



**CIVILIAN HUMAN RESOURCES AGENCY
SOUTH CENTRAL REGION
CIVILIAN PERSONNEL
EMPLOYEE BULLETIN
February 2012**

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

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ARMY CIVILIAN CORPS CREED

Civilian Personnel Advisory Center
Fort Bragg, NC 28310
Director, Diann Batts

**HAPPY RETIREMENT
TO
MS. IRENE HERNDON**

Ms. Irene Herndon has retired from the Civilian Personnel Advisory Center (CPAC) on 31 January 2012. She had served in the federal service for over 44 years and is a long time member of the Fort Bragg civilian personnel community. She has also served overseas and in various positions within the Civilian Human Resource Agency. Her retirement ceremony and luncheon was a testament as to how respected, well known and liked Ms. Herndon was when it was held at the Fort Bragg Club on Friday, 27 January 2012.

We here at the CPAC wish her the best in retirement and thank her for the devotion and dedication to duty that she has displayed to her country!

Thrift Savings Plan Catch Up Contributions

Federal employees who participate in the Thrift Savings Plan (TSP) and will turn age 50 during the year are eligible to make TSP catch-up contributions. "Catch-up contributions" are supplemental tax-deferred contributions that employees age 50 or older (or turning age 50 during the calendar year) can make to the TSP beyond the maximum amount they can contribute through regular contributions.

To be eligible to make catch-up contributions, you must be:

- Age 50 or older anytime during the calendar year in which the catch-up contributions are being made (even if you become age 50 on December 31 of this year);

- Currently, employed and in Pay Status; making regular contributions to a civilian or uniformed services TSP account (or both), and/or an equivalent employer plan (such as 401(k), 403(b), or 408 plan), that will equal the maximum allowed by the Internal Revenue Service. See <http://www.tsp.gov/> for the current year's limit.

You are not eligible to make catch-up contributions (or regular contributions) within 6 months of making a financial hardship withdrawal from the TSP, nor while in a "non-pay" status.

Please visit the TSP website <http://www.tsp.gov/> for additional information regarding catch-up contributions."



WHAT TO DO IF INJURY OCCURS OFF THE INSTALLATION
BUT IN PERFORMANCE OF DUTY!



The Department of Labor Office of Workers' Compensation Program (DOL OWCP) provides for employees who are injured on duty. Generally, performance of duty takes place at a regular work site during normal duty hours; however, there are exceptions for which coverage is still provided. These include official functions outside the installation (for which attendance is mandatory), travel to and from Temporary Duty (TDY) locations, activities during TDY directly related to the purpose of the trip (training, conference, on site visit, etc.), and necessary activities that are incidental to travel including meals, personal hygiene, etc. (Note: site seeing, recreation, and other voluntary activities are not included as necessities of official travel.)

If your injury is the fault of someone other than the US Army, it may be considered a 3rd Party Claim. This is the case if your injury is due to another driver on the road or faulty equipment at a non-government owned facility such as restaurants, gas stations, hotels, and airlines. **Remember that the burden to prove any workers' compensation case falls on the employee filing the claim.**

What to do if injured:

- Notify your immediate supervisor as soon as possible that the incident occurred.
- Seek medical care, if needed. Notify the medical facility treating you that your injury is due to a work related injury under FEDERAL WORKERS' COMPENSATION. Ask the medical provider for all medical notes including X-rays and lab results.
- Upon your return from TDY, file the claim with your immediate supervisor.
- Provide your Injury Compensation Program Administrators (ICPA) at Civilian Personnel Advisory Center with all Medical Documentation, statements from yourself and any witnesses, incident reports, police reports, and any other related documents to your claim.

When injury is due to a 3rd party, you may decide or be directed by DOL OWCP to file a law suit. If you are awarded a settlement from the 3rd party, you will be responsible to reimburse DOL OWCP for medical expenses and salary compensation paid for that claim. Any additional money awarded in the settlement belongs to you, the claimant.

If you have questions about Workers' Compensation, contact your supervisor or the ICPAs at CPAC.

A yellow starburst graphic with the word "NEW" in white capital letters.

Army Civilian Service Website

A new recruitment site for the Army now serves as the employment portal for Army positions worldwide. As more and more Army Civilian Service baby boomers retire over the next 10 years, a focused enterprise-wide recruitment strategy resulted in the development of a dot com website to promote the Army as the employer of choice to attract the "best and brightest" next generation workforce. Replacing the Civilian Personnel On-Line Website is the Army Civilian Service website which can be found at <http://www.armycivilianservice.com/>. This site is intended to provide meaningful and helpful information regarding job vacancies and other employment related issues to increase individual understanding of employment with the Army civilian team.

In addition to the new site, the Army is in the process of transitioning from Resumix to *USA Staffing* for advertising vacant positions, accepting applications, and evaluating applicants' eligibility and qualifications. To facilitate this movement, all Army announcements are now posted on the new website decreasing the requirement for two separate websites. This site will provide applicants with current vacancies in addition to serving as an information center for civilian employment.



MyBiz - An easy way to view the information in your official personnel folder

MyBiz is an automated tool in which employees can review data contained in their Official Personnel Folder. MyBiz contains data such as Employment Verification, Position History, awards and bonuses, performance, salary, benefits, disability, education etc...

MyBiz enables employees to have immediate access to their information and submit updates and required changes. As the government continues to become a more automated workplace all employees should become familiar with logging in and using MyBiz and the other automated tools available to them. Employees are encouraged to access MyBiz so they can become familiar with the information contained therein and to verify their information is correct.

To login to MyBiz go to: <https://acpol.army.mil/ako/cpolmain/> after you login in click the "Employee" Tab then look for and click the "Employee Data" link and look at the menu and you will see the "MyBiz" link.



ICARE February - PROFESSIONALISM

During the month of February, CPAC will be focusing on portraying “Professionalism”. It is essential to always exhibit a high level of professionalism so our customers (internal and external) know that they can trust us and are confident in what we do. It is important to reflect positively on our organization and provide outstanding customer service!

Professionalism - the skill, competence, or character expected of a member of a highly trained profession.

Helpful Tips on “Portraying Professionalism”:

- Dress professionally.
- Always have a signature block with phone numbers on emails.
- Answer phones in a professional manner.
- Follow up on phone calls and e-mails.

Customer service begins with me because ICARE.

Civilian Human Resources Agency (CHRA)

Civilian Personnel Advisory Center

Training Schedule

Date	Course	Target	Time and Location	Enrollment Info
8 Feb 2012	Converting from Resumix to USA Staffing	Prospective/ current Federal Employees	0930 - 1130 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact the Bragg CPAC Training Office at 910-396-8905
22 Feb 2012	Converting from RESUMIX to USA Staffing	Prospective/ current Federal Employees	0930 - 1130 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact the Bragg CPAC Training Office at 910-396-8905
6 Mar 2012	TAPES	Supervisors	1300 - 1500 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact the Bragg CPAC Training Office at 910-396-8905
7 Mar 2012	Developing Employees	Supervisors	1330 - 1500 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact the Bragg CPAC Training Office at 910-396-8905
14 Mar 2012	Personnel Coordinators	Supervisors	1300 - 1500 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact the Bragg CPAC Training Office at 910-396-8905
14 Mar 2012	Converting from RESUMIX to USA Staffing	Prospective/ Current Federal Employees	0930 - 1130 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact the Bragg CPAC Training Office at 910-396-8905

For local registration and more information, please contact the Bragg CPAC Training Office at 910-396-8905

For Civilian Personnel courses, please register through the Civilian Human Resources Training Application System (CHRTAS) at 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 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.

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.

