



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



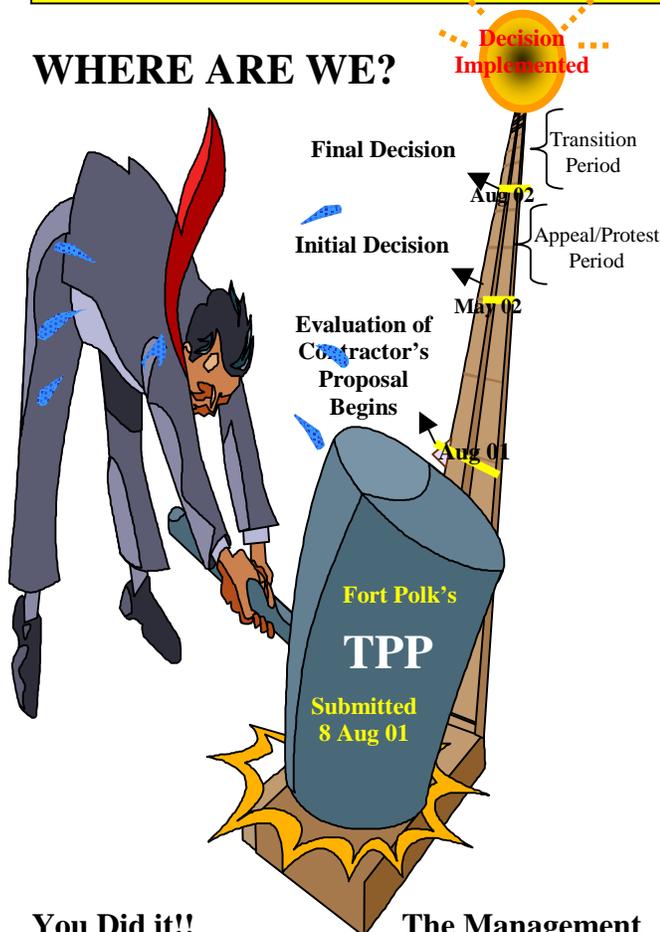
*“ARMY CIVILIAN PERSONNEL PROFESSIONALS--
HELPING LEADERS MEET THE MISSION”*

CPAC INFORMATION BULLETIN
NUMBER 39

AUGUST 2001

**COMMERCIAL
ACTIVITIES**

WHERE ARE WE?



You Did it!! The Management Study and Technical Performance Plan have been finalized, audited and submitted. This was by no means an easy fete. It only shows that when Team Fort Polk is given a mission,

it doesn't stop until it is a resounding success. Team Fort Polk, you're simply....."The Greatest."
H---O---O---A---H!!!!!!!!!!!!

RUMOR BUSTER

No, everyone will not automatically take a two grade change to lower-grade upon implementation of our Most Efficient Organization.

YOU'VE ASKED

During the workforce brief you asked and we agreed to confirm our answer. Well, we're keeping our word.

Question: What is the impact of a new mission on our PWS and MEO?

Answer: Our PWS and MEO were built on 99 workload data. Should we get a new mission and the Government wins, we will prepare a Schedule X to obtain the manpower to support the new mission. In the event of a loss, the contract will be amended to cover the new mission.

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WE'VE BENN ASKED

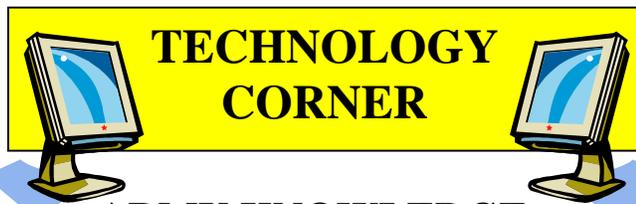
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GARRISON RIF PLANNING MAJOR EVENTS

In concert with our CPOC partners we are continuing our efforts to accomplish the events necessary to ready ourselves to implement the CA decision.

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 Updater 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



ARMY KNOWLEDGE ONLINE ACCOUNT REQUIRED

Army civilians, soldiers, and reservists will soon be required to have an Army Knowledge Online account. The requirement was spelled out in a memorandum signed Aug. 8 by

Secretary of the Army Thomas E. White and Army Chief of Staff Gen. Eric K. Shinseki. The memo outlines the goals and direction for Army Knowledge Management, a strategy to transform the Army into a "network-centric, knowledge-based force." The AKO portal is a central part of that strategy.

"Army Knowledge Management will allow the Army to leverage its knowledge as an enterprise," said Lt. Col. Jane F. Maliszewski, director of Strategic Outreach, Army Chief Information Office. "Army Knowledge Management facilitates the move to an e-business environment by harnessing best practices that will improve the efficiency and effectiveness of our management and operations."

AKO, the Army's intranet, offers authorized users a secure, computer-accessed ability to communicate worldwide and obtain a wealth of information. It was developed by the Army's Strategic and Advanced Computing Center in the Pentagon, which falls under the Office of the Director for Command, Control, Communications and Computers. The concept was initiated in 1996 by then-Army Chief of Staff Gen. Dennis J. Reimer.

The target date for implementation of AKO on Fort Polk is Sept. 24. That means 8,813 users will be creating AKO accounts within the next few weeks, said Bernie Martinka, an employee with Fort Polk's Directorate of Information Management.

In the future soldiers, reservists, National Guardsmen and civilians will no longer have to send away for copies of their personnel and financial records; they will be able to access this information through an AKO account, officials said. Eventually, they will be able to view and update their personnel data on the Web.

All AKO users will also be given an e-mail account that they can use for the rest of their careers, even after retirement. The e-mail address will stay the same no matter where

soldiers and civilians are stationed worldwide, officials said.

A permanent, web-based e-mail account will possibly eliminate the need for different servers both locally and Army-wide, said Martinka.

"There's a likelihood we'll be doing away with the e-mail system we use now. All e-mail may eventually be strictly Army AKO. Overall, the Army now has 2,500 e-mail servers. Here at Fort Polk we have 10. AKO may eliminate the need for all those servers," he said.

AKO provides secured access for users by using encryption mechanisms similar to those used in banks and investment corporations, said the chief of AKO, Lt. Col. Ron Wade. In the future, new soldiers and employees will be issued an AKO account with their identification card.

"Army Knowledge Online will allow the Army to tailor information to specific groups. If they need to get information out to a certain grade or branch of employees, they can target that group and tailor the information. This allows the Army to operate more efficiently," Wade said.

Martinka said he urged Fort Polk employees to create accounts before the Sept. 24 target date.

"Go to the web site and get an idea of what it's like," he said. The AKO web site is located at www.us.army.mil. Click on "I'm a New User" to register.

Credited to Army News Service



SMART FORCE

Do you want to become one of the most highly trained employees on the planet? You do? Great! We are excited to tell you that you can do so by enhancing your automation skills, but that's not all, the Command is willing to help.

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



**THE ABC-C WEB BASED
EMPLOYEE BENEFITS
INFORMATION SYSTEM (EBIS)
NOW HAS A NEW POINT OF
ENTRY (POE) MODULE IN PLACE
TO MAKE IT EASIER FOR
EMPLOYEES TO CREATE THEIR
POE ACCOUNT.**

As of August 22, 2001, modification of the POE application will allow existing EBIS users to enter their Social Security Number (SSN) to access the EBIS, eliminating the need to create a separate user ID. If passwords are forgotten, users can change passwords on-line without having to call ABC-C or the Help desk. Users can also choose to be notified of successful or unsuccessful attempts of a change to a password. Presently, the email notification feature is not available. Users will be notified when this feature is activated. What didn't change was, the eight-day waiting period between password changes, this is still in effect. Also, if your password expires, you will receive a warning notice and you must reestablish your password. The same password

cannot be used within a 6-month period. If your password is soon to expire, you will also receive a warning notice that passwords must be changed every 90 days.

If you are a new- user, you will need to create a POE account. Please follow the guidance in creating your password. Examples are provided on the POE "Create Password" screen in the POE module. Additionally, ensure the correct information (service computation date, civilian pay plan, grade, step, etc.) is entered to identify you as a user of this application. Users may find additional information on the ABC-C home page under the "Announcement" section at www.ABC.armv.mil.

FEHB PROGRAM UPDATE

The Office of Personnel Management (OPM) has postponed for one year the proposed change in the effective date of FEHB Open Season elections that was to take place January 1, 2002. The change in FEHB Open Season effective dates is being postponed until January 1, 2003. At that time all agencies will be required to prorate withholdings and contributions when January 1 is not at the beginning of a pay period. Prorating premiums means that an employee would pay a partial premium to their previous health carrier and a partial premium to the new health carrier elected during an open season for the pay period in which January 1 occurs. The change in the effective date is being postponed, as many Federal payroll systems were not able to prorate withholdings and contributions by January 1, 2002. The OPM plans to issue final regulations regarding the change in time for the November-December 2002 Open Season. Once those regulations have been provided, more information will be disseminated throughout the Department of the Army workforce.



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.

Rates of Return were updated on August 3, 2001.

	G Fund	F Fund	C Fund	S Fund	I Fund
June 2001	0.48%	2.22%	0.98%	4.13%	1.79%
Last 12 Months*					
(6/1/2000 - 7/30/2001)	5.81%	12.78%	14.30%	15.56%	22.07%

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.

WE'VE BEEN ASKED

WHAT ARE AN INJURED EMPLOYEE'S RESPONSIBILITIES WITH RESPECT TO RETURNING TO WORK?

If an employee can resume regular Federal employment, he or she must do so. No further compensation for wage loss is payable once the employee has recovered from the work-related injury to the extent that he or she can perform the duties of the position held at the time of injury, or earn equivalent wages.

If an employee cannot return to the job held at the time of the injury due to partial disability from the effects of the work-related injury, but has recovered enough to perform some type of work, he or she must seek work. In this alternative, the employee must accept suitable work offered to him or her.

If the Command has advised an employee in writing that specific alternative positions exist, the employee shall provide the description and physical requirements of such alternate positions to the attending physician and ask whether and when he or she will be able to perform such duties.

If the Command has advised an employee that it is willing to accommodate his or her work limitations, the employee shall so advise the attending physician and ask him or her to specify the limitations imposed by the injury. The employee is responsible for advising the Command immediately of these limitations.

Of course, it is the employee's responsibility to cooperate with the Command throughout this process.

**DID YOU
KNOW**

**ARMY CIVILIAN ATTITUDE
SURVEY 2001**

In the coming weeks, you will receive an email with a link to the, Army Civilian Attitude Survey 2001. I ask that you complete the survey and return it promptly so we can gather and analyze the information from you and other employees, supervisors, and managers from all of the Army.

This survey is designed to obtain your attitudes and opinions about the Army. I want your assessment of where we stand regarding our vision, business practices, and working conditions.

Findings from this survey will be provided to me and other senior leaders at the general-

officer level. Your local commanders will provide feedback on survey results and a plan for how they intend to use them.

Your candid input is critical. To protect your privacy, no names will be collected and only group results will be reported.

You may complete the survey during your regular duty hours. The survey must be taken on a computer--if you do not have one, ask your supervisor to identify a computer that you can use.

Thank you for participating in this important endeavor.

Thomas E. White
Secretary of the Army

NOTICE

**MOTORCYCLE SAFETY COURSE
A REQUIREMENT FOR MOTORCYCLE
REGISTRATION ON FORT POLK**

The Fort Polk Safety Manager has advised that in order for DoD civilians to ride/register their motorcycles on post, they must attend an approved two-day motorcycle rider safety course. A contractor conducts the training and it is at no cost to employees. In addition, the training is not charged to annual leave.

The two-day course is scheduled for four hours (1800-2200) on Friday evenings in Building 911 (next to the Bayou Theater) and for four hours (0800-1200) on Saturday Mornings (Wheelock Center parking lot). The dates for the training are as follows:

DATES

- 24 & 25 Aug 01
- 21 & 22 Sep 01
- 26 & 27 Oct 01
- 16 & 17 Nov 01
- 28 & 29 Dec 01

Individuals may contact Ms. Hovdet at 531-1981 to enroll in the two-day course.

MEDICAL SENSE

BEAT THE HEAT THIS SUMMER



Did you know that more people in the United States die from Extreme Heat than from hurricanes, lightning, tornadoes and floods combined? On the average, approximately 300 people die each year from exposure to heat. The potential for heat-related illnesses occurs from the beginning of summer through October. Summertime activity, whether on the playing field or working outside, must be balanced with measures that aid the body's cooling mechanisms and prevent heat-related illness.

Temperature Overload

People suffer heat-related illness when their bodies are unable to compensate and properly cool themselves. The body normally cools itself by sweating. But under some conditions, sweating just isn't enough. In such cases, a person's body temperature rises rapidly. Very high body temperatures may damage the brain and other vital organs.

Several factors affect the body's ability to cool itself during extremely hot weather. When the humidity is high, sweat will not evaporate quickly, preventing the body from releasing heat quickly. Other conditions that can limit the ability to regulate temperature include older age (65 or older), youth (age 0-4), obesity, fever, dehydration, previous heat injuries, poor circulation, heart conditions, sunburn, alcohol use and prescription drug use.

Tips on Preventing and Managing Heat

The Best Defense is **PREVENTION**, which can be achieved through some of these measures.

- Drink more fluids (nonalcoholic), regardless of your activity level. Don't

wait until you are thirsty to drink. If your doctor generally limits the amount you drink or has you on water pills, ask him how much you should drink during hot weather.

- Don't drink liquids that contain caffeine, or large amounts of sugar. Avoid cold drinks because they cause stomach cramps.
- NEVER leave anyone in a closed, parked vehicle.
- Wear lightweight, light-colored loose fitting clothing.
- Stay indoors and, if at all possible, stay in an air-conditioned place.
- Electric fans may provide comfort, but when the temperature is in the high 90s, fans will not prevent heat-related illness.

If you must be out in the heat you should,

- Acclimate !! Pace yourself. Allow your body to adjust to the heat naturally and gradually.
- Limit your outdoors activity to morning and evening hours.
- Cut down on exercise. If you must exercise, drink two to four glasses of cool fluids. Warning: If you are on a low-salt diet, talk with your doctor before drinking a sports beverage.
- Try to rest often in cool shady areas.
- In the hot sun, a wide brimmed hat will provide shade and keep the head cool.
- As much as possible, wear loose fitting, light cotton woven clothing.
- Apply sunscreen. The most effective products will read, **UVA/UVB** protection on the label.
- Understand the Heat Categories. Follow recommended work/rest schedules.

- Get medical assistance as soon as possible.

Hot Weather Health Emergencies

Even short periods of high temperatures can cause serious health problems. Four common problems are Heat Stroke, Heat Exhaustion, Heat Cramps and Heat Rash.

Heat Stroke occurs when the body is unable to regulate its body temperature. The body's temperature rises rapidly, the sweating mechanism fails, and the body is unable to cool down. The body temperature may rise to 106 degrees or higher within 10 to 15 minutes. Heat stroke can cause death or permanent disability if emergency treatment is not provided. Warning signs of heat stroke vary but may include red, hot and dry skin (no sweating), an extremely high body temperature, rapid strong pulse, throbbing headache, dizziness, nausea, confusion, and unconsciousness. If you see any of these signs, you may be dealing with a life-threatening emergency. Have someone call for immediate medical assistance, while you begin cooling down the victim.

Heat Exhaustion is a milder form of heat-related illness that can develop after several days of exposure to high temperatures and inadequate or unbalanced replacement of fluids. Those most prone to heat exhaustion are elderly people, people with high blood pressure, and people working or exercising in a hot environment. Some signs are heavy sweating, paleness, headaches, dizziness, nausea or vomiting, weakness, fainting and tingling sensation in extremities. Immediate treatment will include helping the victim to cool off, a sponge bath, an air-conditioned environment, cool non-alcoholic beverages, and seeking medical attention.

Recognizing Heat Cramps: Heat cramps are muscle pains or spasms—usually in the abdomen, arms or legs that may occur in association with strenuous activity. Heat cramps may also be a symptom of heat exhaustion. If you have heart problems or are

on a low-sodium diet, get medical attention for heat cramps. If medical attention is not necessary, stop all activity, and sit quietly in a cool place. Drink clear juice or water. Do not return to the strenuous activity for a few hours after the cramps subside.

Heat Rash: Heat Rash is a skin irritation caused by excessive sweating during hot, humid weather. It looks like a red cluster of pimples or small blisters. It is more likely to occur on the neck and upper chest, in the groin, under the breast and in the elbow creases. Heat rash can occur at any age, but it is most common in young children. The best treatment is to provide a cooler, less humid environment. Keep the affected area dry and avoid using ointments and creams as they keep the skin warm and may make the condition worse.

Remember, heat-related illnesses are preventable. Adopt special habits and tips to help you beat the heat. For more information or to receive information on heat categories, or to make an appointment for classes on heat-related illness/injuries, call Chief, Preventive Medicine Service at 531-4846. Preventive Medicine is located in the Wellness and Readiness Center, building 1561, Mississippi Avenue.

Submitted by,
Parthenia S. Douglas-Beal
Occupational Health



**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
Lisa Grimes	MEDDAC

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