



HRO HIGHLIGHTS and TRAINING NOTES



Human Resources Office

<http://amp.nrl.navy.mil/code1800/>

October 2000



Important Employee Action Items

Human Resources Service Center Contacts:

Branch hours: 7:00am – 3:30pm
(BENEFITS_NE@ne.hroc.navy.mil)

Health Insurance Benefits:

Email above address or call
Dwanda Chavis (215) 408-5619; DSN
243-5619.

Life Insurance/TSP Benefits:

Email above address or call
Diane Barrett (215) 408-5065; DSN
243-5065.

Retirement Benefits:

Email above address or call
Ken Bluford (215) 408-5069; DSN 243-
5069.

Combined Federal Campaign (CFC)
September 14 – November 17

New articles of interest

Good News for Employees – Pg. 1,
Reducing Holiday Stress – Pg. 4,
FEGLI as a Retiree – Pg. 6,
More Helpful Web Sites – P g. 7

Announcement of Awards
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UPCOMING TRAINING DATES
(See Page 11 for details)

NRL DEMO on the web at
<http://amp.nrl.navy.mil/hr-demo/>

Good News for Employees who have Health Benefits - a Bigger Paycheck

Beginning October 8,
2000, premium conversion
for NRL and ONR Federal
Employees Health Benefits

(FEHB) Program participants goes
into effect. Premium conversion
reduces your taxable income by the
amount of your health insurance
premium, resulting in tax savings.
An increase in take-home pay will be
reflected in pay received on October
27, 2000.

How much? Based on information
from the Department of the Treasury,
the average FEHB participant will
save \$434 per year in Federal
income, Social Security and Medi-
care taxes. In most jurisdictions,
state and local income taxes also will
be reduced. Taxes are avoided, not
deferred. The method for calculating

your tax savings is to multiply your
annual FEHB premium by your tax
bracket. (For example, an
employee who pays \$1600
in premiums for self and
family in a year and whose
income places him or her in the
28 percent tax bracket and who
also pays 7.65% FICA, will save
\$570.40.)



The Office of Personnel Man-
agement (OPM) has released a new
and expanded list of questions and
answers to help explain this program
to participants. You can find this info
at web site [www.opm.gov/insure/-
health/pretaxfehb/qanda](http://www.opm.gov/insure/-health/pretaxfehb/qanda). Answers
to some of the most common
questions include:

- All eligible federal employees are participants. **To opt out, you must have filed a waiver form.**
- This benefit does not apply to retirees, survivors, and former spouses.

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*****New Articles of Interest*****

Good News for Employees

Continued...

- Once participating, you may not deduct FEHB premiums as a medical deduction on your income tax return.
- You may change your participation status in premium conversion during the annual FEHB open season, or during the calendar year if you have a qualifying life event. Qualifying life events include marriage, birth of a child, or change in a spouse's employment.
- Once participating, you lose your flexibility to at any time drop FEHB coverage or change to self-only. You may make such change only if your decision to do so comes at the time of a qualifying life event. This flexibility is generally of little or no value compared to the tax savings of premium conversion.
- Premium conversion will not have any effect on benefits you will receive from retirement programs, life insurance, or the Thrift Savings Plan (TSP).

Premium conversion will have a minor impact on Social Security benefits. Your Social Security benefits are calculated on your taxable earnings, so any reduction in your taxable income will affect your Social Security calculations. However, the small reduction in Social Security benefits will probably be greatly outweighed by the much larger tax savings.

The extent of social security benefit reduction depends on your retirement system, whether your salary exceeds the Social Security wage base, and the number of years left until your retirement.

- If you are covered under the **Civil Service Retirement System**, you are generally better off with premium conversion. Your tax savings are slightly less, since you don't pay Social Security taxes. However, a reduction in Social Security benefits is not an issue for you since Social Security is not a component of your Civil Service Retirement. Even if you have Social Security coverage as a result of a non-Federal job, premium conversion would not change your Social Security benefit.
- If you are covered under **CSRS Offset**, your Social Security benefits would be slightly reduced, but your CSRS Offset benefits would be increased by almost the same amount. Participating in premium conversion is most likely a benefit to you.
- If you are covered under FERS, your Social Security benefits are calculated on your taxable earnings, so any reduction in your taxable income will affect your Social Security calculations.

In each case OPM tested, the increase in take-home pay far exceeded the minor loss in monthly Social Security benefits. Here is a simple formula you can use to estimate the difference in your Social Security benefit:

Take the number of years you will participate in premium conversion (from now until your estimated retirement) and divide by 35. Multiply this by your current annual FEHB premium. Multiply the result by the marginal SSA rate (15% for most Federal employees). The result is the annual loss of Social Security benefits. (# of Years of Premium Conversion /35) X Annual FEHB Premium X Marginal SSA Rate = Annual Loss.)

Example: You participate in FERS and have had a full career of FICA contributions, with an ending salary (today) of \$50,000, and projected retirement at age 66 in January 2016. Your estimated Social Security benefit equals \$1,414 per month. You begin participating in premium conversion and reduce your taxable income by \$2,000, the amount of your FEHB premium. By changing your salary to \$48,000, your monthly Social Security benefit is now \$1,403, an \$11.00 per month difference in today's dollars. $15/35 = .4286 \times 2000 = 857 \times .15 = 128/12 = 10.71$ or 11. Compare that to the estimated \$67 increase in take home pay per month.



What if you are covered under FERS, and have a part-time job in the private sector? Will you lose any Social Security Benefits? Probably not. Premium conversion affects only your Federal salary, and Social Security

Continued...

HRO HIGHLIGHTS

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Good News for Employees

Continued...

is based on total taxable earnings. The earnings from your non-Federal job will be added to your Federal taxable earnings.

Let's say you are covered under CSRS, but worked for 15 years in the private sector prior to your Federal employment. Will your Social Security benefits be impacted? No, since your Social Security covered income does not change.

Let's say you are over 65 and already collecting your Social Security benefit. If you participate in premium conversion, what happens to your Social Security benefit? If you are receiving the maximum Social Security benefit, premium conversion will have no impact. You cannot receive any more than the maximum benefit, and you will not lose any benefit. If you are not receiving the maximum Social Security benefit, your benefit will be recalculated as you continue to earn. Your benefit may increase as a result of those recalculations, but it will not be reduced.

For additional information, please consult the OPM web site mentioned on the first page; the Social Security Administration web site at www.ssa.gov; or, you may contact the Human Resources Service Center-Northeast (HRSC-NE) hot lines: (215) 408-4431; DSN 243-4431; (215) 408-4449; DSN 243-4449.



Lynn Granados
Code 1850

The Voluntary Leave Transfer Program is designed to help employees affected by a medical emergency, including a medical emergency of a family member. A family member is one of the following: spouse and parents of spouse; children and spouses of children; parents; brothers, sisters and spouses of brothers and sisters; and any individual whose close association with the employee is the equivalent of a family member. To qualify as a leave recipient, employees must have or be expected to exhaust all of their available leave. Employees can receive donations of annual leave from fellow employees to help ease financial hardship that would be caused by being forced to take extended leave without pay or resigning from their jobs.

An employee wishing to receive leave under this program must complete the Leave Recipient Application, Optional Form 630. The expected absence without available paid leave must be at least 24 hours, or in the case of a part-time employee, the average number of hours of work in the employee's normal biweekly tour of duty.

To make a donation, an employee completes one of the following forms: Request to Donate Annual Leave to Leave Recipient, Optional Form 630-A; or Request to Donate Annual Leave to Leave Recipient, Optional

Form 630-B. Form 630-A is used when an employee is donating leave to a recipient who is employed inside the Department of Navy. Form 630-B is used if the recipient is employed outside the Department of Navy. The following are restrictions on donating leave:

- ✓ annual leave may not be transferred to the donor's immediate supervisor;
- ✓ employees may not donate more than a total of one-half of the amount of annual leave he or she would be entitled to accrue during the leave year; and
- ✓ employees can only donate the number of hours remaining in the leave year (as of the date of transfer) for which the leave donor is scheduled to work and receive pay.

Employees can request a waiver for the last two restrictions by attaching a written request to their application explaining the circumstances.

When a recipient receives leave donations, he or she continues to be paid at his or her pay rate as if in a work status. When the medical emergency ends, any unused transferred leave is restored to the donors on a prorated basis.

Transferred leave under the leave transfer program is not a tax deduction for the donor, but its dollar value is taxable to the recipient when it is used.

NRL employees who have any questions regarding the Voluntary Leave Transfer Program should review NRL Instruction 12630.1A or consult their Administrative Office. ONR employees should review their ONR Instruction 12630.1 or consult their ONR Human Resources Office.





**Annual
Leave – Use
It or Lose It**

*Lynn Granados
Code 1850*

The end of the 2000 leave year is January 13, 2001. Employees are reminded that they must use the regular leave shown as "use or lose" on their leave and earnings statement by January 12, 2001, or it will be lost.

For lost annual leave to be restored, the leave must have been scheduled in writing (on an SF-71) and approved by the employee's supervisor at least three bi-weekly pay periods before the end of the leave year. For this year it must be scheduled and approved prior to December 2, 2000. Also, one of these conditions must exist: (1) an administrative error; (2) illness prevented the use of the scheduled leave; or (3) a demand of major importance to the public business required the scheduled leave to be canceled.

How to Reduce Holiday Stress and Enjoy the Season!

*Ralph Surette
NRL-DC C/RS*

With the holidays approaching, now is the time to plan ahead so as to insure minimal stress, and a lot of rest and fulfillment.

SET A BUDGET and keep to it! The easiest way to sabotage your holidays is to worry about how much debt you are going to have to deal with in January. Resist putting dollar amounts on how much you care for someone, and stay away from those who do.

BE CONSTRUCTIVELY SELFISH by making how *YOU* feel a top priority. If eating, drinking, or spending too much makes you feel worse afterwards, what have you really gained? Are you really bringing holiday joy to others if you are depressed, anxious or exhausted?

KEEP HOLIDAY PLANS REALISTIC. Less is often better. Making gifts, "pick-a-name" gift exchanges, etc., can make for a happier and more relaxed celebration.

RESIST BEING A SLAVE to tradition! Just because you have "always" done it a certain way, does not mean you must do it that way again this year. Invite family to suggest new ways to go about celebrating.

REMEMBER that it is people, not food, drink or gifts that makes for a cherished holiday memory. ENJOY!

(The NRL Counseling and Referral Service is a free confidential service available to all NRL employees. If you have a personal or family problems and need help, call 202-767-6857 for assistance.)

**Thrift Savings Plan (TSP)
Address Reminder**



*Iris Smith
Code 1850*

If your home address on file with your servicing Payroll Office is incorrect, your November TSP statement will not be deliverable and will be returned to the TSP Service Office. If your home address has changed, or will change, please complete a change-of-address form and return it to your servicing Payroll Office, or change your address through the Employee/Member Self Service (E/MSS) application on the web at <http://emss.dfas.mil>.

Where did "Halloween" come from?

In the 5th century B.C.E., October 31st was New Year's Eve to the Celtic tribes of Ireland, Scotland, and Wales. At this time of year, the Celts would bring their cattle and other livestock in from the pastures and harvest the last of their crops. They came to view this day as a link between the past (their harvest) and the future (the winter ahead) and believed that ghosts came back to mingle with the living.

The term "Halloween" comes from All Hallows, a holy day celebrated on November 1st. Thus, October 31st became known as All Hallows E'en (evening), from which followed "Halloween."

The custom of trick or treating comes from early Christian practice called "souling," in which people would walk from village to village begging for "soul cakes," which were similar to slices of raisin bread. They believed that the more soul cakes they received, the more their prayers would help the souls of their dead relatives in limbo to ascend Heaven. Those who were stingy with soul cakes would be the object of pranks.

Emergency Weather Condition Procedures for Washington Metropolitan Area Sites

Lynn Granados
Code 1850



Since we will be heading into the season of ice and snow in a couple of months, it's time for a refresher on what to do when the weather outside seems frightful and the snow is anything but delightful!

The Office of Personnel Management (OPM) makes decisions regarding dismissal of Federal employees and the closing of Federal agencies during hazardous weather situations in the Washington, DC metropolitan area.

Adjusted Work Dismissal

When emergency weather conditions develop during the normal workday, OPM will post information on the adjusted work dismissal on their web site "opm.gov." Employees can access this web site and click on the "Shivering Penguin Icon" to keep updated during the emergency weather conditions. If Feds are sent home, the order of dismissal depends on your normal departure time. For example, if a 3-hour early dismissal were authorized by OPM as a result of a snowstorm, employees who would normally leave work at 5pm would be authorized to leave at 2pm.

Delayed Arrival

When an emergency develops before the workday begins, OPM will post this information on their web site and provide one of the following announcements to the news media:

*"Federal agencies are operating under an **adjusted home departure policy**. Employees are requested to leave home (___) hours later than their normal departure time."* This means Federal agencies are open

on time, but non-emergency employees should adjust their normal home departure time consistent with the announcement, and non-emergency employees who arrive late will be excused administratively for the OPM requested delay and any additional lateness resulting from serious weather-related commuting delays. Commuting delays include major traffic delays resulting from highway conditions or accidents - not time spent shoveling the driveway or waiting for the snow to slacken. In determining the amount of excused absence beyond the OPM requested delay, supervisors should consider such factors as the distance between the employee's residence and worksite, availability and mode of transportation, efforts by the employee to get to work on time, and the success of other employees in similar situations.

*"Federal agencies are operating under an **unscheduled leave policy**; employees may take leave without prior approval."* This means agencies will open on time, but non-emergency employees may take leave without the prior approval of their supervisors. Employees are still expected to contact their supervisors and inform them of this intention.

"Federal agencies are closed." This means non-emergency employees are excused from duty without loss of pay or charge of leave. Emergency employees are expected to report for work on time.

Leave Requests

In emergency weather situations, individual employees often face special family situations, such as school closings. Employees should follow normal procedures for requesting leave in these situations. Supervisors should be as flexible as possible in approving such leave.

Emergency Employees

Certain Federal employees must report to work on time regardless of emergency conditions or any general dismissal authorization. They perform duties which are vital to the continuity of operating facilities, security, public safety, national defense and other crucial operations. Because of this, they have been designated as "emergency" (also known as "essential") employees. Examples include NRL security guards in Code 1200, certain NRL employees in Code 3500, and others who are specifically notified in writing of this designation. Supervisors should check command/activity directives for designation procedures. Employees who have not been so notified are considered "non-emergency" employees.

Questions

NRL supervisors and employees who have leave and timekeeping questions should review NRL Notice 7400, Revised Emergency Dismissal or Closure Procedures, or contact their Administrative Office. ONR supervisors and employees should consult their Human Resources Office.



The Real Dracula

The legend of the infamous Count Dracula originated with a real person who was, of course, not a vampire. The cruel Prince Vlad Tepes of Transylvania (now part of Romania), lived in the 15th century. He was known as "Vlad The Impaler" for once having skewered several thousand peasants on a hillside while he and his court enjoyed a picnic lunch.

Federal Employees' Group Life Insurance (FEGLI) as a Retiree



The Office of Personnel Management (OPM) is receiving an increasing number of phone calls from retirees who are very confused about their life insurance and what happens when they turn age 65. Below is information on your options at the time of your retirement:

Basic Insurance: Life insurance coverage continues automatically when you retire if you have had coverage since your first opportunity to enroll, or for five continuous years immediately preceding the date of your retirement. You must continue your Basic Life Insurance (BIA) in order to keep any of the Optional coverage. Unless you choose otherwise, your BIA begins to reduce at the end of the month after the month that you reach age 65 (or when you retire, if later). As a retiree you have three options:

Monthly Cost Per \$1,000 of BIA

<u>Level of Coverage</u>	<u>Before Age 65</u>	<u>After Age 65</u>	<u>Reduces after 65</u>	<u>Final Value</u>
75% Reduction	\$0.3358	No Charge	2% per month	25%
50% Reduction	\$0.9258	\$0.59	1% per month	50%
No Reduction	\$2.3758	\$2.04	No Reduction	100%

NOTE: The withholdings for the 50% reduction or No Reduction begin at retirement and continue for life or until the election is changed or coverage is otherwise discontinued. After retirement, you cannot change from No Reduction to 50% Reduction, nor can you increase your coverage from 75% Reduction to 50% Reduction or No Reduction. You can change from No Reduction or 50% Reduction to 75% Reduction. If you change your election to the 75% Reduction, the amount of your life insurance will be computed as if you had originally elected that level of coverage. You will not be entitled to a refund of the withholdings already paid.

Optional A: Additional \$10,000: If, at the time of retirement, you have had Option A for the past 5 years (or first opportunity to enroll if less than 5 years), you may elect to continue Option A into retirement. You will pay premiums until age 65. At that time, there will be no cost to you, but the coverage will reduce at the rate of 2% per month until the option is worth 25% of its current value.

Options B and C: Option B Additional is insurance based on an elected multiple of your salary. Option C is an elected coverage on your eligible family members. At retirement, you will need to choose the level at which you will maintain these options. Under both options, you may elect to **have Full Reduction, No Reduction or Drop Coverage.**

Full Reduction: The value of your insurance will begin to reduce the 2nd month after 65th birthday (or the 2nd month after you retire, if you are already over 65). The reduction will be 2% each month for 50 months, at which time coverage will stop. You will not pay any premiums for this coverage after you turn age 65.

No Reduction: The value of your insurance will not reduce when you reach age 65. You will continue to pay premiums for the coverage as shown in pamphlet, RI 76-12. You can change to Full Reduction at any time. If you are over age 65 at the time of the change, the option will be computed as if you had elected Full Reduction initially, and there will be no refund of premiums.

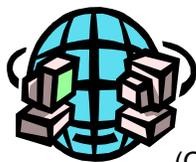
Drop Coverage: You may always make the decision to drop all or part of your optional insurance coverage. This can be done before retirement, after retirement, or as part of the retirement process.

For more information or to see the retirement pamphlet on life insurance, RI 76-12, go to OPM's web site at <http://www.opm.gov/insure/life/fegli1.htm>, or contact the HRSC-NE.



More Helpful Web Sites

*Iris Smith
Code 1850*



The Office of Personnel Management (OPM) has published more web sites that you may find helpful.

OPM is a partner in the National Partners for Financial Empowerment (NPFE), which is a broad-based public-private coalition, intended to further raise financial awareness and improve personal financial competency. Web site <http://www.npfe.org> is a portal to a broad array of financial information provided by partners in this effort. The search mechanism allows an individual to search for financial information based on a particular topic or by a specific organization. For example, topics include: retirement savings, home financing, financial education resources, debt and credit management, and laws/regulations and fraud protection. Also interactive tools are provided via linked web sites that calculate, for example: retirement, savings, home financing, and debt.

The Securities and Exchange Commission has an updated list of resources on investing and saving. For information, go to web site <http://www.sec.gov/consumer/bfacts.htm>.

The Federal Consumer Information Center has publications on just about everything. Its web page has a feature on the 2001 Consumer Action Handbook, which is a must-have consumer survival guide. Go to <http://www.pueblo.gsa.gov/>.



**Daylight Savings Begins
October 29**

**Work-Related Injuries
(Federal Employees'
Compensation Program)**

*Roxanne Drake
Code 1850*



The purpose of the Federal Employees' Compensation Program is to provide Federal employees who sustain work-related injury or disease with adequate and timely benefits for medical care and wage loss replacement, as well as assistance in returning to work where necessary. Under the Federal Employees' Compensation Act (FECA), the term "injury" applies to either a **traumatic injury** or an **occupational disease or illness**.

A "traumatic injury" is a wound or other condition of the body caused by external force, including stress and strain. The injury must be identifiable by time and place of occurrence and member of the body affected; it must be caused by a specific event or incident or series of events, or incidents within a single workday or work shift. Some examples of traumatic injuries are: cutting yourself; slipping, tripping or falling and injuring yourself; developing a rash after a one-day exposure to poison ivy; or injury caused by being struck by an object.

If you sustain a traumatic injury, you must report the incident on a Form CA-1, "Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation." This form should be completed by you (or someone acting in your behalf), and given to your supervisor as soon as possible, (but not later than 30 days from the date of injury). After completion of the form, send or bring the form to your servicing Employee Relations Office (ERO). Failure to file the form within the specified timeframe will result in the forfeiture of certain benefits.

An "occupational disease or illness" is defined as a condition produced in the work environment

over a period longer than one workday or shift. It may result from systemic infection, repeated stress or strain, exposure to toxins, poisons or fumes, or other continuing conditions of the work environment. Some examples include: hearing loss caused by hazardous noise exposure, respiratory disorders caused by long-term exposure to asbestos or toxic fumes, and injuries caused by performing repetitive-motion tasks.

If you are claiming a work-related disease or illness, you must complete Form CA-2, "Federal Employees' Notice of Occupational Disease and Claim for Compensation," and submit the form to your ERO within 30 days of the date you first realize an illness was caused or aggravated by your employment.

It is important for both the injured employee (or someone acting on his/her behalf), and the supervisor to promptly complete the required paperwork and forward to the ERO in a timely manner. That way, you can expect timely adjudication of your compensation claim.

NRL and ONR employs Injury Compensation Administrators (ICAs), who are responsible for providing you with guidance and assistance on FECA issues and for forwarding your claim forms to the Office of Workers' Compensation Programs, U.S. Department of Labor. If you have any questions, NRL employees may call the ICA, Roxanne E. Drake, at (202) 767-6737; email rdrake@hro1.nrl.navy.mil. ONR employees may contact the ICA, Paula Bright, at (703) 696-3633; email brightp@onr.navy.mil.



Federal Employees' Health Benefits Program Premium Rate Increases



The U.S. Office of Personnel Management (OPM) has announced 2001 premiums for the Federal Employees Health Benefits (FEHB) Program. OPM's news release states that nationwide, premiums for health insurance have been rising for several years and have outpaced inflation. Reflecting these trends, premiums for FEHB Health Maintenance Organizations will increase an average 8.5 percent, while the more traditional Fee-for-Service plans will see an average increase of 10.9 percent. The new premiums go into effect in January 2001.

One significant Program improvement is Mental Health and Substance Abuse Parity. Beginning in January, FEHB participants will have health insurance that provides the same co-payments for mental health conditions as for any other health condition, the same access to specialists, the same coverage for medication and the same coverage for out-patient care. This new coverage will cost single enrollees less than \$0.50 biweekly; enrollees with family coverage will pay about \$1.00 biweekly.

The largest contributor to the FEHB premium increase is the rising cost of prescription drugs, which accounts for about 40 percent of the total rise. Other contributors include greater use of medical services, the expanded use of effective, but more expensive, medical technology, and an older population.

According to OPM, their increases are lower than those seen by some other large organizations, and they reflect nationwide trends. "The FEHB Program continues to be a model. It stands out for simple but important features -- employees and retirees have the same benefits, the same choice of plans, and pay the same premiums. As the employer, the government pays a significant part of those premiums. We cover family members. We implemented the President's Patient Bill of Rights. We're committed to a healthcare system where patients are safe and receive the highest quality care. We assure our premium dollars are spent on benefits, not profits. All health plans in the Program are subject to rigorous audits by the OPM Inspector General.

During the FEHB open season, which runs from November 13 to December 11, eligible employees can stay with their current health plan or select a new one. The FEHBP web page, <http://www.opm.gov/insure>, has a wealth of Open Season information, including the new rates for each plan and PlanSmartChoice, an interactive tool to help select the health plan that best meets an individual's needs. OPM advises everyone to review the Open Season guide, visit the web site, and carefully read the health plan brochures."

Comparing brochures will be easier this year. OPM and health plan representatives collaborated to re-format and re-write benefit descriptions. Every brochure, whether from an HMO or a Fee-for-Service plan, will be in the same format and describe benefits in plain language.

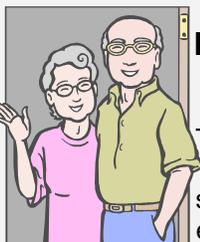
Thrift Savings Plan (TSP) Personal Identification Number (PIN) Reminder



If you use the Thrift Savings Plan (TSP) web site or the Thriftline to get information about your TSP account, you will need your Social Security number and your 4-digit TSP PIN. PINs issued by other agencies for their information service are different from your TSP PIN. If you have lost or forgotten your TSP PIN, you can request a new one through Account Access on the web site www.tsp.gov.

National Breast Cancer Awareness Month

The American Cancer Society recommends that women have a baseline mammogram done some time between the age 35 and 39 so that doctors have a reference point against which to compare all future mammograms. Starting at 40, women should have one every year.



Did you know...

The U.S. Court of Appeals for the Federal Circuit has stated that Federal annuitants who marry after retirement must explicitly choose within one year to provide a survivor benefit to their spouse and accept a reduced annuity. The court stresses that marriage to a retired Federal employee is not sufficient by itself to entitle a widowed spouse to a survivor annuity benefit.

Announcement of Awards

Nominations for the following awards are due as indicated below to the NRL Human Resources Office, Code 1850, or the ONR Training Branch. Contact these offices for detailed criteria.

Commanding Officer's Award for Achievements in the Field of Equal Employment Opportunity

Due December 1, 2000

This NRL award was established to recognize those supervisors, managers and non-supervisory employees who have made outstanding contributions to the EEO Program through excellence in their leadership skills, imagination, and accomplishments.

Annual Navy League Award

Due December 1, 2000



Civilian employees are eligible for the following two of the twelve awards given annually to recognize outstanding performance. The Navy League's objectives are to develop and maintain public interest in the DoN.

Rear Admiral William S. Parsons Award

For scientific and technical progress, to be awarded to that Navy or Marine Corps officer, enlisted person, or civilian, who has made an outstanding contribution in any field of science, which has furthered the development and progress of the Navy or Marine Corps.

Robert M. Thompson Award



For outstanding civilian leadership, to be awarded to the civilian, government official, or retired Navy or Marine Corps officer or enlisted person who has made a personal contribution

towards furthering the importance of sea power through his or her efforts as a civilian.

Alan T. Waterman Award

Due December 1, 2000

Sponsored by the National Science Foundation to recognize an outstanding young scientist in the forefront of science. Candidates must be U.S. citizens and must be 35 years of age or younger, or not more than 5 years beyond receipt of a Ph.D. degree by December 31 of the year in which nominated. Candidates should have completed sufficient scientific or engineering research to have demonstrated, through personal accomplishments, outstanding capability and exceptional promise for significant future achievements, or advanced study in the biological, mathematical, medical, engineering, physical, social or other sciences at the institution of the recipient's choice.

The following award nominations may be submitted at anytime:

Navy Distinguished Civilian Service Award (DCSA)

This is the highest honorary award that the Secretary of the Navy may confer upon a civilian employee of the DoN. Bestowal is on a highly selective basis to employees who have distinguished themselves by extraordinary service or contributions of major significance to the DoN.

Navy Superior Civilian Service Award (SCSA)

This is the highest honorary award that the Chief of Naval Research may confer on a civilian command employee. This award will be granted to recognize superior civilian service or a contribution that has resulted in exceptional values and/or benefits to the DoN. This is the second highest honorary award under the Navy Incentive Awards Program.

Navy Meritorious Civilian Service Award (MCSA)

This is the highest award that the NRL Commanding Officer may confer on a civilian employee. This award will be granted to recognize meritorious civilian service or a contribution that has resulted in high values and/or benefits to DoN. This is the third highest honorary award under the Navy Incentive Awards Program.

Navy Award For Distinguished Achievement in Science

This award is granted by the Secretary of the Navy to recognize pioneering scientific achievements that are extraordinary and significant in nature and that contain the potential of having far-reaching consequence.



NRL Lifetime Achievement Award

This award was established for bestowal on a highly selective basis to a current NRL civilian employee or team of employees for their continual and extraordinary achievements in the sciences (or engineering) that contribute substantively to the knowledge and capabilities of the nation and the U. S. Navy during a lifetime as an NRL scientist or engineer.

NRL Award of Merit for Group Achievement

This NRL award may be given at any time for a group contribution comparable to one for which an individual would receive Navy Meritorious Civilian Service Award consideration.



NRL Combined Federal Campaign

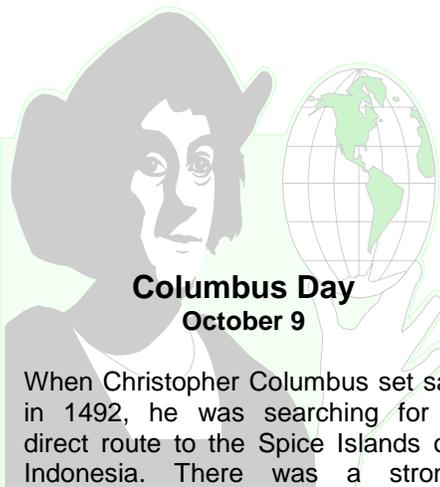
Lynn Granados
Code 1850



The Combined Federal Campaign (CFC) is officially underway for 2000 and will run until November 17. The NRL theme this year, "Soaring above and beyond... thanks to you!" emphasizes the fact that when employees give through CFC, rewards are felt throughout the community. The CFC theme "It All Comes Back To You!" provides the message that whatever the amount, your efforts are making a difference.

Please take a few moments to review your CFC catalog and consider contributing to one or more of the charities. Your generosity can mean better lives and renewed hope for millions of people in our global community.

If you would like to contribute, please contact your division Key worker.



Columbus Day
October 9

When Christopher Columbus set sail in 1492, he was searching for a direct route to the Spice Islands off Indonesia. There was a strong demand for spices in Europe at that time because many foods were barely palatable and a little spice improved the flavor, especially of meats and other foods prone to spoil. Pepper was particularly prized. In fact, many small towns kept their accounts in pepper, and dockworkers had to have their pocket sewn shut when unloading such cargo. (Some historians believe that spice traders could charge a 30,000 percent markup.)

Although Columbus discovered new lands, he realized that Queen Isabella of Spain -- the sponsor of his expedition -- would be disappointed if he did not return with spices. He found allspice in the West Indies and fruits of the capsicum family, which had a fiery taste like pepper. He called them "peppers," a name that is still with us.



LATEST TSP RETURN RATES

Month	C Fund	F Fund	G Fund
Sep 99	(2.78%)	1.15%	0.51%
Oct 99	6.34%	0.38%	0.53%
Nov 99	2.00%	(0.01%)	0.51%
Dec 99	5.90%	(0.45%)	0.54%
Jan 00	(5.03%)	(0.34%)	0.56%
Feb 00	(1.93%)	1.22%	0.53%
Mar 00	9.74%	1.32%	0.55%
Apr 00	(2.98%)	(0.29%)	0.52%
May 00	(2.05%)	(0.03%)	0.54%
Jun 00	2.44%	2.07%	0.53%
Jul 00	(1.56%)	0.89%	0.53%
Aug 00	6.19%	1.46%	0.52%
Last 12 Months 9/1999 – 8/2000	16.17%	7.59%	6.55%



NRL Toastmasters Training

Whatever your goals in life may be, your success depends on your ability to communicate. People who can verbalize their ideas so they are heard, understood, and acted upon, possess one of the most important qualities of life.

You, as an NRL employee or contractor, are fortunate to have two Toastmasters International Clubs at your doorstep. Both NRL Clubs have ongoing communications and leadership programs in which members learn by doing in an atmosphere of understanding and friendship. A basic manual is used for the first ten speeches. Twelve additional advanced manuals cover specific areas of communication, such as Technical Presentations, Speaking to Inform, The Discussion Leaders, Speeches by Management and The Entertaining Speaker. Please feel free to visit or join either NRL club.

Forum Club

First and Third Tuesdays
of every month
11:45 a.m. to 1:00 p.m.
West Dining Room, Cafeteria
Bldg. 28
POC: Dave Fromm
(202) 404-4670

Thomas Edison Club

Weekly on Thursdays
12 noon to 1 p.m.
Bldg. 207, Rm. 157 (Chemistry)
First Floor, Conference Room
POC: Leslie Chaplin
(202) 404-8105

NEW REGISTRATION AND PAYMENT PROCEDURES FOR TRAINING

Effective October 1, 2000 (FY2001), the NRL-HRO will no longer maintain a G&A budget for generic or technical training. The following procedures for all NRL civilian employees (regardless of field site) will be followed to register and pay for training sponsored by NRL-HRO or Human Resources Service Centers (HRSCs).

Several questions have been raised since the issuance of NRLNOTE 12410 of 12 Sept 00. This note was issued to establish procedures for NRL employees to register and pay for courses which will be advertised/sponsored by the HRO and HRSC (generic and technical training – considered In-House Training). It also establishes the HRO as the single point of contact for registration submissions for NRL and HRSC training. It was *not* intended to change the Division's office procedures or the standard procedures for purchasing training. It is recommended that registration be forwarded promptly to avoid unnecessary cancellation of course offerings. To clarify:

- 1) The HRO will continue to advertise training by email, web site or HRO Highlights with registration procedures, vendor information, cost amount and cancellation policy listed for each class.
- 2) Employee submits their attendance request (by designated office procedure) for approval/purchasing process.
- 3) The DD-1556 is completed (ensuring complete credit card holder information is included on the DD-1556) and authorization obtained (delegated to Division Heads).
- 4) PIPS is completed and released following standard procedures.
- 5) The DD-1556 is sent to Code 1810 to process registration. The registration is done as a group; therefore, individual cardholders should NOT call the vendor. If the class is cancelled, the DD-1556 will be annotated and returned to the cardholder immediately. Employees must follow listed cancellation deadlines. Once the deadline has passed, cancellations/refunds will not be issued!
- 6) The vendors will bill the cardholder for the specified amount (the amount is pre-calculated per person so it will not change). The vendor will contact the cardholder only if there is a problem.

The NRL-HRO Personnel Operations Branch, Code 1810, is the point of contact for all HRO and HRSC sponsored training and will be responsible for submitting paperwork to the HRSC. **Cancellation policies and deadlines will be strictly adhered to.**

EMPLOYEES NEED TO KNOW...

The Personnel Operations Branch, Code 1810, continues to support and provide traditional or alternative methods of training for employees at NRL. Questions and suggestions are welcomed and can be emailed to Cheryl Miller at cmiller@hro1.nrl.navy.mil. Employees are encouraged to develop their skills and continue to gain knowledge to enhance their job performance to better meet the needs of our organization as well as their own goals for growth. Continue to watch your email, our training web site, and the HRO Highlights for future training information.

COMPUTER BASED TRAINING (CBT)

The Human Resources Office (HRO) and the Computational Support Services Division (CSSD) will be introducing Computer Based Training (CBT) in October with an introductory class as described below. An instructor will be present to answer any questions. These courses are being made available to NRL employees at no cost. Employees must submit an In-House Nomination Form and indicate Part I, Part II and/or Computer Lab. Each class is limited to 14 spaces.

Although the alternative method of CBT is not entirely new, it is fairly new at NRL. As with most changes or new things, unfamiliarity tends to breed participant hesitancy or apprehension. Rapidly changing technology makes learning essential to maintain competencies or to improve job performance. CBT is certainly not for every employee, but it does offer an alternative method to those employees seeking convenient or self-paced training or even refresher training. Employees have hectic workdays and often find it difficult to set aside several days away from their office to attend traditional classroom training. CBT allows individuals to manage their time at their location choice for training. Employees can train in their office, at home, or in a computer-lab environment. For the beginning or advanced learner to the employee just requiring refresher training, CBT offers the opportunity to pace their training in order to meet their needs.

The CSSD at NRL offers employees free on-line training or nominal charge instructor-led training. The listing includes business, financial, and project management courses. There are also a variety of Office Suite and computer programming training courses available. The computer based training is currently set up to run on Windows operating systems; however, in the near future, this training will be available for Macintosh or Unix



systems. You can review the course listing by accessing their link from our Training web site <http://amp.nrl.navy.mil/code1800/TRNGMENU.HTM>. If you require assistance with the listed course offerings, curriculum modification for your Division, or systems support, please call John Douglas at 767-4129.

CSSD will forward successful completion of training to the HRO for entry in the employee's training record. But, most importantly, employees will have gained knowledge to enhance their job performance.

LONG-TERM TRAINING APPLICATIONS

Approved applications for long-term training are due to Code 1810 by February 1, 2001. Applications will not be accepted after that date.

Applications for all of the programs must include a narrative rationale, various levels of approval, background material, completion of standard forms, and recommendation letters. NRL sponsors four programs intended to keep professional employees abreast of advances in their fields or to take additional job-related graduate courses (not for the purpose of acquiring a degree). The four competitive programs are: the Edison Memorial Graduate Training Program, the Select Graduate Training Program, the Naval Postgraduate School Program, and the Advanced Graduate Research (Sabbatical) Program.

The Advanced Graduate Research Program has been expanded to include "**sabbaticals**" **internal to NRL**. These "internal sabbaticals" can be spent at NRL-DC, NRL-SSC, NRL-MRY, or involve assignments between NRL sites. They will be subject to all the rules and requirements of the existing Advanced Graduate Research Program.

All four programs are competitive and require applicants to have a Bachelors or Masters degree in a field appropriate to the requested area of study. Additionally, the candidates must have demonstrated the ability for advanced study, have recognized stature in their field and meet the service requirement. One-year employment at NRL is required for the Edison Memorial and Select Graduate Programs. A minimum of two years of service at NRL is required for the Naval Postgraduate School Program and the Advanced Graduate Research Program requires at least six years Federal civil service, four years at NRL.

To make an appointment or for further information about applications or approval procedures, contact Lauren Bowie at (202) 767-8314; DSN 297-8314.

TRAINING SCHEDULE

If you are interested in attending any of these training classes, please submit your registration information as indicated. Remember that submission of a DD-1556 Training Request, or an In-House Nomination Form is only a **"nomination to attend."** You must receive a confirmation of course attendance before you are officially scheduled to attend the class of choice.

Please remember to include a current voice and fax number as well as your email address at the top of the form for confirmation purposes.

COURSE: C LANGUAGE JUMP-START WITH IEEE-488 AND RS-232

Date/Location: October 23-25, 2000;
8:30am – 4:00pm; Bldg. 72, Annex



Registration: Divisions must submit an approved DD-1556 with complete procurement information, i.e., card holder name, telephone number, and purchase card number to NRL-HRO, Code 1810. The class will be held with 14 students. The **cost** is \$615.00 per person. **Vendor Information:** DuRite Duplicating, 5402 Middle Fiskville Road, Austin, TX 78751; Don Jordan at 512-459-7226, Source SV-004-0090. **Cancellation Deadline:** All cancellations must be emailed to cmiller@hro1.nrl.navy.mil by close of business on October 16, 2000 or credit card holder will be billed.

Description: If you want to learn C Language quickly and easily, and how to apply C Language to the IEEE-488 and RS-232 (and how the IEEE-488 and RS-232 actually work, in ways that you should know) for data acquisition and control of instruments, this is the course to take. No other course in the United States teaches C Language with the IEEE-488 and RS-232 application as part of the course. C language is the second language of choice now for data acquisition and control applications.

COURSE: ADVANCED TOPICS LABVIEW JUMP-START 2

Dates/Location: October 26 – 27, 2000;
8:30am – 4:00pm, Bldg. 72, Annex

Registration: Divisions must submit an approved DD-1556 with complete procurement information, i.e., card holder name, telephone number, and purchase card number to NRL-HRO Code 1810. The class will be held with 14 students. The **cost** is \$430.00 per person. **Vendor Information:** DuRite Duplicating, 5402 Middle Fiskville Road, Austin, TX 78751; Don Jordan at 512-459-7226, Source SV-004-0090.

Cancellation Deadline: All cancellations must be emailed to cmiller@hro1.nrl.navy.mil by close of business on October 16, 2000 or credit card holder will be billed.

Description: This course is presented to get your grief level down quick, your confidence up quick, to give you the technical information you need to know, hands-on experience, and then let you move ahead rapidly to apply your knowledge to your work.

ENG 615 LabVIEW Jump-Start 2 Advanced Topics Course

How to call a C Language DLL from within LabVIEW
How to call C Language code from within LabVIEW
How to use the IEEE-488 Service Request the way it was designed to be used, in LabVIEW
How to use Local Variables in LabVIEW
How to use Global Variables in LabVIEW
More LabVIEW Fine Points:

Transparent Labels in LabVIEW
VI Setup for LabVIEW execution options
VI Setup for LabVIEW VI priorities
VI Setup for LabVIEW windows options
VI Setup for customizing LabVIEW Toolbar, etc.
Using Radio Buttons in LabVIEW to select different sub-vis
Building and unbuilding Clusters in LabVIEW
Pop-up Controls in LabVIEW vis
Converting from one data type in LabVIEW to another using Scan from String
Printing data and graphs while executing LabVIEW vis
Using List and Ring Controls in LabVIEW
Listbox Symbols - enabling and disabling
Selecting various sub-vis from a List or Ring Control
Creating and using Clusters in LabVIEW



COURSE: COMPUTER BASED TRAINING

Dates/Location: Part I: Introduction to CBT:

October 5, 10, 12, and 30, 2000;
11:30am – 12:00pm, Bldg. 72 Annex.
(This brief session will acquaint employees with CBT, demonstrate how to access the web site, how to download the CBT player, and answer any questions.)



Part II: Hands-On Office Suite CBT: 12:30pm – 2:00pm, Bldg. 72 Annex, with an instructor present to answer any questions. This session is open for employees who wish to familiarize themselves with CBT prior to training on their own. This timeframe should allow for completion of one section or more of a course depending on the selected course and pace of the student.



Human Resources Office

Computer Lab: The Bldg 72 Annex Computer Training Room will be reserved for CBT (without an instructor present) from 9:00am – 11:00am on October 4, 9, 13, and 30, 2000. These labs are open for employees who are familiar with CBT and prefer to take their training away from their office environment but do not require instructor support.



Registration: These courses are being made available to NRL employees at **no cost**. Employees must submit an In-House Nomination Form and indicate Part I, Part II, and/or Computer Lab. Each class is limited to 14 spaces. Submit an In-House Nomination Form to Cheryl Miller at Code 1810CM, or fax to 202-767-8311. NRL Contractors may attend on a space available basis at a nominal charge and can call Cheryl at 202-767-8323 for more information.

Refer to the Computer Based Training article on Page 13 for a description of this training offering.

COURSE: FEMLAB SOFTWARE

(2 hands-on workshops – 3 hours each)

Date/Location: (*Rescheduled presentation*) October 6, 2000; 9:00am - 12:00pm on Multiphysics Modeling using FEMLAB AND/OR October 6, 2000; 1:00pm - 4:00pm on Electromagnetics Field Simulations Using FEMLAB, Bldg 72 Annex.

REGISTRATION: **No cost** for NRL employees; NRL contractors may attend on a space available basis at **no cost** by faxing an In-House Nomination Form to Cheryl Miller at 202-767-8311. Class size is limited to 14.

DESCRIPTION: FEMLAB is a general software package for modeling applied physics problems in MATLAB. FEMLAB is built for modeling in many different fields, such as Electromagnetics, Chemical Reactors, Structural Mechanics, and Fluid Dynamics. Specifically, FEMLAB supports the integration of problems from different fields - multiphysics – and integration with dynamical systems through SIMULINK. FEMLAB has solver capabilities for nonlinear transient systems in 1D, 2D, and 3D.

The Multiphysics Modeling Using FEMLAB workshop

will include: Multiphysics in FEMLAB, (General Modeling Capabilities, Physics-to-code, Demonstration of Application Models such as: -- Physics: The Schrödinger Equation for the Hydrogen Atom -- Geophysics: Rock Fracture Flow-- Fluid/Structure Interaction: Vibrations in a Fluid Container-- Control Engineering: Slab Temperature Control with Simulink) and a hands on seminar with exercises such as: An Electronic Detector: Mechanical Component Model and Thermal Controller.



The Electromagnetics Field Simulations using FEMLAB workshop

will include: FEMLAB in Electromagnetics, Electromagnetic Fields Simulations in FEMLAB, From Quasi-Statics to Full Wave Propagation, Demonstration of Application Models such as Microwaves: Propagation characteristics of an inhomogeneous waveguides, Electromagnetic forces in a linear motor, Multiphysics: Heating of ceramics using microwaves, and Simulation of electromagnetism in control systems. The hands on seminar will include exercises on An Electronic Detector, Spherical Capacitor and Thermal Controller.

	Name That Sitcom Mom Match the TV mom to the actress and show.		Answer Key: 1) H8; 2) E4; 3) J6; 4) F2; 5) C7; 6) G9; 7) A3; 8) D10; 9) I1; 10) B5.
<ol style="list-style-type: none"> 1. June Cleaver 2. Carol Brady 3. Marion Cunningham 4. Olivia Walton 5. Florida Evans 6. Margaret Anderson 7. Edith Bunker 8. Samantha Stephens 9. Harriet Nelson 10. Shirley Partridge 	<ol style="list-style-type: none"> A. Jean Stapleton B. Shirley Jones C. Esther Rolle D. Elizabeth Montgomery E. Florence Henderson F. Michael Learned G. Jane Wyatt H. Barbara Billingsley I. Harriet Nelson J. Marion Ross 	<ol style="list-style-type: none"> 1. The Adventures of Ozzie and Harriet 2. The Waltons 3. All in the Family 4. The Brady Bunch 5. The Partridge Family 6. Happy Days 7. Good Times 8. Leave It to Beaver 9. Father Knows Best 10. Bewitched 	