



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



“A Return to Prominence – One Satisfied Customer at a Time”

**CPAC INFORMATION BULLETIN
NUMBER 112**

June 2009

NSPS INFORMATION UPDATE

**NSPS Connect:
Your One-stop Source for NSPS**

**Visit NSPS
Connect**

The NSPS Program Executive Office has developed a single comprehensive web page for accessing NSPS learning materials, resources and tools. **NSPS Connect, Your Gateway to NSPS Information**, provides one, centralized portal for accessing NSPS products such as online training courses, fact sheets, tips sheets, worksheets, brochures, user guides, automated tools and more.

Materials on the NSPS Connect web page are accessed through a vast array of links and sub-links. They are organized in three ways:

- **Role in NSPS:** Learning materials are organized for the employee, manager/supervisor, pay pool administrator/official and HR practitioner.
 - Based on specific feedback from HR practitioners, materials for practitioners are organized by NSPS regulations and implementing issuances.
- **NSPS Topic:** Materials are also organized under general topics such as applying for and accepting an NSPS position; automated tools; classification; compensation and pay setting; pay pools; and many others.
- **Category:** Web users can also search for products based on category, such as external links, HR practitioner’s guide, NSPS regulations and implementing issuances, resources and tools, and training.

The “Spotlight” box on the NSPS Connect page informs the user when new materials are posted. The Spotlight area

of the page also reminds users to bookmark the NSPS Connect page for easy access to NSPS materials.

NSPS Connect is a comprehensive resource that was developed based on important feedback from NSPS key stakeholders. It replaces the Training page previously featured on the NSPS website. To access NSPS Connect, go to <http://www.cpms.osd.mil/nsps/nspsconnect/>.

DoD, OPM Announce Defense Business Board NSPS Review

Deputy Secretary of Defense William J. Lynn III and Director of the Office of Personnel Management John Berry asked the Defense Business Board to establish a task group to conduct a review of the National Security Personnel System.

“The task group should deliver recommendations aimed at helping the Department determine (1) if the underlying design principles and methodology for implementation are reflected in the program objectives; (2) whether the program objectives are being met; and (3) whether NSPS is operating in a fair, transparent, and effective manner,” wrote Lynn in his instructions to the Defense Business Board.

The task group will seek public input over a series of opportunities to be announced at a later date, and present its findings and draft recommendations to the Defense Business Board during a public meeting later this summer. The board will provide its final report to the secretary of defense and to the director, Office of Personnel Management, shortly thereafter.

The task group will be chaired by Rudy deLeon, the senior vice president of National Security and International Policy at the Center for American Progress in Washington, D.C. The other members of the group will be Michael Bayer, chairman of the Defense Business Board, and

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Robert Tobias, a professor at American University and director for the Institute for the Study of Public Policy Implementation.

The Defense Business Board, an independent advisory body that operates under the provisions of the Federal Advisory Committee Act of 1972, was established to provide the secretary of defense independent advice and recommendations on effective management of the Department of Defense.

On March 16, 2009, the Department of Defense and the Office of Personnel Management had announced that they will undertake a review of the National Security Personnel System, including policies, regulations, and practices.



The **Interactive Customer Evaluation (ICE)** system is a **cool** way for you to use this web-based tool to help us collect feedback on services provided by various organizations on Fort Polk.

The **ICE** system allows you to submit online comment cards to rate our service providers -- good or not so good, whatever **you** think. That way, we can improve our customer service by giving our managers crucial information regarding the level of satisfaction of services provided through these reports and your comments. **ICE** provides us -- and you -- the following benefits:

- Allows you to quickly and easily provide important feedback to our service provider managers;
- Gives our leadership timely data on service quality;
- Customers can make submissions anonymously or can include contact information

Ready to get started?

Long on to: www.jrtc-polk.army.mil

- Select: **ICE icon**
- Select: **Service Category**
- Select: **Service Provider**

unable to get to a computer



Look for the ICE BOX!

With just the click of a mouse, the system sends your comments, suggestions, complaints or compliments directly to the appropriate service provider manager for action. **Fill out your phone number or e-mail address to have the manager contact you directly -- or just respond anonymously -- it's up to you.**

ICE is our number one performance measure for Customer Satisfaction. The **ICE** system is the primary means of gauging how well Fort Polk does in satisfying the requirements of its internal and external customers and provides the means for managers to follow-up on customer comments in near real time.

Thank you for helping us serve you better throughout Fort Polk.



Break the ICE...tell us about your experience



Don't Forget Dad This Father's Day!

Sunday June 21st

Training

HUMAN RESOURCES (HR) FOR SUPERVISORS COURSE

The HR for Supervisors course was developed by the Civilian Human Resource Agency (CHRA) to train supervisors in their responsibilities for civilian human resources management. This course is offered on a quarterly basis by the Civilian Personnel Advisory Center (CPAC) Staff. Not only are new supervisors encouraged to attend, but this course is an excellent refresher for all supervisors. We encourage all supervisors "new" and "not so new" to attend this course. Remember "continuous learning" is the KEY to Success!

The course covers HR management legal and regulatory requirements, HR processes, HR services and HR automated tools designed to assist supervisors in requesting and tracking personnel actions.

HR for Supervisors is a 5 day course designed to teach civilian and military supervisors of appropriated fund civilian employees about their responsibilities for Civilian Human Resource (CHR) management. The course includes the following modules:

- Overview of the Army CHR (includes coverage of Merit System Principles and Prohibited Personnel Practices)
- Planning (NSPS, work planning, changes in mission and organizational goals impact on planning in HR)
- Structuring (NSPS, Position Classification, including an introduction to CHR automated tools such as CPOL, ART, Gatekeeper, FASCLASS)
- Acquiring (Staffing, NSPS)
- Developing (Human Resource Development)
- Sustaining (Management Employee Relations, NSPS, Appraisals)
- Sustaining (NSPS and Labor Relations)
- Federal Employees' Compensation Act
- Time and Attendance for Supervisors
- Staff Judge Advocate
- Safety
- Employee Assistance
- Equal Employee Opportunity

The dates that we will be conducting the course in FY 09 are as follows:

17-21 August 2009

Supervisors who are interested in attending or those who may desire additional information should call their servicing HR Specialist at the CPAC, 531-4020/4207.



Mandatory Birth Month Training for 2009 will be conducted on the dates below. Employees and their supervisors have the opportunity to choose between two dates to attend the training. Two training dates should help to alleviate the workload problems that we now face when scheduling our employees to attend this training. **Seats will be filled on a first come first serve basis.** The classroom fills up quickly. **My recommendation is that you have your employees arrive NLT 0750 to ensure that they get a seat.** Everyone is required to attend this training....mark your calendar and plan to attend. The location of the training classes will be at the new Library/Education Center, Bldg. 660, Room 223.

The training dates are:

**23 & 24 June
14 & 15 July
25 & 26 August
15 & 16 September
20 & 21 October
17 & 18 November
09 & 10 December**

Prior to your scheduled date, you may want to check with your Organization Training Coordinator to confirm that the dates above have not been changed.

If you have any questions regarding the above training schedule, please contact Larry Moore at 531-4118 or Augustine Ross at 531-6814.



Employee Assistance Program

Tips from your Employee Assistance Program Office

All Federal agencies provide Employee Assistance Programs (EAP) for employees. At Fort Polk the objective is to bring together a variety of personal support services

for the employees. Basic EAP services include free, voluntary, short-term counseling and referral for various issues affecting employee mental and emotional well-being, such as personal finance, alcohol and other substance abuse, stress, grief, family problems, and psychological disorders. The overall objective is to assist employees who want help dealing with these issues. EAP counselors also work in a consultative role with managers and supervisors to help address employee and organizational challenges and needs. Many EAPs are active in helping organizations prevent and cope with workplace violence, trauma, and other emergency response situations.

The following are some examples of issues supervisors deal with and how to respond to those issues:

Questions and Tips:

I dislike correcting an employee's performance and dealing with matters of discipline. I know this is a normal part of a supervisor's job description, so how do I learn to be less emotionally affected by this part of my job? Can the EAP help me?

Let's face it, these types of interviews are not pleasant, and no managers enjoy them. If you feel that your performance is substandard because of the inability to manage these interviews successfully, consultative help the EAP is a smart move. The EAP will provide you with tips and tactics to help make them go smoother. Practice and learn basic "model" or structure to a disciplinary (corrective) interview. The employee assistance professional play the role of employee. One approach is to state the work standard, describe the unacceptable performance, list the facts, state the acceptable behavior and expectations, listen to the employee, answer the employee's pertinent questions, and be sure the employee knows and understands what's needed now. Then wrap it up with an optimistic attitude. Caution: Don't drag out these meetings in an effort to make them end on a happy note, simply smooth over hard feelings. This can undermine the employee's urge to change.

An employee complained of being punched in the arm by a coworker. The "puncher" said it was "in-jest," and that no violent intent was meant. My own kids do this sort of thing. There is a bruise, but some people bruise easily. Is it an EAP matter? Or should I dismiss this?

Violence at work is not defined by what the perpetrator has in mind. The violent act occurred, the coworker was struck, and harm ensued. Just as important, you have been notified and a complaint has been brought. If you dismiss this incident, it could be established that you responded to

it with negligence and apathy. If a similar incident or something worse, were to occur in the future, how you responded to this incident could be held against you. This incident may appear to you as innocent horseplay or roughhousing, but it didn't happen in your home. This occurred in the workplace between adults, and these facts make all the difference. Investigate properly, refer the perpetrator to the EAP, document how you responded, and consult with Civilian Personnel Advisory Center and upper management, and treat the complaint with seriousness and resolve.

The local EAP point of contact is Mrs. Linda Taulbee, 531-1964.

\$\$ PAY CORNER \$\$



Control Your Pay With myPay!

Click on 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 2.875%.

Annuity interest rate index: 3.125% for annuities purchased in May 2009 and 3.125% for June 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 June 1, 2009

(Figures in parenthesis indicate a negative return)

	G Fund	F Fund	C Fund	S Fund	I Fund
May 2009	0.25%	0.78%	5.60%	3.97%	13.41%
Last 12 Months	3.37%	5.52%	(32.50%)	(33.92%)	(36.12%)

(06/01/2008-05/31/2009)

*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
May 2009	6.19%	5.45%	4.66%	2.28%	1.70%
Last 12 Months	(26.74%)	(23.01%)	(18.76%)	(8.28%)	(3.66%)

(06/01/2008-05/31/2009)

*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

BRAIN TEASER

What is the only food that you take off the outside, cook the inside, eat the outside, throw away the inside?

Answer on page 11



Retirement Eligibility

Eligibility For Retirement (CSRS/CSRS Offset)

What Are The General Eligibility Requirements To Retire? Under CSRS, you must have at least five years of creditable civilian service to be eligible for an annuity. Additionally, you must be subject to CSRS for one out of the two years of service before separation on which your retirement is based (this requirement does not apply in disability retirement cases). If you retire on the 1st, 2nd, 3rd or last day of the month, your annuity will commence

on the next day. If your retirement date is on the 4th day of the month or later, your annuity will commence on the 1st day of the following month.

Age	Years Of Service
55	30
60	20
62	5

If There Is A Reduction In Force, Can I Retire Early?

If there is a major Reduction-in-Force (RIF) and you are offered a retirement under the Voluntary Early Retirement Authority (VERA), you can retire early, provided you meet the age and service requirements. If VERA is not approved, but your position is abolished, you can retire early through Discontinued Service Retirement-Involuntary. In order to qualify for an early retirement, you must be 50 with 20 years of service, or any age with 25 years of service. (At least five years must be creditable civilian service.)

If I Separate From Federal Service, But Don't Meet Eligibility To Retire, What Are My Options?

You basically have two options. You can request a refund of your retirement contributions or you may defer your retirement until you turn 62. In order to qualify for a deferred retirement, you must be 62 with at least five years of Federal service. Additionally, you must not have taken a refund of the last period of Federal service. If you are considering withdrawing your retirement contributions, you should read the following publications: [Retirement Facts 9: Refunds under the Civil Service Retirement System](#); and [Retirement Facts 11: Information for Separating CSRS Employees Who Are Not Eligible for Immediate Retirement](#).

If I Become Disabled For Work, Can I Retire?

If you are disabled for work and have at least five years of creditable civilian service, you may apply for a disability retirement. Disability retirements are subject to approval by the Office of Personnel Management (OPM). If you are approved, the annuity will commence on the last day of pay or the day following your separation.

When Can I Retire If I Am An Air Traffic Controller (ATC), Law Enforcement Officer (LEO), or Firefighter (FF)?

Law Enforcement Officer (LEO) and Firefighter (FF)		
Age	Years of Service	
50	20	
Air Traffic Controller (ATC)		
Age	Years of Service	
50	20	
Any Age	25	
Mandatory Retirement Age For Special Groups		
Group	Age	Years of Service
LEO	57	20
ATC	56	20
FF	57	20

NOTE 1: As a CSRS ATC, you are subject to mandatory separation at age 56 even if you have not acquired sufficient years of ATC service to qualify for retirement under the special provisions.

NOTE 2: The following categories of CSRS ATCs are automatically exempted from mandatory separation:

- ATCs who were first appointed by the Department of Transportation before 05-16-1972;
- ATCs who were first appointed by the Department of Defense before 09-12-1980; and
- Flight service station specialists who were first appointed before 01-01-1987.

Annuity commencement dates are the same as for immediate retirement. As an LEO, FF, or ATC employee, when you reach your mandatory retirement age, you may work until the end of the month in which your birthday occurs. For retirement purposes, you are considered to reach an age on the day before your birthday. If you as the LEO/FF have not completed the required 20 years of service under the special provisions, you must be separated on the last day of the month in which you complete the 20 years of service.

If you are eligible for retirement under the special provisions but are not currently occupying a LEO/FF/ATC position, you are not required to retire and are not subject to mandatory separation.

Eligibility For Retirement (FERS)

What Are The General Eligibility Requirements To Retire? Under FERS, you must have at least five years of creditable civilian service to be eligible for an annuity and be covered by the retirement system on the day of separation.

Exception: The service requirement for disability retirement is 18 months.

To qualify for an immediate retirement you must meet age and service requirements as follows:

Age	Years Of Service
Minimum Retirement Age (MRA)	30
60	20
62	5
MRA (Reduced Benefit)	10

How Can I Determine My Minimum Retirement Age (MRA)? Under FERS, the MRA is based upon the year in which you were born. The schedule below will allow you to identify your MRA:

If You Were Born In	Your MRA Is
Before 1948	55 years
1948	55 years, 2 months
1949	55 years, 4 months
1950	55 years, 6 months
1951	55 years, 8 months
1952	55 years, 10 months
1953 - 1964	56 years
1965	56 years, 2 months
1966	56 years, 4 months

1967	56 years, 6 months
1968	56 years, 8 months
1969	56 years, 10 months
After 1969	57 years

What Is MRA + 10? You can retire as early as your MRA with as little as 10 years of service. An MRA + 10 retirement is effective the first day of the month following separation from service. There is a permanent reduction in your annuity of 5% for each year you are under age 62. A separating employee can reduce or eliminate the age reduction by postponing the commencing date of the MRA + 10 annuity. A postponed MRA + 10 annuity becomes effective the first day of the month the individual elects to receive payments. (MRA + 10 optional retirement means that you have met the age before separating.)

If There Is A Reduction In Force, Can I Retire Early? Possibly, if you meet the requirements for early retirement. If there is a major RIF and you are offered an early retirement under the Voluntary Early Retirement Authority (VERA), you can voluntarily retire early. If VERA is not approved, but your position is being abolished, you can retire early through Discontinued Service Retirement - Involuntary. In order to qualify for an early retirement, you must be 50 with 20 years of service, or any age with 25 years of service. (At least 5 years must be creditable civilian service).

If I Separate From Federal Service Can I Defer My Retirement Until I'm Eligible? Yes. This type of retirement is called Deferred Retirement. In order to qualify for a deferred retirement you must be 62 with 5 years of service, or MRA with 10 years of service, and you must have not withdrawn your retirement contributions when you separated.

If I Become Disabled For Work, Can I Retire? You must be disabled for work and have at least 18 months of creditable civilian service. Disability retirements are subject to approval by the Office of Personnel Management (OPM). If you are approved, the annuity will commence the first day you are in a non-pay status and meet eligibility requirements.

Are There Different Requirements For Law Enforcement (LEO), Firefighters (FF), and Air Traffic Controllers (ATC)? Yes. The chart below identifies the eligibility requirements of each category.

Law Enforcement Officers (LEO) and Firefighters (FF)

Age	Years of Service
50	20
Any Age	25 (at least 3 years primary)
Note: You must have 3 years primary coverage first, followed by secondary coverage with no break.	

Air Traffic Controllers (ATC)

Age	Years of Service
50	20
Any Age	25

Mandatory Retirement Age For Special Groups

Group	Age	Years of Service
LEO	57	20
ATC	56	20
FF	57	20

NOTE 1: As a FERS LEO/FF/ATC who reaches mandatory retirement age and has not yet completed the required 20 years of service under the special provisions, you must be separated on the last day of the month in which you complete the 20 years of service.

NOTE 2: If you are eligible for retirement under the special provisions but are not currently occupying a law enforcement or firefighter position, you are not required to retire and are not subject to mandatory separation.

NOTE 3: Annuity commencement dates are the same as for Immediate Retirement. For retirement purposes, you are considered to reach the age requirement on the day before your birthday. For example, you reach age 56 on the day before your 56th birthday.

How Can I Find Out Additional Information Concerning Retirements? You can contact a Benefits Counselor through the [ABC-C telephone system](#). Additionally, there are several retirement pamphlets that are available for your review. To review these pamphlets, please click [here](#).

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.**

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



Sunburn - Prevention

Avoid sun exposure

The best way to prevent sunburn is to avoid sun exposure. Stay out of the midday sun (from 10 in the morning to 4 in the afternoon), which is the strongest sunlight. Find shade if you need to be outdoors. You can also calculate how much ultraviolet (UV) exposure you are getting by using the shadow rule: A shadow that is longer than you are

means UV exposure is low; a shadow that is shorter than you are means the UV exposure is high.

Other ways to protect yourself from the sun include wearing protective clothing, such as:

- Hats with wide 4 in. brims that cover your neck, ears, eyes, and scalp.
- Sunglasses with UV protection.
- Loose-fitting, tightly woven clothing that covers your arms and legs. Some outdoor stores may sell clothing treated with sun protection factor.

Do not use tanning booths to get a tan. Artificial tanning devices can cause skin damage and increase the risk of skin cancer.

Preventing sun exposure in children

You should start protecting your child from the sun when he or she is a baby. Because children spend a lot of time outdoors playing, they get most of their lifetime sun exposure in their first 18 years.

- Keep babies younger than 6 months of age out of the sun. If sunscreen is needed, a small amount on the face or the back of the hands is not harmful.
- Teach children the ABCs of how to protect their skin from getting sunburned.
 - ❖ **A = Away.** Stay away from the sun in the middle of the day (from 10 in the morning to 4 in the afternoon).
 - ❖ **B = Block.** Use a sunscreen with a sun protection factor (SPF) of 15 or higher to protect babies' and children's very sensitive skin.
 - ❖ **C = Cover up.** Wear clothing that covers the skin, hats with wide brims, and sunglasses with UV protection. Even children 1 year old should wear sunglasses with UV protection.
 - ❖ **S = Speak out.** Teach others to protect their skin from sun damage.

Sunscreen protection

If you can't avoid being in the sun, use a sunscreen to help protect your skin while you are in the sun.

- Use a sunscreen that has a sun protection factor (SPF) of at least 30 or higher. Sunscreens that say "broad-spectrum" can protect the skin from ultraviolet A and B (UVA and UVB) rays. Sunscreens come in lotions, gels, creams, and ointments.
- Apply the sunscreen at least 30 minutes before going in the sun.
- Apply sunscreen to all the skin that will be exposed to the sun, including the nose, ears, neck, scalp, and lips.

Sunscreen needs to be applied evenly over the skin and in the amount recommended on the label. Most sunscreens are not completely effective, because they are not applied correctly. It usually takes about 1 fl oz to cover an adult's body.

- Apply sunscreen every 2 to 3 hours while in the sun and after swimming or sweating a lot. The SPF value decreases if a person sweats heavily or is in water, because water on the skin reduces the amount of protection the sunscreen provides. Sunscreen effectiveness is also affected by the wind, humidity, and altitude.
- Use lip balm or cream that has sun protection factor (SPF) of 30 or higher to protect your lips from getting sunburned or developing cold sores.

Some sunscreens say they are water-resistant or waterproof and can protect for about 40 minutes in the sun if a person is doing a water activity. Apply sunscreen more often if you are in water. Wet skin can burn easily, so it is important to protect your skin even if you do not feel that you are getting sunburned. Wearing a T-shirt while swimming does not protect your skin unless sunscreen has also been applied to your skin under the T-shirt.

The following tips about sunscreen will help you use it more effectively:

- Older adults should always use a sunscreen with an SPF of at least 30 to protect their very sensitive skin.
- If you have sensitive skin that burns easily, use a sunscreen with an SPF of at least 30.
- If you have dry skin, use a cream or lotion sunscreen.
- If you have oily skin or you work in dusty or sandy conditions, use a gel, which dries on the skin without leaving a film.
- If your skin is sensitive to skin products, use a sunscreen that is free of chemicals and alcohol.
- If you have had a skin reaction (allergic reaction) to a sunscreen, look for one that is free of para-aminobenzoic acid (PABA), preservatives, and perfumes. These ingredients may cause skin reactions.
- If you are going to be in very intense sunlight for a long period of time, consider using a physical sunscreen (sunblock), such as zinc oxide, which will stop all sunlight from reaching the skin.
- If you need to use sunscreen and insect repellent with DEET, do not use a product that combines the two. You can apply sunscreen first and then apply the insect repellent with DEET, but the sunscreen needs to be reapplied every 2 hours.



Swimming Pool Safety

Each year, about 260 children under 5 drown in swimming pools. In addition, the suction from drains in swimming pools and spas, under certain conditions, can entrap swimmers underwater. To help protect your family, be sure to take the following steps.

Use Layers of Protection

To prevent swimming pool drownings, layers of protection are essential. Place barriers completely around the pool, closely supervise young children, and be prepared in case of emergency. In addition:

- If a child is missing, always look first in the pool. Seconds count!
- Knowing how to swim doesn't make a child drown-proof. Never use flotation devices as a substitute for supervision.
- Keep rescue equipment and a phone next to the pool.
- Learn cardiopulmonary resuscitation (CPR).
- Install physical barriers around the pool to limit access.
 - Fences and walls should be at least 4-feet high and installed completely around the pool.
 - Gates should be self-closing and self-latching. The latch should be out of reach of small children.
- If your house forms one side of the barrier for the pool, doors leading from the house to the pool should be protected with alarms that sound when the doors are unexpectedly opened. Or, use a power safety cover, a motor-powered barrier placed over the water area, to prevent access by young children.
- For above-ground pools, steps and ladders to the pool should be secured or removed when the pool is not in use.

Pool and Spa Entrapment Dangers

- Never use a pool or spa with a missing or broken drain cover. Be sure a newer, safer drain cover is

in place. The new drain covers are usually domed-shaped – instead of the old flat drain covers.

- Consider installing a Safety Vacuum Release System (SVRS), a device that will automatically shut off a pump if a blockage is detected.
- Have a professional regularly inspect your pool or spa for entrapment or entanglement hazards.
- Plainly mark the location of the electrical cut-off switch for the pool or spa pump.
- If someone is entrapped against a drain, cut off the pump immediately. Instead of trying to pull the person away from the powerful suction, pry a hand between the drain and the person's body to break the seal.

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Did you Know?

The average human head weighs about eight pounds.

Twelve percent of lightning strikes occur at golf courses.

When glass breaks, the cracks move faster than 3,000 miles per hour. To photograph the event, a camera must shoot at a speed of a millionth of a second.

Fingernails grow nearly 4 times faster than toenails!

Months that begin on a Sunday will always have a "Friday the 13th."

It is impossible to sneeze with your eyes open.

Honey is the only food that does not spoil. Honey found in the tombs of Egyptian pharaohs has been tasted by archaeologists and found edible.



CYBERBULLYING: VIRTUAL TAUNTS, REAL HARM

Parents in the Army community should be aware of a bully in town: the cyberbully. You or your child might never actually see them, and while cyberbullying does not involve physical acts of violence, the harm to children is real. Cyberbullying normally takes the form of sending or posting harmful material using the Internet or other digital technologies such as mobile phones, and it can occur any time of the day or night.

Several organizations including the [Center for Safe and Responsible Internet Use \(CSRIU\)](#) and [U.S. Department of Health and Human Services](#) have launched efforts to combat cyberbullying by mobilizing educators, parents, students, and law enforcement. The pervasive nature of the Internet and mobile digital devices has created an environment where bullies can target others with relative anonymity.

In 2004, [i-SAFE America](#) surveyed 1,500 students in grades 4 through 8 about cyber bullying:

- 42% of kids have been bullied while online. 1 in 4 have had it happen more than once.
- 35% of kids have been threatened online. Nearly 1 in 5 have had it happen more than once.
- 21% of kids have received mean or threatening e-mail or other messages.
- 58% of kids admit someone has said mean or hurtful things to them online. More than 4 out of 10 say it has happened more than once.
- 53% of kids admit having said something mean or hurtful to another person online. More than 1 in 3 have done it more than once.
- 58% have not told their parents or an adult about something mean or hurtful that happened to them online.

Types of Cyberbullying:

- Flaming – angry, rude arguments.
- Harassment – repeatedly sending offensive messages.
- Denigration – “dissing” someone online by spreading rumors or posting false information
- Outing and trickery – disseminating intimate private information or tricking someone into disclosing private information, which is then disseminated.

- Impersonation – pretending to be someone else and posting material to damage that person’s reputation.
- Exclusion – intentional exclusion from an online group.
- Cyberstalking – creating fear by sending offensive messages and other harmful online activities.

How, Who, and Why:

- Cyberbullying may occur via personal Web sites, blogs, e-mail, discussion groups, message boards, chat, instant messaging, or text/image cell phones.
- A cyberbully may be a person whom the target knows or an online stranger. A cyberbully may be anonymous and may enlist the aid of others, including online “friends.”
- Cyberbullying may be a continuation of, or in retaliation for, in-school bullying. It may be related to fights about relationships or be based on hate or bias. Some teens think cyberbullying is entertaining – a fun game.
- Teens may not be concerned about the consequences of harmful online behavior because: They think they are invisible or can take steps to become invisible, so they think they can’t be punished. There is no tangible feedback about the harm they cause, so it seems like a game to them.

Warning Signs that Your Child Might be the Target:

- Expression of sadness or anger during or after Internet use.
- Withdrawal from friends and activities, school avoidance, and decline of grades, signs of depression and sadness.
- Pay close attention if your child is being bullied at school or having any other difficulties with peers. These are the teens that are most often targeted by cyberbullies.

Action Steps and Options to Respond to Cyberbullying:

- Save the evidence.
- Identify the cyberbully. Ask your Internet Service Provider for help.
- Clearly tell the cyberbully to stop.
- Ignore the cyberbully by leaving the online environment and/or blocking communications.
- File a complaint with the Internet or cell phone company.
- Seek assistance from the school, if the cyberbully also attends the same school.
- Call the police immediately, if the cyberbullying involves threats of violence, coercion, intimidation based on hate or bias, and any form of sexual exploitation.

BRAIN TEASER ANSWER

Corn on the cob



Workplace Violence Awareness

Department of the Army is committed to promoting a safe environment for its employees by ensuring that the work environment is free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. No organization is immune. Every organization may be affected by disruptive behavior at one time or another. Disruptive behavior inevitably affects the productivity and mission of the workplace. All personnel must be aware of, reduce, and prevent the risk of violence in the workplace. It is critical that everyone be made aware of warning signs and behavior patterns that could lead to violence.

What Is A Threat?

A threat can be an oral or written expression or a gesture that conveys intent to cause physical harm to persons or property.

Types of Threats

Critical: Physical hitting, pushing, emotional verbal threats, destroying property, stalking, and/or actual use or display of firearms or other weapons with intent to harm.

Developmental: Verbal or written remarks, conversations involving talk of guns that are perceived as threatening, nonverbal threats, and menacing gestures.

Potential Warning Signs of Violence

- Verbal threats:
 - Direct: Expressed intent to hurt someone
 - Veiled: "I understand why they went postal."
- Intimidating behavior:
 - Belligerence towards others
- Excessive telephone/computer contacts:
 - Stalking
 - Swearing at others
- Angry confrontations
- Bizarre thoughts, paranoia, and/or obsessions
- Romantic obsessions despite "no" from person of interest.
- Fascination with violent crimes
- Fascination with weapons
- Performance decline at work

- Substance abuse
- Stress:
 - Loss of relationship(s)
 - Financial problems

What Can Employees Do To Prevent Workplace Violence?

- Respect all persons and government property, and refrain from behavior that could be perceived as threatening, harassing, intimidating, or dangerous to themselves or others.
- Report violent acts or threats of violence to their immediate supervisor, the Security Office, or the Employee Relations Specialist within their Civilian Personnel Advisory Center. Information regarding a threat or harmful act, where you reasonably believe that the circumstances may lead to a harmful act, immediately contact appropriate law enforcement authorities.
- Refrain from reporting false information or making unfounded complaints against others.
- Attend violence in the workplace training. Training is essential in increasing awareness and preventing workplace violence; attendance is strongly encouraged.
- Cooperate and participate in efforts recommended to resolve workplace concerns.

What Can Supervisors Do To Prevent Workplace Violence?

- Demonstrate respect for all employees and hold them accountable for their behavior.
- Refuse to tolerate harmful, threatening, intimidating, harassing, disruptive, or other inappropriate behavior in the workplace.
- Monitor, assess, and respond to employee complaints, reports of threats, questionable behavior, or prohibited conduct. All reports of incidents should be taken seriously and should be dealt with appropriately.
- Observe the warning signs of inappropriate or prohibited behavior and immediately report employee complaints and other questionable actions to their Security Office or the Employee Relations section of the Civilian Personnel Advisory Center. In instances of imminent danger, immediately contact the appropriate law enforcement authorities.
- Preserve the confidentiality of employee complaints by sharing information only with those who have a need to know in order to carry out official government business. Incident reports, related information, and the privacy of persons involved must be protected, just as in other sensitive and confidential personnel matters. The

exception is when there is evidence of a direct threat or potential harm to self or others.

- Attend violence in the workplace training and ensure that subordinate staff attend the training, as well. Managers and supervisors are encouraged to take advantage of other training opportunities to improve skills in areas such as human relations, interpersonal communications, conflict management, and defusing hostility.
- Encourage employees to seek appropriate assistance through the Employee Assistance Program.

Active management involvement is essential. While none of us can predict human behavior, by educating ourselves on the prevention of violence and working together, we can continue to keep violence at bay and maintain a safe working environment. Additional information concerning workplace violence may be viewed at <http://cpol.army.mil/library/permis/598.html>.



Federal Employees Dental and Vision Insurance Program (FEDVIP)

**** Important Information and Reminders ****

OPM has issued clarifying information concerning the rules for separating employees (excluding death and retirement) and erroneous enrollments in FEDVIP.

1. **Termination of Coverage for Separating Employees:**

There is **NO 31-day extension of coverage** under FEDVIP. Coverage ends at the end of the pay period in which the separation occurs. Former employees are responsible for the costs incurred.

2. **Erroneous Enrollment:** Final FEDVIP regulations DO NOT have a clause for erroneous enrollment. Specifically, if an employee is hired on an appointment which conveys benefits eligibility, elects FEDVIP, and then an error involving the appointment type is discovered (correct appointment type does NOT convey benefits eligibility), the employee's FEDVIP will be retroactively cancelled.

Additionally, when enrolling in FEDVIP, the "terms and conditions" an employee agrees to includes the following statement: "I understand if I am not eligible to enroll, my enrollment and coverage for any family members will be cancelled retroactively. Any premiums paid would be returned and I would be responsible for paying back the entire cost of any eligible services received during that time."

3. **Authorization for Disclosure:** If an HR representative needs to contact BENEFEDS, the FEDVIP program administrator, on behalf of an employee, the employee will need to complete the Authorization for Disclosure Form (at link) and submit to BENEFEDS before such contact can be made. <https://www.benefeds.com/BenefedHelp/authorization/index.htm>

4. **Additional Information** can be found on the OPM web site at <http://www.opm.gov/insure/>. The Terms and Conditions can be found at <https://www.benefeds.com/legaltermsandconditions.html>.



All Federal Employees renewing or replacing lost, damaged or expired Common Access Cards (CAC) will need an approved DD Form 1172-2, Application for DOD Common Access Card/DEERS Enrollment. To obtain this form report to the CPAC, at 2271 Louisiana Ave, Bldg. 3304 before proceeding to Consolidated In/Out Processing, ID Cards section for your new CAC. If you have any questions or concerns please call Anita Jordan at (337) 531-4020/4207.



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 //
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