



**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 31

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**FORT POLK’S STRATEGIC
FOCUS**

Fort Polk, Louisiana is the home of the Joint Readiness Training Center. Our mission, vision, values, core competencies, and strategic focus make up our corporate core. They identify what we do, why we do it, and how we do it. They are set forth in our Strategic Plan, “.....[the] road map that will keep us on the right path”, says our Commanding General, Charles H. Swannack.



Our mission is to provide an advanced level of training for US contingency forces under tough, realistic conditions; provide trained and ready home station forces; mobilize, validate, and deploy units worldwide; and provide a modern installation that cares for our soldiers, civilians, retirees, and families.



Our vision:

--The Army’s combat training center for contingency forces--providing exceptionally realistic and relevant training to prepare units for the challenges of future operations.

--Home of trained, ready, and modern units, rapidly deployable from a quality power projection platform.

--A first-class, modern installation providing our Army family a great place to work, live, and play, in partnership with the local communities.

Our values are:

- Loyalty
- Duty
- Respect
- Selfless Service
- Honor
- Integrity
- Personal Courage



Our core competencies are:

- Great place to work, live and play
- Combat training center
- Trained and ready units
- Power projection platform

Our strategic focus:



-- Resource and modernize JRTC to maintain relevancy in training the objective force (Army Transformation).

--Improve training, readiness and deployability of the JRTC and Fort Polk units and personnel.

--Measurably improve infrastructure.

--Improve and expand QOL programs, services and facilities



CONTENT

Fort Polk's Strategic Focus.....Page 1
 Federal Employees Health Benefits Children's Equity.....Page 2
 Accidental Death Exclusion for DWI.....Page 3
 Career Ladder Promotions.....Page 3
 Sick Leave.....Page 3
 Donation of Use or Lose Annual Leave.....Page 5

--Mitigate impact of personnel turbulence and changing work environment on team members through improve human capital management.

Who are we? The JRTC and Fort Polk "Azimuth" tells our story best.



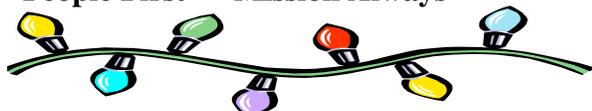
**THE FORT POLK TEAM
THE ARMY'S BEST**

A "Value-Based" Team, built on:		
✓ Trust		✓ Common Goals
✓ Mutual Respect		✓ Enduring Values
✓ Always Doing What is Right		
<u>With a Premier CTC</u>	<u>With Combat Ready Forces</u>	<u>With Outstanding QOL</u>
<ul style="list-style-type: none"> ➤ Disciplined, highly capable, viable opposing forces ➤ A relevant and realistic battlefield ➤ Motivated, skilled and professional observer/controllers ➤ Modern infrastructure and adequate battle-space 	<ul style="list-style-type: none"> ➤ Fit, disciplined, motivated and highly trained soldiers ➤ Proud, agile, resilient and innovative ➤ Ready to deploy, fight, win and sustain the fight ➤ Flexible and prepared for any contingency ➤ Committed, competent, courageous with stamina and self-discipline 	<ul style="list-style-type: none"> ➤ An installation of excellence ➤ Continued growth and good management of the best overall environment and facilities in the Army ➤ Focus of organizations and leadership toward people: <ul style="list-style-type: none"> ➤ Soldiers ➤ Families ➤ Retirees ➤ Employees ➤ Customers ➤ A "BE ALL YOU CAN BE" place

↓ ↓ ↓

In Caring Environment
An Attitude: Being Positive
Living by the "Golden Rule"...treating all people with dignity and respect
REMEMBERING THE ARMY IS PEOPLE
Caring for those people -our own- and for others less fortunate
Encouraging others to "be all they can be"

We believe that each member of Team Fort Polk must understand our mission, share our vision, recognize our core competencies, support our strategic focus and display our values in all that we do. Our successes are the result of our people and their commitment to our corporate core. We trust you will join us in that commitment. "People First --- Mission Always"



Federal Employees Health Benefits: Children's Equity



OPM announced on November 21, 2000 a change affecting enrollment under the Federal Employees Health Benefits (FEHB) Program. This change is the result of a new law, Public Law 106-394, the "Federal Employees Health Benefits Children's Equity Act of 2000," which was enacted October 30, 2000.

BACKGROUND

The FEHB law and regulations allow an employee to change enrollment after a change in family status. We consider the issuance of a court or administrative order requiring an employee to provide health benefits for his/her children to be a change in family status allowing an enrollment change.



Although the issuance of such a court/admin order allows an enrollment change, there has been nothing in the FEHB law that actually required an employee to make the change. An employee with such an order in place could refuse to enroll for self and family coverage. While this seemingly violated the court/admin order, it did not violate the FEHB law.

WHAT THE NEW LAW DOES

Pub. L. 106-394 requires mandatory self and family coverage for FEHB-eligible employees who do not comply with a court or administrative order to provide health benefits for their children. An employee subject to such an order must enroll in self and family coverage in a plan that provides full benefits to his/her child(ren) in the area where they live or provide documentation that he/she has other health coverage for the children. If the employee does not enroll in



an appropriate health plan or provide documentation of other coverage for the children, the agency must enroll the employee for self and family coverage in the standard option of the Blue Cross and Blue Shield Service Benefit Plan (enrollment code 105).

This type of mandatory coverage has been in effect for several years in the private sector. The new legislation extends the requirement to Federal employees.

Information regarding this change can be found at:

www.opm.gov/asd/htm/2000/00-224.htm

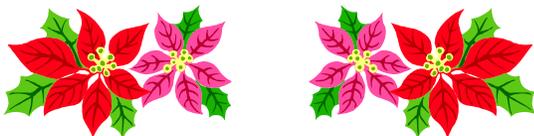


ACCIDENTAL DEATH EXCLUSION FOR DWI

Effective November 1, 2000, OPM added an item to the existing list of exclusions from payment of accidental death and dismemberment (AD&D) benefits. This addition puts in writing what the Program has followed in the past — AD&D benefits are not payable for a death or loss of limb caused by the insured driving while intoxicated (as defined by the jurisdiction in which the insured was driving).

For more information go to:

www.opm.gov/insure/life/index.htm



CAREER LADDER PROMOTIONS

In a move that is considered to have a positive impact on employees serving in career ladder positions, the Department of the Army has adopted the policy that all noncompetitive career ladder promotions will be made effective on the first full pay period after the employee becomes eligible

for promotion. Eligibility requires that the employee is performing satisfactorily and that all training and qualification requirements have been met. In addition, it must be determined that funds are available. This new policy will allow the retroactive processing of career ladder promotions and is effective with respect to trainees who became eligible for promotion after October 31, 2000.



The following is a brief summary regarding the use of Sick Leave. More specific information is contained in JRTC & Fort Polk Regulation 690-20, and the Negotiated Agreements.

Use of Sick Leave

Sick leave is a right of the employee and may be used only for the reasons described below:

- When the employee or one of his or her family members has a medical, dental or optical examination.
- When the employee can not work because of a physical or mental illness, injury, pregnancy, or childbirth.
- When the employee provides care for one of his or her family members who requires it because of physical or mental illness, injury, pregnancy, or childbirth.
- When the employee arranges for or attends a family member's funeral.
- When the employee is exposed to a communicable disease.
- When the employee adopts a child.

Eligibility

Both permanent and temporary employees earn sick leave. All full-time employees, regardless of their length of service, earn

four hours of sick leave each full biweekly pay period. Part-time employees earn one hour of leave for every 20 hours in a pay status. Employees do not accrue sick leave in pay periods where leave without pay or absence without leave reaches 80 hours. Intermittent employees do not earn sick leave.

Sick leave becomes available for use at the beginning of the pay period during which the employee earns it. There is no limitation on the amount the employee may carry forward each year.

Requesting Sick Leave

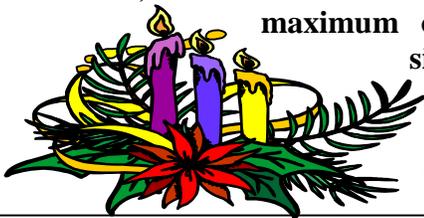
An employee must follow the agency's established procedures when requesting and obtaining approval of sick leave. Normally, requests for sick leave are submitted to the employee's immediate supervisor.

Granting Sick Leave

The approving official will evaluate the request for sick leave and supporting medical documentation, as appropriate. Normally, medical documentation is required for absences in excess of 3 days. When the evidence does not justify the approval of sick leave, the absence may be charge to annual leave with the employee's consent, AWOL, or leave without pay. In addition, if the employee is ill during a period of annual leave, s/he may substitute sick leave contingent upon evidence or documentation acceptable to the supervisor.

Advance Sick Leave

An employee may request an advance sick leave up to 30 days in cases of serious disability, illness or confinement for childbirth. Employees with part-time or uncommon tours of duty are also eligible; however, the advance is pro-rated. A maximum of 30 days of sick leave may be advanced to an employee with



a medical emergency or for purposes related to the adoption of a child. A maximum of 5 days of sick leave may be advanced for family care or bereavement purposes. Supporting medical documentation is required.

Sick Leave for Family Care or Bereavement Purposes

Most Federal employees may use a total of up to 104 hours (13 workdays) of sick leave each leave year to--

- Provide care for a family member who is incapacitated as a result of physical or mental illness, injury, pregnancy, or childbirth;
- Provide care for a family member as a result of medical, dental, or optical examination or treatment; or
- Make arrangements necessitated by the death of a family member or attend the funeral of a family member.

A covered full-time employee may use 40 hours (5 workdays) of sick leave each leave year for these purposes. An additional 64 hours (8 workdays) of sick leave may be used each year if the employee maintains a balance of at least 80 hours of sick leave in his or her account. Part-time employees and employees with uncommon tours of duty are also covered, and the amount of sick leave permitted for family care and bereavement purposes is pro-rated in proportion to the average number of hours of work in the employee's scheduled tour of duty each week. Medical documentation is required for absences in excess of 3 days.

"Family member" is defined as:

- spouse, and parents thereof;



- children, including adopted children, and spouses thereof;
- parents;
- brothers and sisters, and spouses thereof; and
- any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.



Sick Leave to Care for a Family Member with a Serious Health Condition

Most Federal employees may use a total of up to 12 administrative workweeks of sick leave each leave year to care for a family member with a serious health condition. If an employee previously has used any portion of the 13 days of sick leave for general family care or bereavement purposes in a leave year, that amount must be subtracted from the 12-week entitlement. If an employee has already used 12 weeks of sick leave to care for a family member with a serious health condition, he or she cannot use an additional 13 days in the same leave year for general family care purposes. An employee is entitled to a total of 12 weeks of sick leave each year for *all* family care purposes. Medical documentation is required for absences in excess of 3 days.

“Serious Health Condition” includes such conditions as cancer, heart attacks, strokes, severe injuries, Alzheimer's disease, pregnancy, and childbirth. The term "serious health condition" is not intended to cover short-term conditions for which treatment and recovery are very brief. The common cold, the flu, earaches, upset stomach, headaches (other than migraines), routine dental or orthodontia problems, etc., are not serious health conditions unless complications arise.



Sick Leave For Adoption

Employees are permitted to use sick leave for purposes related to the adoption of a child. Employees may use sick leave for appointments with adoption agencies, social workers, and attorneys; court proceedings; required travel; and any other activities necessary to allow the adoption to proceed. Adoptive parents who voluntarily choose to be absent from work to bond with or care for an adopted child may not use sick leave for this purpose. Parents may use annual leave or leave without pay for these purposes.



DONATION OF USE OR LOSE ANNUAL LEAVE

Federal Civilian employees who project to forfeit use or lose annual leave may want to consider donating some of that leave to one or more of the employees who have been approved as recipients under the Voluntary Leave Transfer Program and are still in need of leave.

Employees wishing to donate annual leave to an approved recipient are subject to the following:

- a. Donations may not be made to the donor's immediate supervisor.
- b. Only one half of the annual leave accrued during the leave year may be donated to other employees.
- c. In the case of a leave donor who is projected to have annual leave that otherwise would be subject to forfeiture at the end of the leave year under 5 U.S.C. 6304(a), the maximum amount of leave that may be donated during the leave year shall be the lesser of:

(1) One half of the amount of annual leave he or she would be entitled to accrue during the leave year in which the donation is made; or

(2) The number of hours remaining in the leave year (as of the date of the transfer) for which the leave donor is scheduled to work and receive pay.

d. The maximum amount of annual leave determined by b and c above may be waived by the approving official when the leave donor:

(1) Is working under an approved exigency, in which case 3/4 of the annual leave accrued during the leave year may be donated;

(2) Has restored leave from a previous exigency. In this instance the employee may donate all restored leave in addition to allowances under paragraphs b and c above;

(3) Is a family member of the leave recipient, in which case 3/4 of the annual accrual may be donated; or

(4) Is eligible for optional retirement and has more than 240 hours of annual leave in which case any amount by which the donor's annual leave account exceeds 240 hour may be donated.

Employees wishing to donate annual leave may do so by completing Fort Polk Form 25 in duplicate and forwarding same to the Civilian Personnel Advisory Center.

Information on current recipients may be obtained from the Civilian Personnel Advisory Center at 531-4020.



ARTICLES FOR BULLETIN

If you have any suggestions on topics or issues that you would like addressed in future bulletins, please submit them to one of the following:

1. Civilian Personnel Advisory Center
ATTN: Bill R. Chance
2. romerok@polk-emh2.army.mil
3. Call 531-4020/4708

Suggestion will be reviewed and addressed if at all possible.

//ORIGINAL SIGNED//
DONALD R. MALLETT
Director, Civilian Personnel
Advisory Center



