



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

IN THIS ISSUE

ABC-CIVILIAN "RETIREMENT ESTIMATE PROCESSING"

COMMON ACCESS CARD : ENABLING EMPLOYEE BENEFITS INFORMATION SYSTEM

CONTRACTING YOUR OFFICE OF WORKERS COMPENSATION PROGRAMS DISTRICT OFFICE

ARMY CIVILIAN CORPS CREED

TIPS FOR PERMANENT CHANGE OF STATION MOVES

CHANGE: SUNDAY PREMIUM PAY

AMERICANS WITH DISABILITIES

CIVILIAN PERSONNEL MANAGEMENT SERVICE IS NOW DEFENSE CIVILIAN PERSONNEL ADVISORY SERVICE

CIVILIAN HUMAN RESOURCES AGENCY (CHRA) CIVILIAN PERSONNEL ADVISORY CENTER TRAINING SCHEDULE

**Civilian Personnel Advisory Center
Fort Bragg, NC 28310
Acting Director, Edward M. Lemanski**



ABC-Civilian

"Retirement Estimate Processing"

The Army Benefits Center-Civilian (ABC-C) is now fully engaged in the retirement workload associated with the BRAC and VERA/VSIP. Due to the exceptional volume at this time, we anticipate a temporary processing delay in annuity estimates that are not related to BRAC or VERA/VSIP. Employees may experience longer wait times to receive annuity estimates.

As a reminder, employees who have a simple service history (no outstanding civilian/military service credit payments, etc.) may use the retirement estimate provided in the Employee Benefits Information System (EBIS).

ABC-C appreciates your patience and support.

Common Access Card:

“Enabling of Employee Benefits Information System”

Effective 1 October 2011, the Army Benefits Center-Civilian (ABC-C) Employee Benefits Information System (EBIS) will be accessible only by Common Access Card (CAC). This change is mandated in order to comply with DOD and Army policy. The safety and security of our customers is priority one.

EBIS will only be accessible from a computer with an installed and operational CAC reader. Most, if not all, DOD computers are already configured this way.

This will affect users who access EBIS from their home computers. Home users may still access EBIS if they have installed and configured a CAC reader on their home computers.

Additionally, benefit transactions can still be made through our Interactive Voice Response System (IVRS) which is our automated self-service program you can access from a touch-tone telephone system. IVRS is available 24 hours a day. The toll-free number is 1-877-ARMYCTR (1-877-276-9287).



Contacting Your Office of Workers' Compensation Programs District Office

The Office of Workers' Compensation Programs (OWCP) has a toll-free automated system that provides information regarding specific claims. By calling 866-OWCP-IVR or (866-692-7487), injured workers and their representatives may access information regarding case status and compensation payments. Injured workers should have their 9-digit case file or claim number and social security number when calling.

Please Note: The Federal Employees Compensation division of OWCP consolidated its medical authorization and bill payment processes on September 2, 2003. All Medical Authorizations and Bill Processing are now handled by our private contractor. Injured Workers, Medical Providers, and Employing Agencies can use our [on-line tool](#) to:

- * Check Eligibility and learn if Authorization is required for a particular procedure, to
- * Check Authorization and learn if authorization has been approved without calling or waiting for an authorization letter, and
- * Check Bill Payment Status and learn the status of submitted bills and reimbursement requests. Providers may also request, and for routine care receive, medical authorizations [on-line](#).

Automated claimant eligibility, bill status, and medical authorization status is also available 24 hours a day via our toll-free Interactive Voice Response System at 866-335-8319. Effective January 3, 2005 to speak to a customer service representative regarding medical authorizations or bills, you will need to call 850-558-1818, which will be a toll call.

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.



Tips for a Permanent Change of Station Move

Summer is traditionally one of the largest Permanent Change of Station (PCS) seasons. In order to be better prepared here is a list of tips to use in preparing for a Permanent Change of Station or move:

- Once you get your orders and know the dates you want to move, immediately contact the appropriate local office to learn all the moving options available to you. Tips:
- create a personal moving calendar with checklists, phone lists, to-do lists;
- it is never too early to ask questions;
- get a good estimated weight of your personal property;
- pack, pickup and delivery dates are scheduled on weekdays and you or your designated representative need to be available;
- be flexible and leave time for unforeseen circumstances;
- dispose of any unnecessary items; and
- separate multiple shipments at your residence;
- if you are the spouse and currently working in a federal agency, contact your servicing Civilian Personnel Advisory Center before you leave to get instructions on what your entitlements are and how and when to register for the military spouse program(s) etc.





CHANGE: SUNDAY PREMIUM PAY

Part-time federal employees can receive premium pay for work performed on Sundays, according to a final rule that takes effect September 22, 2011.

The Office of Personnel Management on Tuesday published in the *Federal Register* the final regulation extending Sunday premium pay, removing all references to full-time employees. In May 2009, the U.S. Court of Appeals for the Federal Circuit decided in *Fathauer v. United States* that part-time workers are eligible for such pay when they work on Sundays. The case involved meteorologists at the National Weather Service.

Sunday premium pay is equal to 25 percent of an employee's rate of basic pay for each hour of Sunday work. OPM issued a memorandum in December 2009 to agencies after the court decision notifying them of the change and providing them with guidance on processing claims for back pay retroactive to May 26, 2009.

Occasional, or intermittent, employees are not eligible to earn Sunday premium pay, the final rule stated. According to regulation "Sunday premium pay may be paid only to full-time and part-time employees who have Sundays as part of their non-overtime regularly scheduled tour of duty,".



American's with Disabilities

Do you have a medical condition where you might need a little more assistance in accomplishing your job successfully? If you answered yes, then you are covered under The Americans with Disabilities Act of 1990 (ADA). As an employee, you are reminded that there are additional avenues to ensure you are receiving the proper tools you need to successfully do your job.

Specifically, Section 501 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 791), prohibits discrimination on the basis of disability in Federal employment and requires the Federal Government to engage in affirmative action for people with disabilities. The law:

— Requires Federal employers not to discriminate against qualified job applicants or employees with disabilities. Persons with disabilities should be employed in all grade levels and occupational series commensurate with their qualifications. Federal employers should ensure that their policies do not unnecessarily exclude or limit persons with disabilities because of a job's structure or because of architectural, transportation, communication, procedural, or attitudinal barriers.

— Requires employers to provide "reasonable accommodations" to applicants and employees with disabilities unless doing so would cause undue hardship to the employers. Such accommodations may involve, for example, restructuring the job, reassignment, modifying work schedules, adjusting or modifying examinations, providing readers or interpreters, and acquiring or modifying equipment and/or facilities (including the use of adaptive technology such as voice recognition software).

— Prohibits selection criteria and standards that tend to screen out people with disabilities, unless such procedures have been determined through a job analysis to be job-related and consistent with business necessity, and an appropriate individualized assessment indicates the job applicant cannot perform the essential functions of the job, with or without reasonable accommodation.

— Requires Federal agencies to develop affirmative action programs for hiring, placement, and advancement of persons with disabilities. Affirmative action must be an integral part of ongoing agency personnel management programs.

Therefore, if you feel like you need a certain piece of equipment; or to be moved closer to lower level; or to a printer, please start with your first line supervisor and request a reasonable accommodation for your disability.

For additional information visit: <http://www.cpol.army.mil/accessibility.htm>.

Civilian Personnel Management Service **Is Now Defense Civilian Personnel Advisory Service!**

Civilian Personnel Policy and the Civilian Personnel Management Service (CPMS) have reorganized. CPMS now has a new name—Defense Civilian Personnel Advisory Service (DCPAS).

The reorganization is the culmination of an organizational assessment undertaken to improve effectiveness, with a renewed focus on customer support and providing timely, meaningful and appropriate advice to customers across the Department. Customer and stakeholder feedback, collected this past spring regarding what was working and not working well, was used to realign the organization into Human Resources (HR) lines of business. This new structure clarifies roles and responsibilities, promotes communications within the organization and with DCPAS's 900,000 customers. DCPAS HR lines of business are:

- Operational Programs and Advisory Services
- Strategic Programs and Advisory Services
- Enterprise HR Automated Systems
- Emerging Personnel Programs
- Mission Support
- HR Compliance and Investigations

The familiar services—Recruitment Assistance, Compensation, Benefits and Work life, and Labor and Employee relations will continue. Additionally, DCPAS will provide enterprise-wide Human Capital Planning, Leadership Development, and SES services, as well as continuing its enterprise HR Automated Services (Defense Civilian Personnel Data System) and HR compliance and investigation.

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

Date	Course	Target Audience	Time and Location	Enrollment Info
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	1300-1600 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.
15 Sep 11	TAPES for Supervisors	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.
15 Sep 11	Labor Relations, Down and Dirty	Supervisors	1500-1700 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg, NC	For registration, contact CPAC Training Office at 910-396-8621/6815.
20 Sep 11	Developing Employees	Supervisors	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.
20 Sep 11	MER Do's and Don'ts	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.
26-29 Sep 11	HR for Supervisors	Supervisors	0800-1630 Airmen and Family Readiness Center Bldg. 430, Room #1086 Armistead Road, Pope Field, NC	CHRTAS registration Required. Course #XB8AHR5-F09 SC Region
27 Sep 11	Nuts 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.

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.**

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.**