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

"ARMY CIVILIAN PERSONNEL PROFESSIONALS--
HELPING LEADERS MEET THE MISSION"

CPAC INFORMATION BULLETIN
NUMBER 56 **January 2003**

HAPPY NEW YEAR

GREAT RULES FOR THE NEW YEAR

How To Stay Young:

1. **Throw out nonessential numbers**. This includes age, weight and height. Let the doctor worry about them. That is why you pay him/her.

2. **Keep only cheerful friends**. The grouches pull you down. If you really need a grouch, there are probably a few dozen of your relatives to do the job.

3. **Keep learning**. Get a job. Learn more about the computer, crafts, gardening, whatever. Just never let the brain idle.

4. **Enjoy the simple things.** When the children are young, that is all that you can afford. When they are in college, that is all that you can afford. When they are grown, and you are on retirement, that is all that you can afford!

5. **Laugh often, long and loud.** Laugh until you gasp for breath. Laugh so much that you can be tracked in the store by your distinctive laughter.

6. **Let the tears happen.** Endure, grieve, and move on. The only person who is with us our entire life--is ourselves.

7. **Surround yourself with what you love,** whether it is family, pets, keepsakes, music, plants, hobbies, whatever. Your home is your refuge.

8. **Cherish your health.** If it is good, preserve it. If it is unstable, improve it. If it is beyond what you can improve---get help.

9. **Don't take guilt trips.** Go to the mall, the next county, a foreign country, but not guilt.

10. **Tell the people you love, that you love them, at every opportunity.**

REMEMBER: Life is not measured by the number of breaths we take, but by the moments that take our breath away.

Submitted by: Dianne Penney

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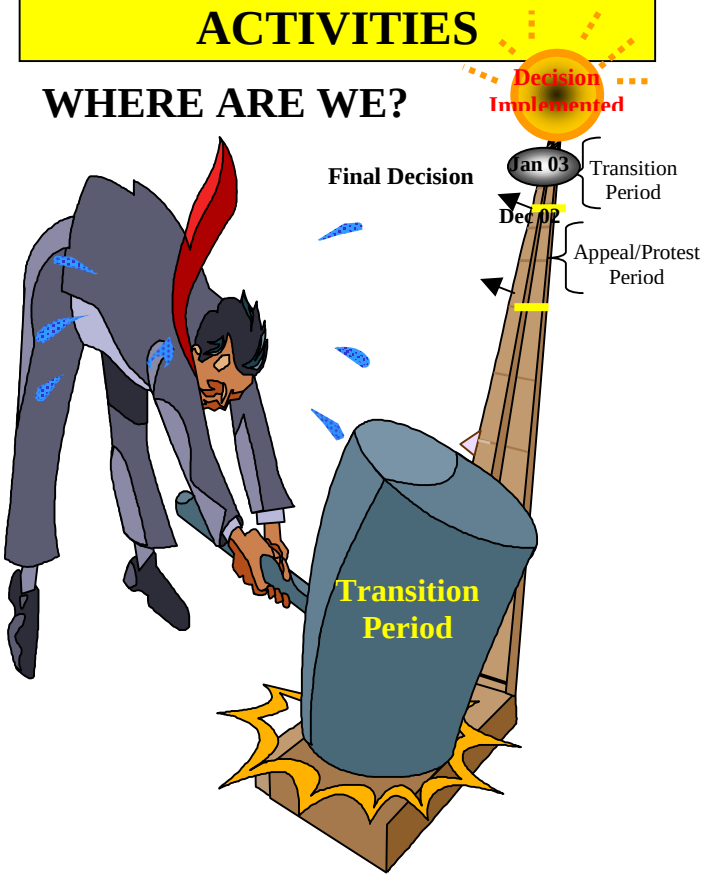
COMMERCIAL ACTIVITIES

WHERE ARE WE?



GARRISON COMMANDER'S COMMERCIAL ACTIVITIES UPDATE

As a part of my continuing effort to keep you informed, I would like to provide you an update on the status of the implementation of the Commercial Activities (CA) study. My purpose is to tell you where we are now and to advise you of the road ahead. My goal is to eliminate rumors.

Last month we advised you, among other things, that the final award and notice to proceed with the phase-in to AECOM Government Services, Inc. had been received on 11 Dec 02. We also announced that a new timeline for issuance of RIF notices and contract implementation had been developed. Guided by four key objectives: (1) accomplish the Fort Polk mission; (2) take care of people; (3) develop an orderly plan for transition; and (4) establish a stable, predictable climate; the new time line developed is as follows:

11 Dec 02	Contract Award
3 Jan 03	Notice to Proceed with Phase-In
13-17 Jan 03	Open Window for VERA/VSIP
29 Jan 03	Approval/Disapproval Notices
29 Jan 03	Issue Discontinued Service Retirement Letters
31 Mar 03	Issue RIF Notices
14 Jun 03	RIF Effective Date and Date of Termination of Temporary Employees
15 Jun 03	Contract Start Date

We have commenced the phase-in period. We are working to ensure that we have completed the inventory of property and updated and consolidated the property books to ready ourselves for the transition. While we have made significant progress, we still have some work to do.

Our third and final VERA/VSIP open window will occur during the period 13-17 Jan 03. We trust all interested eligible employees have availed themselves of this opportunity. We wanted to make sure that we afforded those employees who became eligible during the period 1 Mar thru 14 Jun 03 the opportunity to apply and be considered. As is its custom, the CPAC will offer counseling and retirement package preparation assistance to those employees approved. After this counseling, they will notify all approved VSIP recipients who are retiring to submit their retirement packages to the CPAC. After collecting them, the CPAC will mail them to the Army Benefits Center for you. You should receive this notice early next month.

Not only that, we have begun our initial meetings with AECOM. They are anxiously awaiting the opportunity to accord those entitled to the Right of First Refusal an employment opportunity. Moreover, they are anxious to

consider any employee or retiree, for employment. They too realize that you possess a wealth of talent and that your dedication over the years have proven you to be an excellent candidate worthy of their consideration. You need only submit an application for consideration to their office.

The CPAC will be contacting you again this month to determine your interest in training offered by the State of Louisiana's Dislocated Worker's Office. The training previously provided was excellent. However, it wasn't well attended. This time, if you sign up for the training, you will be expected to attend. The revised schedule will be posted after we determine the interest.

Finally, we are pleased to announce that the Homeowners Assistance Program (HAP) will be available to Fort Polk employees. This is a special relief program to provide financial assistance to eligible civilian and military homeowners. The program is available for persons who were unable to dispose of their dwellings under reasonable terms and conditions when the real estate market was adversely affected by closure or partial closure of a military installation or a reduction in scope of operations. The program offers three types of benefits: reimbursement for losses sustained in selling a home on the open market; government acquisition of the home if reasonable efforts to sell are unsuccessful; and reimbursement for foreclosure expenses. Applications for HAP or additional information concerning the program may be obtained from the U.S. Army Corps of Engineers, Fort Worth District, at 1-888-231-7751. We will be marketing the program through the Guardian, the Polk Channel, area newspapers, Civilian Personnel Bulletins and the Transition Web Page. We are also planning a town hall meeting to discuss this issue. So stay tuned for more.

I am committed to providing you the information you need. I will report to you as developments occur.

RUMOR BUSTER

The RIF effective date is 14 Jun 03. It has not been delayed until 30 Sep 03. Funding is available to pay FY 03 VSIP payments.

FEDERAL EMPLOYEE HEALTH BENEFITS

Long Term Care Insurance (LTCI)

The Federal LTCI open season ended on December 31, 2002. However, LTC Partners will process any open season applications they receive in their offices by January 31, 2003. This is not a postmarked by date. This means they must actually receive the applications on or before January 31. Abbreviated underwriting applications will not be available after December 31, 2002.

FAX number to submit an application:
1-952-833-5300

Mailing address for mailing an application by regular U.S. Mail:

Long Term Care Partners, LLC
P.O. Box 5725
Hopkins, MN 55343-5725

Street address for sending an application by overnight or express mail:

Long Term Care Partners, LLC
1701 Ward Avenue #200
Hudson, WI 54016

Current eligible individuals can still apply after the LTCI open season ends. But the advantages of abbreviated underwriting, the alternative insurance plan and the July 1 age freeze ended December 31, 2002.

New and newly eligible employees and members of the uniformed services, their spouses, and newly married spouses of employees and members of the uniformed services can apply with abbreviated underwriting. Access to the alternative insurance plan within 60 days of becoming eligible for the program, even if that is after open season ends.

Individuals with questions regarding LTCI should continue to contact the LTCI provider at 1-800-LTC-FEDS (1-800-582-3337). LTC Partners may also be accessed outside the continental United States by dialing the USA Country code and 800-582-3337. The LTCI web site, http://www.ltcfeds.com/ will continue to be an excellent source of information for LTCI, however, on-line applications are not available after December 31, 2002.

FEDERAL EMPLOYEES GROUP LIFE INSURANCE (FEGLI) LOWER RATES IN 2003!

Because of generally lower mortality rates, the Office of Personnel Management (OPM) has decided to reduce the premium for Basic insurance and to reduce the premium for several of the Option B age bands. The last premium change was effective April 24, 1999. There are no changes to the Option A premiums or to the premiums for the existing Option C age bands.

The effective date for the new age bands and premiums is January 1, 2003. Payroll offices must apply the new premiums and age bands the first pay period beginning on or after that date. For most Army employees the effective date will be January 12, 2003. The premiums are available and will be maintained on the FEGLI web site http://www.opm.gov/insure/life.

OPM does not plan to hold a FEGLI open season to allow employees to enroll or make changes to existing coverage. Employees who are eligible for FEGLI and would like to enroll or increase existing life insurance may file a SF 2822, Request for Insurance. The form provides instructions to employees and detailed information regarding who is eligible to request enrollment or increased life insurance through the FEGLI program. New or additional insurance is approved or disapproved by the Office of Federal Group Life Insurance (OFEGLI). The SF 2822 is available at https://www.abc.army.mil. Select "Info" then "Life" and then "Forms". The SF 2822 at this site is preprinted with the Army Benefits Center - Civilian (ABC-C) address where Army employees must file the SF 2822. Army civilian employees may also call the ABC-C, select the Federal Employees Group Life Insurance option, and speak with a Benefits Counselor for information and counseling regarding requirements for filing a SF 2822.

Telephone numbers for the ABC-C Interactive Voice Response System (IVRS) are:

Country	Toll Free Number
CONUS	1-877-276-9287
BELGIUM	0800-78245
GERMANY	0800-1010282
ITALY	800-780821
JAPAN	00531-1-20378
KOREA	00798-14-800-4766
NETHERLANDS	0800-0232739
SAUDI ARABIA	1-877-276-9287
UNITED KINGDOM	08-000857723

ALWAYS THINK SAFETY

FORSCOM SAFETY SENDS: SAFETY ALERT MESSAGE REFUELING AND STATIC ELECTRICITY

Motorists must learn of the importance of avoiding potential problems with static electricity at the gas pump. Static electricity build-up is most likely to occur during the fall and winter months, when the air is cool or cold and dry - the typical climate conditions for static electricity buildup. Static electricity can build up when a motorist exits or re-enters the vehicle during fueling. Upon returning to the vehicle fill pipe during or at the end of refueling, the motorist may experience a static discharge at the fill point, which may cause a flash fire or small sustained fire with gasoline refueling vapors.

Static electricity-related fires have occurred at AAFES and other retail gasoline outlets. According to the American Petroleum Institute (API) and the Petroleum Equipment Institute (PEI), such incidents are on the increase. To date, over 150 incidents have been reported to PEI that have resulted in numerous injuries, property damage and one fatality.

The most effective means by which a motorist can avoid static electricity problems at the gas pump is to stay outside the vehicle while refueling. It may be very tempting to get back in the car during extremely cold whether, but the average fill-up only takes around two minutes and staying outside the vehicle will greatly minimize the likelihood of any build-up of static electricity that could be discharged at the nozzle.

In the rare event a motorist does experience a fire while refueling, it's important to remember to leave the nozzle in the fill pipe of your vehicle and back away from it. Immediately notify the station attendant to shut off all dispensing devices and pumps with emergency controls. If the facility is unattended, then use the emergency shutdown button to shut off the pump and use the emergency intercom to summon help. Leaving the pump nozzle in the vehicle will prevent any fire from becoming more dangerous.

Motorists who feel the need to get back into their vehicle during refueling should discharge any static buildup upon exiting the car before going back to the pump nozzle. This can be done safely by touching a metal part of the vehicle, such as the door, or some other metal surface, with a bare hand.

Consumers can minimize these and other potential fueling hazards by following safe refueling procedures all year long. For more information on avoiding potential problems with static electricity build-up at the pump, and other safe motor fuel refueling, storage and handling guidelines see API's web site at http://www.api.org/consumer, and PEI's web site at http://www.pei.org/static. Visit FORSCOM Safety Office Website: https://freddie.forscom.army.mil/safety for additional safety information.

IMPROPER USE OF GOVERNMENT VEHICLES

Improper use of government vehicles is serious: It costs the government money, and it exposes the government to liability. Employees are reminded that Federal law and regulation restrict the use of government motor vehicles, including any vehicle owned or leased by the government, to official purposes only. Official purposes

means any application of a motor vehicle in support of authorized DoD functions, activities, or operations. Generally, this means that if you need vehicle transportation to accomplish the mission, then you may use a government vehicle. Any civilian employee who uses or authorizes the use of a government passenger motor vehicle for other than official purposes is subject to disciplinary action consisting of a suspension from duty without pay or removal from office. Any civilian employee who willfully uses or authorizes the use of a government passenger motor vehicle (owned or leased by the United States Government) for other than official purposes shall be suspended from duty without pay for at least one month, and when circumstances warrant, for a longer period or summarily removed from office. Questions regarding the appropriate use of an official government vehicle should be referred to your first line supervisor.

References:

31 U.S.C. 1344, 1349
DoD Directive 4500.36, Management, Acquisition and Use of Motor Vehicles, 10 April 1985
CPAC INFORMATION BULLETIN NUMBER 29 OCTOBER 2000 AR 58-1,Management, Acquisition and Use of Motor Vehicles, 28 January 2000
Command Policy Memo #L-12 – Use of Government Vehicles, 30 May 2000

NOTICE

TRAVELERS BEWARE: LODGING PROPERTIES CONTINUE TO INCREASE PHONE CHARGES

Over the course of the past year, lodging properties have steadily been increasing the cost of phone calls placed from hotel rooms by travelers.

At the first of the year, many lodging properties again increased the cost of these phone calls to as much as $2.50 per call for the first 60 minutes and then $0.10 for each minute thereafter.

The lodging industry has indicated a revenue stream was being lost from lost phone calls due to the increased usage of cell phones by travelers.

In addition, in-room phones now are being mostly used for travelers accessing their business email which typically result in fewer calls placed, however for longer duration's. To compensate for these trends, the lodging industry has changed its pricing strategy. For federal agencies and organizations, these costs could unexpectedly result in increased travel costs.

CIVILIAN PAY CORNER

WHITE COLLAR WORKERS GET PAY RAISE

Good News for Fort Polk's white collar employees.· Effective 12 January 2003, all Fort Polk employees paid from Salary Table 2003 RUS, the General Schedule Locality Pay Schedule, will receive a pay adjustment.

The Executive Order approving pay raises for all General Schedule (white collar) workers throughout the nation on the basis of geographical localities, was signed by the President on 31 December 2002.

Fort Polk falls within the "catch-all" locality designated as "Rest of the United States" or "RUS". The raise for this locality incorporates a 3.60% General Schedule increase AND A NET LOCALITY PAYMENT OF 0.92% FOR A

TOTAL INCREASE OF 3.10%. The locality pay adjustment for RUS is effective the first day of the first pay period beginning on or after 1 January 2003 which for Fort Polk employees is 12 January 2003.

Non-Appropriated Fund (NAF) employees NF levels 3 through 5, all CC Pay Band employees, and remaining Universal Annual employees in this area will also receive a locality pay increase in consonance with changes to the General Schedule. NAF employees paid from crafts and trades schedules will continue to be paid from the current appropriated NAF schedules.

Federal Wage System (Wage Grade) employees are not included in this locality pay adjustment. The regular Wage Grade Pay schedule, which was effective 1 June 2002, will remain in effect pending issuance of a new wage rate schedule by the DOD Wage Fixing Authority.

SALARY TABLE 2003-RUS

General Schedule Locality Rates of Pay For Rest Of U.S. *
Effective 12 Jan 2003

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
GS-1	$ 16,528	$ 17,080	$ 17,630	$ 18,177	$ 18,727	$ 19,051	$ 19,592	$ 20,140	$ 20,162	$ 20,675
2	18,584	19,025	19,641	20,162	20,388	20,988	21,588	22,188	22,787	23,387
3	20,277	20,952	21,628	22,304	22,980	23,655	24,331	25,007	25,682	26,358
4	22,762	23,521	24,279	25,037	25,795	26,554	27,312	28,070	28,829	29,587
5	25,467	26,316	27,164	28,013	28,861	29,710	30,558	31,407	32,255	33,104
6	28,388	29,334	30,280	31,226	32,173	33,119	34,065	35,011	35,958	36,904
7	31,546	32,597	33,649	34,701	35,752	36,804	37,856	38,907	39,958	41,011
8	34,936	36,101	37,266	38,430	39,595	40,760	41,924	43,089	44,253	45,418
9	38,588	39,874	41,160	42,447	43,733	45,019	46,306	47,592	48,878	50,165
10	42,495	43,911	45,328	46,745	48,161	49,578	50,995	52,411	53,828	55,245
11	46,689	48,246	49,803	51,360	52,916	54,473	56,030	57,587	59,144	60,700
12	55,958	57,824	59,689	61,554	63,420	65,285	67,150	69,016	70,881	72,746
13	66,543	68,762	70,980	73,198	75,417	77,635	79,854	82,072	84,291	86,509
14	78,635	81,256	83,878	86,499	89,121	91,743	94,364	96,985	99,607	102,228
15	92,496	95,579	98,663	101,746	104,829	107,913	110,995	114,079	117,162	120,245

NOTE: Locality rates of pay are basic pay only for certain purposes--see "Salary Tables for 2003" cover sheet.

HOURLY RATES

Hourly Basic (B) Rates by Grade and Step
Hourly Overtime (O) Rates by Grade and Step

GRADE	B/O	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
GS-1	B	$ 7.92	$ 8.18	$ 8.45	$ 8.71	$ 8.97	$ 9.13	$ 9.39	$ 9.65	$ 9.66	$ 9.91
	O	11.88	12.27	12.68	13.07	13.46	13.70	14.09	14.48	14.49	14.87
2	B	8.90	9.12	9.41	9.66	9.77	10.06	10.34	10.63	10.92	11.21
	O	13.35	13.68	14.12	14.49	14.66	15.09	15.51	15.95	16.38	16.82
3	B	9.72	10.04	10.36	10.69	11.01	11.33	11.66	11.98	12.31	12.63
	O	14.58	15.06	15.54	16.04	16.52	17.00	17.49	17.97	18.47	18.95
4	B	10.91	11.27	11.63	12.00	12.36	12.72	13.09	13.45	13.81	14.18
	O	16.37	16.91	17.45	18.00	18.54	19.08	19.64	20.18	20.72	21.27
5	B	12.20	12.61	13.02	13.42	13.83	14.24	14.64	15.05	15.46	15.86
	O	18.30	18.92	19.53	20.13	20.75	21.36	21.96	22.58	23.19	23.79
6	B	13.60	14.06	14.51	14.96	15.42	15.87	16.32	16.78	17.23	17.68
	O	20.40	21.09	21.77	22.44	23.13	23.81	24.48	25.17	25.85	26.52
7	B	15.12	15.62	16.12	16.63	17.13	17.63	18.14	18.64	19.15	19.65
	O	22.68	23.43	24.18	24.95	25.70	26.45	27.21	27.96	28.73	29.48
8	B	16.74	17.30	17.86	18.41	18.97	19.53	20.09	20.65	21.20	21.76
	O	25.11	25.95	26.79	27.62	28.46	29.30	30.14	30.54	30.54	30.54
9	B	18.49	19.11	19.72	20.34	20.95	21.57	22.19	22.80	23.42	24.04
	O	27.74	28.67	29.58	30.51	30.54	30.54	30.54	30.54	30.54	30.54
10	B	20.36	21.04	21.72	22.40	23.08	23.76	24.43	25.11	25.79	26.47
	O	30.54	30.54	30.54	30.54	30.54	30.54	30.54	30.54	30.54	30.54
11	B	22.37	23.12	23.86	24.61	25.36	26.10	26.85	27.59	28.34	29.08
	O	30.54	30.54	30.54	30.54	30.54	30.54	30.54	30.54	30.54	30.54
12	B	26.81	27.71	28.60	29.49	30.39	31.28	32.18	33.07	33.96	34.86
	O	30.54	30.54	30.54	30.54	30.54	30.54	30.54	30.54	30.54	30.54
13	B	31.88	32.95	34.01	35.07	36.14	37.20	38.26	39.33	40.39	41.45
	O	30.54	30.54	30.54	30.54	30.54	30.54	30.54	30.54	30.54	30.54
14	B	37.68	38.93	40.19	41.45	42.70	43.96	45.22	46.47	47.73	48.98
	O	30.54	30.54	30.54	30.54	30.54	30.54	30.54	30.54	30.54	30.54
15	B	44.32	45.80	47.28	48.75	50.23	51.71	53.18	54.66	56.14	57.62
	O	30.54	30.54	30.54	30.54	30.54	30.54	30.54	30.54	30.54	30.54

NOTE: Locality rates of pay are basic pay only for certain purposes--see "Salary Tables for 2003" cover sheet.

CIVILIAN PAY SCHEDULE FOR 2003

2003 CIVILIAN PAY SCHEDULE

JANUARY

SU	MO	TU	WE	TH	FR	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY

SU	MO	TU	WE	TH	FR	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH

SU	MO	TU	WE	TH	FR	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL

SU	MO	TU	WE	TH	FR	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY

SU	MO	TU	WE	TH	FR	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE

SU	MO	TU	WE	TH	FR	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JULY

SU	MO	TU	WE	TH	FR	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST

SU	MO	TU	WE	TH	FR	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER

SU	MO	TU	WE	TH	FR	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER

SU	MO	TU	WE	TH	FR	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER

SU	MO	TU	WE	TH	FR	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER

SU	MO	TU	WE	TH	FR	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

HOLIDAYS

New Year's Day - 1 Jan
M.L.K's Birthday - 3rd Mon in Jan
President's Day - 3rd Mon in Feb
Memorial Day - Last Mon in May
Independence Day - 4 Jul
Labor Day - 1st Mon in Sep
Columbus Day - 2nd Mon in Oct
Veteran's Day - 11 Nov
Thanksgiving Day - 4th Thur in Nov
Christmas Day - 25 Dec

AF/Navy/DoD Payday
Army CONUS Payday
Red = PPE Dates

REMINDER!!!!

TO ALL BARGAINING UNIT EMPLOYEES

1. 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.

2. 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."

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

NOTE: A copy of this notice is posted on all official bulletin boards designated for the posting of materials pertaining to civilian employees.

NOTICE

A REGULATION CHANGE FOR U.S. SAVINGS BONDS MINIMUM HOLDING PERIOD IS NOW 12 MONTHS

The Department of Treasury recently announced that the minimum holding period for Series EE and I bonds has been increased from 6 months to 12 months as of February 1, 2003.

This change means people who purchase EE and I bonds on or after February 1, 2002 must wait one year before they may redeem those bonds. People who purchase bonds will receive a notification of this new policy with their bonds until the preprinted bond stock that incorrectly states the previous holding period is used up.

More information is available at http://www.savingsbonds.gov/.

MYPAY PUTS YOU IN CONTROL

MyPay, formerly E/MSS, offers faster enhanced services, security, accessibility and reliability to all customers of DFAS worldwide. With myPay, you can:

- View, print, and save leave and earnings statements
- View and print tax statements
- Change federal and state tax withholdings
- Update bank account and electronic fund transfer information
- Manage allotments
- Make address changes
- Purchase U.S. Savings Bonds
- View and print travel vouchers
- Control Thrift Savings Plan enrollment

Features may vary by Armed Service and status. myPay is secure; it combines strong encryption and secure socket layer (SSL) technology with your social security number (SSN) and personal identification number (PIN) to safeguard your information from any unauthorized access.

myPay is easier than ever. The new design helps you find the information and complete the transactions you want in just three clicks. Available nearly around the clock, myPay means no waiting in lines or holding on the phone. With clear confirmation messages, myPay means confidence in knowing your pay is going where it should, when it should.

Start using myPay now by using your existing E/MSS PIN to log on at mypay.dfas.mil.

Need a new PIN?

• Civilians, active Air Force and Marine Corps, all Reservists, and military retirees receive PINs by mail. If you need a new PIN, just click "need new PIN." Log on once you receive your PIN in the mail.

• Active Army and Navy may request PINs by faxing name, social security number, phone number, signature, and copy of a government ID to DFAS at 216-522-5800. Then, log on following the instructions provided.

Why use myPay?

As a DoD employee, military member, retired service member, or annuitant you will have unprecedented control over your pay account. You'll have immediate access to your information and can change your pay preferences online. You will save time. Your Service will save money.

How safe is myPay?

The unique combination of a SSN, PIN, and a DoD-specific telephone number needed to access myPay ensures a secure environment.

Is assistance available?

Yes, help is always available for myPay online. You can also call customer support at 1-800-390-2348, Monday through Friday between 7:00 a.m. and 7:30 p.m. Eastern for assistance.

Can the PIN be changed?

Yes, you can change your PIN online in myPay. To change your PIN, select the "Change PIN" option from the main menu.

NOTICE

****FEEA SCHOLARSHIP**** APPLICATIONS NOW AVAILABLE

The Federal Employee Education & Assistance Fund is pleased to announce applications for its 2003-04 scholarship program are now available. Eligible applicants are civilian federal and postal employees with at least three years of service, and their dependents. Dependent applicants must be full-time students in an accredited degree program and must have a cumulative GPA of 3.0 or higher. Employee applicants must meet the same academic criteria but may be part-time students. Additional qualifications and a downloadable version of the 2003-04 application are posted on FEEA's website, www.feea.org, in the "Educational Assistance" area. To receive a printed application, send a self-addressed, stamped #10 envelope to: FEEA Scholarships; 8441 W. Bowles Ave., Suite 200; Littleton, CO 80123-9501. Agencies requesting applications in bulk should call FEEA at 1-800-323-4140, fax requests to 303-933-7587, or e-mail FEEAHQ@aol.com. Completed applications must be postmarked no later than March 28, 2003. FEEA is a private, nonprofit 501(c)(3) agency, primarily funded through federal employee contributions to FEEA CFC Pledge

#1234 and donations to special relief funds. Since 1986, the FEEA Emergency Assistance Program has provided over $2.7 million in financial assistance to federal families experiencing natural disasters such as floods, fires and hurricanes, and to those experiencing unforeseen personal emergencies such as illness or death in the family. FEEA has also provided more than $3.5 million in scholarships to civilian federal employees and their dependents. For more information about FEEA, visit www.feea.org or call 303-933-7580.

TSP CORNER

TSP RATES OF RETURN

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Rates of Return were updated on January 4, 2003.

	G Fund	F Fund	C Fund	S Fund	I Fund
December 2002	0.38%	2.08%	(5.85%)	(4.32%)	(3.27%)
Last 12 Months (1/1/02 - 12/31/02)	5.00%	10.27%	(22.05%)	(18.14%)	(15.98%)

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* 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.

NOTICE

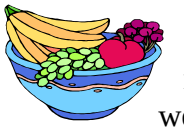
RESUMIX REPLACES EASY ACCES

As of January 13, 2003, Resumix will be used as the recruitment tool for Army Career Program positions that were using Easy ACCES.

Career program employees will need to input their resumes into Resumix. If you have not done so yet, you can access Resumix by going to www.cpol.army.mil, click on Employment, then on Army's Resume Builder and follow the instructions. If you need assistance with Resumix, please contact your servicing Civilian Personnel Advisory Center (CPAC).

MEDICAL SENSE

SAFE WEIGHT LOSS



Many people have trouble controlling their weight and are frustrated by diets that don't work. They may not realize that the key to successful weight loss is to develop everyday eating habits that automatically promote good health. Successful weight-reduction programs include a satisfying, balanced diet, daily exercise, and a healthy overall attitude toward food.

Balance Counts More Than Quantity

For weight loss that lasts, eat complete, balanced meals instead of highly restricted ones. "Balanced meals" still means giving up high-fat, high-calorie foods. However, your taste buds eventually become accustomed to healthier sensations and gradually lose the craving for salt, sugar and fats.

To maintain a healthy diet, focus on the following foods:

- fruits and vegetables

- low-fat protein sources such as lean meats, skinless poultry, fish and dried peas or beans
- low-fat or nonfat milk products
- rice, barley and other whole grains
- breads and pastas made from whole grains

The Role of Exercise in Weight Loss
Exercise is another important part of successful weight-loss plans. Exercise helps people use more calories than they consume, and that's what it takes to lose weight. Brisk walking is a good choice for many people because it's easy and safe and can be done almost anywhere.

Here are some other tips to improve eating habits:

- Take part in pleasurable activities that aren't related to food.
- Turn mealtimes into special focused breaks from the daily routine.
- Avoid eating while watching TV or reading.
- Chew slowly to fully enjoy meals.
- Learn the pleasures of shopping for healthy foods.

Good food, exercise and a positive attitude really help people reach and maintain a healthy weight.

Submitted by: Health Promotion Program, BJACH

A BIT OF HUMOR

Frustration Defined

Coworkers June, Phil, and Mary Lou were enjoying an extended Friday-evening Happy Hour when they began arguing about an outburst by their boss, Dave. Phil said Dave was being "snippy." June described Dave as boiling mad. And Mary Lou insisted Dave was just frustrated. The trio debated off and on until about 1 a.m. when Phil thought of a way to settle the matter. Directing June and Mary Lou to the bar's pay phone, he dialed a number and the three drew close to listen. After several rings, they heard Dave's sleepy "Hello." Disguising his voice, Phil said: "I have a message for Martin " "I here is no Martin here," said an annoyed Dave as he hung up the phone. "That's Dave being snippy," Phil said. Delighted with his scheme, Phil waited 20 minutes, then dialed Dave's number, again disguising his voice. "I have a message for Martin," he said. "Look, you idiot!" Dave yelled. "There's no one here named Martin!" and he slammed down the phone. "That's Dave boiling mad," Phil said. Another 15 minutes passed. "Now I'll show you frustrated," Phil declared. This time when Dave answered, he said, "Hi, this is Martin. Any messages for me?" Phil grinned at his companions. For a second, there was silence on the line. Then Dave shouted, "Phil! Is that you?" Phil gulped. He'd forgotten to disguise his voice. "Be in my office first thing Monday morning," Dave said, hanging up the phone. "We didn't get to hear frustrated," June complained. "You will," Phil said. "Just meet me after I see Dave on Monday."
--Adapted from 500 Clean Jokes and Humorous Stories and How to Tell Them, by Rusty Wright and Linda Raney Wright (Barbour)

One of Those Days

"Oh what a terrible day? Alice exclaimed, collapsing into her favorite chair. "It was awful, just awful!"
"My goodness;" said Ralph, sympathetically rubbing her shoulders. "You look beat. What on earth happened?"
"The worst thing possible." Alice replied. "The computer system went down and we had to think for ourselves."
--Adapted from "Hard day at work," on Big John's Humor page

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:

Judy Mafnas	**DRM**
Edward Thomas	**MEDDAC**
Bonnie Rhea Jarrell	**DOL**

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. **misty.adler@polk.army.mil**
2. **Call 531-1840**

Suggestions will be reviewed and addressed if at all possible.

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