



**CIVILIAN PERSONNEL ADVISORY CENTER
FORT POLK, LOUISIANA 71459-5341**

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



**CPAC INFORMATION BULLETIN
NUMBER 61**

JANUARY/FEBRUARY 2004

**TRAINING
OPPORTUNITY**

Course Description: LEADERSHIP SKILLS FOR NON-SUPERVISORS

Target Audience: Team Leaders and Non Supervisory Employees

Date: April 8, 2004 @ 08:30

Length: 8 hours

Location: To be determined

Registration Deadline: 24 February 2004

POC: Tami Culbreath, 531-1856

Disclaimer: Participants may be excused from any portion of a training program that they feel conflicts with their religious beliefs or creates high levels of emotional response or psychological stress.

If handicap impaired, please contact CPAC Training, 531-1856, for special accommodation needs.

COURSE DESCRIPTION: A course for those employees who are not the official supervisor. Aimed at employees that need to learn the skills to gain the respect and support of others. Designed for all non-supervisory employees who want to enhance their leadership skills.

COURSE OBJECTIVES: Explain ways to keep everyone on your team informed and involved. Assert yourself without being viewed

as aggressive. Give feedback that minimizes defensiveness. Identify ways to handle typical group problems with confidence.

TRAINING METHODS USED: VTT

PREREQUISITES: Team Leaders, Office Coordinators, Special Emphasis Program Managers and all Non-Supervisory Employees.

NOMINATIONS: Nominations are to be made NLT 24 Feb 04 in the following format:

Directorate, nominee's name, name of person responsible for paying tuition

COST: Not more than \$50.00 per participant. Cost will be paid by Government credit card prior to course start date.

Army's e-Learning Program

On 8 Jan 04, HQDA issued its policy on the utilization of the Army's e-Learning Program for basic and advanced information technology (IT) training. The intent is that all Army organizations and MACOMs use the Army's e-Learning Program as the primary method for satisfying workforce IT training requirements. The program will be centrally funded to ensure there is no cost to the organization or to the individual student. The program supports computer/Web-based courseware. Should you have any questions, please contact our Training Coordinator at 531-1856.

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LEAVE

MILITARY LEAVE

22 Days of Additional Military Leave for Contingency Operations. Federal employees who are members of the Guard and Reserve and who are ordered to active duty for certain contingency operations are authorized 22 days of additional military leave (effective 24 Nov 03). Here are some of the key differences between the military leave newly authorized for certain contingency operations and the 15 days of military leave with which most of us are familiar.



- The members receive the greater of their military pay or their Federal civilian pay. They will not receive their full civilian pay and their full military pay as they do during the 15 days of military leave covered by 5 USC 6323(a). The Reservists or members of the Guard who have been activated for one of the specified contingency operations, such as the one in Iraq, will receive the higher of the two salaries, military or Federal civilian, for the 22 work days. Of course, they can take annual leave or compensatory time instead of military leave and receive both their civilian salary and their military pay.
- This 22 days of military leave newly authorized for contingency operations is available on an annual year basis, not a fiscal year basis like the 15 days of military leave covered under 5 USC 6323(a). Employees became eligible for this military leave on 24 Nov 03. So, in calendar year 2003, they had 22 days of this type of military leave available to them. On 1 Jan 04, they have another 22 days of this type

military leave (under 5 USC 6323(b)) available for use during the 2004 calendar year. There is no balance to carry over from one calendar year to the next.

FAMILY AND MEDICAL LEAVE

Controlling regulations require that employees be informed of their entitlements and responsibilities under the Family and Medical Leave Act, including the requirements and obligations of employees. Civilian Personnel Bulletin No. 03-04, dated 2 Jan 04 was published to satisfy that requirement. It was transmitted to all employees electronically. It is included here just in case you did not see it. Should you have any questions, please do not hesitate to consult your HR Advisor.

PAY CORNER

NEW OVERTIME RULES IMPLEMENTED FOR GENERAL SCHEDULE FEDERAL EMPLOYEES

Rules for calculating overtime rates for General Schedule federal employees changed with the passing of the National Defense Authorization Act for Fiscal year 2004.

The change affects overtime calculations for those people whose rate of basic pay is more than the rate for GS-10, step 1. Section 1121 of the National Defense Authorization Act for Fiscal Year 2004 (Public Law 108-136) amended Section 5542(a)(2) of Title 5, United States Code, to modify the overtime pay calculations for General Schedule employees who are exempt from the Fair Labor Standards Act and whose rate of basic pay is more than the rate for GS-10, step 1. Under the revised formula for computing overtime pay for these

employees, the hourly rate of pay for overtime is an amount equal to the greater of one and one-half times the hourly rate of basic pay for GS-10, step 1, or the individual's hourly rate of basic pay. This revision ensures that these employees will receive no less than their regular rate of basic pay for overtime work.

Go to this website for the complete story.
http://www.dfas.mil/news/releases/archive/03_54.htm

TRAVEL PAY INITIATIVE 2004

Travel Pay Services is pleased to announce its first customer initiative of 2004; the Interactive Voice Response System (IVRS). IVRS provide travelers the automated status of their travel voucher(s) 24/7 by calling the toll free 888-332-7366 or DSN 699-0300 (CONUS access) and entering their social security number and MyPay pin. All travel claims received within the last 90 days will be identified (uses date logged into WinIATS as received). Automated information includes travel order dates, dollar amount paid to traveler and BOA, and paying field site. Prompts direct the traveler to MyPay (to establish and account or verify pin number) or to their respective travel office to speak to a customer representative. The DFAS Indianapolis POC is MSG Mark Krueger 317-510-6884.

W-2s AVAILABLE VIA MYPAY

Employees can retrieve their W-2, Wage and Tax Statement for 2003 via the myPay website, <https://mypay.dfas.mil/>. The electronic W-2 is an Internal Revenue Service approved method and can be used to file your 2003 income taxes. The myPay website is available 24 hours a day, 7 days a week, and can be used to view, save,

and print Leave and Earnings Statements as well as make other pay changes at a time when it's convenient for you to do so.

Your Social Security Number and a Personal Identification Number (PIN) is all that's needed in order to access information via myPay. If you do not have a PIN, you can obtain one via email by clicking on the 'New PIN' button on the website at the web address shown above. A temporary PIN will be emailed to your Army Knowledge OnLine (AKO) email address on file.

Once you have received your PIN, it is extremely important to maintain current information for your home and email address via MyPay because this is the best method for the Defense Finance and Accounting Service (DFAS) to contact employees regarding pay issues.

If you have questions regarding MyPay, please call the contact center at 1-800-390-2348. Although a hard copy W-2 is not necessary when using the electronic version, hard copies were mailed by DFAS to the address on file in the Defense Civilian Pay System. Employees who have not received, but would like to obtain a hard copy W-2, should notify their Customer Service Representative after January 30.



MASKING THE SSN ON HARD COPY LEAVE AND EARNING STATEMENT (LES)

Effective the pay period ending January 24, 2004, only the final 4 digits of the social security number (SSN) will be displayed on the hard-copy LESs that are mailed to civilian

employees' home addresses on file in the Defense Civilian Payroll System.

The decision to mask part of the SSN is based upon concerns raised by employees with respect to identify theft. This change will not impact the electronic LES available on myPay, which will continue to display the entire 9-position SSN.

NOTICE

TRAVEL INQUIRIES



Announcing a new Travel Customer Service number for Travel Inquiries

**1-888-332-7366 or
DSN 699-0300**

Effective immediately, Travel Pay Services has established a new customer service number that provides up to date information on all vouchers received and or paid within 90 days of the call. Through the new Interactive Voice Response System (IVRS), the traveler will immediately be prompted to input their Social Security number and their MyPay password. This will connect them to their personal travel information status on all vouchers received and or processed starting with their most recent submission. For each voucher, the user will be provided the following information:

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- Identify vouchers received but not paid
- Travel Order number
- Start and end dates of travel
- Payment amount paid to credit card and/or the traveler or the amount due
- Payment method by ET or check
- What travel office paid the voucher
- When the voucher was received by DFAS

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Should the traveler wish to speak with a customer service representative after reviewing their voucher status, the system will prompt for each travel office and will automatically connect

with the travel office that was selected. This service is available for all vouchers except those processed with the Columbus travel office.

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DEPLOYMENT OF RESUMIX



Well, we now have just about one month of experience operating under Resumix. We've had our ear to the ground, but have not heard the swell of complaints we thought we would as we grow in our use of it. In fact, it has been rather quite, both from supervisors and applicants. It may be too early to tell. While, we aren't looking for more work, we want to be sure that the system is as good as it can be. Let us know if you have any difficulty with the process. As is our custom, we are seeking continuous improvement.

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ARMY CIVILIAN ATTITUDE SURVEY RESULTS COMING SOON

The US-citizen version of the Army Civilian Attitude Survey closed a few weeks ago. Over 34,000 employees and over 7,000 supervisors logged on and completed the survey. The Internet survey allowed Army to conduct a census of its entire US-citizen, appropriated, and nonappropriated fund civilian workforce. We are developing survey feedback reports to include performance on each survey item as well as key drivers of customer satisfaction with Civilian Human Resource (CHR) and key drivers of employee job engagement/job satisfaction. Each report will be specifically tailored by location (e.g., results by region, major Army command, major subcommand, and installation levels). CHR Directors at each of these levels are responsible for providing results

to commanders, using the results of the survey when developing organizational strategic plans and marketing this information to employees, and providing survey feedback to all employees (e.g., forwarding by email attachment or posting on local intranets). We expect all reports to be available late February or early March 2004. The non-US-citizen version of the attitude survey will remain open for all local national/foreign national employees until March 5, 2004. We will analyze results of the non-US-citizen version and provide feedback by the end of March 2004.

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EMERGENCY SITUATIONS (INCLEMENT WEATHER)

It is within the administrative authority of a commander or head of an activity to close all or part of an activity and to administratively excuse employees when there is legal or regulatory authority established to permit the absence without charge to leave. This authority does not extend to periods of interrupted or suspended operations that can be anticipated far enough in advance to permit arranging for assignment to other work areas or the scheduling of annual leave.



We are now approaching the season of the year likely to trigger inclement weather situations that will result in an emergency situation at some point. When employees are off duty and a general emergency situation develops that may delay or prevent the workforce from reporting to work on time, they should:

- Tune to the following local radio and television stations:
 - (1) DVVP105/KROK 92, Leesville
 - (2) KJAE 93.5, Leesville
 - (3) KALB-TV (5) (NBC), Alexandria

- (4) KLAX-TV (31) (ABC), Alexandria
- (5) KPLC-TV (7) (NBC), Lake Charles
- (6) KLFY-TV (10) (CBS), Lafayette

- Log on to <http://www.jrtc-polk.army.mil>

Assume reporting instructions are normal until receiving instructions to the contrary on one of the above official sources or from a supervisor.

The commander's exercise of authority outlined above in emergency situations will impact the leave treatment of appropriated fund civilian employees as follows:

Close/Suspend Operations: If there is a decision to close/suspend operations, excused absence is appropriate for all employees, including those scheduled, but failing to report, those reporting after the period of closure begins, and those with scheduled leave. Employees whose supervisors have informed them that their presence at work is necessary for reasons of morale, health, welfare, or essential activities are not granted excused absence.

Early Release (Installation Remains Open): If inclement weather should result in a decision to release employees from duty early (before the regular close-of-business), only those employees on duty at the time an early dismissal is announced are entitled to excused absence. Employees who are already on approved leave when the early dismissal is announced are not entitled to excused leave. Examples: Early dismissal is announced at 1200 to be effective at 1400.

- Employees on duty at 1200 will be granted excused absence commencing at 1400.
- Employees on duty at 1200 may take annual leave up to 1400 and will be granted excused absence commencing at 1400.
- Employees who are on annual or sick leave at 1200 are not entitled to excused absence.

Also, the decision can be to remain open and simply grant Liberal Leave – No excused absence granted due to inclement weather.

Late Arrival: Inclement weather precludes employees from reporting on time. Excused absence granted (time specified by the commander) for those employees who ultimately report for work. For an example, the announcement is made, “employees report 2 hours later than normal.” Employees who actually report to work are granted 2 hours of excused absence from the beginning of their tour on that day. Employees who do not report to work at all on that day would not be granted any excused absence.

Questions regarding leave should be directed to your supervisor or an HR Advisor at the CPAC.

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**NOTICE TO ALL
BARGAINING UNIT
EMPLOYEES**



Pursuant to the provisions of the Civil Service Reform Act, this is to advise that effective 11 January 1979 employees in units represented by an

exclusive labor organization have the right to request union representation at an examination by a representative of the agency in connection with an investigation if the employee believes the examination may result in disciplinary action.

Section 7114(a) of the Civil Service Reform Act of 1978 states that:

"(2) An exclusive representative of an appropriate unit in an agency shall be given the opportunity to be represented at --

(B) any examination of an employee in the unit by a representative of the agency in connection with an investigation if --

(i) the employee reasonably believes that the examination may result in disciplinary action against the employee; and

(ii) the employee requests representation."

Therefore, as required by Section 7114(a) (3), you are hereby given annual notice of the right set forth in this provision.

(This notice is posted to all official bulletin boards.)

FOOD FOR THOUGHT

**A new year has begun and
what will it bring. Well.....**

**IT DEPENDS ON
HOW YOU LOOK AT IT**

A man pulled into a gas station on the outskirts of town. As he filled his tank, he remarked to the attendant, "I've just accepted a job in town. I've never been to this part of the country. What are people like here?"

"What are people like where you came from?" the attendant asked.

"Not so nice," the man replied. "In fact, they can be quite rude."

The attendant shook his head. "Well, I'm afraid you'll find the people in this town to be the same way."

Just then another car pulled into the station. "Excuse me," the driver called out. "I'm, just moving to this area. Is it nice here?"

“Was it nice where you came from?” the attendant inquired.

“Oh, yes! I came from a great place. The people were friendly, and I hated to leave.”

“Well, you’ll find the same to be true of this town.”

“Thanks!” yelled the driver as he pulled away.

“So what is this town really like?” asked the first man, now irritated with the attendant’s conflicting reports.

The attendance just shrugged his shoulders. “It’s all a matter of perception. You’ll find things to be just the way you think they are.”



TSP DEFERRAL LIMIT

The Internal Revenue Service annual limit on elective deferrals is \$13,000 for tax year 2004. For purposes of the Thrift Savings Plan (TSP), the term "elective deferrals" means the maximum amount that employees can contribute to their thrift accounts. Refer to website <http://tsp.gov/forms/index-factsheets.html> for more information on the annual limit on Elective Deferrals,

THRIFT SAVINGS PLAN CATCH-UP CONTRIBUTION ENROLLMENT



TSP catch-up contributions are additional tax-deferred contributions available to TSP participants age 50 and older who meet the eligibility requirements. If you are an eligible Army civilian employee, you may

enroll by selecting the "Benefits/EBIS" button on this website. We also have a Frequently Asked Questions (FAQs) section with detailed information about TSP catch-up contributions. You may also enroll or speak with a benefit counselor by calling 1-877-276-9287 (OCONUS toll free numbers are available on our homepage). Benefit counselors are available Monday through Friday 6:00 am to 6:00 pm Central Time (CT).

Catch-up contributions are not subject to the TSP Open Season rules and more than one election may be made in any given year, so long as the annual limit is not exceeded. Elections are effective beginning the first day of the pay period following the pay period during which the enrollment is made. Catch-up contributions will automatically stop the end of the last pay period for the year (12/11/04 for 2004) or when the maximum dollar limit for the year is reached. Because the annual IRS elective deferral limit for catch-up contributions changes yearly, you must make a new election each year.

TSP RATES OF RETURN

Rates of Return were updated on February 4, 2003.

	G Fund	F Fund	C Fund	S Fund	I Fund
January 2004	0.29%	0.80%	1.80%	3.53%	1.32%
Last 12 Months* (2/1/03 - 1/31/04)	4.06%	4.84%	34.44%	51.53%	45.94%

* The G, F, C, S, and I 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 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.

**2004 HOLIDAY AND
TRAINING/LIBERAL
LEAVE SCHEDULE**

HOLIDAY	DATE DESIGNATED	TRAINING/ LIBERAL LEAVE
New Year's Day	1 January 2004	2 January 2004
M.L. King, Jr. B'day	19 January 2004	16 January 2004
Washington's B'day	16 February 2004	13 February 2004
Memorial Day	31 May 2004	28 May 2004
Independence Day	5 July 2004	2 July 2004
Labor Day	6 September 2004	3 September 2004
Columbus Day	11 October 2004	8 October 2004
Veteran's Day	11 November 2004	12 November 2004
Thanksgiving Day	25 November 2004	26 November 2004
Christmas Day	24 December 2004	23 December 2004
New Year's 2005	31 December 2004	30 December 2004

For additional information pertaining to the holiday and liberal leave schedule refer to CPB 05-04 dated 5 January 2004.

**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 "Leave Transfer Authorization" FP Form 25, to the CPAC at Bldg. 413. Who is in need:

Brenda Firesheets	BJACH
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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. ogles@polk.army.mil
2. Call 531-4020

Suggestions will be reviewed and addressed if at all possible.

//Original Signed//
DONALD R. MALLETT
Director, Civilian Personnel
Advisory Center



