



**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 41**

OCTOBER 2001



**DIFFERENT CENTURY,
DIFFERENT ENEMY, SAME
AMERICAN RESOLVE**

In last month's issue, we addressed ways we could support our nation in the war against terrorism. In that issue, we suggested that we do so by making a financial contribution to the victims of the terrorist attacks via the Army Emergency Relief, the Pentagon Victims Fund, Federal Employee Education and Assistance Fund, Navy and Marine Corps Relief Society, and to national and local relief efforts through the Combined Federal Campaign.

Here are seven additional things we can do to help.

(1) Keep the faith in America and continue to support the President and the leadership of the

Joint Readiness Training Center & Fort Polk.

(2) Be aware of your surroundings. That is, **DO: OBSERVE AND REPORT:**

- Unusual or suspicious activity or suspected surveillance.
- Unusual questions or requests for information relating to capabilities, limitations, or operational information.
- Unusual vehicles operating in or around the installation.
- Unusual phone calls, messages or emails.
- Unusual aerial activity near or around the installation.
- Any possible compromise of sensitive information.

DO NOT:

- Discuss any aspect of military operations or planning.
- Talk about military capabilities or limitations.
- Discuss force protection measures, capabilities or posture.

CONTENT

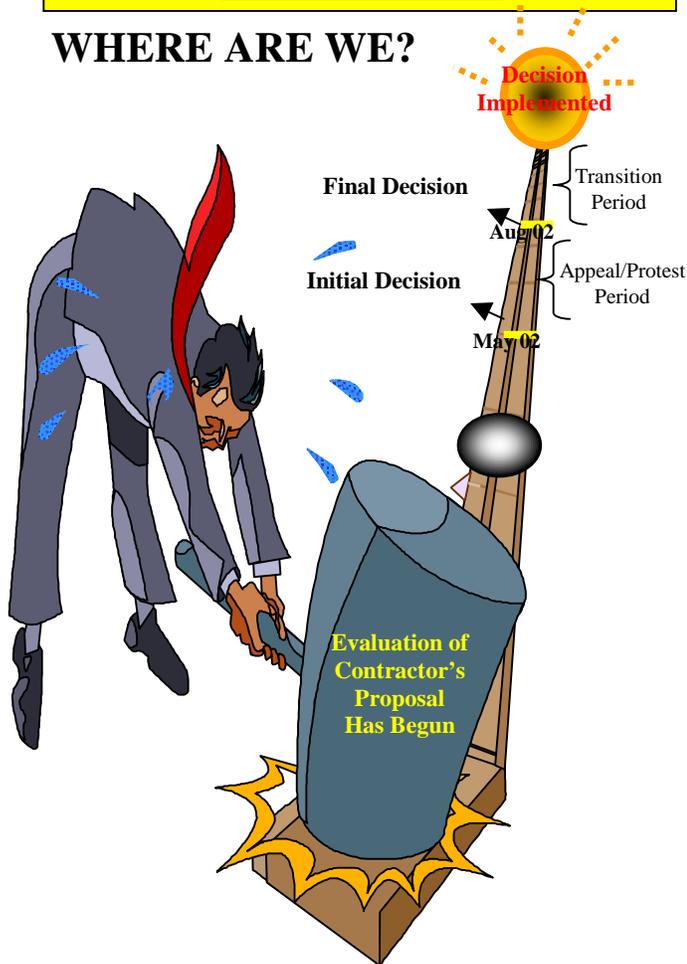
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- Disclose any information related to unit deployment.
- (3) Remove DoD Decals from you vehicle prior to selling. This will deter attempts to gain unauthorized access to the installation.
- (4) Report stolen or lost Identification Cards to the PMO.
- (5) Continue to do your part by giving an honest day's effort to ensure mission accomplishment at the JRTC & FP.
- (6) Treat everyone with dignity and respect.
- (7) Remember, we have nothing to fear, but fear itself.

COMMERCIAL
ACTIVITIES

WHERE ARE WE?



The SSEB, led by our Deputy Commander is still hard at work evaluating contractor proposals.

Our CPOC partners are nearing the completion of their work on the MOCK RIF. We anticipate the results around 15 Nov 01. Upon receipt of the results, we will commence the preparation of the RIF and VERA package & synchronize it with the Civilian Execution Plan.

The major events time line is as follows:

Nov 01	<ul style="list-style-type: none"> • Complete MOCK RIF • Prepare RIF Package & VERA Request & Synchronize Civilian Execution Plan
May 02	<ul style="list-style-type: none"> • Freeze Personnel Actions & Identify Exceptions • Review RIF Ground Rules
Jun 02	<ul style="list-style-type: none"> • Conduct PPP Briefings
Jul 02	<ul style="list-style-type: none"> • VERA/VSIP Open Window
Aug 02	<ul style="list-style-type: none"> • Notify Workforce of VERA/VSIP Approvals
Sept 02	<ul style="list-style-type: none"> • Publish General RIF Notice • Identify Abolished Positions • Appraisal Cutoff Date • OPF Update Cutoff Date • Records Review Cutoff Date • Commence Conduct of RIF • Issue Discontinued Service Retirement Letters
Nov 02	<ul style="list-style-type: none"> • Brief Command/Unions on RIF Results
Dec 02	<ul style="list-style-type: none"> • Coordinate Right of First Refusal Issues • Issue RIF Notice • Issue Early Termination Notice • Outplacement Assistance
Mar 03	<ul style="list-style-type: none"> • RIF Effective Date

FEDERAL EMPLOYEE
HEALTH BENEFITS

HEALTH BENEFITS OPEN SEASON

On September 21, 2001, the Office of Personnel Management announced new premium rates and other plan changes for the Federal Employees Health Benefits Program (FEHB). Employees and annuitants will have an opportunity to select new plans and options during the FEHB Open Season, which will be held this year from

November 12 through December 10, 2001. Changes in rates and any elections made during the Open Season will be effective at the beginning of the first pay period in 2002. The FEHB premium rates for 2001 have been posted on OPM's website at <http://www.opm.gov/insure/health/index.htm>.



FEHB PREMIUM CONVERSION

Premium conversion is a pre-tax arrangement that allows the part of an employee's salary paying the health insurance premiums to become non-taxable for Federal income tax purposes. All states, excluding New Jersey and Puerto Rico, also reduce state taxes for employees participating in premium conversion. Participation in premium conversion reduces the flexibility to drop FEHB coverage or change to self-only coverage at any time. Employees who participate in premium conversion may only drop coverage, or change to self-only coverage during an FEHB Open Season or at the time of a QLE. FEHB enrollees are automatically covered by premium conversion but may waive premium conversion during the annual FEHB open season or within 60 days of a Qualifying Life Event (QLE). Examples of a QLE are marriage, divorce, birth of a child or change in a spouse's health insurance coverage. The premium conversion waiver form is available at <https://www.abc.army.mil/Information/ABCHealth/Health.asp>. For more information regarding premium conversion see the OPM web site at <http://www.opm.gov/insure/health/pretaxfehb/index.htm>.



FEHB PREMIUMS TO JUMP AGAIN

Premiums in the Federal Employees Health Benefits (FEHB) program will increase by an average of 13.3 percent in 2002, the fourth

straight year of increases. Since 1998, FEHB premiums have increased an average of nearly 50 percent. For 2002, the average self-only biweekly premium will rise \$4.32 to \$40.89, while the average family coverage biweekly premium will rise \$11.57 to \$92.10. The open season for enrolling in FEHB or changing plans, levels, or types of coverage will run from November 12 to December 10, 2001, with elections effective January 1, 2002.



BIG CHANGES FOR BLUE CROSS

In 2002, Blue Cross/Blue Shield, the dominant FEHB plan with two million enrollees, will experience several significant changes. The Blues are merging their current high option into their standard option plan; the 98,000 high option enrollees will be transferred automatically to the standard option unless they choose other coverage. The Blues are also creating a new basic option -- a lower cost offering that restricts benefits almost entirely to preferred network providers. The standard option self-only premiums will increase \$6.86 per biweekly pay period to \$41.12, while standard family premiums will increase \$13.92 to \$94.83. Rates for the new basic option will be \$31.60 for self-only and \$75.74 for family coverage biweekly. Further, the Blues are dropping a point of service test program (explain what this is) that had been in effect in 10 localities, affecting about 390,000 enrollees. Since the pilot project was a feature of the standard option, those enrollees will remain in the standard option unless they change coverage.



NOTICE

VISA GOVERNMENT TRAVEL CHARGE CARD

The travel charge card is essential to the accomplishment of the Army's mission-related TDY travel. The card gives Army travelers the freedom and flexibility to perform government travel by using the card for hotels, meals, and miscellaneous expenses without having to obtain a travel advance. The travel card is the primary means of up-front funding for these travel expenses. It is a vital asset that must be protected. Remember, this is a travel card, not a credit card.

It is essential to remember that the card is provided only for official travel and travel-related expenses away from the official duty station. The card and the account are not to be used for personal purposes. Not only that, the account must be paid in full immediately upon notification. You were notified of this restriction when you signed up for the card. Therefore, to use the card for other than official business or fail to pay the debt incurred with the travel card are, therefore, violations (misuse of the card/delinquent payment) which may subject you to disciplinary action. Not only that, it must be noted that effective 1 Oct 01, delinquent travel card debts may be withheld from your pay.

Let's ensure that we use the card as intended and timely pay the debts incurred with its use.



FAA: NEW STEPPED-UP SECURITY MEASURES

A thorough search and security check of all airplanes and airports before passengers are allowed to enter and board aircraft. Discontinue curbside check-in at the airport. Passengers will be asked to go to the ticket counters to check in.

Discontinue off-airport check-in. No longer allow passengers to check in for their flights at hotels or other venues. Passengers must check in at the airports. Reserve boarding areas for passengers only. Only ticketed passengers will be allowed to proceed past airport screeners to catch their flights. E-ticketed passengers require copy of receipt with airline or travel rep logo as well as government issued id. Vehicles near airport terminals will be monitored

more closely. Some airports will require vehicles to remain hundreds of feet back affecting passenger pick up and drop off. No knives allowed on planes or in airport facilities such as restaurants. Expect long delays at every point of entry - parking lots, airport entrance, ticket counters, security and gates. Prepare to be searched and have items confiscated if they appear remotely dangerous including nail clippers, razors and sewing kits. Carry on luggage may be restricted and you may be forced to completely unpack and repack luggage. Some airlines may ban it all together. Baggage matching to each passenger may be required before take-off. Pre-flight cabin checks may be required before take-off. Airline may ban or restrict unaccompanied minors. Check with your airline first.



NEW TRAVEL SECURITY MEASURES: WHAT YOU CAN EXPECT

**In the Immediate Future: Do Not Expect
"Business as Usual"**

Since the attack, international airlines have slowly resumed service to the United States, airports in Boston and New York have closed and reopened, and Washington National Airport remains closed at this writing. Airlines are scaling back operations, and you should assume that flights will run on a case-by-case basis; no one can simply assume that their flight will

leave on-time or at all. The airlines are returning to business, but it will be days or even weeks before they return to "business as usual."

Expect Delays

Of all the potential inconveniences and changes travelers will experience in the aftermath of the attacks, the most reliable is this: there will be delays. At every possible checkpoint in your travels - entering the airport, in the parking lot, when being dropped off, when checking in, when checking luggage, when passing through metal detectors, at the gate, after boarding the plane, right before take-off, you name it; everything will slow down significantly. Leave for the airport much earlier than you might have in the past, as these delays can be expected to add up to a significant chunk of your time. Many recent reports from travelers reveal that the delays are not be as bad as initially expected, and that things have calmed down somewhat since the incident. While many travelers welcome this, others have voiced concern that security is lax, and the new measures are not being strictly followed at some airports.



Expect Some Chaos

As the government, airlines, airports, and travelers hustle to adapt to the new security requirements, you can expect inconsistencies, erroneous information, and some level of confusion. For example, travelers who were told by their airline that their flights would be departing on time arrived at the airport to find the entire airport closed, and were sent home by security. You need to be ready to adapt to and accept almost any situation for the next several days.

Be Prepared to Be Searched

All travelers are going to have to forfeit some level of privacy to ensure a higher level of safety. Your bags may be opened and searched extensively, you may be physically searched, you may be pulled aside for questioning, or you may be asked to present identification without

warning. Traveling with a minimum of suspicious or questionable items is in your best interest.

Bring a Good Attitude

Reports indicate that travelers have been exceptionally cooperative thus far. The next few weeks will test the patience of every person in the airport, and security personnel are quite unlikely to be charitable toward someone with a bad attitude. Cooperation from all involved is going to be essential. You will be safer, and more likely to get where you want to go, if you bring a good attitude to the airport.



Leave At Least Two Hours for Check-In

Officials have requested that all travelers arrive at the airport fully two hours before departure to accommodate substantially increased security measures. Longer check-in times of up to three to four hours have been reported; be sure to leave yourself plenty of time when flying.

E-Tickets

E-ticketing will not cease, but most airlines are going to require that you print out and present the itinerary or receipt for your e-ticket at check-in. Read the following release from AirTran for one example of this policy change; expect most airlines to adopt similar policies:

"All passengers will be required to show a printed ticket, boarding pass or e-ticket reservations receipt, along with a valid, government-issued photo ID (such as a driver's license or passport) at airport security checkpoints in order to proceed to the departure gate. If a passenger does not have a printed ticket, boarding pass or e-ticket reservations receipt, the passenger must go to the airport ticket counter to check in and get a boarding pass in order to proceed through the security checkpoint. Passengers may also call 1-800-AIR-TRAN to receive a reservations receipt via e-mail or fax."



Additionally, gate and automated teller machine check-in will be discontinued in most airports. If

you can not print your receipt for any reason, such as folks who do not have a printer or no longer have their receipt, most airlines, travel agents, and online booking sites will fax you a receipt; contact them directly.

Packing

Make absolutely no assumptions that a questionable item might be acceptable. Security officials have been requiring that travelers discard objects as seemingly innocuous as a nail file, nail clippers, and sewing kits.

Carry-On Restrictions and Prohibitions

Carry-on policies are still taking shape, but you can expect severely restrictive carry-on rules. Carry-on luggage may be searched with extreme scrutiny, to the extent that you may be asked to empty all the contents of your bag, and certain items may be confiscated. In some cases, airlines may prohibit carry-on luggage altogether.

Security Checkpoints

Security checkpoints will be much tighter. Gone are the days of casually blitzing through the metal detectors, walking around other people who are being checked, and general looseness at the various security checkpoints. Expect each checkpoint to be more of a full search, and comply fully with any requests by security personnel.

Security May Vary Considerably By Airport

Until an acceptable standard of security is agreed upon, expect widely varied procedures from airport to airport. At present, some airports are merely observing the FAA's requirements and have stepped up police presence, while others are applying much more stringent standards ranging from towing any and all cars they deem to be too close to the airport, to opening and searching every single piece of luggage, whether checked or carry-on.

Service Could Shut Down at Any Time

If further terrorist attacks are perceived imminent, specific airlines, airports, or the entire

flight system could be shut down at any time and on very short notice.

Photo Identification Required

All travel will require a photo ID, and you may be asked to present this ID at any time. Be prepared and cooperative.

Baggage Matching

Baggage matching, quite common in Europe and the Middle East, is almost non-existent in the U.S. This may change very soon. The tactic requires that every bag checked in be matched to the specific passenger, and that no bags are loaded onto the plane until each passenger is on board the plane. This, along with pre-flight cabin checks, may make for considerable delays after you've already boarded the plane.

Pre-Flight Cabin Checks

Despite all of the airport security measures designed to prevent anyone from boarding with guns, knives, or other weapons, many airlines will do yet another check once the boarding process is complete. Be prepared to wait patiently at the gate or on the tarmac before take-off.

Unaccompanied Minors

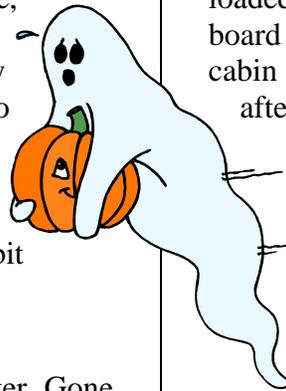
Many airlines are restricting or prohibiting travel by unaccompanied minors. In some cases they are allowing minors to fly only on non-stop flights; others have banned them entirely, while still others have made no policy changes. Call your airline for more information.

Border Crossings

Border crossings are slowed almost to a halt at present, especially along the Canadian border. Traffic backups of several miles are routine at present, and will continue for the foreseeable future.

In the Weeks and Months to Come

In truth, we may never return to "business as usual." Travelers to Europe and other international destinations have become accustomed to the presence of armed military personnel, extensive searches at all stages of the



travel process, and severe interrogations prior to check-in. On a recent return trip from Zurich to Newark, our traveling party was detained for over 20 minutes as we answered a series of questions, and the method of payment for a group ticket that later required a change fee was extensively researched.

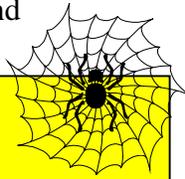
You can expect even more of this type of scrutiny and the attendant delays.

More Changes Almost Certain

As the FAA and airports gain experience with the new procedures, they are certain to evolve and change. If you are traveling, make an effort to keep abreast of all changes in policy and procedures.

Have Your Act Together

Unless you want to be delayed or even detained, refrain from any suspicious behavior, pack very conservatively, and err on the side of safety and prudence. Don't pack pen knives, tools, and similar items in carry-ons. Don't make jokes at security checkpoints. Have complete documentation on your person and easily accessible.



DID YOU KNOW

EMPLOYMENT RIGHTS AND BENEFITS OF FEDERAL CIVILIAN EMPLOYEES WHO PERFORM ACTIVE MILITARY DUTY

A number of employees who are members of the Uniformed Services have called and inquired about their rights and benefits should they be called to active duty or volunteer for active duty. This is the final segment of the two part series addressing these concerns. Last month's focus was on Pay and Leave. This month's focus is on employee benefits.

Health Benefits. Employees who are put in a nonpay status while on military duty can keep

their Federal Employees Health Benefits (FEHB) coverage for up to 18 months. During the first 365 days, they are responsible for paying the "regular" employee amount of the premium; they can either pay the premiums on a current basis, or they can incur a debt to the Government and repay it when they return to active Federal service. During the remainder of the 18 months, employees are responsible for the full premium (employee share, plus the Government share), plus a 2 percent administrative fee; these premiums must be paid on a current basis.



Termination. At the end of 18 months, FEHB coverage terminates. Employees get a free 31 day extension of coverage during which they can convert to a nongroup policy. (These employees are not eligible for TCC (Temporary Continuation of Coverage). If an employee doesn't want to continue the FEHB coverage while he/she is in nonpay status, the employee can elect in writing to have the FEHB coverage terminated. (The employee still gets the free 31-day extension and the right to convert).

Return To Active Federal Service. When an employee who has been on military duty returns to active Federal service, he or she can enroll in an FEHB plan within 60 days of the return to service (as long as the position is not excluded from coverage).

Life Insurance. Employees who are put in a nonpay status while on military duty can keep their Federal Employees' Group Life Insurance (FEGLI) coverage for up to 12 months. This coverage is free. At the end of 12 months in nonpay status, the coverage terminates. Employees get a free 31-day extension of coverage and have the right to convert to a nongroup policy.

If a Federal employee with FEGLI is called-up to active military duty and is killed, death benefits are payable to the employee's beneficiaries. Accidental death and dismemberment benefits are also payable under

Basic insurance (and Option A, if the employee had that coverage) unless the employee was in actual combat at the time. Accidental death benefits are in addition to regular death benefits. Even if accidental death benefits are not payable, regular death benefits ARE payable.

Return To Active Federal Service. When an employee who has been on military duty returns to active Federal service, he or she gets back whatever types of life insurance he or she had before going into nonpay status (as long as the position is not excluded from coverage).

Retirement. An employee who is placed in an LWOP status while performing active military duty continues to be covered by the retirement law--i.e., the Civil Service Retirement System (CSRS) or the Federal Employees Retirement System (FERS). Death benefits will be paid as if he or she were still in the civilian position, if the employee becomes disabled for his or her civilian position during the LWOP and has the minimum amount of civilian service necessary for title to disability benefits (5 years for CSRS, 18 months for FERS), the employee will become entitled to disability benefits under the retirement law. Upon eventual retirement from civilian service, the period of military service is creditable under either CSRS or FERS, subject to the rules for crediting military service.

If an employee separates to enter active military duty, he or she generally will receive retirement credit for the period of separation when the employee exercises restoration rights to his or her civilian position. If the separated employee does not exercise the restoration right, but later re-enters Federal civilian service, the military service may be credited under the retirement system, subject to the rules governing credit for military service. However, if an employee covered by CSRS is separated to enter active military duty during a period of war or national emergency as declared by Congress or

proclaimed by the President, the employee is deemed not to be separated from his or her civilian position for retirement purposes, unless the employee applies for and receives a refund of his or her retirement deductions.

Thrift Savings Plan. For purposes of the Thrift Savings Plan (TSP), no contributions can be made, either by the agency or the employee, for any time in an LWOP status or for a period of separation. Employees should refer to the TSP Fact Sheet - Effect of Nonpay Status on TSP Participation. Both issuance are available from the TSP Internet web site at <http://www.tsp.gov>.

If employees are subsequently reemployed in, or restored to, a position covered by FERS or CSRS pursuant to 38 U.S.C. chapter 43, they may make up missed contributions. FERS employees are entitled to receive retroactive Agency Automatic (1 percent) Contributions and, if they make up their own contributions, retroactive Agency Matching Contributions. Also, if FERS employees separate and their Agency Automatic (1 percent) Contributions and associated earnings are forfeited because they did not meet the TSP vesting requirement, the employees are entitled to have these funds restored to their accounts after they are reemployed. In addition, if employees separate and their accounts are disbursed as automatic cashouts, the employees may return to the TSP an amount equal to the full amount of the payment after they are reemployed. For additional information see the TSP Fact Sheet -- Benefits that Apply to Members of the Military Who Return to Federal Civilian Service" at <http://www.tsp.gov>.

Return To Civilian Duty. An employee who enters active military duty (voluntarily or involuntarily) from any position, including a temporary position, has full job protection, provided he or she applies for reemployment within the following time limits:

- (A) Employees who served less than 31



days must report back to work at the beginning of the next scheduled workday following their release from service and the expiration of 8 hours after a time for safe transportation back to the employee's residence.

(B) Employees who served more than 30 days, but less than 181 days, must apply for reemployment within 14 days of release by the military.

(C) Employees who served more than 180 days have 90 days to apply for reemployment.



Employees who served less than 91 days must be restored to the position for which qualified that they would have attained had their employment not been interrupted. Employees who served more than 90 days have essentially the same rights, except that the agency has the option of placing an employee in a position for which qualified of like seniority, status, and pay.

Upon return or restoration, an employee generally is entitled to be treated as though he or she had never left for purposes of rights and benefits based upon length of service. This means that the employee must be considered for career ladder promotions, and the time spent in the military will be credited for seniority, successive within-grade increases, probation, career tenure, annual leave accrual rate, and severance pay. An employee who was on a temporary appointment serves out the remaining time, if any, left on the appointment. (The military activation period does not extend the civilian appointment.)

An employee performing active military duty is protected from reduction in force (RIF) and may not be discharged from employment for a period of 1 year following separation (6 months in the case of a Reservist called to active duty under 10 U.S.C. 12304 for more than 30 days, but less than 181 days, or ordered to an initial period of active duty for training of not less than 12

consecutive weeks), except for poor performance or conduct or for suitability reasons.

Appeal Rights. An employee or former employee of an agency in the executive branch (including the U.S. Postal Service) who is entitled to restoration in connection with military duty may appeal an agency's failure to properly carry out the law directly to the Merit Systems Protection Board (MSPB), or the employee may first submit a complaint to the Department of Labor, which will attempt to resolve it. If resolution is not possible, the Department may present the case to the Office of the Special Counsel, which may represent the employee in an appeal to the MSBP. Appeals to the Board must be submitted within 30 calendar days after the effective date of the action being appealed.



LEAVE APPLICATION

Effective 21 Aug 01, the Office of Personnel Management cancelled the Standard Form 71, Application for Leave. Effective immediately, the Department of the Army will use OPM Form 71 which can be found at the Electronic Workplace at <http://polk-ew.army.mil/formlink.htm> or <http://www.opm.gov/forms>. Please pass this on to your administrative staff. We are enclosing a copy of the new form for your use.



TSP RATES OF RETURN

Rates of Return were updated on Oct 3, 2001.

	G Fund	F Fund	C Fund	S Fund	I Fund
Sep 2001	0.43%	1.15%	(8.05%)	(12.50%)	(9.95%)
<u>Last 12 Months*</u>					
(8/1/2000 - 9/30/2001)	5.67%	13.07%	(26.57%)	(34.25%)	(28.84%)

The G, F, and C 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. The S and I Funds were implemented in May 2001, so the twelve-month returns reflect the performance of the S and I Funds for May 2001 and the related Barclay's funds in which they are invested for the previous 11 months. Percentages in () are negative.

CIVILIAN PAY CORNER

INCOME TAX WITHHOLDING CHANGE

The Internal Revenue Service (IRS) developed new income tax withholding tables as a result of the Economic Growth and Tax Relief Reconciliation Act of 2001. The tables reflect a reduction in the current 28% and higher tax brackets. Employees may experience a reduction in their federal income tax withholding based on their marital status and income. See <http://ftp.fedworld.gov/pub/irs-pdf/p15t.pdf> for the publication itself. An employee can change their federal income tax withholding by submitting a change to their IRS Form W-4, Employee's Withholding Allowance Certificate to the Customer Service Representative (CSR) or through Employee/Member Self Service (E/MSS). An employee can claim fewer withholding allowances on Line 5 or additional withholding allowances on Line 6. IRS Form W-4 is available through the timekeeper or the CSR.

TECHNOLOGY CORNER

SMART FORCE

The workforce has responded well to our efforts to have the most highly trained workforce on the planet. Despite the fact that a firewall precluded

course enrollments until the end of the 3rd Qtr., more than 207 employees have established an Individual Learning Accounts and commenced enhancing their automation skills. Of that number, 25 employees have completed a total of 132 courses. This is a good thing.

Despite this great start, we have not accomplished our goal and won't do so until you have signed up to join us and 185 employees have completed at least one course.

So come on, sign up, and join us as we journey down the road to becoming the most highly trained workforce on the planet.

MEDICAL SENSE

BREAST CANCER

“Who's At Risk?”

Breast cancer is the most common cancer in women, other than skin cancer. It's also the second leading cause of cancer death among women. The chances of developing breast cancer increase with age. By age 50, one of every 50 women will have breast cancer. By age 85, the chances increase to one of every eight.



Know the Risk Factors:

- being female
- family history
- previous history of breast cancer
- age 50 or over
- never giving birth or giving birth first after age 30
- menstruation before age 12
- overweight

How to Reduce Your Risk

- Perform a monthly breast self-examination to detect any changes in your breasts.
- Annual clinical breast exam
- Have mammograms annually after age 40 or as recommended by your provider

- Eat a low-fat diet/high fiber

Symptoms of Breast Cancer

- a lump or thickening in the breast or armpit
- any flattening or indentation of the breast skin
- any puckering, pitting or dimpling of the breast skin
- any change in the position, size or color of the breast
- clear or bloody nipple discharge
- a retracted nipple
- redness of the breast skin

In recognition of National Breast Cancer Awareness Month and National Family Sexuality Education, BJACH will be sponsoring a Breast Care Class on October 31 2001 from 0800-1200. If you would like to attend this class you may contact Therese Pendley at 531-3971 or the Health Promotion Program.



For education on breast cancer prevention for yourself, unit or family readiness group, contact the health promotion program: Chief Health Promotion – 531-3801; Health Promotion Nurse – 531-3255; Health Promotion Technicians – 531-3567 or 531-3902.

Patricia Taylor, RN
Health Promotion Program
 Bayne-Jones Army Community Hospital



LEAVE DONOR PROGRAM

EMERGENCY LEAVE TRANSFER PROGRAM



In reaction to September 11th's terrorist actions, special emergency leave transfer programs will be set up through which federal employees may donate annual leave to be used by other workers who need to take time off from work in order to cope with the effects of the attacks. Unlike the standard leave transfer program, under emergency leave transfer, the leave can be used for non-medical purposes and the recipient need not have exhausted all annual and sick leave before using donated leave. Employees may use leave donated under emergency leave transfer for personal needs or to care for a family member affected by the attacks and they may retroactively substitute such leave for any period of leave without pay used as a result of the emergency. Forms for donating and receiving leave under the emergency leave transfer program are at www.opm.gov/oca/leave/html/formindx.htm.



FORT POLK LEAVE DONOR PROGRAM



Would you like to assist a co-worker who is in need of annual leave? Then consider donating annual leave to employees enrolled in the Voluntary Leave Transfer Program. To donate leave, submit a "Request to Donate Annual Leave to Leave Recipient", OF 630-A to the CPAC, at bldg. 413.

Who is in need:

Tonja Evans	OPS GRP
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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. romerok@polk-emh2.army.mil
2. Call 531-1848

Suggestions will be reviewed and addressed if at all possible.

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

