



**CIVILIAN HUMAN RESOURCES AGENCY
SOUTH CENTRAL REGION
CIVILIAN PERSONNEL
EMPLOYEE BULLETIN
MAY 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

IN THIS ISSUE

CPAC TRAINING: UPDATE

**THE FORT BRAGG 22ND ANNUAL
INSTALLATION INCENTIVE AWARDS**

**THE FORT BRAGG CIVILIAN
PERSONNEL 22ND ANNUAL
INSTALLATION INCENTIVE AWARDS**

TIP OF THE MONTH

**INTERESTED IN CHANGING YOUR
FGLI BENEFITS?**

ICARE: MAY— RESPECT

**UPCOMING: CIVILIAN PERSONNEL
ADVISORY CENTER TRAINING
SCHEDULE**

ARMY CIVILIAN CORPS CREED

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



CPAC TRAINING: Update

As we update on processes please
email requests to attend CPAC
training classes
to

edward.m.lemanski2.civ@mail.mil

**The Fort Bragg 22nd Annual
Installation Incentive Awards**

**The 22nd Annual Fort Bragg
Installation Awards Ceremony
will be held Tuesday, 17 July 2012.**

See Page 2 more information.

THE FORT BRAGG CIVILIAN PERSONNEL 22ND ANNUAL INSTALLATION INCENTIVE AWARDS

The Fort Bragg Civilian Personnel Advisory Center (CPAC) is pleased to announce the 22nd Annual Installation Awards Competition and Ceremony. The Awards Ceremony is designed to recognize civilian employees (appropriated and non-appropriated) and military members for their contributions to the installation. The 2012 Awards Ceremony will be held on Tuesday, **July 17, 2012 at Fort Bragg Club, 1130 - 1300**. The Fort Bragg CPAC will be accepting nominations for the awards competition. The nomination period is from **April 23, 2012** through **May 23, 2012**.

The 13 categories are:

- . Individual Customer Service Award
- . Team Customer Service Award
- . Individual Drive for Diversity Award
- . Team Drive for Diversity Award
- . Individual Efficiency Award
- . Team Efficiency Award
- . Employee of the Year, GS 1 through GS 6 or military equivalent
- . Employee of the Year, GS 7 through GS 10 or military equivalent
- . Employee of the Year, GS 11 and above or military equivalent
- . Office Administrator of the Year
- . Supervisor of the Year
- . Executive of the Year
- . Fort Bragg Lifetime Achievement Award



Nomination forms are available on the Fort Bragg CPAC website at http://www.bragg.army.mil/Organizations/Tenant-Units/Civilian-Personnel-Advisory-Center/Hot_Topics/Topics_home.aspx. Nominations may be initiated by any civilian employee or service member. The competition is open to everyone on Fort Bragg, including Fort Bragg Schools, AAFES, and Defense Commissary Agency, except contract employees. Nominations must be submitted through the activity point of contact.



TIP OF THE MONTH

Workers' Compensation TIP of THE MONTH

Yes or No? Can the Office of Workers' Compensation Programs (OWCP) order an agency to process a Leave Buy Back (LBB) request?

NO.

The employee - who worked for the Department of Labor - filed an occupational disease claim in 2006, and left her agency that same year. In August of 2008, she began work in the private sector, and in October of 2009, the employee requested leave buy-back for a two-month period in 2006. Her employer wrote a letter to her attorney, noting that the employee already owed the government money because of an unpaid advance of annual leave when she left in 2006.

In December of 2009, OWCP denied the request for leave buy-back. When OWCP issued the decision, the employee appealed, stating that "OWCP failed to adjudicate this claim and that it was improper for OWCP to advise the employing establishment that it could prohibit the leave buyback. He [the employee's counsel] argued that the employing establishment arbitrarily refused leave buyback in this instance." The Board did not agree. They affirmed the denial of the claim, concluding that "OWCP does not have authority to order the employing establishment to permit the requested leave buyback."

Interested in changing your FGLI benefits?

According to an OPM, there will be no FGLI open season in the near future. In the past OPM has conducted FGLI open seasons when there have been changes in FGLI premiums. The last open season in 2004 was held due to changes in optional FGLI rates.

The FGLI premium changes that became effective on January 1, 2012 affected Option B and C for current employees and retirees. The changes that affect active employees are not as large as they were in 2004, so that may be why OPM will not have an open season this year.

Individuals considering changing their FGLI coverage do not need to wait for an open season to do so. An individual (actively employed or retired) can cancel or reduce FGLI coverage at any time. In addition, an employee can enroll in FGLI or increase coverage due to a "qualifying life event" or by presenting evidence of insurability if it has been more than one year since they waived coverage.

More details on FGLI (including a deeper explanation of the above information) can be found at <http://www.opm.gov/insure/life>.



MAY ICARE HR BULLETIN

“R-E-S-P-E-C-T, Find out what it means to me.”

By Aretha Franklin

Ask anyone in your workplace what treatment they most want at work. They will likely top their list with the desire to be treated with dignity and respect. Everybody needs a little respect. You know when you have respect. You know when you don't. But what is respect really? And, how is respect demonstrated at work? You can demonstrate respect with simple, yet powerful actions. These ideas will help you avoid needless, insensitive, unmeant disrespect, too.

- Treat people with courtesy, politeness, and kindness.
- Encourage coworkers to express opinions and ideas.
- Listen to what others have to say before expressing your viewpoint. Never speak over, butt-in, or cut-off another person.
- Use people's ideas to change or improve work. Let employees know you used their idea, or, better yet, encourage the person with the idea to implement the idea.
- Never insult people, name call, disparage or put down people or their ideas.
- Do not nit-pick, constantly criticize over little things, belittle, judge, demean or patronize. A series of seemingly trivial actions, added up over time, constitutes bullying.
- Treat people the same no matter their race, religion, gender, size, age, or country of origin. Implement policies and procedures consistently so people feel that they are treated fairly and equally. Treating people differently can constitute harassment or a hostile work environment.
- Include all coworkers in meetings, discussions, training, and events. While not every person can participate in every activity, do not marginalize, exclude or leave any one person out. Provide an equal opportunity for employees to participate in committees, task forces, or continuous improvement teams. Solicit volunteers and try to involve every volunteer.
- Praise much more frequently than you criticize. Encourage praise and recognition from employee to employee as well as from the supervisor.
- The golden rule does apply at work, or, as professional speaker Leslie Charles, says, “Implement the platinum rule: treat others as they wish to be treated.

There are many other ways to demonstrate respect at work. These ten constitute a solid foundation. Implemented consistently at work, these respectful actions help ensure a respectful, considerate, professional work place.

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

Date	Course	Target	Time and Location	Enrollment Info
9 May 2012	Converting from RESUMIX to USA Staffing	Prospective/ Current Federal Employees	0930 - 1130 CPAC Training Room 122 Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, submit your request via email to the CPAC Training Manager.
10 May 2012	MER 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.
10 May 2012	Nuts and Bolts of Disciplinary Actions	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.
15 MAY 2012	How to Negotiate with the Union	Supervisors	1300 - 1500 CPAC Training Room 122 Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, submit your request via email to the CPAC Training Manager.
15 MAY 2012	Labor Relations Down and Dirty	Supervisor	1500 - 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.
23 MAY 2012	Converting from RESUMIX to USA Staffing	Prospective/ Current Federal Employees	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.

For more information, please contact the Bragg CPAC Training Office via email at edward.m.lemanski2.civ@mail.mil.

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.

