



CIVILIAN HUMAN RESOURCES AGENCY
SOUTH CENTRAL REGION
CIVILIAN PERSONNEL
EMPLOYEE BULLETIN
MARCH 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

Army's New Recruitment Tool

Effective 26 Feb 2012 all new recruitment actions will be announced using USA Staffing (USAS). The Fort Bragg CPAC conducted numerous briefings to the workforce regarding the transition to USAS.

This is an Army-wide initiative and all of Army will have transitioned by end of April 2012. The Fort Bragg CPAC currently holds training biweekly in their training room on using USA Staffing. For more information and dates, you may email Danny Sampson at Danny.S.Sampson.civ@mail.mil to register.

NEW



E-OPF- What Is It?

The Official Personnel Folder (OPF) is a file containing records that cover a civilian federal employee's employment history. The Office of Personnel Management and the agency human resources (HR) offices use these documents to make decisions about employees' rights, benefits and entitlements throughout their careers.

The eOPF is an electronic version of the paper OPF, providing web-enabled access for federal employees and Human Resource (HR) staff to view eOPF documents. Agencies also may provide eOPF access to special investigators, helping to speed the investigation process and save agency resources.

All eOPFs are organized and stored in accordance with the Guide to Personnel Recordkeeping. The Guide is available for viewing at <http://www.opm.gov/feddata/persdoc.asp>. The eOPF provides a standard electronic solution to replace the paper storage of the OPF.

The eOPF is stored electronically in a secure central repository, with role-based security for access to the records. The eOPF incorporates an audit trail for all user activity. Agency HR and payroll systems provide an automated interface with eOPF, and agencies use the automated business processes to support HR review and approval efforts without paper. The eOPF includes the ability for simultaneous viewing of documents from different locations allowing an employee and HR specialist to access the records at the same time. The eOPF allows HR resources to focus on strategic value added services rather than the daily filing activities required for paper documents.

Paper records are subject to damage or destruction by fire or water. The eOPF electronic records are regularly backed up, and the eOPF provides disaster recovery to assure continuity of operations in any situation.

Government requirements for data security are incorporated globally to address such issues as data access controls/permissions, PKI encryption of web-enabled interfaces, and data delivery over the web.

Implementation of the eOPF solution is divided into four phases: Assessment, Conversion, Deployment and Production. At any given time, there are multiple agencies performing tasks within each phase of eOPF thus providing agencies with the opportunity to collaborate with, and learn from similar experiences of their agency peers. Innovative technology solutions, leadership and the development of best practices have guided the eOPF program.

In addition to providing centralized system hosting and operational best practices for Enterprise Human Resources Integration (EHRI) eOPF, EHRI also offers customer support and implementation resources to guide agencies during conversion and beyond.

TIP OF THE MONTH!

Can U.S. Department of Labor, Office of Workers' Compensation Programs (OWCP) pay for repair or replacement of eyeglasses or hearing aids that were damaged or destroyed during a traumatic injury?

ANSWER:

Yes. The definition of "injury" includes "damage to or destruction of medical braces, artificial limbs, and other prosthetic devices which shall be replaced or repaired; except that eyeglasses and hearing aids shall not be replaced, repaired, or otherwise compensated for, ***unless*** the damage or destruction is incident to a ***personal injury requiring medical services.***"

Medical braces, artificial limbs, and other prosthetic devices covered under this provision can be repaired or replaced on a one-time basis in the absence of any other medical condition resulting from a work-related incident. OWCP can authorize repair or replacement of property, such as eyeglasses, hearing aids, and artificial teeth, which is damaged or destroyed while in the performance of duty only when the damage or destruction is incident to a personal injury requiring medical services, or when an accepted condition requires change in a prosthesis used at the time of the injury.

When OWCP cannot authorize repair or replacement, the OWCP Claims Examiner should advise the claimant that under 31 USC 240-243, Federal establishments may settle and pay claims against the United States by its civilian employees for damage to, or loss of, personal property incident to employment. The Claims Examiner should also advise the claimant to contact his or her supervisor to determine whether a claim may be made under this statute.

Employees May Now Request Personalized Retirement Estimates

Current Army-serviced employees who are eligible for a voluntary/optional retirement within the next five years can now request a retirement estimate electronically through the Employee Benefits Information System (EBIS).

To request an estimate, the employee should log into EBIS through the Army Benefits Center-Civilian (ABC-C) web site at <https://www.abc.army.mil> and click on the "HR LINKS" button.

Eligible employees will be asked a series of questions pertaining to their retirement estimate request. Once submitted, the request will flow electronically to ABC-C where the request will enter a queue to be worked. The completed estimate will be electronically returned to the employee's EBIS account and, similar to the system utilized by Defense Finance Accounting Service for receipt of leave and earning statements, an email notification will be sent to the employee that the estimate is available in EBIS.

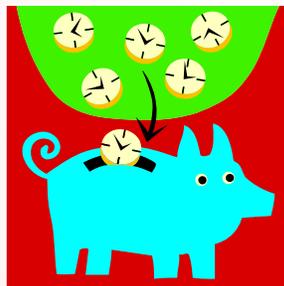
Employees who are not within five years of voluntary retirement eligibility but who wish to receive an estimate (Minimum Retirement Age (MRA)+10, Voluntary Early Retirement Authority, disability and deferred retirement) will not be able to use the electronic option at this time. These employees will need to request their estimate by using the ABC-C automated phone line at 877-276-9287 and speaking with a retirement counselor.



FERS REDEPOSIT IS NOW ALLOWED!

If you received a refund of your Federal Employees Retirement System (FERS) contributions, you may now make a redeposit. According to Section 1904 of the 2010 National Defense Authorization Act (NDAA) signed on October 28, 2009, service that was once paid into retirement and then later refunded may now be deposited again. To make a redeposit you must pay 1.3% of the basic pay received during the period of refunded service, plus interest. Civil Service Retirement System (CSRS) redeposit rules apply for service that is part of a CSRS component.

If you want to make a redeposit, you must complete Part A of the SF 3108, *Application to Make Service Credit Payment for Civilian Service (FERS)*. Your application may be mailed to the Army Benefits Center – Civilian, 303 Marshall Avenue, Fort Riley, KS 66442-5004, or faxed to (785) 239-6228. Upon receipt of your SF 3108, ABC-C will calculate an estimated redeposit amount, certify the form, and mail to the Office of Personnel Management (OPM). OPM will in turn provide you with a letter informing you of the required redeposit amount and payment options. Payment is made directly to OPM. You should retain all receipts showing partial or full payments as well as ensure receipt of final payment is forwarded to your local Human Resources Representative to be filed in your Official Personnel Folder (OPF).





ICARE March - COMMITMENT

What is a committed employee? Commitment is a pledge and promise to always provide the best customer service possible and always have your customers well being a number one priority. Committed employees are those that stay with the organization through thick and thin, no matter what, put in a full day, and always have their organizations assets and goals in mind. Employee's commitment to their teams and organizations influence their turnover rate, willingness to give a helping hand to their teammates, and overall team performance. Building employee commitment to the workplace is an important goal for success.

Research shows commitment has a positive effect on productivity. Ramon Rivera (Consultant of Quality for Business Success) says when leaders at every level know, grow, inspire, involve and reward people in the right ways; they will be much more likely to foster a psychology of self responsibility and ownership in their respective organizations, which in turn is portrayed to your customer. Today people's attitudes and actions are unavoidably linked to how well organizations perform. Provide the best service, make your customer your number one priority, be committed and you will see success!

Comments? Put them on: www.bragg.army.mil/ice

Civilian Human Resources Agency (CHRA) Civilian Personnel Advisory Center Training Schedule

Date	Course	Target	Time and Location	Enrollment Info
6 Mar 2012	TAPES	Supervisors	1300 - 1500 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, submit your request via email to the CPAC Training Manager @ Danny.S.Sampson.civ@mail.mil
7 Mar 2012	Developing Employees	Supervisors	1330 - 1500 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, submit your request via email to the CPAC Training Manager @ Danny.S.Sampson.civ@mail.mil
14 Mar 2012	Personnel Coordinators	Supervisors	1300 - 1500 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, submit your request via email to the CPAC Training Manager @ Danny.S.Sampson.civ@mail.mil
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, submit your request via email to the CPAC Training Manager @ Danny.S.Sampson.civ@mail.mil
15 Mar 2012	Nuts and Bolts Of Disciplinary Action	Supervisors	1300 - 1700 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, submit your request via email to the CPAC Training Manager @ Danny.S.Sampson.civ@mail.mil
15 Mar 2012	Management and Employee Relation Do's and Don'ts	Supervisors	1300 - 1500 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, submit your request via email to the CPAC Training Manager @ Danny.S.Sampson.civ@mail.mil

For 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.atrs.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.

