



**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 38

JULY 2001

**COMMERCIAL  
ACTIVITIES**

**CA UPDATE**

The Commanding General and the Garrison Commander will provide this month's update in the CG's Guardian column, "Viewpoint" and during the GC's workforce briefs. Of course, we will not steal their thunder. So, watch for the Guardian and listen attentively during the workforce briefs.

**GARRISON RIF PLANNING  
MAJOR EVENTS**

Execution of the major events of our RIF plan to implement the CA decision has commenced again. Our CPOC partners readying to resume the processing of the MOCK RIF. It is expected that the MOCK RIF will be completed not later than 15 Nov 01.

The major events time line is as follows:

Nov 01	<ul style="list-style-type: none"> <li>Complete MOCK RIF</li> <li>Prepare RIF Package &amp; VERA Request &amp; Synchronize Civilian Execution Plan</li> </ul>
May 02	<ul style="list-style-type: none"> <li>Freeze Personnel Actions &amp; Identify Exceptions</li> <li>Review RIF Ground Rules</li> </ul>
Jun 02	<ul style="list-style-type: none"> <li>Conduct PPP Briefings</li> </ul>
Jul 02	<ul style="list-style-type: none"> <li>VERA/VSIP Open Window</li> </ul>

Aug 02	<ul style="list-style-type: none"> <li>Notify Workforce of VERA/VSIP Approvals</li> </ul>
Sept 02	<ul style="list-style-type: none"> <li>Publish General RIF Notice</li> <li>Identify Abolished Positions</li> <li>Appraisal Cutoff Date</li> <li>OPF Updater Cutoff Date</li> <li>Records Review Cutoff Date</li> <li>Commence Conduct of RIF</li> <li>Issue Discontinued Service Retirement Letters</li> </ul>
Nov 02	<ul style="list-style-type: none"> <li>Brief Command/Unions on RIF Results</li> </ul>
Dec 02	<ul style="list-style-type: none"> <li>Coordinate Right of First Refusal Issues</li> <li>Issue RIF Notice</li> <li>Issue Early Termination Notice</li> <li>Outplacement Assistance</li> </ul>
Mar 03	<ul style="list-style-type: none"> <li>RIF Effective Date</li> </ul>

**Please note** that these dates are subject to change. We are working in concert with our CPOC partners to ensure that "People First - Mission Always" is a reality even in this process. Of course, we will continue to keep you informed as developments occur.



**CONTENT**

**COMMERCIAL ACTIVITIES**

CA Update	Page 1
Garrison RIF Planning Major Events	Page 1
MEDDAC Ambulance Commercial Activities	Page 2
<b><u>TECHNOLOGY CORNER</u></b>	
The Smartforce	Page 2
<b><u>FROM ABC-C</u></b>	
Best Times To Reach an ABC-C Counselor	Page 3
<b><u>CIVILIAN PAY CORNER</u></b>	
Notice To All DOD Civilian Employees	
Changes In Income Tax Withholding	Page 4
<b><u>TSP CORNER</u></b>	
Rate of Returns	Page 4

**TSP CORNER continued**

TSP Transfer/Rollover Policy Beginning	Page 4
<b><u>WE'VE BENN ASKED</u></b>	
What Is An Occupational Disease Or Illness And What Are The Procedures For Filing A Claim?	Page 5
<b><u>DID YOU KNOW</u></b>	
How To Be A Great Follower	Page 6
One Stop Source Of Info About Federal Service	Page 7
<b><u>NOTICE</u></b>	
Zero Tolerance Of Violence	Page 7
Vehicle Registration	Page 7
Leave Donor Program	Page 8
Voluntary Leave Transfer Program	Page 8

## MEDDAC AMBULANCE COMMERCIAL ACTIVITIES STUDY



On July 17, 2001, the Secretary of the Army approved the notification contained in the Information for Members of Congress (IMC) for the Fort Polk Ambulance Commercial Activities Study and the official final decision notification was made to Congress. Therefore, the reduction in force (RIF) announced in Civilian Personnel Bulletin (CPB) 15-01, dated April 26, 2001, must now be implemented due to the official contracting out of the ambulance services.

The effective date of the RIF is **November 3, 2001**, with RIF notices to be issued on **August 29, 2001**. MEDDAC, DENTAC and VETCOM employees are encouraged to review CPBs 5-01 and 15-01 for more detailed information regarding this RIF.



### SMART FORCE

Have you heard the latest? One hundred and seventy-two Fort Polk employees have now enrolled in training designed to develop, improve and enhance their automation skills.

Leveraging technology and employee empowerment are fundamental tenants of our concept of operations defining how the installation will operate in the future. As a result, one of the Command's Human Capital Management strategic initiatives set forth in our strategic plan seeks to embrace continuous learning and empower employees by leveraging technology to improve training opportunities.

Our initial focus is to enhance the automation skills of the workforce as we transition to the

digitized Army. That is, we want to have the most highly trained workforce on the planet. To this end, the Command has identified a core curriculum of web-based training courses that all GS employees should take to enhance their computer literacy. The courses identified are:

#### End User Operating Systems & Tools

<u>Title</u>	<u>Hrs</u>
Basic IT Concepts I	3
Basic IT Concepts II	3
Using the Computer	3
Info & Communication	4
Windows 98 I	5
Windows 98 II	4

#### Microsoft Office 2000

<u>Title</u>	<u>Hrs</u>
Beginning Word	5
Intermediate Word	4
Advanced Word	4
Word for Power Users	4
Beginning Excel	3
Intermediate Excel	4
Advanced Excel	3
Excel for Power Users	4
Beginning Access	4
Advance Access	4
Beginning Power Point	4
Advance Power Point	4
Beginning Outlook	4
Advanced Outlook	4
Beginning FrontPage	4
Advanced FrontPage	4

#### Web End User - Internet/Intranet Skills

<u>Title</u>	<u>Hrs</u>
Basic Concept	3
Using Email	3
Using TELNET, FTP & Gopher	3
Using Newsgroups	3
Searching the Internet	3

#### MS Internet Explorer

<u>Title</u>	<u>Hrs</u>
Explorer 5.0-Getting Started	4
Explorer 5.0-Up & Running	4

These courses are a part of over 1,400 courses now available for your use. The Army has

entered into an enterprise agreement with SmartForce to provide these web-based computer training programs with an Information Technology (IT) focus. Believe it, you can obtain certification level training for over 40 vendor certifications such as MCSE, Microsoft Office User Specialist, Novell CNE, Cisco, Lotus Notes, Intel, Oracle, Project Management and much more. This is the finest technology training available from today's leader in the e-learning industry. As a direct result of this agreement you can:



- Access your training at anytime
- Learn at your own pace
- Prepare yourself to qualify as a Certified Information Technology Professional
- Enhance your PC desktop skills
- Achieve essential training goals at No Cost!

To demonstrate its commitment to transforming our workforce to the most highly trained on the planet, the Command has also agreed to establish an Individual Learning Account (ILA) of 113 hours for all employees. This account may be used to enroll in and complete the suite of courses in our core curriculum on duty time, subject to your supervisor's approval. To activate the ILA, you need only speak with your supervisor, enter into and sign the Memorandum of Understanding (MOU), enroll in a course and track the hours expended during duty hours. Of course, you must always obtain your supervisor's permission before stopping work to complete a course. To facilitate the tracking process, we have also developed a brochure that can be utilized for this purpose.



While our objective is for all GS employees to complete at least one course this year, all employees, regardless of pay plan or service are encouraged to avail themselves of this opportunity. Your ability to fulfill self-improvement goals will provide you with the tools needed to excel in the future. The future

is in your hands. Make sure you are Ready! Enroll Today!

After initial registration, access and use of the courseware can be made from any Windows PC (e.g., your personal Internet connection from home). See Civilian Personnel Bulletin No. 11-01 for more details, your organization's POC and the MOU



### **BEST TIMES TO REACH AN ABC-C COUNSELOR.**

Did you know that the Army Benefits Center for Civilians (ABC-C) has a 3<sup>rd</sup> shift of counselors that expands the hours of operations? What this means is that Army employees can reach a counselor from 7:00 a.m. to 8:00 p.m., Central Time, 5 days a week, Monday through Friday.

Busiest times are between 10:00 a.m. to 2:00 p.m., Central Time. For example, on average, they get almost 300 calls every half-hour between 10:00 a.m. and 2:00 p.m. During these times, you may have to wait in the queue for a quite a few minutes until the next counselor is available to take your call.



If you need to speak to a counselor with hardly any waiting time, your best bet is to call between 7:00 and 10:00 a.m. and between 2:00 and 8:00 p.m. After 5:00 p.m., call volume drops to well below 100 calls every half-hour.

They have also added a voice mail option on a test basis. If the wait in the queue is projected to exceed 15 minutes, you will have the option to press 1 and continue to hold for a counselor; or press 2 and you can leave a voice message. An ABC-C counselor will then try to return your call within one business day.

You can reach the ABC-C at 1-877-276-9287,

or by accessing the website:  
[www.abc.army.mil](http://www.abc.army.mil).

**CIVILIAN PAY CORNER**

**NOTICE TO ALL DOD CIVILIAN EMPLOYEES CHANGES IN INCOME TAX WITHHOLDING EFFECTIVE JULY 1, 2001**

New withholding tables may reduce the amount of income tax withheld from your wages paid after June 30, 2001.

The reductions in tax withholding are due to reduction in the current 28% and higher tax brackets effective July 1, 2001.

The new tables, prescribed by the Department of the Treasury, reflect a change resulting from the Economic Growth and Tax Relief Reconciliation Act of 2001.

If you do not want to have your withholding reduced, you may want to submit a change to your Form W-4, Employee's Withholding Allowance Certificate, information either in E/MSS or with your Customer Service Representative (CSR). You may claim fewer withholding allowances on line 5 or request additional amounts to be withheld on line 6.

**HIGH YIELD INVESTMENT TSP CORNER HIGH YIELD INVESTMENT**

**TSP RATES OF RETURN**

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.

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**Rates of Return were updated on July 5, 2001.**

	<u>G Fund</u>	<u>F Fund</u>	<u>C Fund</u>	<u>S Fund</u>	<u>I Fund</u>
June 2001	0.47%	0.39%	2.42%	.66%	3.99%
Last 12 Months*					
(7/1/2000 - 6/30/2001)	5.63%	11.31%	14.80%	13.59%	24.00%

\*\*\*\*\*

The monthly G, F, C, S, and I Fund returns represent the actual total rates of return used to allocate monthly earnings to participant accounts. Allocations are usually completed by the 4th 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.

**TSP TRANSFER/ROLLOVER POLICY BEGINNING**

Starting July 1, Thrift Savings Plan investors who have money in 401(k) and similar tax-favored savings plans from prior employers—or in individual retirement accounts set up to hold distributions from such plans after they left that employment—can move the money into the TSP. Two types of transactions will be allowed: direct transfers from the plan or IRA to the TSP, and rollovers, in which the individual takes possession of the money and then deposits it in the TSP. The TSP has issued a new form, called the TSP-60, REQUEST FOR A TRANSFER INTO THE TSP, which contains instructions. This form can be downloaded from the internet at address <http://tsp.gov>, and then by clicking on *Forms & Publications*. After completion, the TSP-60 should be mailed to the address indicated in the instructions.

**Watch Your Step on Transactions.** While the paperwork for making the new TSP transfers and rollovers isn't especially complicated, those interested in making such transactions need to exercise care. For example, they should confirm with the

administrator of the plan or the IRA that the money is deemed "eligible" for such distributions under tax code—that is, to be sure that all the money is pre-tax money. The TSP will not accept already-taxed money. Those using the rollover option must be careful about certain rules that could leave them liable for paying a hefty tax bill out of pocket. Unless there's a compelling reason to handle the transaction as a rollover, a direct transfer is the safer option.

## WE'VE BEEN ASKED

### WHAT IS AN OCCUPATIONAL DISEASE OR ILLNESS AND WHAT ARE THE PROCEDURES FOR FILING A CLAIM?

**DEFINITION:** An occupational disease is defined as a condition produced in the work environment over a period longer than one workday or shift. It may result from systemic infection, repeated stress or strain, exposure to toxins, poisons, or fumes, or other continuing conditions of the work environment.

#### PROCEDURES:

1. **Employee** - Submit CA 2, Federal Employee's Notice of Occupational Disease and Claim for Compensation, within 2 calendar days after you become aware the disease or illness is job-related; however, statutory time requirement will be met if the CA 2 is filed no later than 3 years after the date he/she became aware of the disease or illness was job-related. If time is lost from work, he/she may elect sick leave, annual leave or LWOP. If sick leave or annual leave is elected, he/she may later "buy back" the leave when/if the claim is approved by OWCP. He/she must be in an LWOP status in order to receive compensation.

Compensation is payable after a 3-day waiting period however, no waiting period is required when there is a permanent injury or where the disability causing wage loss exceeds 14 days.

Persons disabled as a result of occupational disease are not eligible to receive COP. To improve the processing of occupational disease claims, OWCP has developed checklists which tell both the employee and the supervisor what factual information is required before medical questions can be explored. There are 7 special checklists for conditions which are commonly claimed and an 8th checklist for use when the condition does not fall into one of the 7 categories.



The checklists are:

- CA 35a - General Checklist,
- CA 35b - Hearing Loss.
- CA 35c - Asbestosis,
- CA 35d - Coronary/Vascular Conditions,
- CA 35e - Skin Diseases,
- CA 35f- Pulmonary/Respiratory (not asbestos-related),
- CA 35g - Psychiatric Illness, and
- CA 35h - Carpel Tunnel Syndrome.

2. **Supervisor** - Issue employee a CA 20 to determine medical condition and forward completed form to the CPAC. A CA 16 is never authorized for an occupational disease or illness, Provide employee with light duty as required.

3. **Employee** - Forward medical bills to the CPAC for forwarding to OWCP.

4. **Employee** - If time is lost due to occupational disease or illness, complete and submit CA 7 to supervisor to complete and submit to the CPAC.

5. **Employee** -Complete and submit CA-7 bi-weekly to the supervisor to complete and forward to the CPAC until the return to duty,

6. **Supervisor** - Submit LWOP SF 52 when LWOP exceeds 80 consecutive hours. Submit Return to Duty SF 52 when employee returns to duty.

**IMPORTANT REMINDER:** Supervisors should retain a copy of all completed forms and documentation. All original forms and

documentation on must be forwarded to the CPAC for case processing. All periods of absence due to a job-related injury or occupational disease/illness must be supported by a physician's statement.

## DID YOU KNOW

### HOW TO BE A GREAT FOLLOWER

Often we define and examine the qualities of a great leader. But, very rarely do we employ the same scrutiny in the defining the qualities of a "great follower." Yet, whatever our career or position in life, we often find ourselves serving as a follower: as a subordinate, a member of a committee or a participant in a work team. For this reason, we sought to examine this issue of "followership." Our examination led us to Richard G. Ensman, Jr.. In writing for the July 97 edition of "The Toastmaster", Mr. Ensman cautioned us to remember the following vocabulary as we strive to fill our "followership" role..

- **Loyalty.** The first mark of an effective follower, loyalty implies commitment to the leader and the leaders work. Loyalty manifests itself in your willingness to work enthusiastically on your leader's behalf each day
- **Understanding.** Followers who exhibit understanding can articulate the vision of the leader and work group, and integrate it into their daily work activities.
- **Candor.** A good follower speaks his mind clearly, crisply and convincingly to his leader and to other members of his team. But he does so privately.
- **Listening.** Great followers take care in listening attentively to what others - especially leaders - say. Equally important, they observe the subtle nuances of leaders' talk, and observe their concerns and worries

- **Predictability.** The best followers are stable people, who offer no surprises in word or action to the people around them.
- **Creativity.** While predictable, good followers strive to develop the ability to come up with novel solutions to problems. They're eager to meet the needs of the people around them, and they do so in unique ways.
- **Efficiency.** Followers who get things done fast, and with little cost or aggravation, are always appreciated.
- **Insightful.** Leaders and peers always appreciate team members who can ask probing questions and foster new perspectives. In fact, at the beginning of projects or tasks, it's usually the questions that set the tone for the success that follows.
- **Honesty.** Good followers can be trusted with resources, large and small. And they can be trusted to represent the organization and its leaders with the highest standards of integrity.
- **Persistence.** The best followers are superb problem solvers. They don't relax until their tasks are accomplished, and they attack problems and needs with gusto.
- **Practicality.** Even when things are looking bleak, or when problems abound, good followers brim with thoughtful, positive suggestions and ways to make them work.
- **Communicative.** The good follower keeps her leader up to date on progress. She's quick to share statistics and news, and always makes certain that the leader is abreast of important developments before others hear about them..
- **Helpfulness** Unexpected needs, questions, and last-minute details are all the province of the outstanding follower. He's always there to lend a hand when the organization's leader or his peers need it.

- **Complementary.** The wise follower understands the strengths of her leaders, as well as her limitations. More important, the wise follower tries to pick up where the leader leaves off, complementing the leader's skills whenever possible.
- **Cheerfulness.** You know who the great followers are: They're the folks who maintain an even-tempered disposition and are quick to sport a warm smile, whatever the circumstances.

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### ONE-STOP SOURCE OF INFO ABOUT FEDERAL PROGRAMS?

How can I stop telemarketers from calling me? How do I get a passport? Where do I find out about Federal jobs in my area? How do I get a copyright for a game I invented? These are just a few of the questions the National Contact Center of the Federal Consumer Information Center answers every day. They've brought together information from hundreds of Federal offices so you get the help you need right away.

Now, a toll-free phone call connects you to this one-stop source of information about the Federal government. Whether you want help starting a small business, buying a Treasury note, or getting a Social Security number for your newborn, you can get the answer fast if you make your first call 1-800-688-9889, Monday through Friday, 9 a.m. to 8 p.m. Eastern Daylight Time.

The National Contact Center answers almost 3 million calls a year -- that's about 10,000 questions a day. The folks there are trained for the job, are eager to help, and have the answers at their fingertips about the agencies, programs, and activities that make up the Federal government. The National Contact Center can help with your questions about state and local governments as well.

So give them a call when you want to buy surplus government property, report an unsafe product, find out about college loans, or contact

your representative in Congress. If what you need is from or about the government, make 1-800-688-9889 your first call.

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# NOTICE

## \*\*WARNING\*\*

The Command takes its obligation to provide a safe working environment for its employees seriously. Consequently, it has a policy of zero tolerance of violence. This means that threats of any kind, direct, veiled, or conditional will not be tolerated. What are examples of a direct, veiled or conditional threat?

**Direct:** "I'll show him...."

**Veiled:** "This place should shut down with one phone call...."

**Conditional:** "If they try to mess with me, I'll come back and get even."

Just as threats will not be tolerated, neither will intimidating, belligerent, harassing, bullying, or other inappropriate and aggressive behavior be tolerated.

Behavior of this type should be reported to your supervisor. In reporting the matter, you should explain what happened, who was involved, where it happened, when it happened, why and how it happened.

Violation of the policy will be cause for disciplinary or, depending on the severity of the offense, criminal action.

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## WARNING

Fort Polk policy requires all civilian employees to have a valid identification card and vehicle registration. As a security measure, this requirement will be enforced immediately. Violators will be ticketed. Get your vehicle registered and an ID Card, it's the policy.

## 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:

James R. Goodwin	DPW
Pamela J. Newhouse	DPTMS

## VOLUNTARY LEAVE TRANSFER PROGRAM

The Voluntary Leave Transfer Program allows an employee who has a medical emergency to receive transferred annual leave directly from other employees because of a medical emergency. This allows an employee to continue to receive pay while recuperating from an emergency (whether their own or a family member's).

A medical emergency means a medical condition of an employee or a family member that is likely to require an employee's absence from duty for a prolonged period of time and results in a substantial loss of income to the employee because of the unavailability of paid leave.

A family member is any of the following:

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

A first level supervisor is prohibited from receiving donated leave from a subordinate employee.

Supervisor's must endorse and/or approve both employee applications to become leave recipients and employee applications to become leave donors.

## 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](mailto: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

