



**CIVILIAN HUMAN RESOURCES AGENCY  
SOUTH CENTRAL REGION  
CIVILIAN PERSONNEL  
EMPLOYEE BULLETIN  
AUGUST 2011**

**AF LINK:**

<http://www.bragg.army.mil/Organizations/TENANT-UNITS/Civilian-Personnel-Advisory/Home.aspx>

**NAF LINK:**

[http://www.bragg.army.mil/Organizations/Tenant-Units/Civilian-Personnel-Advisory/NAF/AF\\_home.aspx](http://www.bragg.army.mil/Organizations/Tenant-Units/Civilian-Personnel-Advisory/NAF/AF_home.aspx)

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Civilian Personnel Advisory Center  
Fort Bragg, NC 28310  
Director, Jeanne T. Scharch

**CHANGE OF HOURS**

**CIVILIAN PERSONNEL ADVISORY CENTER  
CHANGE OF OPERATING HOURS**

The Fort Bragg Civilian Personnel Advisory Center (CPAC), located on Macomb Street, Building 2-1105, Stack D, Office, office hours will change effective 1 August 2011 to:

**Monday, Tuesday, Thursday, Friday**  
**from 8 a.m. to 4:30 p.m. and on**  
**Wednesday from 8 a.m. to 1 p.m.**

There will be signs posted on the doors in the front and in the rear of the building.

Information and application processes for both Appropriated Fund and Non-Appropriated Fund vacancies can be found online at <http://www.armycivilianservice.com>.

## Top 10 Travel Voucher Errors

Submitting incomplete or inaccurate Temporary Duty Assignment (TDY) travel vouchers can prevent you from receiving all payments you are entitled to. Make sure you avoid these common errors when submitting TDY travel vouchers in Defense Travel System (DTS):

1. Itinerary not filled out correctly or completely
2. Missing Claimant signature or date
3. Missing Reviewer signature or date
4. Receipts do not show a zero balance or state "paid in full"
5. Missing supporting documentation such as receipts for lodging or any expense or \$75 or more
6. Excess Baggage is not authorized on the orders. Please note that in order to be reimbursed for ANY baggage fees charged by an airline, Excess Baggage Authorize MUST be included on the orders.
7. Individually Billed Account (IBA) is not authorized on the travel orders
8. Documents submitted for processing are illegible
9. Documentation submitted is missing orders, amendments, or roster
10. Accounting line provided on travel voucher is missing or invalid



By avoiding these common errors when submitting your travel vouchers in DTS, you will receive your reimbursement quickly and without any hassle.



## Office of Personnel Management (OPM): Works to Eliminate Hard-Copy Employee Records

The Office of Personnel Management (OPM) is moving to an all-electronic, paperless system of employee records that it hopes will one day allow computers to rapidly and accurately calculate employees' pensions. Agencies have already started scanning all new employee records as soon as they are established to create electronic file folders, and OPM is triaging its scanning of older records by focusing on employees who are likely to retire within the next five years. But the biggest change will come over the next three years, as OPM pushes agencies to skip the paper step entirely. Instead, OPM wants agencies to begin tracking service records, salaries, possible law enforcement history and other employee information as structured data, pure information entered into a computer that bypasses the need for paper records that must be scanned.

The Agriculture Department's National Finance Center in December became the first to begin submitting structured data to OPM and other payroll providers are expected to follow between now and 2014. The goal is to eventually have all data that goes into calculating an employee's pension stored in computers and ready to be calculated at the push of a button. If successful, it would go a long way toward fixing a problematic retirement system that has defied all previous attempts to fix it. OPM's current, outdated paper-based system takes several months to compile and calculate the data needed to finalize someone's pension. As a result, tens of thousands of new retirees are forced to make do with incomplete interim pensions that are sometimes half or less of what they are owed.



## CHRA:

### Automated Nature of Action (AutoNoa)

A new “Awards” submission website is now available for use by Managers (users with DCPDS accounts that end with –MGR, -MGA). The website allows for the creation and processing of (Individual or Mass) 840-Performance Awards, 846-Time-Off Awards, or 849– On-the-Spot or Special Act Awards.

Managers who already have Request for Personnel Action (RPA) Requester access in DCPDS, will easily be able to pull their employees from a from a drop down list to “request” the awards. The Requester must also assign an “Authorizer.” The Authorizer is someone in their organization who is already assigned as “Authorizer” in DCPDS. The Authorizer will receive an email notification to review the list of employees and Award amounts. Once the list is “Authorized”, AutoNOA will receive the signal to “CREATE” and “PROCESS” the Award RPA(s). No more creating spreadsheets and ensuring that they are in the correct format for processing. AutoNOA will process the Awards through the already established Awards process using Quick Test Pro.

Please Note: Current performance appraisals must be on file before 840-Performance Awards are submitted or entered into the website or it will reject. The process will expedite the awards process and head off common errors that come with incomplete RPA submissions. It is also the hope that Processors will no longer have to receive email or spreadsheets and create mass Awards. Managers will be able to select and submit their RPA request in a one-time, easy to use shop.

### Awards and Retirement

If you are planning to submit a cash award for an employee who is retiring, please plan to submit the award **AT LEAST 1** pay period before their retirement date. This will ensure the award is processed without delaying the retirement processing.

Typically, individuals submit their retirement paperwork several months in advance. The Defense Finance and Accounting Service is responsible for submitting the paperwork and pay record to the Office of Personnel Management (OPM) the day after the effective date of retirement. If an award is submitted with the same effective date as the retirement it frequently causes a delay in submission of the retirement package to OPM, which in turn, delays the payment of the retiree’s annuity.

## ARMY CIVILIAN CORPS CREED

I am an Army Civilian - a member of the Army Team.

I am dedicated to our Army, our Soldiers

And Civilians. I will always support the mission.

I provide stability and continuity during war and peace.

I support and defend the Constitution of the United States and consider it an honor to serve our Nation and our Army.

I live the Army values of Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage.

I am an Army Civilian.



## Believe You've Seen Evidence of Workers' Compensation Fraud?

Abuse of benefits by federal employees can be reported anonymously to the U. S. Government Accountability Office (GAO).

On July 14, 2011, GAO started investigating fraud and abuse in the Federal Employees' Compensation Act (FECA) program. Specifically, GAO is looking for information on cases in which federal employees are suspected of currently abusing workers compensation benefits.



For example, fraud schemes might include a beneficiary working a second job, overstating their workers' compensation claim, or collecting benefits for a deceased individual. Anyone with information regarding fraud or abuse of the FECA program by federal employees is encouraged to contact [workerscompfraud@gao.gov](mailto:workerscompfraud@gao.gov). All information about individuals who contact GAO will be kept confidential.

# Annual Leave Facts

## **Annual Leave Entitlement**

An employee may use annual leave for vacations, rest and relaxation, and personal business or emergencies. An employee has a right to take annual leave, subject to the right of the supervisor to schedule the time at which annual leave may be taken. An employee will receive a lump-sum payment for accumulated and accrued annual leave when he or she separates from Federal service or enters on active duty in the Armed Forces and elects to receive a lump-sum payment.

## **Scheduling of Annual Leave**

Employees and their supervisors are mutually responsible for planning and scheduling the use of employee's annual leave throughout the leave year. Employees should request annual leave in a timely manner, and supervisors should provide timely responses to an employee's request.

## **Supervisor and Employee Responsibilities**

Ultimately, supervisors are responsible for the overall planning, coordination, and approving of their employees' annual leave throughout the leave year so that the agency's mission and employees' needs are met, and so that employees do not approach the end of the leave year with a significant amount of annual leave that must be used or forfeited. While the final date to schedule leave applies only to situations involving the possible forfeiture and restoration of annual leave, employees should schedule and use annual leave throughout the leave year and not wait until the end of the leave year to schedule annual leave. When an employee makes a timely request for leave, the supervisor must either approve the request and schedule the leave at the time requested by the employee or, if that is not possible because of the agency's workload, must schedule it at some other time. If the employee forfeits annual leave because the supervisor did not schedule the leave or request a determination that a public exigency exists that would prevent the employee from using the leave, such supervisory negligence constitutes administrative error and the employee's leave must be restored.

## **Supervisor's Request for Additional Information to Grant Annual Leave**

Since supervisors must balance the work of the agency against the interest of the employee in using annual leave, supervisors may from time to time ask employees how they will use the requested annual leave so that the supervisors may make informed decisions about scheduling the leave. In such cases, employees are not required to provide the supervisor with this information, but should understand that in the absence of such information, their request for annual leave may be denied based on the workload of the agency. However, supervisors should not make it a standard practice to require, with every request for annual leave, that employees inform them how the annual leave will be used.

**Continued on page 8**



## Annual Leave Ceiling

Maximum Annual Leave That May Be Carried Over into the New Leave Year	
Federal Employees Stationed within the United States	30 days
Federal Employees Stationed Overseas	45 days
Members of the Senior Executive Service, Senior-	90 days

### Importance of Scheduling “Use or Lose” Leave in Advance

The maximum amount of annual leave that different categories of employees may carry over to the next leave year is shown in the annual leave ceiling table above. An agency may restore annual leave that was forfeited due to an exigency of the public business or sickness of the employee **only** if the annual leave was scheduled in writing before the start of the third biweekly pay period prior to the end of the leave year. Any annual leave scheduled after that date will be forfeited if not used by the final day of the leave year. Annual leave that was not scheduled in advance may be restored only under very limited conditions such as employees affected by the Defense Base Closure and Realignment Act (5 U.S.C. 6304(d)(3)), administrative error, or prolonged sickness of the employee.

### Effect of Government Closures and Special Holidays on “Use or Lose” Annual Leave

Dismissal or closure due to weather conditions or other emergencies, end-of-year holidays granted by Executive order, and other unexpected paid time off without charge to leave may disrupt plans to use scheduled annual leave. Workdays on which a Federal activity is closed are non-workdays for leave purposes, and therefore employees will not be charged annual leave on such non-workdays. If such circumstances result in an employee being unable to reschedule and use "use or lose" leave before the end of the leave year, the leave will be forfeited. When "use or lose" leave is forfeited under such conditions, it cannot be restored.

### Annual Leave While on Extended Excused Absence

An agency cannot require an employee to use annual leave when the agency has placed the employee on extended excused absence (e.g., in cases where adverse actions are being pursued by the agency). However, being placed on extended excused absence does not relieve an employee of the responsibility to schedule any annual leave that would otherwise be forfeited. If the employee fails to schedule (i.e., request) the use of annual leave that would otherwise be forfeited, the agency cannot restore it to the employee. If an employee schedules (i.e., requests to use) annual leave, and the agency denies the request, the agency would be required to restore the annual leave.

For more information on Annual Leave, please visit the Office of Personnel Management website at <http://www.opm.gov/oca/leave/HTML/ANNUAL.asp>

## Civilian Human Resources Agency (CHRA) Ft Bragg CPAC Training Schedule

Date	Course	Target Audience	Time and Location	Enrollment Info
1-4 Aug 11	HR for Supervisors	Supervisors	0800-1630 Airmen and Family Readiness Center Bldg. 430, Room, #1086 Armistead Road, Pope Field, NC	<b>CHRTAS registration required</b> Course # XB8AHRS—F07 SC Region
2-4 Aug 11	NAF and Bolts of Disciplinary Actions	Supervisors	1300-1500 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg, NC	For registration contact CPAC Training Office at 910-396-8621/6815.
10 Aug 11	RESUMIX	Prospective/ current Federal employees	0930-1130 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg, NC	For registration contact CPAC Training Office at 910-396-8621/6815.
16 Aug 11	Developing Employees	Supervisors	1330-1530 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg, NC	For registration, contact CPAC Training Office at 910-396-8621/6815.
17 Aug 11	FECA 101	Supervisors	1300—1500 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg, NC	For registration, contact CPAC Training Office at 910-396-8621/6815.
24-25 Aug 11	L/MER Tools for Supervisors	Supervisors	0900-1600 Location TBD	For registration, contact CPAC Training Office at 910-396-8621/6815.
6 Sep 11	How to Negotiate with the Union	Supervisors	1300-1500 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg, NC	For registration, contact CPAC Training Office at 910-396-8621/6815.
8 Sep 11	Personnel Coordinators Workshop	Unit HR Liaisons	1300-1500 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg, NC	For registration, contact CPAC Training Office at 910-396-8621/6815.
14 Sep 11	RESUMIX/USA STAFFING	Perspective/ current Federal employees	0930-1130 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg, NC	For registration, contact CPAC Training Office at 910-396-8621/6815.
26-29 Sep 11	HR for Supervisors	Supervisors	0800-1630 Airmen and Family Readiness Center Bldg. 430, Room, #1086 Armistead Road, Pope Field, NC	<b>CHRTAS registration required</b> Course # XB8AHRS—F09 SC Region

For local registration and more information, please contact the Bragg CPAC Training Office at 910-396-8621/6815

**CHRTAS: Please register through the Civilian Human Resources Training Application System (CHRTAS) at [www.atrrs.army.mil/channels/chrtas/default.asp](http://www.atrrs.army.mil/channels/chrtas/default.asp).**

### Register in CHRTAS

In the center of the page, under the logo, see PLEASE SIGN IN BELOW. Click on the arrow to select your category: Category to select is ARMY. See SIGN IN OPTIONS: Sign in using one of the three options (CAC, AKO, DOB, and SSN). Create a Student Profile, or update: CREATE/UPDATE STUDENT PROFILE Click CREATE/UPDATE CHRTAS RECORD.

### Apply for Courses

Select FY 2011 or FY 2012 and Select region (0106 - CHRA - South Central).  
Use the Drop Down to find course and Select course (like HR for Supervisors).  
Select Location, desired date, and course.  
Submit the Application. **Your supervisor will receive an email to approve/disapprove course enrollment.**