



Fort Eustis CPAC

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April 2011

FEDERAL LONG TERM CARE INSURANCE PROGRAM (FLTCIP)

OPEN SEASON: 4 APRIL THROUGH 24 JUNE 2011

The Federal Long Term Care Insurance Program (FLTCIP) is conducting an Open Season this spring from 4 April through 24 June 2011. The FLTCIP is administered by Long Term Care Partners. It is underwritten by John Hancock Life & Health Insurance Company under a contract with the U.S. Office of Personnel Management.

What makes this opportunity so special? During the FLTCIP Open Season, you can apply using the abbreviated underwriting application (you answer fewer health questions). This is the first abbreviated underwriting opportunity for new applicants since 2002.

Eligibility – Abbreviated underwriting is available for actively at work Federal and U.S. Postal Service employees (civilian workforce members) and their spouses/same-sex domestic partners and active members of the uniformed services and their spouses who are not currently enrolled in the FLTCIP. Non-enrolled annuitants and other qualified relatives can apply for coverage at any time, but must complete a full underwriting application.

Important Considerations

- Long term care is the care you need if you cannot perform activities of daily living (such as bathing or dressing) on your own.
- It is expensive and is generally not covered by health insurance, including Federal Employees Health Benefits (FEHB) or Medicare.
- The FLTCIP can help protect you from the high costs of this care.
- FLTCIP insurance is comprehensive, covering care provided in a variety of settings, including at home, in an assisted living facility, in a nursing home, and in other settings.

Visit www.LTCFEDS.com to see what long term care costs are in your area. Have a Certified Long Term Care Insurance Consultant call you. Apply now online using a full underwriting application or during the Open Season using the abbreviated application.*

For more information on the FLTCIP Open Season Visit www.LTCFEDS.com or call 1-800-LTC-FEDS (1-800-582-3337) or TTY 1-800-843-3557.

*NOTE: Premiums are based on your age when we receive your application. If your birthday is between now and Open Season, you may wish to apply now with full underwriting to take advantage of the rates at your current age.

Certain medical conditions, or combinations of conditions, will prevent some people from being approved for coverage. You need to apply to find out if you qualify for coverage under this program.

Inside this issue:

<i>Federal Long Term Care Insurance Program (FLTCIP)</i>	1
<i>Human Resources (HR) for Supervisors Course</i>	2
<i>Thrift Savings Plan (TSP) Fund Information</i>	3
<i>Are You An Effective Leader?</i>	3
<i>Feedback</i>	7



The **Federal** Long Term Care Insurance Program



HUMAN RESOURCES (HR) FOR SUPERVISORS COURSE

The HR for Supervisors course was developed by the Civilian Human Resource Agency (CHRA) to train supervisors in their responsibilities for civilian human resources management. This course is offered on a quarterly basis by the Civilian Personnel Advisory Center (CPAC) Staff. Not only are new supervisors encouraged to attend, but this course is an excellent refresher for all supervisors. We encourage all supervisors “new” and “not so new” to attend this course. Remember “continuous learning” is the KEY to Success! Priority will be given to new (less than one year of supervisory experience) supervisors of Department of Army civilian employees. Team leaders, acting supervisors and project or program managers who have no supervisory responsibilities should **not** be nominated for this class.

The course covers HR management legal and regulatory requirements, HR processes, HR services and HR automated tools designed to assist supervisors in requesting and tracking personnel actions. HR for Supervisors is a 4 day course designed to teach civilian and military supervisors of appropriate fund civilian employees about their responsibilities for Civilian Human Resource (CHR) management. The course includes the following modules:



Training

Knowledge
useful abilities
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- Introduction to Human Resources (includes coverage of Merit System Principles and Prohibited Personnel Practices)
- Automation Tools
- Classification
- Staffing the Organization
- Developing (Human Resource Development)
- Performance Management – TAPES/Awards
- Workers’ Compensation Program
- Safety
- Leave Administration & Hours of Work
- Medical Accommodations
- Management/Employee Relations
- Labor Relations
- Grievances & Appeals
- Time and Attendance
- Equal Employment Opportunity
- Drug Testing & Employee Assistance Program
- Security

The remaining dates that we will be conducting the course in FY 11 are as follows:

1-4 August 2011



HUMAN RESOURCES (HR) FOR SUPERVISORS COURSE

Supervisors who are interested in attending should follow local procedures for securing approval from their supervisor to attend this course. Cancellations are permitted until the registration deadline.

Employees must apply for this course using the Civilian Human Resource Training Application System (CHRTAS). This can be accomplished at the CHRA TMD homepage <http://www.chra.army.mil/>. The first time you use CHRTAS, you must build a profile in CHRTAS before applying for the course. Applicants will be notified via email when they have a confirmed seat in the class.

For additional information, contact Cindy Comer at 878-2608 or cindy.comer@us.army.mil

THRIFT SAVINGS PLAN (TSP) FUND INFORMATION

If you need more information on your TSP investment options, check out TSP's new "Fund Information" booklet dated March 2011 at <https://www.tsp.gov/PDF/formspubs/tspif14.pdf>. The information in the booklet will help you decide how to invest your account. You can manage your own account or put your money in one of the "Lifecycle" funds –L Funds –that are invested according to a professionally determined mix of the G, F, C, S, and I Funds based on various time horizons.



For more information about TSP investments options, visit the website, www.tsp.gov. You can get recent and historical rates of return, use the calculators to estimate the effect of various rates of return on your account balance, and read TSP *Highlights* articles about investing.

ARE YOU AN EFFECTIVE LEADER?

Do you ever wonder what your employees think about your leadership ability? What would your employees say if asked, "Is your supervisor/manager an effective leader"? Hopefully, you care what their responses would be. If you aren't confident that they would have good things to say about your managerial style and/or leadership ability, then maybe you better keep reading this article.



We've all heard the saying, "Walk the talk," but just how important is that for a supervisor/manager to do? Well the answer is that the power and success of an organization's leaders to create and sustain the organization's mission, values, environment, etc. is truly immeasurable.



ARE YOU AN EFFECTIVE LEADER? (CONT.)

In doing some research on this topic, here are ten traits/tips of being an effective leader:

1. **Role Model**: A supervisor/manager must always model the behavior that they want to see their subordinates follow. Mahatma Gandhi once said, "Become the change you wish to see in the world and it will happen." Why should your subordinates follow rules or a process if those that make the rules and/or processes aren't following them?

2. **Competent and Confident**: Base your decisions on fair, objective, business necessity, and moral principles. Most importantly – be able to make decisions but exercise sound judgment. Display a confident calmness under stress. Take charge when necessary. Always develop your leadership talent to include reasoning abilities, listening abilities, decision making and communication skills.

3. **Communicate Effectively**: Don't take things personal. Understand that there will always be conflict when having to make decisions that affect others but not all conflict is bad. Don't base your actions and/or decisions off of emotional desires or feelings. Let your employees know that you value their input and suggestions. Not doing so can prove to be detrimental to the entire organization.



4. **Motivation/Enthusiasm**: Always try to stay charged up and try to boost the morale of the workforce. A supervisor/manager must be a ***part*** of the team even though they are the "head" of the team. To do this will mean that you must get involved and perform "actual" work. When you do this, your subordinates will grow to trust your leadership ability because they appreciate that those in charge are personally knowledgeable about what it really takes to get the job done. Know what is important for you and your employees. Know the strengths and weaknesses of yourself and your employees. Remember, if you have unhappy and unmotivated employees it will show in their work performance and conduct.

5. **Honest**: As parents we tell our children, "Honesty is always the best policy." This holds true for effective leaders. Always display sincerity, integrity, and candor. When there is honesty in an organization's leadership, success will be sure to follow. Deceptive behavior will certainly not build trust and good relationships.

6. **Visionary**: Strive to be a visionary and think in more creative and unique ways. Know what your organization's short-term and long-term goals are. Think "outside the box" and think ahead.



ARE YOU AN EFFECTIVE LEADER? (CONT.)

7. **Value Diversity.** Learn to find common ground and respect the opinions of others. Seek out diversity. Treat all employees the way you would want to be treated. Remember the saying, "Prejudice is the enemy of justice." Always remember your employees are your #1 asset.

8. **Take Action:** Act promptly on poor performance and/or conduct issues. If your subordinates are performing poorly and/or misbehaving and you do not take appropriate action, others around see this happening and it can cause lots of problems, to include good employees leaving the workforce to obtain other employment. Also, by not dealing promptly with poor performers and/or conduct issues, you will not be taken serious and will lose credibility with others.

9. **Delegate:** An effective leader knows that being able to effectively delegate is essential to productivity and your own success. Know what your employees are capable of handling and delegate work accordingly. Delegating work creates a balance, develops your employees to their fullest potential, and can lead to better self-esteem and job enhancement. By not delegating, you place a lot of burden and responsibility on yourself.

10. **Accept Responsibility:** Understand that your success rests with those that you lead. Be willing to accept responsibility when things don't turn out as planned.

Remember, there is no guarantee that future rates of return will match historical rates.



TIPS FOR STAYING SAFE AT WORK

- Keep your purse, wallet, keys, or other valuables with you at all times or locked in a drawer or closet.
- Check the identity of any strangers who are in your office. If anyone makes you uncomfortable, inform security or management immediately.
- Don't stay late if you will be alone in the office. Create a buddy system for walking to parking lots or public transportation after hours, or ask a security guard to escort you.
- Report any broken or flickering lights, dimly lit corridors, broken windows, and doors that don't lock properly.
- If you notice signs of potential violence in a fellow employee, report this to the appropriate person. Immediately report any incidents of sexual harassment.
- Know your office's emergency plan. If your office does not have such a plan, volunteer to help develop one.



ARE YOU AN EFFECTIVE LEADER? (CONT.)

- If your office does not supply an emergency kit, keep your own emergency supplies (flashlight, walking shoes, water bottle, non-perishable food, etc.) in a desk drawer.

PREPARING YOUR FAMILY FOR THREATS

Protecting the United States from threats like terrorism, natural disasters, and infectious disease is a shared responsibility and everyone has an important role to play. There are a number of actions you can take to ensure your family is prepared for – and more resilient to – emergencies of all kinds.

- Subscribe to Department of Homeland Security Family Preparedness e-mail at https://service.govdelivery.com/service/subscribe.html?code=USDHS_111 for tips and guidance on preparing for and responding to a variety of threats



Learn Three Basic Steps You Can Take to Prepare Your Family Now:

- **Make a kit**- Build an emergency supply kit by considering your family's unique needs, like eye glasses and prescription medications
- **Have a plan**- Create a family plan with a designated meeting place and consider simple steps that will protect your family until you can be with them
- **Be informed**- Learn about the types of emergencies that could take place in your community, including where you live, where you work and where your children attend school
 - Learn a first aid skill such as CPR, or study up on general first aid practices. Learn about first aid classes offered by your local Red Cross office
 - Subscribe to alert services. Many communities now have systems that will send instant text alerts or e-mails to let you know about bad weather, road closings, local emergencies, etc. Learn what your community offers by visiting your local Office of Emergency Management web site



FEEDBACK

This bulletin is designed to inform employees and supervisors of new civilian human resources issues and refresh their knowledge of existing policies and procedures. We welcome your feedback; contact your servicing Human Resources Specialist. The bulletin is available on our web page, <http://www.eustis.army.mil/cpac> Request you print and post on Bulletin Boards throughout your organization for those employees who do not have access to our web page. The CPAC uses the Interactive Customer Evaluation (ICE) and we would appreciate you taking the time to rate us and provide feedback on the service you receive from our office. Just click on the following website:
http://ice.disa.mil/index.cfm?fa=site&site_id=439

