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CIVILIAN PERSONNEL ADVISORY CENTER
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“A Return to Prominence – One Satisfied Customer at a Time”

CPAC INFORMATION BULLETIN
NUMBER 108

February 2009

NSPS INFORMATION UPDATE

DoD and OPM Issue Final Regulation for NSPS Staffing & Employment

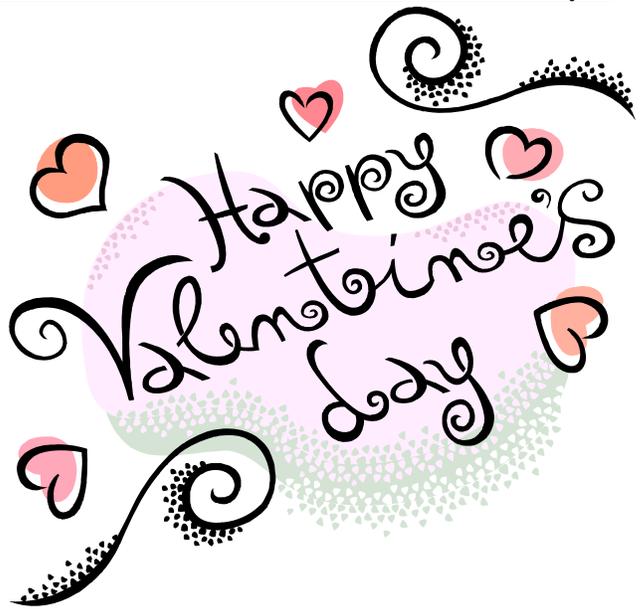
The Department of Defense (DoD) and the Office of Personnel Management (OPM) issued the final regulations adding Subpart E, Staffing and Employment, to the NSPS Final Enabling Regulations.

This Staffing and Employment subpart covers rules pertaining to methods for recruitment for, and appointments to, NSPS positions and the methods for assignment, reassignment, detail, transfer, and promotion of employees into and within NSPS. Final publication follows the 30-day public comment period that concluded on January 2, 2009.

During the public comment period, 42 comment submissions were reviewed. The *Federal Register* Notice includes a narrative section that addresses those comments, including changes made based on the comments.

The publication of NSPS Staffing and Employment ensures that the NSPS enabling regulations conform to changes made in National Defense Authorization Acts for Fiscal Year 2008 and Fiscal Year 2009, including the application of government-wide collective bargaining rules and continued adherence to Veterans’ Preference in hiring.

The final regulation takes effect 60 days after the publication date, subject to the Congressional Review Act.



Saturday, February 14th

Black History/African American Month

The first ethnic observance was originated in 1926 by historian Carter G. Woodson as “Negro History Week.” The week evolved into a month-long celebration in 1976.

Woodson chose the second week of February because it marked the birthdays of two Americans who greatly influenced the lives and social condition of Black American: former President Abraham Lincoln and abolitionist and former slave Frederick Douglas. However, February has much more than Douglas and Lincoln to show for its significance in black American history. For example:

Black American First: Government

- **U. S. Senator:** Hiram R. Revels became Senator from Mississippi from Feb 25, 1870 to March 4,

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1871, during Reconstruction. Edward Brooke became the first African American Senator since Reconstruction, 1966-1979. Carol Mosely Braun became the first black woman Senator serving from 1993-1999 for the state of Illinois.

- **U. S. Cabinet member:** Robert C. Weaver (1966) and Patricia Harris (1977)

African American First: Military

- **Combat pilot:** Georgia-born Eugene Jacques Bullard, 1917, denied entry into the U.S. Army Air Corps because of his race, served throughout World War I in the French Flying Corps. He received the Legion of Honor, France's highest honor.
- **First Congressional Medal of Honor winner:** Sgt William H. Carney for bravery during the Civil War. He received his Congressional Medal of Honor in 1900.
- **General:** Benjamin O. Davis, Sr., 1940-1948.
- **Chairman of the Joint Chiefs of Staff:** Colin Powell, 1989-1993.

Other African American First:

- **Licensed Pilot:** Bessie Coleman, 1921.
- **Millionaire:** Madame C. J. Walker.
- **Inventor of the blood bank:** Dr. Charles Drew, 1940
- **Portrayal on a postage stamp:** Booker T. Washington, 1940.
- **U.S. Supreme Court Justice:** Thurmond Marshall, 1967-1991.



Dr. Carter G. Woodson

\$\$ PAY CORNER \$\$



Control Your Pay With myPay!

Click on the MyPay Key above to be linked to the MyPay System
Or

Type into your browser:

<https://mypay.dfas.mil/mypay.aspx>

TSP CORNER

WHAT'S NEW?

Employee Contributions — There are no longer any percentage limits on employee contributions to the TSP. TSP contributions are limited only by the restrictions imposed by the [Internal Revenue Code](#).

Elective Deferral Limit (I.R.C. Section 402(g)) — The elective deferral limit for 2009 is \$16,500. The limit for 2008 was \$15,500. See the Fact Sheet "[Annual Limit on Elective Deferrals](#)."

I.R.C. Section 415(c) Limit — The limit for 2009 is \$49,000. The limit for 2008 was \$46,000.

Catch-up Contributions — The limit on catch-up contributions for 2009 is \$5,500. If you are at least age 50 (or will become age 50 during the calendar year) and if you have made or will make the maximum amount of employee contributions for the calendar year (e.g., \$16,500 in 2009), you may also make catch-up contributions to your TSP account. See the Fact Sheet "[Catch-up Contributions](#)."

Participant statements are on-line in [Account Access](#) on this Web site. Click on [Your TSP Participant Statement](#) for more information.

Loan interest rate for new loans is 2.75%.

Annuity interest rate index: 3.500% for annuities purchased in January 2009 and 2.625% for February 2009. [Click here](#) for historical annuity interest rates.

Your account balance is updated each business day. To access your account balance on this Web site, you will

need your TSP account number and your 8-character [Web Password](#). To obtain your account balance from the [ThriftLine](#), you will need your TSP account number and 4-digit TSP Personal Identification Number (PIN).

Civilian TSP participants who are members of the Ready Reserve — If you are a civilian TSP participant with an outstanding TSP loan and are placed in non-pay status to perform military service, make sure your agency provides the TSP with documentation to certify your status and suspend loan payments. The Internal Revenue Code allows the TSP to suspend loan payments for all participants placed in non-pay status for up to one year of non-pay. However, participants placed in non-pay status to perform military service for more than one year are authorized suspension of loan payments for the entire period of military service. For more information, see the Fact Sheet [Effect of Nonpay Status on TSP Participation](#).

TSP RATES OF RETURN

Rates of Return were updated on February 2, 2009

(Figures in parenthesis indicate a negative return)

	G Fund	F Fund	C Fund	S Fund	I Fund
Jan 2009	0.19%	(0.86%)	(8.41%)	(8.19%)	(11.93%)
Last 12 Months	3.61%	2.74%	(38.62%)	(39.58%)	(44.57%)

(02/01/2008-01/31/2009)

*The G, F, C, S, and I Fund returns for the last 12 months assume unchanging balances (time-weighting) from month to month, and assume that earnings are compounded on a monthly basis.

	L 2040	L 2030	L 2020	L 2010	L Income
Jan 2009	(7.67%)	(6.69%)	(5.58%)	(2.61%)	(1.74%)
Last 12 Months	(33.19%)	(29.00%)	(24.12%)	(11.02%)	(5.83%)

(02/01/2008-01/31/2009)

*The monthly G, F, C, S, and I fund returns represent the change in their respective share prices for the month. The changes in share prices reflect net earnings after accrued TSP administrative expenses have been deducted. The F, C, S, and I fund share prices also reflect the deduction of trading costs and accrued investment management fees.

The TSP is a retirement savings plan for civilian federal employees. The monthly G, F, C, S, and I Fund returns represent the actual total rates used to allocate monthly earnings to participant accounts. Allocations are usually completed by the fourth 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.

The TSP performance history for the past 12 months can be accessed through the following link:
http://www.tsp.gov/curinfo/annuity_history.html



Effects of Extended Leave Without Pay (LWOP) on Federal Benefits and Programs

Career tenure: The first 30 calendar days of each nonpay period is creditable service.

Completion of probation: A total of 22 workdays in a nonpay status is creditable service.

Time-in-grade requirements (requirements for promotion): Any nonpay status is creditable service.

Retirement benefits: A total of 6 months in a nonpay status in any calendar year is creditable service. Coverage continues at no cost to the employee while in a nonpay status. When employees are in a nonpay status for only a portion of a pay period, their contributions are adjusted in proportion to their basic pay (5 U.S.C. 8332 and 8411).

Health benefits: Enrollment continues for no more than 365 days in a nonpay status. The nonpay status may be continuous or broken by periods of less than 4 consecutive months in a pay status (5 CFR 890.303(e)). The Government contribution continues while employees are in a nonpay status. The Government also is responsible for advancing from salary the employee share as well. The employee may choose between paying the agency directly on a current basis or having the premiums accumulate and withheld from his or her pay upon returning to duty.

Life insurance: Coverage continues for 12 consecutive months in a nonpay status without cost to the employee (5 CFR 870.401(c)) or to the agency (5 CFR 870.401(d)). The nonpay status may be continuous, or it may be broken by a return to duty for periods of less than 4 consecutive months.

Within-grade increases: A total of 2 workweeks in a nonpay status in a waiting period is creditable service for advancement to steps 2, 3, and 4 of the General Schedule; 4 workweeks for advancement to steps 5, 6, and 7; and 6 workweeks for advancement to steps 8, 9, and 10 (5 CFR

531.406(b)). For prevailing rate employees (WG, WL, and WS schedules), a total of 1 workweek in a nonpay status is creditable service for advancement to step 2, 3 workweeks for advancement to step 3, and 4 workweeks for advancement to steps 4 and 5 (5 CFR 532.417(b)).

Accrual of annual and sick leave: When a full-time employee accumulates 80 hours of LWOP during a pay period, the employee does not earn annual leave or sick leave during that pay period. The employee earns leave in the next succeeding pay periods until he or she again accumulates 80 hours of LWOP during a pay period (5 CFR 630.208). When a part-time employee is in a nonpay status, he or she will accrue less annual leave and sick leave, since part-time employees earn leave on a pro-rata basis--i.e., based on hours in a pay status (5 CFR 630.303 and 630.406). For purposes of computing accrual rates for annual leave (i.e., 4, 6, 8 hours each pay period), 6 months of nonpay status in a calendar year is creditable service (5 U.S.C. 6303(a) and 8332(f)).

Reduction in force (determining years of service): A total of 6 months of nonpay status in a calendar year is creditable service.

Severance pay: Nonpay status time is fully creditable for the 12-month continuous employment period to qualify for severance pay (5 U.S.C. 5595(b)(1) and 5 CFR 550.705). However, for purposes of computing an employee's actual severance payment, any time in a nonpay status that is not creditable for leave accrual must be excluded from his or her creditable service. (5 U.S.C. 5595(c)(1) and 5 CFR 550.707-708.)

Thrift Savings Plan (TSP): Agencies should refer to the Thrift Savings Plan Bulletin for Agency TSP Representatives, No. 01-22, dated May 3, 2001. For additional information, agency representatives may contact the Federal Retirement Thrift Investment Board at (202) 942-1460. Employees should refer to the TSP Fact Sheet - Effect of Nonpay Status on TSP Participation. Both issuances are available from the TSP internet web site at www.tsp.gov.

Military duty or workers' compensation: Nonpay status for employees who are performing military duty or being paid workers' compensation counts as a continuation of Federal employment for all purposes *upon the employee's return to duty*.

FECA Corner

The Bureau of Labor Statistics (BLS) has announced the change in the Consumer Price Index (CPI) for December of 2008. For the first time since 1986, there will not be a CPL under FECA in 2009.

Section 8146a of the Federal Employees' Compensation Act states that a cost-of-living adjustment for compensation payable on account of disability or death shall be annually increased on March 1, by the amount determined by the Secretary of Labor to represent the percent change in the Consumer Price Index published for December of the preceding year, then adjusted to the nearest one-tenth of 1 percent. The CPI for December 2008 was 204,813, while the CPI for December 2007 was 205,777. This change did not result in an increase but a decrease. FECA benefits will not decrease due to a drop in the CPI because Section 8146a provides only that compensation shall be "annually increased" by the amount of the change in the CPL.

The primary reason for this decrease was due to the major decrease in the CPI index for transportation costs. This CPI dropped 18.1 percent primarily due to the decrease in oil prices and vehicle costs. Other indexes increased at a much lower rate. For example, the CPI for medical care rose by 2.7 percent, the lowest increase for this index since the 1982-84 baseline for current CPI index was established. The Housing CPI increased 2.8 percent; however, the index dropped every month between August and December 2008.

FECA beneficiaries who are covered by a Federal Employee Health Benefit Plan (FEHB) will still likely see a decrease in their FECA benefits due to an increase in their FEHB deduction, unless they switched to a lower-cost plan. 2009 FEHB costs will become effective with the OWCP periodic roll check dated February 14, 2009. This year, however, any increase in FEHB costs will not be offset by an increase in the cost of living in 2009.





Refund of Retirement Contributions

If you are covered under the Federal Employees Retirement System (FERS) and you leave your Government job before becoming eligible for retirement

Options

- You can ask that your retirement contributions be returned to you in a lump sum payment, or
- You can wait until you are retirement age to apply for monthly retirement benefit payments. This is called a deferred retirement. For detailed information about deferred retirement, click on the following link: [FERS Deferred Retirement](#)

Payment of a refund of your FERS deductions will permanently eliminate your retirement rights for the period of service that the refund covers. You will not be permitted to pay the money back, even if you are later reemployed in the government. The refunded FERS service cannot be used in computing annuity benefits that you may later become entitled to receive under FERS and it cannot be used in determining the length of service for future annuity eligibility purposes. Refer to information about [retirement eligibility](#).

If you transferred to FERS and also have service under the CSRS retirement system-

When you apply for a refund, OPM will refund all retirement deductions to your credit under both FERS and CSRS. Unlike your FERS refund, you can pay back the amount of the CSRS deductions, plus interest, if you are later reemployed in the Federal Government. When you apply for the refund, you can specify that you only want a refund of your CSRS deductions.

If you are covered under the Civil Service Retirement System (CSRS) and you leave

your Government job before becoming eligible for retirement

Options

- You can ask that your retirement contributions be returned to you in a lump sum payment, or
- If you have five or more years of civilian service, you can wait until you are retirement age to apply for monthly retirement benefit payments. This is called a deferred retirement. For detailed information about deferred retirement, click on the following link: [CSRS Deferred Retirement](#)

If you get a refund of your retirement contributions now, you will no longer be eligible to receive monthly payments when you reach retirement age, unless you are later reemployed subject to the Civil Service Retirement System or the Federal Employees Retirement System. Refer to information about [CSRS retirement eligibility](#).

Procedures for having your retirement contributions refunded to you

If you are leaving your Federal job and want a refund of your retirement contributions, you can get an application from your personnel office, complete it, and return it to them. If you are no longer in the Federal service, you can acquire the appropriate application from our website. Click on the link shown below:

- If you are covered under FERS, use Application for Refund of Retirement Deductions (FERS), [Standard Form \(SF\) 3106](#)

- If you are covered under CSRS, use Application for Refund of Retirement Deductions (CSRS), [Standard Form \(SF\) 2802](#)


If you have been separated for 30 days or less, submit your application to your servicing personnel office. If you have been separated more than 30 days, submit your application to the Office of Personnel Management (OPM).

U.S. Office of Personnel Management
Retirement Operations Center
Post Office Box 45
Boyers, PA 16017

Interest payable on the lump sum payment of your retirement contributions

For service under the Federal Employees Retirement System (FERS), you will get interest on the refund of those contributions if you worked more than one year. Interest is paid at the same rate that is paid for government securities.

For service under the Civil Service Retirement System (CSRS), interest will be included in the refund of those contributions if you have more than one but less than five years of service. Interest is paid at three percent.

Taxability of refund payment

Your retirement contributions are not taxable, but interest included in the payment is taxable. You should contact the [Internal Revenue Service](#) for additional tax information.

Rollover of refund payment to IRA or Employer Sponsored Plan

You can roll over lump sum payments representing your retirement contributions, including voluntary contributions, and applicable interest. An eligible payment can be paid either to you or directly to an individual retirement account or other employer sponsored plan. Your choice will affect the amount of taxes you owe. We are required to withhold Federal income tax from taxable payments over \$200 at the rate of 20 percent. However, you may choose to take all or part of these payments in a direct rollover to an individual retirement account or an employer-sponsored retirement plan that accepts rollovers.

The taxable portion can be rolled over into the Thrift Savings Plan. If you make this election, we will not withhold the Federal income tax from the taxable payments.

You can open an individual retirement account to receive a direct rollover. You must contact the individual retirement account sponsor to find out how to have your payment made to your account. If you are unsure of how to invest your money, you may wish to temporarily establish an account to receive the payment. However, you may wish to consider whether or not you may move any or all of the monies to another account at a later date without penalties or limitations.

If you choose to have the payment made to you and it is over \$200, the taxable portion is subject to the 20 percent Federal income tax withholding. The payment is taxed in the year in which it is received unless within 60 days after receiving it, you roll it over to an individual retirement

account or retirement plan that accepts rollovers. You can roll over up to 100 percent of the eligible distribution, including the 20 percent withholding. To do so, you must replace the 20 percent withholding within the 60 day period. You will be taxed on any amount that you do not roll over. For example, if you roll over only the 80 percent of the distribution, you will be taxed on the remaining 20 percent.

You can find more information about the taxation of payments from qualified retirement plans from the [Internal Revenue Service website](#):

[IRS Publication 575](#), "Pension and Annuity Income",

[IRS Publication 590](#), "Individual Retirement Arrangements",

[IRS Publication 721](#), "Tax Guide to U.S. Civil Service Retirement System Payments", and

[Form 4972](#), "Tax on Lump Sum Distributions".

We will not withhold any amount for Federal income tax if your total taxable lump sum is less than \$200. We will request a rollover election when you are eligible for a payment of \$200 or more.

Reprinted from the OPM website

HOLIDAY/LIBERAL LEAVE SCHEDULE FOR FY 2009

Holiday	Date Designated	Training/ Liberal Leave
Columbus Day	13 Oct 2008	10 Oct 2008**
Veterans' Day	11 Nov 2008	10 Nov 2008
Thanksgiving Day	27 Nov 2008	28 Nov 2008**
Christmas Day	25 Dec 2008	26 Dec 2008**
New Year's Day	01 Jan 2009	02 Jan 2009**
MLK's B-Day	19 Jan 2009	16 Jan 2009
President's Birthday	16 Feb 2009	13 Feb 2009
Memorial Day	25 May 2009	22 May 2009
Independence Day	03 Jul 2009	06 Jul 2009**
Labor Day	07 Sep 2009	04 Sep 2009

****Designates Training Day/Training Holidays for MEDDAC Employees.**



President's Day
Monday, 16 February 2008



**Don't interfere with anything in the Constitution.
 That must be maintained, for it is the only safeguard
 of our liberties.**

~ Abraham Lincoln ~



EMPLOYEE WELLNESS

**WOMEN'S HEALTH: GET YOUR PAP TEST
 TO PREVENT CERVICAL CANCER**

BAYNE-JONES ARMY COMMUNITY HOSPITAL
 Preventive Medicine Services

The American Cancer Society estimates that there were 11,150 new cases of cervical cancer and 3670 deaths from cervical cancer in 2007. Thankfully, cervical cancer is almost 100% curable if it is detected early. That is why it is very important for women to get their "pap test". According to the American Cancer Society, The pap test is the single most effective cancer screening test in the history of medicine. Unfortunately, too many women fail to take advantage of the benefit of regular pap testing. In fact, 60 to 80% of American women newly diagnosed with

cervical cancer had not had a pap test in five years, if at all, according to the National Cancer Institute.

Steps to decrease your risk of cervical cancer:

First, get your pap test annually or as often as your physician recommends.

A pap screening test is used to find (abnormal) cell changes in the cervix. It can find problems that can be treated before they turn into cervical cancer. A pap test can also find cancer earlier, and the earlier it is found, the easier it is to cure.

Second, follow up with your doctor if you have an abnormal pap test. A high percentage of patients diagnosed with cervical cancer are patients who do not follow-up with their doctor after being contacted about an abnormal exam.

Third, focus on prevention. To reduce your risk of HPV (the virus that causes cancer) infection, abstain from sex or remain in a monogamous relationship with an uninfected partner. Condom use can reduce your risk of HPV as well.

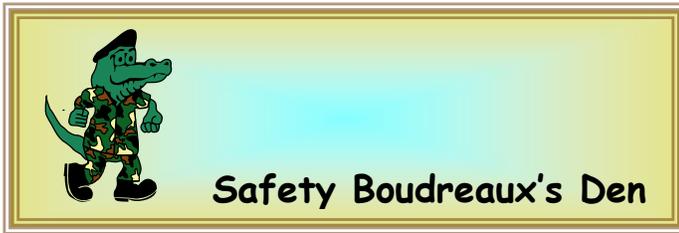
Fourth, consider receiving the Gardasil immunization. Gardasil is an approved vaccine for females ages 11-26 and is known to prevent some strains of the Human papillomavirus (HPV) that can cause cervical cancer and /or genital warts. Family members may receive the vaccination by scheduling an appointment with the Immunization Clinic at 531-3593. Preventive Medicine Services (building 3504) is now offering education and vaccination on the Gardasil immunization. The clinic hours are 07:30 – 09:30 every Monday, Wednesday, and Friday. Please call 531-6131 for further information.

Appointments may be made by calling 531-3011. In addition, Preventive Medicine Services will offer pap screenings monthly. Appointments can be made by calling 531-7868.

BRAIN TEASER

How many Valentine Cards are sent each year?

Answer on page 9



Safety Boudreaux's Den

Backyard Safety Checklist

Prevent Drowning

- Drowning can happen very fast.
- Most of the time you will not hear someone drowning.
- Drowning can happen in any standing water, such as a swimming pool, a pond or a ditch.
- A swimming pool should have a fence that goes all the way around it.
- The fence should have a gate that closes by itself.
- When children are in the water, stay close enough to touch them.
- Adults should keep their eyes on children every second they are near water.
- Stay awake and sober when watching children in or near water.
- Only adults can safely take care of children in or near water.
- Don't ask children to baby-sit younger children around water.
- Store large buckets upside down, so water cannot fill them up.

Prevent Falls

- Put bright lights over all porches and walkways.
- Have handrails on both sides of the stairs.
- Put ladders away after using them. Store ladders on their sides; in a shed or garage so children cannot climb on them.
- Keep stairs clear of things that you can trip over.
- Fix broken or chipped steps and walkways as soon as possible.
- If you have young children, use a safety gate to prevent falls from porches or decks.
- Cover the ground under playground equipment with a thick layer (9-12 inches) of mulch, wood chips or other safety material.

Prevent Poisoning

- Chemicals, fuels (such as gasoline), car fluids (such as anti-freeze), pesticides (such as bug killers), and lawn and garden products (such as fertilizer) are poison.
- Close the lid on all dangerous products and put them away after using them.
- Store them in a safe place with a lock.

- Store them where children cannot see or touch them.
- Know to call 1-800-222-1222 if someone takes poison.
- Keep the number by every phone.

Prevent Burn Injuries

- Use gasoline only as a fuel for motors.
- Store gasoline in a container designed just for gasoline in a shed or garage with a lock.
- Gasoline can catch fire with only a tiny spark.
- Gasoline must never be brought indoors, even in small amounts.
- Use gasoline only outside. The vapors (fumes) are very dangerous if you bring gasoline inside a building.
- Fill gas tanks away from smokers.
- Fill mowers and gasoline-powered tools outside, before starting the job.
- Re-fuel only after the tool has completely cooled down.

Keep Children Safe

- Keep children indoors while mowing or using other dangerous outdoor tools.
- Keep children far away from barbecue grills when cooking.
- All garden equipment and tools should be kept where children cannot reach them. Store all sharp tools pointing downward.

Reprinted from Home Safety Council



Cell Phone Etiquette

Use Proper Cell Phone Etiquette at Work

Cell Phones Are Becoming Embedded in Our Culture – For Better or Worse

Emily Post, the master of personal and professional etiquette for a generation, would probably approach meltdown if she witnessed some of the vagaries of current cell-phone use. Peggy Post, director of the Emily Post Institute, is possibly more delicate when she says, "We're hearing more and more stories about cell phones in the workplace." As you might guess, most of these stories are less than complimentary.

The Top Rules of Proper Cell Phone Etiquette at Work

Here are the generally accepted rules of good cell phone behavior:

1. **Turn your ringer OFF or set to "vibrate".** Unless your cell phone is a company-issued handset for business use, set your unit to vibrate while at your desk. Even if you've selected a tasteful ring tone, repetitive incoming calls will be noticed (negatively) by co-workers and management.
2. **Let unimportant calls go to voicemail.** While it's wonderful to have a live connection to others, frequent chatty calls during your workday will often reflect negatively on your perceived concentration on your duties.
3. **When you must use your cell phone, find a private, quiet place to make your calls.** Regardless of where you are, most etiquette advisors agree you should always observe the "ten-foot rule". Maintain a buffer zone of at least ten feet from others while you're using your cell phone. While at work, you should make every attempt to expand basic etiquette and find locations that do not infringe on co-workers trying to perform their jobs.
4. **Don't bring your cell phone to meetings.** Some etiquette gurus recommend that, should an important call be expected, either for business or a family emergency, you could put your cell phone on "vibrate" and bring it with you. Treat this exception with extreme caution, however. Regardless of the urgency of the expected call, your boss will most certainly take a very dim view of a meeting interruption because of your cell phone. It is a far better idea to leave your cell phone at your desk to avoid any "interruption temptation".
5. **Never use your cell phone in restrooms.** This rule may, at first, appear frivolous, but the statistics indicate it is an important component of cell phone etiquette. Why? You often do not know who else may be using the facilities. Should you communicate private information or sensitive work issues, you may easily be overheard without your knowledge.

6. **Eliminating embarrassing ring tones.** Should you have a psychological need to use a cutesy or outrageous ring tone while away from your job, be very careful when you are at work. Either keep your cell phone on vibrate at all times at work or change to a more professional ring tone during your work day. Along with annoying both co-workers and supervisors, a silly ring tone can negatively impact by displaying a less than professional image.
7. **Maintain a low voice during cell phone conversations.** Often called "holding court", having loud conversations about nothing, a loud voice can be extremely annoying to anyone within earshot. Often, the ten-foot rule becomes useless during one of these situations. Unless you are in the middle of a loud construction site, you should understand that cell phone microphones are very sensitive and only inches away from your mouth. There is normally no need to increase your voice to levels used by seminar leaders talking without microphones.

By following the current rules of good cell phone etiquette, you'll not only be ahead of the curve, you may enhance your professional standing at work by displaying this considerate behavior. Some of your cell phone etiquette may even be transferred to your friends who might be in need of some guidelines, too.

Reprinted from Kelly Services, Inc.

BRAIN TEASER ANSWER

One Billion



Did you Know?

The names of all the continents end with the letter they start with.

The electric chair was invented by a dentist.

Neil Armstrong stepped on the moon with his left foot first.

On every continent there is a city called Rome.

An atomic clock is accurate to within 1 second in 1.7 million years.

Eskimos use refrigerators to keep food from freezing.

The sentence "The quick brown fox jumps over the lazy dog" uses every letter of the alphabet.

Lightning strikes men about seven times more often than it does women.

very congested Army information superhighway, the LandWarNet.

C&A builds availability, integrity and confidentiality into every Army system. It ensures the Army's LandWarNet is a reliable and formidable tool for the Warfighter. By eliminating security weaknesses upfront, the system can get into the fight better, faster and with less chance of shutting down or becoming dangerous for its users due to security breaches.

The C&A process is a logical step-by-step progression of tasks. This means it does not work well if a system owner jumps into step three at the last moment without paying attention to steps one and two. Again, it is like taking care of a car. Think about safety during the manufacturing/building stage. Plan to make it safe. Then during the process make sure it has all the protective elements in place and make sure they work. If this is addressed at the start, then the entire C&A process goes a lot smoother. Also, keep it maintained so it can pass the same kind of safety checks over its operational lifetime. Taking the time early saves headaches, time and most important, money at the end.

There are a wide range of cost and time constraints that affect every IT program and system. There never seems to be enough hours or money to get everything done – much like our personal lives. Unfortunately this leads to a “fix it when it breaks” mentality. The problem with that, like a car, it costs even more to repair a system after a breakdown than if the initial inspection and maintenance were performed completely and correctly.

And then there is the issue of enforcement. The local Highway Patrol will prevent you from driving an unsafe vehicle on the road much like IA officials will not allow uncertified systems to be placed on the LandWarNet. The reason is the same: it makes the (cyber) highway more dangerous. Having your system blocked from the LandWarNet until it meets standards is minimally frustrating and worse, detrimental to mission success.

While system owners are responsible for their cyber vehicles, many of them are not experienced system mechanics. It takes time to come up to speed on the complex and wide-ranging systems used. Yet, also like cars, there are detailed, easy-to-follow manuals and top-notch professional available to help you through the process. (Army personnel can visit <https://informationassurance.us.army.mil/> for these resources.)

Ensuring through C&A that a system is protected against intrusion and compromise, not only keeps Army

February 2009 On Cyber Patrol
Keep Your System Vehicles Inspected



Making sure your computer system satisfactorily goes through Information Assurance (IA) Certification and Accreditation (C&A) is the same as getting your car inspected. It ensures your system meets the official minimum security and IA maintenance standards. It also prevents equipment failures, and crashes, on the vital and

operations and lives secure, but offers a peace of mind that allows system owners to focus on other important tasks.

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. Janette.Nolde@us.army.mil
2. Call 531-1847

Suggestions will be reviewed and addressed if at all possible.

//original signed//
DONALD R. MALLETT
Director, Civilian Personnel
Advisory Center

MARDI GRAS



"N'Awlinz: Dis, Dat or d'Udda