

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



*"ARMY CIVILIAN PERSONNEL PROFESSIONALS--  
HELPING LEADERS MEET THE MISSION"*

CPAC INFORMATION BULLETIN  
NUMBER 23

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**EMPLOYEE/MEMBER  
SELF SERVICE (E/MSS)**

In the March 00, edition of the Information Bulletin we introduced and provided extensive coverage of the features of E/MSS. We have received an important alert from DFAS regarding the use of E/MSS.

We have been asked to advertise that employees who are currently using DFAS's E/MSS should be very careful when modifying their allotment amounts.

Specifically, allotment amounts must be entered in whole dollars, and E/MSS will give the user an error message if a decimal is entered. Additionally, there is no implied decimal. Example: A \$10 allotment should be entered as 10, not 1000 and not 10.00.



**MODERN SYSTEM UPDATE**

In a previous Information Bulletin you were advised that the South Central Region, of which Fort Polk is a part, was scheduled to deploy our new automated personnel system

in May 00. The deployment has been delayed and a revised schedule will be implemented. Our new deployment date is 7 Jul 00. We will continue to employ a "just-in-time" approach to the required training necessary to support this system deployment. The CPAC will receive its training on 7-8 Jun 00. We will then commence training our customers who frequently use the system; administrative personnel, budget and manpower personnel, and approving officials. The classes are tentatively scheduled as follows:

**Administrative Personnel**

19 -23 Jun 00 0830-1600

**Approving Officials**

26-30 Jun 00 0830-1130 & 1300-1600

**Budget & Manpower Officials**

27-28 Jun 00 0830-1130 & 1300-1600

The training will be conducted in the CPAC's Computer Lab, Bldg 413, First Floor. We will ask our Admin partners to assist us in training our infrequent users within their respective organizations. Of course, we will have our Rapid Response Team ready to deploy should it become necessary. More details will be provided later. As always, we are soliciting your assistance in making the transition to the new system a success.

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As we prepare to convert to the Modern System, our CPOC partners are taking steps to make sure converted data is as correct and up-to-date as possible. They are working with us in reviewing dozens of data elements to find and fix errors that have crept in over the last decade that DCPDS has been in operation. Because of the size and scope of this effort throughout the South Central Region, advance notice of most changes is not possible. As such, employees may receive notices of corrections, i.e., SF-50's, or see changes in data posted on Requests for Personnel Actions, Training Requests, or in the Regional application displays. If this should occur and an employee wishes an explanation, please contact your servicing Personnel Advisor. In coordination with our CPOC partners, we will make every effort to assist employees. For more information contact the Civilian Personnel Advisory Center at 531-4020.



### UNUSED SICK LEAVE

During the GC's Workforce Brief on 23 March 00, a question was raised regarding unused sick leave. We answered and agreed to publish a written response. The question raised was: "Would an employee be paid for unused sick leave if he or she is separated from the Federal Service during a CA loss?" Here is the response. All civilian employees covered by annual leave laws are entitled to receive a lump sum payment for accrued annual leave when separated from the Federal Service. The same is not true with regard to sick leave. There is no payment for unused sick leave. However, an employee who is separated from the Federal Service is entitled to have his or her sick leave restored to his/her leave account if the individual is reemployed in the Federal Service. All unused sick leave is

added to the total service of an employee who is eligible for an annuity under the Civil Service Retirement System (CSRS). For a Federal Employees Retirement System (FERS) employee who switched from CSRS, the unused sick leave balance accrued at the time of transfer may be applied to the CSRS retirement component. Regular FERS employees cannot apply unused sick leave to the total service for retirement. Since a number of employees expressed an intent to use their sick leave because they would not be paid for it, we feel compelled to warn that abuse of sick leave can serve as the basis for disciplinary action. Please consult your servicing Personnel Advisor should you require additional assistance.



### ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE

*What is accidental death and dismemberment insurance and is it included in my Federal Employees Group Life Insurance (FEGLI) coverage?*

Accidental Death and Dismemberment (AD&D) insurance provides additional funds in the event of a fatal accident or an accident that results in the loss of a limb or eyesight. For benefits to be paid, the death or loss must occur within 90 days after the accident and be a direct result of bodily injury sustained from that accident, independent of all other causes.

AD&D insurance is automatically included in FEGLI Basic at no additional cost. It does not include the Extra Benefit, and is equal to your Basic Insurance Amount (BIA). AD&D insurance is also

automatically included in Option A at no additional cost. It is equal to \$10,000.

### AD&D SCHEDULE OF LOSSES

The following is a list of covered losses under AD&D insurance and the corresponding amounts payable:

<u>For the Loss of</u>	<u>The Amount Payable</u> <u>is</u>
Life	Principle amount*
Two or more Members^	Principle amount*
One Member^	50% of Principle amount*

\*The Principal amount is the full amount of AD&D insurance. For employees not enrolled in Option A, it is equal to their BIA. For employees enrolled in Option A, it is equal to the sum of their BIA plus \$10,000. The Principal amount is paid in addition to the regular payment for loss of life.

^A Member is a hand, foot, or the sight in one eye.

NOTE: For all losses resulting from any one accident, no more than the Principal amount is payable.

The Office of Federal Employees' Group Life Insurance (OFEGLI) will not pay AD&D benefits if your death or loss in any way results from, is caused by, or is contributed to by:

- physical or mental illness;
- the diagnosis of or treatment of physical or mental illness;
- ptomaine or bacterial infection. (However, OFEGLI will pay AD&D benefits if the loss is caused by an accidentally sustained external wound);
- hernia, no matter how or when sustained;
- a war (declared or undeclared), any act of war, or any armed aggression against the United States, in which nuclear weapons are actually being used;

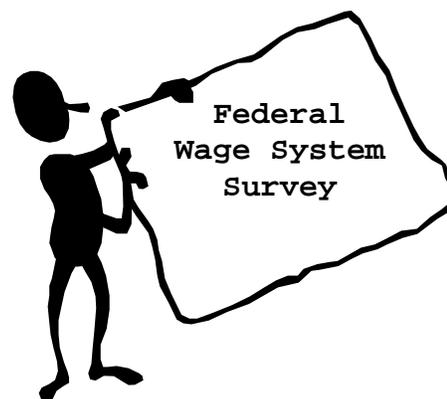
- a war (declared or undeclared), any act of war, or any armed aggression or insurrection in which you are in actual combat at the time bodily injuries are sustained;
- suicide or attempted suicide;
- injuring yourself on purpose;
- illegal or illegally obtained drugs that you administer to yourself.

For more information, contact your servicing Personnel Advisor.



## FEDERAL WAGE SYSTEM (FWS) SURVEY

A Federal Wage System full-scale survey is scheduled to begin on 18 Apr 00. Fort Polk has been designated as the host agency. Data collection training will be held on 17 Apr 00 and data collection will occur during the period 18-28 Apr 00. The results of the survey will be used to fix and adjust the wages of our Wage Grade employees as nearly as possible with the prevailing rates of the Lake Charles survey area. We'd like to thank the DOL, DPW, DRM and NAGE Local R5-168 for their support in this effort. We are confident that because of that support, we will have another successful survey.



## **EXTREMISM POLICY** **FOR** **CIVILIANS**

The Secretary of the Army recently signed a memorandum stating the Army's policy on civilian employee participation in extremist organizations. The March 14, 2000 policy memorandum notes that participation in extremist organizations and activities is inconsistent with core Army values. In addition, the memo states that participation in extremist activities that interfere with an employee's ability to accomplish duties satisfactorily will not be tolerated and that those activities which adversely impact legitimate interest or the efficiency of the Federal Service are unacceptable. The memorandum is posted on the CPAC Web Page at [www.jrtc-polk.army.mil/cpac/index.htm](http://www.jrtc-polk.army.mil/cpac/index.htm). Click on "What's New".



## **WHAT NOT TO SAY ON AN** **INTERVIEW !**

Vice Presidents and personnel directors of the one hundred largest corporations were asked to describe their most unusual experience interviewing prospective employees.

- A job applicant challenged the interviewer to an arm wrestle.
- Interviewee wore a Walkman, explaining that she could listen to the interviewer and the music at the same time.
- Candidate fell and broke arm during interview.
- Candidate announced she hadn't had lunch and proceeded to eat a hamburger and french fries in the interviewer's office.

- Candidate explained that her long-term goal was to replace the interviewer.
- Candidate said he never finished high school because he was kidnapped and kept in a closet in Mexico.
- Balding Candidate excused himself and returned to the office a few minutes later wearing a headpiece.
- Applicant said if he was hired he would demonstrate his loyalty by having the corporate logo tattooed on his forearm.
- Applicant interrupted interview to phone her therapist for advice on how to answer specific interview questions.
- Candidate brought large dog to interview.
- Applicant refused to sit down and insisted on being interviewed standing up.
- Candidate dozed off during interview.

The employers were also asked to list the "most unusual" questions that have been asked by job candidates.

- "What is it that you people do at this company?"
- "What is the company motto?"
- "Why aren't you in a more interesting business?"
- "What are the zodiac signs of all the board members?"
- "Why do you want references?"
- "Do I have to dress for the next interview?"
- "I know this is off the subject, but will you marry me?"
- "Will the company move my rock collection from California to Maryland?"
- "Will the company pay to relocate my horse?"



- "Does your health insurance cover pets?"
- "Would it be a problem if I'm angry most of the time?"
- "Does your company have a policy regarding concealed weapons?"
- "Do you think the company would be willing to lower my pay?"
- "Why am I here?"

Also included are a number of unusual statements made by candidates during the interview process.

- I have no difficulty in starting or holding my bowel movement.
- At times I have the strong urge to do something harmful or shocking.
- I feel uneasy indoors.
- Sometimes I feel like smashing things.
- Women should not be allowed to drink in cocktail bars.
- I think that Lincoln was greater than Washington.
- I get excited very easily.
- Once a week, I usually feel hot all over.
- I am fascinated by fire.
- I like tall women.
- Whenever a man is with a woman he is usually thinking about sex.
- People are always watching me.
- If I get too much change in a store, I always give it back.
- Almost everyone is guilty of bad sexual conduct.
- I must admit that I am a pretty fair talker.
- I never get hungry.
- I know who is responsible for most of my troubles.
- If the pay was right, I'd travel with the carnival.
- I would have been more successful if nobody would have snitched on me.
- My legs are really hairy.

- I think I'm going to throw-up.

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## WORKFORCE PROFILE

What is the profile of a typical Fort Polk employee and how does that compare to the typical government employee is a question that has been asked of us. Well, we have the answer for all of Fort Polk, the Garrison and the MEDDAC. The typical Government employee is 45.9 years of age and has 16.9 years of service. The typical Fort Polk employee is 48 years old and has 16 years of service. Within the Garrison, the typical employee is 48 years old with 18 years of service and in the MEDDAC, 46 years old with 13 years of service. You may view this profile of Federal Civilian Employees on the CPAC Web Page at [www.jrtc-polk.army.mil/cpac/index.htm](http://www.jrtc-polk.army.mil/cpac/index.htm). Click on "What's New".

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## TSP RATES OF RETURN

Rates of Return as of April 10, 2000.



The monthly C, F, and G Fund returns represent the actual total rates of return used in the monthly allocation of earnings to participant accounts. The returns are shown after deduction of accrued TSP administrative expenses. The C and F Fund returns also reflect the deduction of trading

costs and accrued investment management fees. The most current C, F, and G Fund rates of return are shown below. Percentages in ( ) are negative. RETURNS ARE UPDATED AFTER THE MONTHLY ALLOCATION OF EARNINGS, USUALLY BY THE 7TH BUSINESS DAY OF THE MONTH.

	<u>C Fund</u>	<u>F Fund</u>	<u>G Fund</u>
March 2000	9.74%	1.32%	0.55%
<u>Last 12 Months*</u> (4/1999 - 3/2000)	17.74%	1.86%	6.37%

\*The C, F, and G Fund returns for the last twelve months assume, except for the crediting of earnings, unchanging balances (time-weighting) from month to month and assume earnings are compounded on a monthly basis. Additional information on the TSP can be obtained by accessing the Army Civilian Personnel Online at <http://cpol.army.mil> home page, clicking on PERMISS, then click on the Master Index of topics, click on T, click on Thrift Savings Plan. For the monthly returns for the last 12 months, see the C, F, and G Fund Monthly Returns Fact Sheet. For the monthly returns from January 1988 through December 1999, see Historical Rates of Return. If you have questions about the information presented on the Rates of Return page, read Questions about Rates of Return.

## ARTICLES FOR BULLETIN

If you have suggested topics or articles you would like addressed in future bulletins, submit them to :

Civilian Personnel Advisory Center  
7041 Radio Road,  
Fort Polk, LA 71459-5341  
ATTN: Bill R. Chance or  
Nora Fletcher

Or you can call 531-4020/4708. If at all possible, suggested topics will be addressed.

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