



# Garrison News



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## **MISSION**

- U.S. Army Garrison provides and maintains the installation infrastructure to:
- support power projection and training of III Corps units/soldiers;
  - provide a quality living and working environment for soldiers, families, retirees, and authorized civilians;
  - sustain an effective partnership with our surrounding communities;
  - and support the III Corps / Fort Hood transformation process.

## **VISION**

The Army's model power projection platform, training installation, and community. A great place to train, work, and live.

## **FAMILY AND MEDICAL LEAVE ENTITLEMENT**

Under the Family and Medical Leave Act of 1993 (FMLA), most Federal employees are entitled to a total of up to 12 workweeks of unpaid leave (accrued paid leave may be substituted for unpaid leave) during any 12-month period for the following purposes:

- the birth of a son or daughter of the employee and the care of such son or daughter;
- the placement of a son or daughter with the employee for adoption or foster care;
- the care of spouse, son, daughter, or parent of the employee who has a serious health condition; or
- a serious health condition of the employee that makes the employee unable to perform the essential functions of his or her positions.

Under certain conditions, an employee may use the 12 weeks of FMLA leave intermittently. An employee may elect to substitute annual leave and/or sick leave, consistent with current laws and OPM's regulations for using annual and sick leave, for any unpaid leave under the FMLA. (The amount of sick leave that may be used to care for a family member is limited. See "[Sick Leave to Care for a Family Member with a Serious Health Condition](http://compmemo/2000/2000-8.htm)" [<../compmemo/2000/2000-8.htm>](http://compmemo/2000/2000-8.htm))

FMLA leave is in addition to other paid time off available to an employee.

### **Job Benefits and Protection**

- Upon return from FMLA leave, an employee must be returned to the same position or to an "equivalent position with equivalent benefits, pay, status, and other terms and conditions of employment."
- An employee who takes FMLA leave is entitled to maintain health benefits coverage. An employee on unpaid FMLA leave may pay the employee share of the premiums on a current basis or pay upon return to work.

### **Advance Notice and Medical Certification**

- An employee must provide notice of his or her intent to take family and medical leave not less than 30 days before leave is to begin or, in emergencies, as soon as is practicable.
- An agency may request medical certification for FMLA leave taken to care for an employee's spouse, son, daughter, or parent who has a serious health condition or

for the serious health condition of the employee.

### **References**

Public Law 103-3. February 5, 1999  
5 U.S.C. 6381-6387; 5 CFR part 630, subpart L (CPAC)

## **Hood Hero Awards Luncheon**

**3 Feb 1130-1300**  
**Fort Hood Officers' Club**  
**Nominations due: 9 Jan**

## **ACAP CENTER**

The ACAP Center will be open on 16 Jan, a III Corps training holiday and closed on Martin Luther King, Jr's Birthday. This is a great time for clients and their family members to take advantage of services to better prepare for both their transition and the January ACAP Center Job Fair. Call 288-ACAP or 288-JOBS for information.

The **ACAP CENTER JOB FAIR** will be conducted on 21 Jan at the Fort Hood Officers' Club from 1000-1500. Approximately 80 employers will be represented. The job fair is open to the public! (AG)

## **ARMY COMMUNITY SERVICE EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP)**

Army Community Service, the Exceptional Family Member Program (EFMP) would like you to come join us. The "Sea Dragons" meet every Thursday, 1800-1900, at the Abrams Fitness Center. Anyone with a special needs child can enjoy a fun filled evening of swimming for the whole family at no cost. On 21 Jan, 1230-1430, Comanche (Post) Chapel, EFMP will conduct their

monthly Orientation for newly assigned and newly identified soldiers who have family members with special needs. On 26 Jan, 1800-2000, the EFMP Support Group will meet to share common experiences and challenges unique to special needs families; it is a great way to learn about new information and resources. The group meets at Lane Volunteer Center, Building 16005, Old Ironside Dr and Hood Rd. Come join in on all the fun, meet new people, and learn more about what is going on with special needs families. A web site has been set up for military families with special medical or educational needs - <http://mfrc.calib.com/snn>. Check it out and discover the resources that are available for you.

The Exceptional Family Member Program (EFMP) is a mandatory enrollment program, which works with other military and civilian agencies to provide comprehensive and coordinated medical, educational, housing, community support, and personnel services to families with special needs. For more information, please call the EFMP office at 287-6070/1673, or come visit us at ACS, Albee Hall, Building 9001, 20<sup>th</sup>/Battalion. (DCA)

## **MANAGEMENT TRAINING GRADS**

After attending Leadership classes for the past couple of months, several DPW employees graduated on 18 December 2003 and received diplomas. Classes were held at the Soldier Development Center and taught by Mr. Mac McGuire from McGuire and Associates.

The need for the Leadership classes was brought up at prior Town Hall sessions and through the employee surveys. Classes were arranged and scheduled for all First Line Supervisors and above. The DPW Leadership gained a lot of information and ideas on Leadership techniques, duties and responsibilities, challenges, and overall what it takes to be an effective leader. Classes were

broken down into two categories- First Line and Second Line and above. Classes included such topics as: "10 Steps to Becoming a Leader", "12 Steps to Creating an ALL-Star Team", "Taking Charge", "8 Steps to Managing Change in Your Organization", and "Mentoring, Coaching, and Counseling". (DPW)

## **ARMY COMMUNITY SERVICE, ADVOCACY AND PREVENTION BRANCH FAMILY ADVOCACY PROGRAM (FAP)**

The mission of the Family Advocacy Program (FAP) is to build community support, provide programs and services that positively influence individuals, couples, and families to prevent conditions that stimulate the development of family violence. The FAP provides a comprehensive and coordinated approach that promotes individual, couple, and family wellness. It provides information, education, training opportunities, and services to meet the needs of the military community. A Stress-Anger-Conflict Management Workshop will be offered 13 and 27 Jan, 0900-1600, Soldier Development Center (Building 33009). Make plans to participate in the "FAP Car Safety Seat Inspection & Education Program" 30 Jan, Sprocket Auto Craft Shop, 0830-1530. Please call for reservations.

New Parent Support Program Plus (NPSP+) is an Army program, administered under the Family Advocacy Program, that provides parenting education and support through home visitation and scheduled activities to families with children from newborn to 3 years old. The NPSP+ home visitors at Fort Hood are a team of Registered Nurses and Masters-level Social Workers who work with parents to develop and strengthen parenting skills, enhance confidence as parents, and assist in meeting the challenges of parenting in a military community. Every Wednesday NPSP+ presents "Exploring Learning

And Play" from 0930-1100 at the Child and Youth Services Bronco Youth Center, Bldg 6602. On the fourth Wednesday, NPSP+ Support Group will meet in conjunction with Playmorning. Resources are provided for parents to promote the development of a safe, caring environment for the military child.

Family Advocacy Victim Advocacy Program assists survivors of domestic violence in crisis situations. There is no cost to participate in FAP activities. Childcare is provided. For more information about the A&P activities, please call 286-6774 / 287-2286 or visit the A&P offices in Albee Hall, Building 9001. (DCA)

## **DO YOU NEED FUNDS**

Do you have a great project that will make your operation more efficient and effective, but need seed money to get it off the ground? **The Productivity Enhancement Program (PEP) may be your solution.**

DA has a great program to provide you funds to implement your **innovative** ideas that generate a **quick return on investment!** The SECARMY's Productivity Enhancement Program (PEP) provides funds for organizations, to implement good ideas that make you more efficient and perhaps can be **shared across Army.**

The PEP applies to all Army organizations (TDA and TOE unit but not nonappropriated fund activities, unless the proposed investment results in savings of appropriated funds).

There is a **\$100,000 cap** per project.

Please submit your PEP proposals to the Strategic Planning Office **by 23 Jan 04**. SPO will screen and review proposals for completeness and policy compliance prior to submission to higher HQ.

**With all of the creative and innovative work that is taking place at Fort Hood, PEP provides a great way to fund our projects!**

PEP application instructions can be accessed via the Leading Change Website, or <http://www.hqda.army.mil/leadingchange/PEP>.

*If you have any questions please call Kathy McPherson, 618-7352! We are here to assist you prepare your proposal and obtain PEP project funding! (SPO)*

## **FORT HOOD HOUSING**

**Heroes.** On 22 October, Fort Hood Family Housing All-Star electrician Sean Greene observed two children who appeared to be lost in Chaffee Village. He radioed the dispatch center and asked them to notify the MP's. Jan Branch, an All-Star dispatcher, immediately notified the MPs who dispatched a unit. Joe Landez, a Fort Hood Family Housing All-Star plumber, overheard the radio transmission and began circling the neighborhood in search of the parents. He quickly found a group of ladies who knew where the children resided. Mr. Landez and one of the ladies went to the house and entered the open door when no one answered their knock. They discovered the occupant passed out on the floor in the bathroom and Mr. Landez immediately radioed the dispatch center for an ambulance. Once the MP's arrived, Mr. Landez assisted in searching the house and found a 2-month-old infant under a bed and in need of immediate medical attention. Medical personnel arrived within minutes and took over the scene. The proactive efforts of Joe Landez, Sean Greene, and Jan Branch reflect great credit on themselves, Fort Hood Family Housing, All-Star, and the entire RCI team.

**Visitors.** Six personnel from Forts Rucker and Benning visited Fort Hood 13-14 Nov receiving briefings and touring housing areas, viewing renovated and new construction. Fort Rucker personnel included COL Janaski, Acting Garrison Commander, Mr. Van Danford, RCI, Ms. Kathryn Leatherwood, DEL, and Ms. Jennifer Hill, JLL. Fort Benning visitors included Mr. Ron Smith, RCI, and Mr. Brad Riesinger, JLL.

Performing their annual site visit to Fort Hood RCI were Michelynn Carellas (DA RCI), Stan Wall (Jones Lang LaSalle), and Lanny Pricer (Ground lease inspector of the Norfolk District Corps of Engineers) on 19-20 Nov. Ron Whited, IMA SWRO, joined in on this annual visit on 20 Nov.

Clyde Sage of Hawaii RCI visited 24 Nov for the purpose of discussing our partnering methods.

While at Fort Hood on other matters, GEN Ellis, CG, FORSCOM, along with his G1, MG Gottardi, his G4, BG Border, and his DCG ARNG, MG Umbarger, took time out on 3 Dec to tour Comanche II conversion and new construction.

Mrs. Silke Hagee, spouse of General Michael Hagee, Commandant, US Marine Corps, made a short tour of the Housing areas at West Fort Hood along with Mrs. Metz, Mrs. Simmons, and Mrs. Natynczyk on 8 Dec.

Lend Lease personnel visited Fort Hood for a Board of Directors site visit on 16 Dec, and received numerous briefings, tours, and a helicopter orientation of Fort Hood. Those in attendance were Ron Oakley, CEO Americas, Bovis Lend Lease; Rob Fisher, CEO of Global Services, Lend Lease, London; Mike Hubbard, Director, Actus Lend Lease; Mark Menhinnitt, President of Development, Actus Lend Lease; Jim Evans, President, Actus Asset Management; Tom Swain, Executive Vice President, Chief Programs and Communications Officer, Actus Lend Lease; Jim Deitrick, Executive Vice President, Operations, Actus Lend Lease; Lloyd Haynes, Chief Financial Officer, Actus Lend Lease; Tom Teather, General Counsel, Actus Lend Lease, and Mike Mendoza, Corporate Health and Safety. (DPW)

## **TRAINING OPPORTUNITY - Army Performance Improvement Criteria**

It's still not too late to keep that New Year's resolution. You said you wanted to make work a better

place to be! If you're up for the challenge, Army Performance Improvement Criteria (APIC) Training can be the place to start.

APIC is an effective methodology to manage your organization through improvement of business processes and practices and delivering continuous value to customers. How does APIC support change? By providing a systematic approach of dealing with the dynamics of change, raising an organization's performance expectations and standards, and by establishing common performance criteria to facilitate sharing and communication of best management techniques and strategies.

APIC Training will be conducted onsite at Fort Hood 13-15 Jan 04, Solider Development Center, RM G-118 by Ms. Pat Ellis, ALMC. Contact your training coordinator to make your reservation. The deadline for acceptance of DD1556s has been extended to COB 8 Jan 04. Any questions regarding the course content can be addressed to Vivian Robinson, ACOE/APIC Coordinator, 618-7359. (SPO)