



STANDARD OF THE MONTH *COMPASSION*

SUPPORTING BEHAVIOR *RESPECT*

In an effort to improve the quality of services provided to its customers and hardwire customer excellence throughout the organization, the CPAC is participating in the CHRA South Central Region customer service initiative called "ICARE.".....customer excellence begins with me because....ICARE. It is designed to create a Culture of Excellence where managers, supervisors, and employees "seek-out" HR services and CPAC employees fully invest themselves in their work to deliver HR products and services that exceed customer expectations. To achieve this culture, employees are asked to apply supporting behaviors each month. The five standards of

excellence, 12 supporting behaviors and the months of focus are as depicted below.

Five Standards of Excellence	12 Supporting Behaviors	Beginning the 15 th of Each Month
1. Integrity	<ul style="list-style-type: none"> • Attitude • Professionalism • Commitment 	<ul style="list-style-type: none"> • January • February • March
2. Compassion	<ul style="list-style-type: none"> • Courtesy • Respect • Communication 	<ul style="list-style-type: none"> • April • May • June
3. Advocacy	<ul style="list-style-type: none"> • Safety • Privacy 	<ul style="list-style-type: none"> • July • August
4. Resourcefulness	<ul style="list-style-type: none"> • Stewardship • Creativity 	<ul style="list-style-type: none"> • September • October
5. Excellence	<ul style="list-style-type: none"> • Quality • Ownership 	<ul style="list-style-type: none"> • November • December

This month's standard is compassion and the behavior is respect. Please let us know how we are doing demonstrating the behavior of the month. We are determined to keep working at it until we return to prominence... one satisfied customer at a time, ...every customer, ...every day, ...whatever it takes...LEGALLY!



END OF RESUMIX/ANSWER AND USA STAFFING REQUIREMENTS

1. As of 1 May 2012, USA Staffing is the only application system for all Army and Department of Defense appropriated fund (AF) and nonappropriated fund (NAF) vacancy announcements. The Resumix application system has closed. To apply through the Application Manager on USAJOBS, you must submit a resume directly to USAJOBS and upload the required documentation for your eligibility for merit promotion announcements. Documentation required **for current Army AF employees** is a recent non-award SF-50, **for NAF employees** – DA3434, **for current or former Federal employees** – non-award SF-50, **for veterans** – DD214 and, if applicable, SF-15 plus VA letter, and **for military spouse** – sponsor's orders plus marriage certificate. If a position has requirements such as a drivers license or transcript documenting 24 semester hours in a particular field, a copy of that license or transcript must also be uploaded. If the resume and all required supporting documentation are not uploaded and included in the application packet, you will be ineligible for referral.

2. Effective 31 May 2012, you can no longer access your Resumix resume or track the status of your Resumix self-nominations in ANSWER. To move your Resumix resume to USAJOBS, you must copy it from Army Resume Builder prior to 31 May, then upload it into USAJOBS/Application Manager. You can view the status of your self-nominations via *USAJOBS – My Account – Application Status*.

3. Employees can access, save or print their own SF-50s from www.cpol.army.mil :

- Log into Portal by clicking on the upper right: Employee Portal Login (CAC)
- Click OK and choose a Digital Certificate, then click on the yellow Employee Tab.
- In the section titled My SF-50, click “Go!”
- Click on PDF icon next to the SF-50 that you want to access.
- From gray menu bar at bottom center of the screen, choose the computer disk icon to save a copy of the PDF file to your computer or removable storage media, or
- Click on the printer icon and select a printer.

4. For further information, please contact your servicing CPAC HR Specialist at 337-531-1840/4207.



ARMY CIVILIAN RECORD BRIEF

The Department of the Army has developed a Civilian Record Brief (CRB) for all Civilian Appropriated Fund and NAF employees.

The CRB is a one-page snapshot of an employee's official data pulled from various sources, such as MyBiz, Defense Civilian Personnel Data System (DCPDS), and Training Management Systems. By putting all of this information on a single, easily viewed document, you will have an uncomplicated method for reviewing your data contained in your MyBiz and DCPDS records and taking steps, if necessary, to update or correct the data.

The 10 sections of data reported on the CRB are a concise reflection of your work experience, education, training, awards, professional licenses and certifications, performance ratings, foreign language proficiency, security investigation status, personal and emergency

contact information, position description, current and previous assignment history, and other data regarding your federal civilian service.

You can review and update your CRB through the CPOL Portal by navigating to www.cpol.army.mil, click on the Employee tab, then “Go!” in the Employee Data portlet. The link to the Civilian Record Brief (CRB) is located in the left pane under Self Service Applications.

Please Note! We are expecting VERY heavy volumes of traffic to this new tool over the coming weeks as you and all of your thousands of Army colleagues log in and try it out. Please be patient and if you experience slow response times or an error, we ask that you simply try again a little later in the day.

Keeping your CRB updated is voluntary on your part, but you are encouraged to review your CRB for accuracy, and update it as necessary following the easy instructions in the **Quick Guide indicated below**. Your supervisor may also view your CRB; however, the CRB does not contain any information that is not already accessible by supervisors. It is merely an additional resource that places pertinent information on a single page making it more accessible, and reviewable, by you and your supervisor.

Army Civilian Record Brief Quick Guide

Updated: January 26, 2012

What is the Army Civilian Record Brief (CRB)?

The Army Civilian Record Brief is a one-page report of your critical human resources (HR) data. It contains information retrieved from the Defense Civilian Personnel Data System (DCPDS), which is the authoritative source of HR data for DoD civilian employees, and from other sources you may update yourself via online self-service applications.

How do I update the information in my CRB? What does the data in each field represent?

Your information may be updated in a number of ways, depending on the section in the CRB. Each section of the CRB is also color coded to designate how the information may be updated. Descriptions of each field, explanations of the information they contain, and detailed update instructions can be found in the full User Guide, located at: <http://cpol.army.mil/library/help/portal/CRB-UserGuide.pdf>

- **Blue shaded** sections are updateable in MyBiz, which is a self-service Portal for all DoD civilian employees. You have ownership of this information, and the ability to correct and change it. A blue link at the bottom-left of the CRB will take you to MyBiz. The full MyBiz user guide is located at: http://www.cpmc.osd.mil/hrbits/selfservice/selfservice_userguide.aspx

- **Tan shaded** sections are updateable through the “Update My CRB” function in the CRB self-service application in the CPOL Portal. This is your information, input by you alone. A tan link at the bottom-left of the CRB will take you to the “Update My CRB” function.

- Supervisor and Supervisor email (Section 4): If your supervisor's name and email address are incorrect or display “Data Update Needed,” please send the following link (or it’s contents) to your immediate supervisor and ask them to follow the simple instructions:

http://cpol.army.mil/docs/SSPH_Quick_Guide.pdf

- Home Address (Section 4): This is your personal home address as reflected in DCPDS. It originates from your payroll record, which is found in the Defense Civilian Payroll System (DCPS). If your mailing address is incorrect, you may update it via self-service at <https://mypay.dfas.mil/mypay.aspx>. Log in, and then select Correspondence Address under the header “Pay Changes” to update your home address. This update will flow to DCPDS and be visible on your CRB within 48 hours.

- **White sections** are only updateable by Army Civilian HR Professionals. Please review the full CRB User’s Guide for instructions on how to submit a Helpdesk Ticket to request data corrections: <http://cpol.army.mil/library/help/portal/CRB-UserGuide.pdf>.

is in your best interest to familiarize yourself with this information. It is your retirement and an educated workforce is a better prepared workforce.

Estimate:

One of the most important steps in planning for your retirement will be to request an estimate. If you are within 5 years of retirement eligibility, you may request an estimate from the ABC-C. You can request one estimate per year. This estimate will serve as a valuable tool in your retirement planning process. You will be able to determine if all of your service is in your Official Personnel Folder (OPF), if all your service is creditable for retirement, or if you need to make deposits for periods of service. You will also be able to see how reductions and deductions will impact your annuity. Future salary increases and leave accruals will not be projected. We will only use the balance that shows in payroll at the time we work your estimate.

Once you request your estimate, the ABC-C will request your OPF from your servicing Civilian Personnel Operations Center (CPOC). Upon receipt of your OPF, your estimate will be worked in a first-in, first-out manner. The estimate can be requested via the Interactive Voice Response System (IVRS) by calling 1-877-276-9287 or TDD at 1-877-276-9833 and speaking to a counselor. The counselor will ask you for your desired date of retirement as well as a few other questions regarding your service history.

This is **ONLY** an estimate; the Office of Personnel Management (OPM) is the final adjudicator of your annuity. This estimate does not obligate you to retire nor does it serve as your retirement application.

An estimate is also available via the Employee Benefits Information System (EBIS) website at <https://www.ebis.army.mil>. To determine general eligibility requirements, we recommend you visit the “Eligibility Requirement” section applicable to your retirement plan on the ABC-C website at <https://www.abc.army.mil>.

IMPORTANT NOTE: Please keep in mind that the EBIS estimate utilizes your LEAVE Service Computation Date (SCD). This SCD appears on your Leave and Earnings Statement (LES) as well as your SF-50 Notification of Personnel Action (NPA). This SCD may include service that is NOT creditable for retirement purposes. It is important that you understand this when accessing this estimate. If you have complicated service (part-time, intermittent, refunded service or temporary service, Tennessee Valley Authority, Non-Appropriated Fund, Foreign Service) we strongly recommend that you contact the ABC-C for your estimate rather than utilize



Planning for Retirement

The Army Benefits Center – Civilian (ABC-C) understands that retirement is a very important topic and the information contained in this document should not negate your need to contact them with your questions. It

the EBIS calculator as the estimate will not be accurate.

Also, if you are a CSRS employee with unpaid deposit or redeposit service, the EBIS estimate will not show any applicable reductions to your annuity.

Once you have received an estimate from the ABC-C however, you will be able to manipulate the EBIS estimate by changing your salary, SCD, or using the appropriate deposit/redeposit reductions to the EBIS calculation.

Commencement Date of Annuity:

Civil Service Retirement System (CSRS): If you retire voluntarily, you may select the first, second, third or the last date of the month as your retirement date. With these dates your annuity begins to accrue the following day, to be paid 6 to 8 weeks after your retirement date. If you retire voluntarily on any other date, you will not begin to accrue an annuity until the following month.

Federal Employees Retirement System (FERS): If you retire voluntarily on the last date of a month, your annuity will begin to accrue the first day of the following month, to be paid 6 to 8 weeks after your retirement date. If you retire voluntarily on any other date, your annuity will not begin to accrue until the following month.

NOTE: The date you put on your retirement application for “Date of Final Separation” is the day you retire, your last working date as a Federal employee.

Civilian Deposit/Redeposit Service:

If you owe a deposit for temporary (FICA) civilian service or a redeposit for service for which retirement contributions were refunded and you have not paid that deposit at retirement:

CSRS: If you have unpaid **deposit** service **prior to 10-01-1982**, OPM will NOT notify you or give you an opportunity to make the payment before adjudication. You must contact OPM upon receipt of your Civil Service Annuity (CSA) number to let them know you want to make that payment. If not paid, you will have a permanent reduction to your annuity.

If you have unpaid **deposit** service **on/after 10-01-1982**, OPM will give you the opportunity to pay the contributions and will tell you what difference it makes to your monthly benefit.

If you have an unpaid **redeposit** performed **prior to 10-01-1990**, OPM will NOT notify you of the opportunity to pay for this service. You must contact OPM upon receipt of your CSA number to let them know you want to make

that payment. If not paid, you will have a permanent reduction to your annuity.

If you have an unpaid **redeposit** performed **on/after 10-01-1990**, OPM will give you the opportunity to make this payment and will tell you what difference it makes to your monthly benefit.

Incomplete (partially paid) **redeposits** for service performed **prior to 10-01-1990** are not refunded. The amount still owed for the redeposit will be used to calculate the actuarial reduction. You can complete the redeposit after retirement but it must be complete before the final adjudication of your retirement claim.

Incomplete redeposit for service performed **on/after 10-01-1990** is refunded by OPM.

FERS: You will be given the opportunity to pay for temporary service prior to 01-01-1989. A deposit cannot be made for temporary service on or after 01-01-1989.

The 2010 National Defense Authorization Act (NDAA) provides for a change in the law to allow **refunded** FERS service to be repaid and be creditable for retirement.

For both CSRS and FERS: If you are within 6 months of retirement and have not made a deposit or redeposit and want to, OPM asks that you complete the appropriate application for deposit/redeposit for your retirement plan and submit it WITH your retirement application. Do not send it directly to OPM separate from your retirement.

Records:

Make sure that all documentation to support relevant periods of service is included with your retirement application. This includes all DD214s for military service and statements of deposit payments for both military and civilian service.

NOTE: “Prior service” on a DD214 does not provide credit for that service. You must have DD214s showing actual dates for all service performed to receive credit for that service.

Permanent Address:

The address in payroll (which shows on your LES) will flow to OPM. If this address is not correct, you should change your address prior to your retirement utilizing myPay at <https://mypay.dfas.mil/mypay.aspx>. If your mailing address changes after separation, you can update your address on their website at <https://www.servicesonline.opm.gov> once you have received your CSA number and PIN from OPM. You will not receive your PIN until after adjudication of your retirement.

Direct Deposit:

When you retire, your current EFT/direct deposit information will flow from your payroll office to OPM and your annuity payments will be deposited into the same bank account as your current salary.

If you plan to change banks with your retirement, we recommend you make the change at least a month prior to your retirement by using the myPay website at <https://mypay.dfas.mil/mypay.aspx>.

If you plan on changing your bank information and have less than a month to retirement, make **no** changes to your bank account. After you have received your CSA number from OPM you can submit a new direct deposit form (SF 1199A) to their office.

If you wait until after you have received your CSA number and PIN from OPM, you can change your direct deposit information on their website at <https://www.serviceline.opm.gov>. Please note that all allotments currently coming out of your pay will cease upon retirement.

\$\$ 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>



Has your email address changed recently?

Making sure you have the correct email address registered in myPay is crucial. Your email address is used to send you important information about your pay, not to mention your myPay Login ID and password if you lose them. You can check to see if they have your correct work email address or add a personal email address by logging into myPay and selecting "Email Address" on the main menu.

New to myPay?

If you are new to myPy select "Guidance for New Users" on the left of the screen. It contains valuable information on when your account will be available and how you will obtain your password. Once you have a password, select "Create an Account" to establish a Login ID and change your password.



THRIFT SAVINGS PLAN

Roth Fund

The Thrift Savings Plan (TSP) has announced that their system began to accept Roth TSP contributions on May 7, 2012. Because implementation involves technical and programmatic modification of payroll systems, not all agencies were ready to participate on that date. Defense finance officials said the Roth option will be available on a phased basis from June to October. The specific implementation date will be determined at a later time. For more information on TSP Roth, please visit the [TSP website](#).

Roth vs. Traditional Contributions

With the introduction of Roth, you will potentially have two types of balances in your TSP account: A traditional (non-Roth) TSP balance and a Roth TSP balance. Any agency contributions you receive will always be a part of your traditional (non-Roth) balance. However, you may designate your own contributions any way you like depending on your individual tax circumstances. (**Note:** Money already in your account when you begin making Roth contributions will remain part of your traditional balance. You will not be able to convert it to Roth.)

The table below compares the treatment of the two different types of contributions.

The Treatment of...	Traditional TSP	Roth TSP
Contributions	<i>Pre-tax</i>	<i>After-tax</i> ¹
Your Paycheck	<i>Taxes are deferred</i> , so less money is taken out of your paycheck.	<i>Taxes are paid up front</i> , so more money comes out of your paycheck.
Transfers In	<i>Transfers</i> allowed from eligible employer plans and traditional IRAs	<i>Transfers</i> allowed from Roth 401(k)s, Roth 403(b)s, and Roth 457(b)s
Transfers Out	<i>Transfers</i> allowed to eligible employer plans, traditional IRAs, and Roth IRAs ²	<i>Transfers</i> allowed to Roth 401(k)s, Roth 403(b)s, Roth 457(b)s, and Roth IRAs ³
Withdrawals	<i>Taxable</i> when withdrawn	<i>Tax-free</i> earnings if five years have passed since January 1 of the year you made your first Roth contribution, AND you are age 59½ or older, permanently disabled, or deceased

¹ Roth contributions are subject to Federal (and, where applicable, state and local) income taxes, while traditional contributions are not taxed until withdrawn. However, both Roth contributions and traditional contributions are included in the amount of wages used to calculate payroll taxes (e.g., Social Security taxes).

² You would have to pay taxes on any pre-tax amount transferred to a Roth IRA.

³ Transfers to a Roth IRA from a Roth TSP are not subject to the income restrictions that apply to Roth IRA contributions.

As we get closer to the date when you can start making Roth contributions, you may want to start thinking about whether making them could be to your advantage. You may also wish to consult a qualified financial or tax advisor.

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 1.625%.

Annuity interest rate index: 2.125% for annuities purchased in May 2012 and 2.125% for annuities purchased in April 2012. [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 April 1, 2012

(**Figures in parenthesis indicate a negative return**)

	G Fund	F Fund	C Fund	S Fund	I Fund
Apr 2012	0.15%	1.12%	(0.62%)	(0.71%)	(1.87%)
Last 12 Months	2.02%	7.58%	4.83%	(1.24%)	(12.49%)

(05/01/2011 - 04/30/2012)

*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.

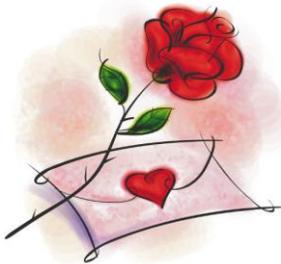
	L Income	L 2020	L 2030	L 2040	L 2050
Apr 2012	0.01%	(1.38%)	(0.52%)	(0.63%)	(0.78%)
Last 12 Months	2.22%	0.95%	0.54%	0.09%	(0.73%)

(05/01/2011 - 04/30/2012)

*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




Benefits

NEW BENEFIT TOOL BECAME AVAILABLE ON MAY 15, 2012

The ABC-C is pleased to announce the launching of a new benefit tool - eSeminar. The eSeminar module provides an additional avenue for you to become educated on your benefits. The courses provide a narrative presentation with eight separate benefit topics ranging from new employee benefits, TSP, Social Security, financial planning, and Flexible Spending Accounts. The courses contain benefits-related information for early, mid-career and end of career retirement planning. The eSeminar module is available in [EBIS](#).

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

BRAIN TEASER

Why do statues and paintings of George Washington always show him standing?

Answer on page 11



EMPLOYEE WELLNESS

Know Your Blood Pressure Numbers

High blood pressure (HBP) is a serious condition that can lead to coronary heart disease (also called coronary artery disease), heart failure, stroke, kidney failure, and other health problems.

"Blood pressure" is the force of blood pushing against the walls of the arteries as the heart pumps blood. If this pressure rises and stays high over time, it can damage the body in many ways.

Overview

About 1 in 3 adults in the United States has HBP. The condition itself usually has no symptoms. You can have it for years without knowing it. During this time, though, HBP can damage the heart, blood vessels, kidneys, and other parts of your body.

Knowing your blood pressure numbers is important, even when you're feeling fine. If your blood pressure is normal, you can work with your health care team to keep it that way. If your blood pressure is too high, treatment may help prevent damage to your body's organs.

Blood pressure numbers

Blood pressure is measured as systolic (sis-TOL-ik) and diastolic (di-a-STOL-ik) pressures. "Systolic" refers to blood pressure when the heart beats while pumping blood. "Diastolic" refers to blood pressure when the heart is at rest between beats.

You most often will see blood pressure numbers written with the systolic number above or before the diastolic number, such as 120/80 mmHg. (The mmHg is millimeters of mercury—the units used to measure blood pressure.)

The table below shows normal blood pressure numbers for adults. It also shows which numbers put you at greater risk for health problems.

Categories for blood pressure levels in adults (measured in millimeters of mercury, or mmHg)

Category	Systolic (top number)		Diastolic (bottom number)
Normal	Less than 120	And	Less than 80
Prehypertension	120–139	Or	80–89
High blood pressure			
Stage 1	140–159	Or	90–99
Stage 2	160 or higher	Or	100 or higher

The ranges in the table apply to most adults (aged 18 and older) who don't have short-term serious illnesses.

Blood pressure doesn't stay the same all the time. It lowers as you sleep and rises when you wake up. Blood pressure also rises when you're excited, nervous, or active. If your numbers stay above normal most of the time, you're at risk for health problems.

All levels above 120/80 mmHg raise your risk, and the risk grows as blood pressure numbers rise. "Prehypertension"

means you're likely to end up with HBP, unless you take steps to prevent it.

If you're being treated for HBP and have repeat readings in the normal range, your blood pressure is under control. However, you still have the condition. You should see your doctor and follow your treatment plan to keep your blood pressure under control.

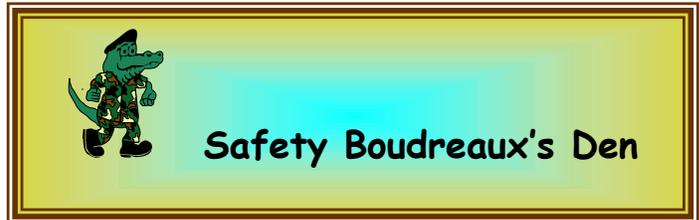
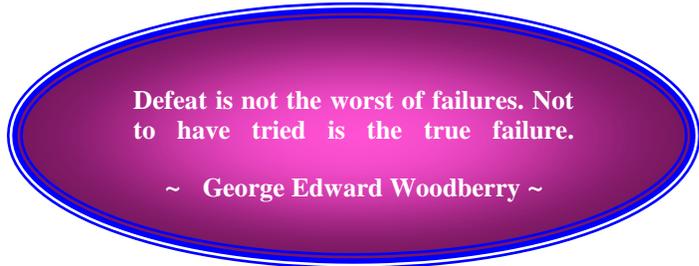
Your systolic and diastolic numbers may not be in the same blood pressure category. In this case, the more severe category is the one you're in. For example, if your systolic number is 160 and your diastolic number is 80, you have stage 2 HBP. If your systolic number is 120 and your diastolic number is 95, you have stage 1 HBP.

If you have diabetes or chronic kidney disease, HBP is defined as 130/80 mmHg or higher. HBP numbers also differ for children and teens. (For more information, go to ["How Is High Blood Pressure Diagnosed?"](#))

Outlook

Blood pressure tends to rise with age. Following a healthy lifestyle helps some people delay or prevent this rise in blood pressure.

People who have HBP can take steps to control it and reduce their risk of related health problems. Key steps include following a healthy lifestyle, having ongoing medical care, and following your treatment plan.



HEAT INJURIES

What are the symptoms of heat injury? There are three stages to heat illness; heat cramps, heat exhaustion, and heat stroke -- listed in order of increasing severity. Often the border between them is blurred into a continuous spectrum. Heat cramps are due to muscle spasms and often

occur in the arms, legs, or abdomen. They are thought to be caused by dehydration and loss of salt and other electrolytes. Heat exhaustion is due to more profound loss of water and electrolytes. It is characterized by generalized weakness, headache, dizziness, low blood pressure, elevated pulse, and temperature elevation as high as 104 degrees F (40 degrees C). Both can usually be treated by moving out of the sun, drinking fluids, and eating salty food.

Heat stroke is a life threatening condition and represents severe dehydration, high body temperature, and a shut-down of the cooling mechanisms. The person may be delirious or comatose, and over half of the victims have stopped sweating. The pulse is rapid and weak, the blood pressure is low and body temperature is greater than 105°ree;F (40.6°ree;C) and may reach as high as 110°ree;F (43°ree;C). The oral temperature is notoriously inaccurate in these circumstances. Damage to the brain, heart, lungs, kidneys and other organs may occur. Sometimes despite the best medical care, death is the end result.



Sunday May 13th

M - O - T - H - E - R

"M" is for the million things she gave me,
 "O" means only that she's growing old,
 "T" is for the tears she shed to save me,
 "H" is for her heart of purest gold;
 "E" is for her eyes, with love-light shining,
 "R" means right, and right she'll always be,
 Put them all together, they spell
 "MOTHER,"

A word that means the world to me.

Howard Johnson (c. 1915)

Did You Know?

In the vast majority of the world's languages, the word for "mother" begins with the letter M.

Many of the sweaters worn by Mr. Rogers on the popular television show, Mr. Rogers' Neighborhood, were actually knitted by his real mother.

Just like people, mother chimpanzees often develop lifelong relationships with their offspring.

More personal telephone calls are made on Mother's Day in the USA than on any other day in any other country.

The first Mother's Day was observed on May 10, 1908.

Mother's Day was officially declared on May 8, 1914.

Mother's Day is the third most popular celebrated holiday.



Memorial Day
Monday May 28th

Memorial Day is a holiday that has evolved dramatically over the years. Memorial Day observances began after the Civil War to honor the Union soldiers who gave their lives in the conflict. They were expanded after World War I to become a tribute to the dead of all the nation's wars.

When Memorial Day began, the war dead were placed front and center. The holiday's original name, Decoration Day, came from the day's main activity: leaving flowers at cemeteries.

BRAIN TEASER ANSWER

Because he would never lie.

May 2012 On Cyber Patrol

Removable Media Destruction



With the ease of use and technological advances, the quantity of removable media in the government and military is increasing. Removable media refers to storage media that is designed to be removed from the computer without powering the computer off. Removable media comes in many forms, but typically includes CD/DVD, secure digital (SD) cards, tape, flash drives and multimedia cards. Removable media often contains sensitive bits of information, which should not be just thrown away. Regulations regarding paper documents also include the different types of removable media, and your organization should incorporate removable media into its records management program and retention schedule.

We have all heard the saying “One man’s trash is another man’s treasure”. However, this has never been a more true statement than it is right now. Removable media has made our lives much easier due to the technological advances that have taken place. We no longer carry around large, bulky external storage media devices or numerous CDs in order to transport data. With the sizes being reduced to that of a key chain or smaller, we must ensure we don’t throw flash drives away with regular office trash. Long gone are the days of seeing large piles of ADP equipment waiting to be hauled to the dump. This technological advance requires proper tracking and disposal of media that may otherwise be overlooked.

Now that the weather has changed and spring has finally arrived we find ourselves conducting spring cleaning both around the house and in the office. In our desire to reduce clutter we must remain cognizant about the requirement to properly dispose of our removable media. Properly disposing of removable media is one of the key ways we

can keep our enemies from gaining the advantage. Most removable media allowed to be used on Information Systems (IS) by the Department of Defense (DoD) is required to be encrypted to avoid the risk to sensitive data in the event of loss or theft. Encryption is a procedure used to convert data from its original form to a format that is unreadable and/or unusable to anyone without the tools/information needed to reverse the encryption process. Many users believe that once information is encrypted on a piece of media it can no longer be accessed.

While encryption does add an extra layer of protection, it does not take the place of proper disposal/destruction procedures. Users should be trained to understand that even when data is encrypted it still poses a risk. There are un-encryption tools readily available to our adversaries, which allow them to access encrypted data.

There are a number of approved methods to destroy removable media that can be found in AR 25-2 and AR 380-5. Some of the approved methods include burning, shredding, pulping and pulverizing. Users should turn over all removable media for destruction to their security POC. Following proper disposal/destruction procedures not only safeguards personal identifiable information from falling in the hands of hackers and identity thieves, but it also keeps our country safe from those with more sinister plans.

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.

**// original signed//
DONALD R. MALLET
Director, Civilian Personnel
Advisory Center**