



# Garrison News

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Since 1998

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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.

### **Consumer Affairs, Financial Readiness Branch, Army Community Service**

The Army Community Service, Financial Readiness Branch, Consumer Affairs Office celebrated National Consumer Awareness Week during Hood Howdy, 6 Feb 04, at the Fort Hood Officers' Club. An extensive array of Financial Literacy information was available. Those individuals taking the Consumer Awareness quiz were entered in a \$50 Savings Bond drawing. CONGRATULATIONS to our four winners! Additionally, there were 21 instant winners who received a 30 minute phone card.

For information on hot topic consumer issues such as car-buying, identity theft, scams and schemes, contact the Consumer Affairs Office at 287-CITY (2489). (DMWR)

### **MEDICAL Treatment Policy for Federal Employees**

1. The Federal Employees' Compensation Act USC 8103 authorizes medical services needed to provide treatment or to counteract or minimize the effects of any condition, which is causally related to factors of Federal employment.

2. Federal employees are entitled to all services, appliances, and supplies prescribed or recommended by qualified physicians which, in the opinion of the Office of Workers' Compensation, are likely to cure,

give relief, reduce the degree or the period of disability, or aid in lessening the amount of monthly compensation. Medical care includes examination, treatment, and related services such as hospitalization, medications, appliances, supplies, and transportation incident to securing them.

3. Initial Choice. An employee is entitled to initial selection of physician for treatment of an injury or occupational illness. He or she may choose any licensed physician in private practice who is not excluded, or he or she may choose to be treated at a government facility where one is available.

4. Agency personnel may not interfere with the employee's right to choose a physician, nor may they require an employee who claims an injury to go to a physician who is employed by or under contract to the agency before going to the physician of the employee's choice. Thereafter, the agency may refer the employee to the Occupational Health Clinic for evaluation of their duty status.

5. In addition, it is MEDCOM policy that all employees with an on the job injury or illness be encouraged to utilize Army healthcare for treatment. Leaders at all levels, occupational health personnel and health care providers should ensure all personnel are made aware of and support this policy of in-house medical treatment

of employee injuries and/or occupational disease. Additionally, medical commanders will make every effort to accommodate employees by scheduling them in a timely manner to ensure they return to work as soon as possible. (CPAC)

### **ARMY COMMUNITY SERVICE**

#### **EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP)**

The Exceptional Family Member Program (EFMP) invites you to join them! The "Sea Dragons" meet every Friday, 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 24 March, 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 22 March, 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 Drive and Hood Road. 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, or come visit us at ACS, Rivers Building, Building 121, Hood Road and 761<sup>st</sup> Tank Battalion Ave. (DMWR)

### **CHANGES to the TSP Loan Program**

Effective July 1, 2004, the TSP will make three changes to the Loan Program:

- A \$50 fee will be deducted from the amount of each new loan.
- You will no longer be able to have two general purpose loans at the same time. You will still be able to have one general purpose loan and one residential loan.
- When you pay off one loan, you will not be eligible to apply for another loan for 60 days.

The TSP Loan Program is an important benefit, and we recognize that some participants need to have access to the money in their accounts for legitimate reasons. However, you should not tap into these funds as if they were in a checking or savings account. The TSP is a long-term investment intended for retirement. Removing money from your account, even if you pay it back — may diminish the amount available for your retirement.

In recent years the TSP has seen a significant increase in the number of loans. Some participants constantly have two outstanding loans, taking another loan immediately after one is paid in full. This practice results in administrative expenses that are currently charged to all TSP participants, whether or not they ever use the Loan Program.

The changes to the Loan Program will reinforce the

importance of borrowing from your TSP account only as a last resort. For participants who need a TSP loan, the \$50 fee will cover the cost of processing and servicing the loan and will ensure that these costs are paid by the 500,000 participants who use the program and not by the other 2.7 million participants who do not use the program. (CPAC)

### **Organizational Self-Assessment (OSA)**

Planning is underway to conduct the 2004 Garrison self-assessment. The OSA is a leadership and management assessment of Garrison processes, and assesses where we are and where we are going. It also defines areas needing improvement which aids in developing strategic goals, objectives, and action plans.

For further information, please contact the APIC Coordinator at 618-7359. (SPO)

### **Fort Hood 2004 Child Abuse Prevention Month/Month of the Military Child Campaign**

The Army Community Services, Advocacy and Prevention Branch, FAP is preparing for the Fort Hood 2004 Child Abuse Prevention Month/Month of the Military Child (CAPM/MOMC) Campaign.

**Grandmotherhood** - Have you ever held a newborn and heard her coo, felt the good feeling of being nurturing? Do you know what nurturing does for a child, how much it adds to their being, their future, their self-love and self-esteem? Do you think about it? Do you know how neglect and abuse take from the glow of the purity of a child? A child is born innocent, molded by the environment. Humanity has a choice, we can raise children experiencing the joys of life, or we can raise children experiencing Post Traumatic Stress Disorder (PTSD), violence, or being traumatized. (C) C. J. Wilson 1998

Please mark your calendars and help celebrate Fort Hood children and youth as they experience the joys of life. Join us for great activities in April 2004

designed to ensure a very eventful 2004 Child Abuse Prevention Month/Month Of the Military Child Campaign.

**Angry?** Can't deal with STRESS, too many CONFLICTS? Problems with discipline of children, understanding the transitioning adolescent; concerns with the safety of your child; child rearing issues affecting that wonderful relationship with your spouse; teen dating issues? Call 286-6774 to register for these classes:

Stress, Anger, Conflict Management Workshops, Relationship Enrichment Programs, Car Safety Seat Inspection and Education Program, workshops for Teens and Pre-Teens, as well as Parenting Issues Forums and activities for the New Parent Support Program Plus (NPSO+) are scheduled.

The April 2004 Campaign is rapidly approaching. Please make plans to participate in the scheduled additional activities to help us celebrate. More information and dates about a poster contest, a Blue Ribbon Campaign, parent workshops, internet safety workshops, the MOMC Festival, and numerous workshops and programs related to children and family are available.

There is no cost to participate in FAP activities and childcare is provided. For more information about A&P Branch activities, please call 286-6774 / 287-2286 or visit our A&P Branch Offices in the Rivers Center, Building 121, 761<sup>st</sup> Tank Battalion Avenue. (DMWR)

### **ACS- Employment Readiness Branch**

The mobile military lifestyle can restrict a military spouse's opportunities for employment and career advancement. Finding satisfactory employment and achieving career goals in the midst of frequent relocations to economically and geographically diverse duty stations requires job search skills and career planning.

The ACS Employment Readiness Branch (ERB) provides assistance to military spouses. Services include:

- Job Search Assistance
- Career Counseling and Coaching
- Centralized Job Bank
- Resume/Job Application Development
- Employment Education and Training Workshops

Visit the Fort Hood ERB office at Building 4220, South 77th Street. Hours of operation are Monday through Friday 0730 to 1630 except federal holidays. (DMWR)

### **CIVILIAN EMPLOYEE WITHIN GRADE PAY INCREASES**

Did you know that in order for civilian employees to earn a within-grade pay increase, also called "step increase", two conditions must be met?

First - The employee must wait the necessary period between steps.

#### **General Schedule (GS)**

- Step 1 to 2 = 1 year
- Step 2 to 3 = 1 year
- Step 3 to 4 = 1 year
- Step 4 to 5 = 2 years
- Step 5 to 6 = 2 years
- Step 6 to 7 = 2 years
- Step 7 to 8 = 3 years
- Step 8 to 9 = 3 years
- Step 9 to 10 = 3 years

#### **Wage System Supervisor (WS)**

- Step 1 to 2 = 52 Weeks
- Step 2 to 3 = 52 Weeks
- Step 3 to 4 = 104 Weeks
- Step 4 to 5 = 104 Weeks

#### **Wage System (WG, WL)**

- Step 1 to 2 = 26 weeks
- Step 2 to 3 = 78 weeks
- Step 3 to 4 = 104 weeks
- Step 4 to 5 = 104 weeks

Second - Your performance, as measured by your last annual Civilian Evaluation Report (rating of record), must be at least Successful-Level 3. You are not eligible to receive your within grade pay increase if you are rated Needs Improvement - Level 4 or Unsuccessful - Level 5.

Employees who are ineligible to receive their step increase are

notified in writing by the supervisor that their step increase is to be withheld. You have the right to seek reconsideration, from a higher management official than the supervisor, of any decision to withhold a step increase. Ultimately, if the decision to withhold is sustained by the higher management official, you may file an appeal with the U.S. Merit Systems Protection Board. Once a step increase is withheld, it may not be granted until your work performance improves to an acceptable level, i.e. Successful Level-3. For more information contact the Fort Hood Civilian Personnel Advisory Center, Management Employee Relations. (CPAC)

### **ACAP NEWS**

Officers, senior noncommissioned officers, and their spouses who are anticipating retirement/separation from active duty in the next three years are invited to attend a free lecture entitled "**Marketing Yourself for a Second Career**" sponsored by Military Officers' Association of America (MOAA) on April 5 from 0900 to 1130 at the Central Texas Workforce Center, 300 Cheyenne Drive, Killeen. Call the Fort Hood ACAP Center to sign up - 288-ACAP (2227) or 288-JOBS (5627).

Deploying soldiers affected by stop loss are required to receive the **ACAP Preseparation Counseling** and DD Form 2648 prior to deployment per MILPER Message #04-032, subject: Implement Active Army Unit Stop Loss/Stop Movement Program. Call or come by the ACAP Center for an appointment. (AG)

### **Don't Know Who Can Help?**

The Army Community Service (ACS) Information, Referral & Outreach Readiness Program provides commanders, Soldiers and families with information regarding military and civilian community resources. Our trained staff can link clients with the appropriate agency or service that can best help them. Some of our resources include information to help you with financial

issues, employment, childcare services, volunteer opportunities, local school information, legal assistance, emergency assistance for food and shelter and much more.

Call us at 287-4ACS or stop by the Rivers Building, Building 121, located at Hood Road & 761<sup>st</sup> Tank Battalion.

### **Information, Referral & Outreach Program April Events ~**

The Community Services Council (CSC) Meeting is scheduled for 28 Apr 04, 0930, Bldg 50012. This is a community-wide information meeting - great information for FRG leaders, Rear Detachment Commanders, & Housing residents. All Soldiers & family members welcome. (DMWR)

### **Fort Hood Family Housing**

Family Housing visitors this month included:

Congressman John Carter (second from left), US Representative from Texas, toured new on-post housing on 9 Feb as part of his orientation visit to Fort Hood. Shown with him here are **Robert Erwin**, Housing Program Manager, **COL William Parry**, Garrison Commander, and **Ed Veiga**, Asset Manager for Fort Hood Family Housing.



OSD Housing paid a visit to Fort Hood, 10-11 Feb. Ms Lisa Tychsen and Susie Johnson, OSD, and Laura Talbott and Nancy Lively, GAO, visited Housing Division while here to meet with KISD's Dr. Patterson as both OSD and GAO are preparing reports for the Senate Appropriations Committee on the impact of housing privatization on local schools (in general, not Fort Hood specifically).

The City of Killeen sponsored a Business/Economic Development Day for their Leadership Killeen class on 18 Feb. The purpose of that special day was to hear from business leaders about their contributions to the business/economic growth of the area. **Mike Nix** of Housing conducted a tour of the Comanche II conversion and new model homes for about 30 personnel from this class. Fort Hood's own **Vivian Robinson**, Strategic Planning Office (GC), **Kathy McPherson**, Garrison Resource Management, and **Eloise Lundgren**, Public Affairs, were a part of this group.

*HAILS AND FAREWELLS* include:

**-Melissa Bates** transferred to AG, effective 23 Feb, and received a promotion in her new IM job. **Levi Olarte**, AmeriTec contractor, who has been with Housing since 1995 has decided to retire from his job effective 27 Feb. Best wishes to both!

**MSG Wilfred Stubbs** and his fiancée, Jacqueline, tied the knot on Valentines Day! Best wishes and life's blessings on this happy couple! (DPW)

### **ARE YOU PROACTIVE OR REACTIVE?**

Stephen Covey says that effective communicating and listening both begin with language. Have you ever listened to yourself speak? When you talk, are you proactive or reactive? How do you know? Covey goes on to say that between stimulus and response, you have the freedom to choose. This is probably your greatest power, since one of the most important things you choose is *what you say, and how you say it*.

The way you speak is a good sign of how you see yourself. The communication of a proactive person is filled with proactive statements – I can, I choose, I will, I prefer, etc. A reactive person uses reactive words- I can't, I have to, I must, if only, etc. The reactive person believes that they are not responsible for what they say - they are choice-less.

Recall a conversation that you had earlier in the week where you responded in a reactive way. Put it down on paper. Now think of a proactive response that you could have applied to the same situation. Write it down. Doesn't the proactive response sound better?

All of us at some point in our life have uttered a reactive response. The key is not to continue on the reactive pathway, and yes, you can change. Really listen to yourself at work next week. Erase the can't from your lips, and say I can. Feel the power! The way you express yourself is, after all, a way to transcendence.

Submitted by Mrs. Vivian Robinson, Strategic Planning Office. (SPO)

### **DPW and the 4<sup>th</sup> ID Super PM (Preventive Maintenance)**

The DPW Maintenance is supporting the DPW Plans and Projects Division with the "4 ID Super PM" project to restore the barracks and provide a high quality of life for our troops returning from Iraq. The major interior restoration is being coordinated by the Plans and Projects Division with the work being performed by contractors. Maintenance will be involved in equipment buildings and the grounds around the buildings. There are twenty-eight equipment rooms, and all will be thoroughly inspected and deficiencies corrected. We are working primarily on the boiler rooms and HVAC systems to ensure we maintain the efficiencies of the systems and to provide the best possible service to our customers. We have crews from two Area Shops and the Roads and Ground Shop working this project. The Supervisors from both Area Shops (Shop 91: **Tony Estes** & Shop 92: **Greg Scheh**) have put this task as top priority and are monitoring it closely to ensure the timelines are met. **Larry Pohlmann** (Grounds Supervisor) is overseeing the restoration of the landscaping around the facilities. This effort includes tree and shrub trimming, grass cutting, and overall landscaping. The

supervisors and the employees of these shops are focused on this mission and their goal is to have all of these areas operating 100% and looking good when our troops come home. (DPW)

### **The Federal Long Term Care Insurance Program**

What Is Long Term Care? Long term care (LTC) is *ongoing* care for people who need lengthy or even lifelong assistance with activities they perform every day, like bathing and dressing, due to an illness, injury, or severe cognitive impairment (such as Alzheimer's disease). Six out of ten Americans who reach age 65 will need long term care services, and the longer you live, the higher your odds.

The Federal LTC Insurance Program can help protect you from the potentially high cost of long term care. What's more, it's coverage you can count on. That's because it's sponsored by the U.S. Office of Personnel Management. The Federal LTC Insurance Program reflects the long and careful efforts of OPM and two insurance leaders – John Hancock and MetLife – to provide comprehensive benefits and group premiums that can help ensure your independence.

Most health care programs, including the FEHB Program, TRICARE, and TRICARE for Life, cover very few long term care expenses, if any! While Medicare covers some care in nursing homes and at home, it does so only for a limited time, and is subject to restrictions. The Department of Veterans Affairs provides limited long term care services with restrictions on who can receive them.

Who Is Eligible to Apply:  
Employees - The following persons are eligible to apply for coverage with abbreviated underwriting within 60 days from the date they became eligible for this Program:

-Newly hired and newly eligible Federal and U. S. Postal Service employees and members of the uniformed services;

-Certain Federal and U. S. Postal Service employees who are returning from non-pay status;

-The spouses of the above-listed persons;

-The newly married spouses of Federal or U. S. Postal Service employees or members of the uniformed services (within 60 days from the date of marriage).

Federal and U.S. Postal Service employees must be in positions that convey eligibility for the Federal Employees Health Benefits Program (since eligibility for this Program is tied to Federal Employees Health Benefits eligibility). Members of the uniformed services must be in active duty status or National Guard duty for at least 30 days, or be in the Selected Reserve.

After this initial 60-day period, you can still apply for coverage, but you must complete a full underwriting application that asks more questions about your health.

Annuitants – most Federal and U.S. Postal service annuitants

Qualified Relatives:

-Current spouses and adult children (at least 18 years old, including adopted children and stepchildren) of living members of the groups above

-Parents, parents-in-law and stepparents of living Federal and U.S. Postal Service employees and living members of the uniformed services

-Surviving spouses receiving a survivor annuity

Find out more about the Federal Long Term Care Insurance Program and who is eligible to apply by visiting the web site at [www.LTCFEDS.com](http://www.LTCFEDS.com) or by calling 1-800-582-3337 (TTY: 1-800-843-3557). (CPAC)

### **PEP NEWS FLASH !!!**

**HQ, DA announced the FY 04 competition for Productivity Enhancement Program (PEP) Funds. Innovative folks from three innovative organizations responded with six incredible projects. Garrison RM helped articulate them for this year's competition and helped with the**

### **math needed to show savings and return on investment (ROI).**

Here are the folks who sent in great ideas:

**DOIM-Darla Davis**

**DPW-Jeff Salmon (4)**

**CCMD-Beverly Warshaw**

Again this year, Garrison invited the entire installation to participate in the competition, but tactical activities were extremely busy with GWOT.

These PEP proposers are requesting **\$472,250** to fund projects that would result in a whopping estimated savings of **\$2,803,834** with an **average ROI of 9 months!**

PEP projects propose to leverage the latest information and industrial technology, to better apply soldier and civilian resources in their mission areas; others will provide better stewardship of our environment, and ALL will produce better customer service.

The PEP program is a great tool to help us better manage our tangible and intangible assets, save money, free soldiers and civilians to tend to more immediate priorities, and be responsive to our changing missions!

PEP information can be accessed via the Leading Change Website, at [www.hqda.army.mil/leadingchange/PEP](http://www.hqda.army.mil/leadingchange/PEP).

**If you have any questions please call Kathy McPherson, Garrison RM, 618-7352. (GRM)**

### **ASIP Data Call**

An analysis and validation of Fort Hood's population is currently in-progress in accordance with Army Regulation 5-18, Army Stationing and Installation Plan (ASIP) and Department of the Army Pamphlet 5-18, Army Stationing and Installation Plan Guide. This validation is required semiannually. ASIP data is a key factor in resource allocation at IMA HQs and HQDA. It is critical that military, DOD civilians, tenants, and contractor personnel be counted. The current data call focuses on contractor personnel.

Contractors and number of contract employees are a key component of the total installation

population. Each organization is asked to submit the following information for all contractors who occupy space within your facility or service area.

a. Name of contractor (and contract number if available)

b. Date of contract (start and ending date), if known

c. Number of employees (number of full-time, part-time, and shift personnel)

d. POC or COR and phone number/email

e. Where contractor located (building number)

Thanks to all organizations who have already submitted this data to the Garrison Strategic Planning Office. For more information, contact the ASIP program manager at 618-7353.

**2004  
Hood Hero Awards  
Luncheons  
12 May; 4 Aug; 5 Nov  
Fort Hood Officers' Club  
1130 - 1300**

### **Future Training Opportunities**

An encore for APIC training! We're planning to bring back Mac McGuire, Director, University of Texas Center for Performance Excellence. He will talk about the APIC criteria, the process of conducting an organizational self-assessment, and the philosophy of APIC in measuring performance. It will be announced through your training coordinator at a future date.

We are also evaluating the possibility of bringing the Quality Texas Foundation team to Fort Hood to conduct a one-day Performance Excellence Course for Executives.

**Stay tuned!** For further information please contact the APIC Coordinator at 618-7359. (SPO)

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Bldg 1001 Rm W316,  
ATTN: Cathy Davis, 618-7357