



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

**NAF LINK:** [www.bragg.army.mil/Organizations/TENANT-UNITS/Civilian-Personnel-Advisory/NAF/NAF\\_home.aspx](http://www.bragg.army.mil/Organizations/TENANT-UNITS/Civilian-Personnel-Advisory/NAF/NAF_home.aspx)

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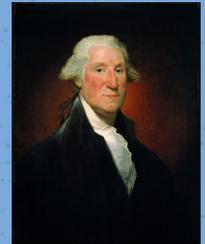
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ARMY CIVILIAN CREED

UPCOMING TRAINING

**Civilian Human Resources Agency South Central Region Civilian Personnel Advisory Center Fort Bragg, NC 28310 Director, Jeanne T. Scharch**

**February Holiday**



**Presidents' Day will be observed  
Monday, February 21, 2011**

Washington's Birthday is a federal holiday held on the third Monday of February. It originally honored the life and work of George Washington, the first president of the United States. Washington's Birthday was first celebrated as a holiday in the District of Columbia in 1880 and made a federal holiday in 1885.

Now, other presidents are also honored on this day, which is why it is often known as Presidents' Day. Other institutions such as state/local governments and private businesses may use other names, and/or include other Presidents; however, it is the federal government's policy to always refer to holidays by the names designated in the law.

**Civilian Personnel Advisory Center  
will be closed  
Monday February 21, 2011**

**New Passport Application Procedures**

The Department of State, Passport Services, has just announced a new initiative to process Department of Defense official and dependent passport applications. Effective January 20, 2011, all applications will be redirected to Charleston Passport Center, Charleston, S.C.

Additionally, new forms will be available on 1 February 2011 and should be used for all applications submitted as of that date.

For more information please contact the Fort Bragg Passport/Visa Section at 910-396-3995 or 910-432-9995.

## **21st Annual Installation Awards Competition and Ceremony:**

Do you have an individual or a group of individuals you would like to recognize for outstanding support or dedication to your organization? If so, the time has finally arrived for your super stars to shine!

The Civilian Personnel Advisory Center and the Installation Incentive Awards Committee are pleased to announce the 21<sup>st</sup> Annual Installation Awards Competition and Ceremony. Specific, requirements for submissions will be issued in February.



The Awards Ceremony is designed to recognize Fort Bragg civilians (DoD, DECA, AAFES, DoDEA) and military members for their contributions to the installation. **The 2011 Awards Ceremony will be held May 4, 2011.**

## **DoD Begins Planning For New Performance Appraisal System**

Next month the Defense Department will start work to create a new, department wide, performance-appraisal system. Pentagon officials plan to hold discussions February 23, 2011 with various stakeholders to evaluate employee performance; award bonuses and raises; and attract and retain people for hard-to-fill jobs.



When Congress canceled the National Security Pay System, it also ordered Pentagon officials to put together a "fair, credible, and transparent" performance appraisal system as a replacement. Lawmakers guidance includes linking the new system to bonuses and other performance-based actions; making certain that supervisors and employees have ongoing feedback and dialogue; and establish timetables for review.

Pentagon officials met with labor and management representatives several times during 2010 to gather ideas on the new performance management system and to figure out how discussions might proceed. Unions will be equal partners with management in discussions.

Defense and other parties met in January to finalize the makeup of the team that will put together the new performance appraisal system. The Defense Department will also form two other teams that will craft new hiring flexibilities and a new incentive fund. Currently, no completion date has been established for the new performance appraisal system.

# Introducing the Army Civilian Service Website

Have you heard about the new Army Civilian Service website? This new website creates an Internet presence for Army civilian employment information and job opportunities. It highlights the in-demand career fields of Medicine, Information Technology, Engineering, Contracting, and Budget & Finance, while encouraging Army civilian employment with the tag line: "Real Opportunities. Important Work."

The website provides prospective applicants with access to Army vacancies that would normally only be accessible through the multiple vacancy announcement boards. The Army Civilian Service website will eventually replace the Civilian Personnel On Line (CPOL) employment website. Applicants who visit the CPOL employment or vacancy announcement board sites will see this new website advertised along with a link. Visit the Army Civilian Service website at [www.armycivilianservice.com](http://www.armycivilianservice.com).

## 2011 Pay Adjustments

On December 22, 2010, President Obama issued an executive order freezing civilian pay for two years. Therefore, there was no January General Pay Increase for General Schedule, Federal Wage System, and Intelligence Agency Defense Civilian Intelligence Pay System employees. The locality pay rate range for National Security Pay System employees and base salary for Senior Executive Service employees will remain at 2010 levels.

### The freeze does not apply to:

- Performance awards and bonuses;
- NSPS performance payouts;
- Recruitment, relocation, and retention incentives;
- Premium payments;
- Promotions;
- Within grade step increases;
- Quality step increases;
- Foreign pay adjustments;
- Increases required by collective bargaining agreements already in effect;
- Pay-setting flexibilities



Employees in non-foreign areas (Alaska, Hawaii, Puerto Rico, and Guam) will receive an increase in locality pay. This is part of the 3-year transition from cost-of-living allowance (COLA) to locality pay for these areas. Locality pay for employees in these areas will increase to offset the reduction in the COLA resulting in no gain or loss of pay.

## **Announcing:** **The New Self Service My Biz - Employment Verification Tool**

The Civilian Personnel Management System is pleased to announce the new Self Service My Biz - Employment Verification Tool, the employee's choice for quick, secure verification of employment and/or salary information.

Employees can now log into Self Service My Biz, via the Defense Civilian Personnel Data System Portal at <https://compo.dcpds.cpms.osd.mil>, to provide proof of employment and/or salary information to organizations or persons. The Civilian Personnel On Line Portal will also provide a link to the Employment Verification User Guide.



**Note: You will need the e-mail address of the recipient for verification.**

### **REMINDERS:**

#### **Check Your Leave and Earnings Statement (LES)**

Have you checked your Leave and Earnings Statement (LES) lately? Failing to do so could result in over or under payments of your entitlements, deductions, and allotments.

Changes or updates that are often overlooked on the LES include the Tax Withholdings, Combined Federal Campaign deductions, and Projected Use/Lose Leave (schedule early), Federal Employee Health Benefit deductions, and Thrift Savings Plan. Access your LES at <https://mypay.dfas.mil>.

#### **Registration for TSP Catch-Up**

The Thrift Savings Plan (TSP) Catch-Up requires participants to re-register each calendar year. The maximum limit for catch-up contributions is \$5,500 for 2011

Catch-up contributions are in addition to your regular Thrift Savings Plan (TSP) contributions. Therefore, if you are not already contributing the maximum amount allowed through your regular TSP contributions or by contributing to an equivalent employer plan (e.g., a 401(k) plan), you must elect to contribute the maximum amount before you are eligible to make catch-up contributions.

You may start, stop, or change your catch-up contributions at any time. For more information on TSP catch-up visit [www.tsp.gov](http://www.tsp.gov).

#### **Leave Restoration**

Agencies may restore annual leave that was forfeited because it was in excess of the maximum leave ceilings (i.e., 30, 45, or 90 days) if the leave was forfeited because of an administrative error, exigency of the public business, or sickness of the employee.

Restored annual leave that is not used within the established time limits is forfeited with no further right to restoration.

If you have questions, please contact your supervisor who will contact the Bragg Labor Management Employee representative, or visit [www.opm.gov](http://www.opm.gov) for more information.



## TSP: Rolling Over

The new year brings with it an added benefit for spouses of deceased federal workers or military personnel enrolled in the Thrift Savings Plan: spouses now have their own personal beneficiary participant accounts.

During the past year, surviving spouse beneficiaries could participate in an interim program that allowed them to leave beneficiary money in the TSP, but those funds now will be placed in accounts under their own names rather than in a skeleton account. Beneficiaries with a share of the TSP balance greater than \$200 will automatically have a personal account established. Those with less than \$200 will have funds paid directly to them versus the account.

Beneficiary participant accounts automatically are invested in the stable government securities (G) fund, but users can make inter fund transfers into any of the individual TSP investment options or a life-cycle fund, which mixes stocks, bonds and securities.

Surviving spouses who themselves are, or were, federal employees can move beneficiary funds into their existing TSP accounts using Form TSP-90. They will not be able to make contributions or transfer money into their beneficiary participant accounts, however.

If spouses roll the funds into their own TSP, they forfeit the ability to make early withdrawals from the beneficiary account without penalty. The withdrawal options are the same as a regular TSP account, and beneficiaries can invest withdrawn funds in a different type of account.

If funds came from a uniformed services TSP account, they can include tax-exempt contributions as a result of combat pay. That money cannot be transferred into a civilian TSP account and will be distributed directly to beneficiaries. Participants can designate account beneficiaries using Form TSP-3. More than 1 million TSP participants no longer employed by the federal government have funds remaining in their accounts.

### Debut of the L 2050 Fund:

The TSP also is preparing to open a new life-cycle fund, designed to move investors to less risky portfolios as they get closer to retirement. The L 2050 Fund will open on January 31 and will invest higher percentages in domestic and foreign stocks and lower percentages in government securities and bonds. Participants can begin making contribution allocations and inter fund transfers into the L 2050 at 12 p.m. EST on January 28. The L 2010 Fund closed 31 December 2010 and all investments were transferred into the L Income Fund.



## Announcement:

### Payment Reconciliation of Retirement System Service Credit - Deposits and Re-deposits

Service Credit is a program that allows employees to make payments into the Civil Service Retirement System (CSRS) or Federal Employees Retirement System (FERS) for certain periods of service during which they either did not contribute to the Civil Service Retirement and Disability Fund (i.e., deposit service), or for which they received a refund of retirement contributions (i.e., re-deposit service). In statutorily defined circumstances, an employee may make service credit deposits or re-deposits, which include both principal and interest, to maximize the benefits he or she will receive upon retirement.

In July 2008, it was discovered that the system in place was not correctly calculating the amount of interest employees had to pay as part of their service credit deposits on a number of accounts. Interest on pre-October 1, 1982, deposits and re-deposits under the CSRS is fixed at an annual rate of 3 percent and accrues daily. Interest on post October 1, 1982, deposits and re-deposits under both CSRS and the FERS is variable and accrues annually. In some cases, interest was applied at the variable interest rates instead of the fixed 3 percent rate and in other cases the reverse happened. There were also some instances where interest was not charged at all for the year. Consequently, interest was either understated or overstated on many accounts.

Major aspects of the system were shut down to begin backup and contingency efforts, including providing manual calculations of deposit amounts upon request. Since the system was down so long, all accounts affected need to be reconciled; in essence turning back the clock and reapplying payments and re-computing the interest correctly in order to bring the accounts current.

Currently, efforts are being finalized and normal operations are resuming. Accordingly, letters and current statements will be sent out to affected account holders, including anyone who had made a payment and did not get a receipt. Due to the length of time it took to adjust the system, account holders will be allowed with a one-time six month grace period to pay off their current balance without accruing additional interest. Because of the grace period, additional interest will not be assessed on active accounts from January 1, 2011 through June 30, 2011. If the account is not paid off during the grace period, interest will be charged on the balance that is effective on July 1, 2011.

Interested employees can learn more by visiting the Army Benefits Center website's Retirement Information at <https://www.abc.army.mil/retirements/retire.htm>.

Additionally, the banner links on the Office of Personnel Management home page and the [www.opm.gov/retirement](http://www.opm.gov/retirement) page to Service Credit Background page at [www.opm.gov/retire/pre/planning/servicecredit/background/index.asp](http://www.opm.gov/retire/pre/planning/servicecredit/background/index.asp) and Service Credit questions and answers page at [www.opm.gov/retire/pre/planning/servicecredit/QandA/index.asp](http://www.opm.gov/retire/pre/planning/servicecredit/QandA/index.asp).

## Annual “Weingarten” Notice

As the new year has begun, it is time once again for our own heartfelt labor relations annual tradition - the Weingarten Notice. The union is entitled to represent bargaining unit employees' at meetings when employees are questioned in connection with an investigation. This provision is referred to as employees' "Weingarten" rights, based on a Supreme Court decision. The Federal Service Labor-Management Relations Statute establishes three conditions that must be met for a meeting to be considered a

### "Weingarten" meeting:

- One or more agency representatives are examining (questioning) a bargaining unit employee in connection with an investigation;
- The employee reasonably believes that the examination may result in disciplinary action against the employee; and
- The employee requests union representation.

Once all three conditions have been met, supervisors may not continue the examination without allowing the employee his or her requested representation. Specifically, the supervisor's options under these circumstances are:

- Grant the request and notify the union that a meeting to examine a bargaining unit employee is going to take place and that the employee has requested union representation. If the union attends the meeting, it must be allowed to make relevant comments but cannot disrupt the meeting nor can it answer the questions posed to the employee;
- Discontinue the interview and rely on evidence already available or information obtained from other sources; or
- Offer the employee a clear choice to:
  - a) continue the interview without representation, or
  - b) have no interview.

"Weingarten" rights are not applicable when management issues a disciplinary action since management is not asking any questions. Additionally, the "Weingarten" right does not come into play when engaging in performance counseling as this does not concern disciplinary matters but, rather, performance issues.

**Questions concerning the above can be addressed to your HR Specialist.**

## Goodbye FCIP – Hello Pathways

On December 27, 2010 President Obama signed Executive Order 13562 entitled “Recruiting and Hiring Students and Recent Graduates.” The purpose of the order is to establish a comprehensive structure to help the Federal Government be more competitive in recruiting and hiring talented individuals who are in school or who have recently received a degree. The Executive Order directs the Office of Personnel Management (OPM) to consolidate student and recent graduate programs into the Pathways Program framework with three clear program paths that are tailored to recruit, train, and retain well-qualified candidates. They are:

•**Internship Program.** A new Internship Program will be created that is targeted towards students enrolled in a wide variety of educational institutions.

•**Recent Graduates Program.** This brand new program will target recent graduates of trade and vocational schools, community colleges, universities, and other qualifying institutions. To be eligible, applicants must apply within two years of degree completion (except for veterans precluded from doing so due to their military service obligation, who will have six years after degree completion). Successful applicants will be placed in a two-year career development program with a cohort of peers hired during timeframes aligned with academic calendars. After successfully completing the program, participants will be considered for noncompetitive conversion to career jobs.

•**Presidential Management Fellows (PMF) Program.** For more than three decades, the PMF Program has been the Federal government’s premier leadership development program for advance degree candidates. The Executive Order expands the eligibility window for applicants, making it more “student friendly” by aligning it with academic calendars and including those who have received a qualifying advanced degree within the preceding two years. It also directs OPM to set qualification standards, and to make changes in order to make the PMF experience more robust and substantive for participants.

The three Pathways Programs will each provide noncompetitive conversion eligibility to participants and will be used in targeted ways to develop talent for civil service careers. In the months ahead, OPM will be issuing implementing regulations and assisting Federal agencies in adopting these reforms. Students and recent graduates can expect to see these reforms fully implemented within a year.

Effective March 1, 2011, the Executive Order also eliminates the Federal Career Intern Program (FCIP). All agencies with FCIP incumbents must convert them to career-conditional or career positions in the competitive service. Executive order 13562 can be read by visiting: [www.whitehouse.gov/the-press-office/2010/12/27/executive-order-recruiting-and-hiring-students-and-recent-graduates](http://www.whitehouse.gov/the-press-office/2010/12/27/executive-order-recruiting-and-hiring-students-and-recent-graduates)





## 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.

## Army Civilian Corps Creed

### **What is it?**

Army Civilians have a record of more than 230 years of service and are a critical component of the Total Army. The Army Civilian Corps Creed embodies the commitment of these dedicated individuals who serve as an integral part of the Army team.

### **What has the Army Done?**

The Army has combined the Civilian Corps Creed with the Warrior Ethos and established a set of principles by which every Department of the Army Civilian works to support our Soldiers in the field.

### **What continued efforts does the Army have planned?**

The Army established the U.S. Army Civilian Corps to recognize the people who play such a critical role in keeping the U.S. Army ready to execute its mission.

### **Why is this important to the Army?**

The role of our U.S. Army Civilian Corps, and the Army's recognition that they are part of the team, is clearly outlined in the Army Civilian Corps Creed.

### **Army Civilian Corps Creed can be found at:**

<http://cpol.army.mil/library/general/acccreed.html>

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

Date	Course	Target Audience	Time and Location	Enrollment Info
3 Feb 11	BOXi	0201 and 0203 series Civilian employees who are BOXi account holders	0800 - 1630 Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact CPAC Training Office at 910-396-8621/6815
7-10 Feb 11	HR for Supervisors	Supervisors	0800 - 1630 Bank Hall (USAJFKSWCS) Bldg. D-3915, Rm 315, Fort Bragg	<b>CHRTAS registration required</b> Course # XB8AHR5 - F05 SC Region
9 Feb 11	RESUMIX	Prospective / current Federal employees	0930 - 1130 Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact CPAC Training Office at 910-396-8621/6815
16 Feb 11	FECA 101	Supervisors	1300 - 1500 Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact CPAC Training Office at 910-396-8621/6815
23-24 Feb 11	L/MER Tools for Supervisors	Supervisors	0900 - 1600 Leader Development Center Bldg. 2-2020 Woodruff Street, Fort Bragg	For registration, contact CPAC Training Office at 910-396-8621/6815
8 Mar 11	How to Negotiate with the Union	Supervisors	1300 - 1500 Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact CPAC Training Office at 910-396-8621/6815
9 Mar 11	RESUMIX	Prospective / current Federal employees	0930 - 1130 Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact CPAC Training Office at 910-396-8621/6815
23 Mar 11	Personnel Coordinators Workshop	Unit HR Liaisons	1300 - 1600 CPAC, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact CPAC Training Office at 910-396-8621/6815
5 Apr 11	Interviewing Techniques	Supervisors	1300 - 1500 CPAC, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact CPAC Training Office at 910-396-8621/6815
13 Apr 11	RESUMIX	Prospective / current Federal employees	0930 - 1130 CPAC, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact CPAC Training Office at 910-396-8621/6815
13 Apr 11	Leave Administration	Supervisors	1300 - 1500 CPAC, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact CPAC Training Office at 910-396-8621/6815
21 Apr 11	Nuts and Bolts of Disciplinary Actions	Supervisors	1300 - 1500 CPAC, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact CPAC Training Office at 910-396-8621/6815
27 Apr 11	TAPES for Supervisors	Supervisors	1300 - 1500 CPAC, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact CPAC Training Office at 910-396-8621/6815

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.