



HRO HIGHLIGHTS and TRAINING NOTES



Human Resources Office

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

September 2000



Important Employee Action Items

Blood Drive
September 12 – Bldg. 222
(Call Dennis at 767-0493)

**CFC Kick-Off and
NRL's Cultural Extravaganza**
September 14

Picnic and Music on the Mall
September 27

**Check out the new articles on
Professional Liability Insurance
(See Page 4),
Transit Subsidies
(See Page 6), and
New Registration and Payment
Procedures for Training
(See Page 8)**

Announcement of Awards
(See Page 7 for details)

UPCOMING TRAINING DATES
(See Page 8 for details)

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

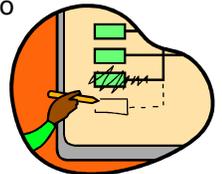
HRO Regionalization Brings Changes to Handling of Retirement, Thrift Savings Plan (TSP), and Health and Life Insurance

*Iris Smith
Code 1850*

On September 10 2000, Human Resources Regionalization begins at the Naval Research Laboratory. This will result in some important changes in how employees' retirement, TSP, and health and life insurance actions will be handled. The Human Resources Service Center-Northeast (HRSC-NE) in Philadelphia, PA will process retirement, TSP, and health and life insurance actions and will counsel employees in these areas. The role of the NRL Human Resources Office (HRO), Employee Relations Branch, Code 1850, will be limited to keeping the workforce informed of whom to contact at the HRSC. In addition, we will continue to generate Highlights articles on aspects of these employee benefits.

TSP, health and life insurance

NRL will continue to sponsor a health benefits fair each Fall. Employees may obtain health carrier brochures at the fair.



Otherwise, brochures and forms may be obtained from the NRL Forms Store in Bldg. 222 for NRL-DC; Bldg. 1100 for NRL-Stennis; and from the Administrative Officer, Bldg. 702, for NRL-Monterey. Life insurance and TSP brochures and forms are also maintained at those locations. **Employees will be responsible for mailing all benefit change forms to the HRSC-NE at the address on the next page or as an alternative, the NRL Mail Service will forward items addressed to the HRSC-NE. However, you need to be aware that there could be a delay of 1 to 5 days because of pick-up schedules, weekends and holidays.**

Continued...

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HRO Regionalization Changes

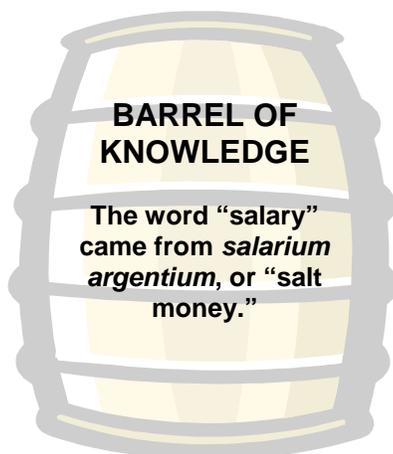
Continued...

Department of the Navy
Human Resources Service
Center – Northeast (HRSC-NE)
ATTN: Benefits (Code 51.1)
111 South Independence Mall East
Philadelphia, PA 19106-2598

For questions on health, life or TSP benefits, you may send an email to the Benefits Branch of the HRSC-NE (BENEFITS_NE@ne.hroc.navy.mil) or call Diane Barrett at (215) 408-5065; DSN 243-5065. An interactive voice response system will be available in the near future.

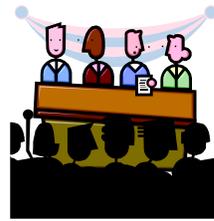
Retirement

Retirement processing will be handled by the HRSC-NE. This includes requests for retirement calculations, retirement counseling, Post-56 military deposits, and processing of retirement applications. The HRSC-NE will provide employees with retirement packages/retirement forms. The employee must mail retirement applications directly to the HRSC-NE at the address listed above. For questions on retirement, you may send email to the Benefits Branch of the HRSC-NE (BENEFITS_NE@ne.hroc.navy.mil) or call Tobey Cole at (215) 408-5075 or DSN 243-5075.



OPM Issues Family and Medical Leave Final Rules

Lynn Granados
Code 1850



On May 8, the Office of Personnel Management (OPM) issued revisions to the Family and Medical Leave Act (FMLA) of 1993 that took effect June 7. The Act provides eligible employees with a total of 12 administrative workweeks of unpaid leave during any 12-month period under the following conditions: the birth of a child and care of a newborn; adoption or foster care duties; care of employee's spouse, child, or parent with a serious health condition; or an employee's serious health condition.

The FMLA revisions include:

Employees are responsible for notifying their supervisor before invoking FMLA. Employees may not retroactively invoke their FMLA entitlements. However, employees who are physically or mentally incapable of providing notification on the day of an emergency may retroactively invoke FMLA within 2 workdays after returning to work. They must confirm this with written medical documentation.

In foreseeable circumstances, the act requires that employees provide at least 30-days notice before taking FMLA. ***It has now been defined as 30 calendar days.*** Also, in emergencies, employees are required to provide notice within a reasonable period of time depending on the situation. Even without notification, OPM states that FMLA cannot be denied or delayed.

Employees must submit medical certification of a serious health condition such as pregnancy or prenatal care, no later than 15 calendar days after the date their supervisor requests documentation. In unusual circumstances, employees are granted another 15 days. For example, a doctor fails to provide a medical certificate within the 15-day time frame. However, if the employee fails

to provide the appropriate medical documentation within 30 days, the time off can be counted as annual leave, sick leave, leave without pay, or the supervisor may charge the employee as absent without leave.

Employees who do not comply with the notification and the medical certification requirements are not entitled to FMLA.

Holidays and non-workdays that occur during the period of the employee's leave will not be counted toward the 12-week entitlement to FMLA.

Although employees can use their annual and sick leave on top of their FMLA leave, also known as "stacking" leave, OPM notes that annual leave is subject to the supervisor's approval, and suggests that supervisors and employees communicate with one another to determine the best course of action.

Other than medical documentation, employees are not required to submit any additional evidence demonstrating a serious health condition.

HRO HIGHLIGHTS

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Federal Employees' Group Life Insurance (FEGLI)

Living Benefits



*Iris Smith
Code 1850*

Living Benefits, known as *accelerated benefits*

in the private sector, are life insurance benefits paid to you while you are living, rather than to a beneficiary after your death. The Federal Employees' Group Life Insurance (FEGLI) program provides Basic Life Insurance benefits to terminally ill Federal employees, retired annuitants, and those on long-term injury compensation (compensationers) that have a life expectancy of nine months or less, and wish to receive an early lump-sum payment of their Basic Life Insurance.

How much insurance can you elect? Only Basic Insurance (equal to your salary rounded up to the nearest thousand, plus two thousand dollars) is available for living benefits. Optional insurance cannot be paid as a Living Benefit. Current employees may elect either a full Living Benefit (all of your Basic benefit), or a partial Living Benefit (expressed as a multiple of \$1,000). Annuitants and compensationers can elect only a full Living Benefit.

How many times can you elect Living Benefits? You can elect Living Benefits only once. If you elect a full Living Benefit, you have no more Basic Insurance. A subsequent increase in salary does not

give you entitlement to additional Basic Insurance. If you elect a partial Living Benefit, you cannot later elect another Living Benefit from the remaining Basic Insurance. In addition, the amount of the remaining Basic Insurance will not change, even if there is a subsequent change in salary. Also, a Living Benefit payment cannot be retracted. If the certifying doctor's medical prognosis is wrong, and you live longer than the expected nine months, you would not have to repay the Living Benefit.

How do you apply for Living Benefits? You must contact the Office of Federal Employees' Group Life Insurance (OFEGLI) at 1-800-633-4542. OFEGLI will send you an application form (FE-8, Claim for Living Benefits) that must be completed by you and your physician and returned directly to OFEGLI. If OFEGLI approves the Living Benefit, OFEGLI will send you a check, along with an explanation of benefits. When you cash or deposit the Living Benefit check, the election is complete. If OFEGLI does not approve the Living Benefit, they will notify you and your employing office. There are no appeal rights; however, you may furnish additional medical evidence to support your claim and reapply if future circumstances warrant.

How Are Benefits Calculated? At the time of application, OFEGLI will send you a calculation sheet, so you will be able to determine the amount of Basic Insurance available to you. This will take into account the age multiplication factor if you are under

age 45. (FEGLI provides an Extra Benefit to employees who are under age 45 at no additional cost. The Extra Benefit doubles the amount of life insurance payable if you are age 35 or younger. Beginning on your 36th birthday, the Extra Benefit decreases 10% each year until age 45, there is no Extra Benefit.)

The calculation will also take into account the post-age 65 reduction for annuitants age 65 and over, and a reduction for interest lost to the Life Insurance Fund because of the early payment of benefits.

Changes in withholdings and contributions. If you elect a full Living Benefit, withholdings and contributions for Basic Insurance stop. If you elect a partial Living Benefit, withholdings and contributions for Basic Insurance are based on the post-election Basic Insurance Amount.

Miscellaneous information. A Living Benefit election has no effect on your Optional Insurance. All Optional Insurance will remain in place, and withholdings for Optional Insurance will continue unchanged. If you assigned your insurance, you cannot elect a Living Benefit. Likewise, if you elect a Living Benefit, you cannot subsequently assign any remaining insurance (Basic or Optional).

Questions? Check out FEGLI's web site at www.opm.gov/insure/life/index.htm. This site contains complete and up-to-date information regarding all aspects of the FEGLI Program.

LABOR DAY September 4

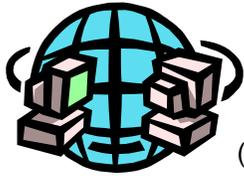
The first Labor Day was celebrated on Tuesday, September 5, 1882, in New York City. The idea for the celebration came from the Central Labor Union, which planned a demonstration and a picnic. Early participants in the earliest Labor Day parades were really staging rallies for the 8-hour workday. They gave up a day's pay to march.

Later Labor Days were held on Mondays to provide a longer weekend as a "workingman's holiday." The celebration's popularity grew with the formation of other labor organizations. By 1885, many U.S. cities were celebrating the day. Oregon was the first state to make Labor Day a legal holiday, and in 1894, President Cleveland signed a bill making it a national holiday.



More Helpful Web Sites

Iris Smith
Code 1850



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

The Social Security Administration (SSA) launched a high tech web site to promote return to work activities. This site contains important information and support for disability beneficiaries, employers, service providers, advocates and others whose goal is to help those persons with disabilities work. Go to <http://www.ssa.gov/work/index2.html>.

The health section of the Access America for seniors was recently redesigned. This web site is maintained by the Social Security Administration and offers useful information to everyone, not just seniors. The new section features links to general health resources, links to professional resources, information about medical coverage, and information about medical conditions of interest to seniors. Go to <http://www.seniors.gov/health.html>.

The Social Security retirement age is gradually increasing to 67. Regardless of what the full retirement age is, workers can start receiving reduced retirement benefits at age 62. You can take a look at the chart to find all the ages for full Social Security benefits at web site <http://www.ssa.gov/pubs.ageincrease.htm>.

The Federal Deposit Insurance Corporation (FDIC) publishes FDIC Consumer News to help people be smarter, safer users of financial services. Each issue offers helpful hints and common-sense strategies to protect and stretch a consumer's hard-earned dollars. The Summer

2000 issue of the Newsletter that is found at web site <http://www.fdic.gov/consumers/consumer/news/cnsum00/index.html> also features a consumer quiz and tips about credit cards and "living trusts".

In cooperation with the U.S. Department of Agriculture and the U.S. Securities and Exchange Commission, the Rutgers Cooperative Extension has developed a home study course on "Investing for Your Future." The course is geared for users who are investing for the first time or selecting investment products, such as a stock index fund or unit investment trust. This course is at web site <http://www.investing.rutgers.edu/main.htm>.

Professional Liability Insurance

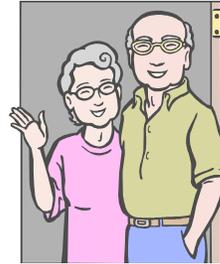
Employee Relations
Code 1850

On June 6, 2000, Dr. Diane Disney, Deputy Assistant Secretary of Defense (Civilian Personnel Policy), signed the memorandum implementing the Department's Professional Liability Insurance (PLI) Program. In compliance with Section 636 of the Treasury, Postal Service, and General Appropriations Act for fiscal year 1997, Public Law 104-208, as amended, DoD will reimburse covered employees up to one-half the cost of a covered PLI premium, not to exceed \$150 per year. Reimbursement is retroactive to October 1, 1999.

Covered employees are law enforcement officers as defined in section 636 (b) of the Act, and supervisors and management officials as defined by 5 USC 7103 (a). Implementation at Department of Navy (DoN) installations is pending release of DoN procedural regulations.

Long-Term Care Insurance for Federal Employees

Iris Smith
Code 1850



Long-term care insurance pays benefits for services you may need because you are unable to care for yourself due to a chronic mental or physical condition. In late July, Congress approved the Long-Term Security Act, which will provide group insurance rates to Federal employees, retirees, and others.

Once signed by the President, the program will be available on the first pay period of the fiscal year that begins 18 months after the law is effective. During those 18 months, the Office of Personnel Management (OPM) will:

- work with stakeholders, consultants and actuaries to develop the specifications for the contract solicitation,
- write and publish a contract solicitation,
- review and evaluate the proposals,
- award a contract,
- work with the contractor to develop educational and enrollment materials,
- train OPM and Human Resources staff of other Federal agencies, and
- prepare for the Open Season, including developing materials so that potential enrollees can make an informed decision.

For more information and to follow the progress of the efforts to provide long-term care insurance, visit www.opm.gov/insure/ltc/index.htm



Windfall Elimination Provision
What is it?

*Iris Smith
Code 1850*



The Windfall Elimination Provision (WEP) is a law which requires that the Social Security benefit amount be calculated using a formula devised specifically to prevent government workers from receiving a windfall. It primarily affects employees who spend most of their careers working in government jobs with coverage under Civil Service Retirement System (CSRS) or for employers who do not withhold Social Security taxes. It affects employees who also worked at other non-government jobs or who switched to the Federal Employees Retirement System (FERS), where they paid Social Security taxes long enough to qualify for Social Security benefits.

Social Security benefits replace a percentage of a worker's pre-retirement earnings. Benefits are calculated to ensure that lower-paid workers get a higher percentage return on their lifetime earnings. Before the WEP law was passed, government employees had their Social Security benefits computed as if they were long-term, low-wage workers. Thus, they received higher Social Security benefits in addition to their government pension. The modified formula eliminates the windfall. The formula is used in figuring the Social Security benefit

beginning with the first month the retiree is in receipt of both a Social Security benefit and the other pension.

The modified formula does not apply to survivor benefits; Federal workers first hired after December 31, 1983; employees whose pension is based solely on railroad employment; employees who did not pay Social Security taxes before 1957; employees who have 30 or more years of substantial earnings under Social Security; employees whose date of birth is before January 2, 1924; or employees who were eligible for a pension before 1986.

Employees, who were under CSRS but switched to FERS and will have a CSRS component in the computation of their annuity, will also be subject to the WEP. The reduction, however, will not be as great as for individuals who have no service covered by Social Security. The Social Security benefit will be computed using the WEP formula, but it will be prorated using months of service that are both covered and not covered by Social Security.

CSRS Offset employees are also subject to the WEP. When the reduction or offset is calculated in the CSRS Offset retiree's Office of Personnel Management benefits, the Social Security benefit used to calculate the reduction will be based on the WEP formula, if applicable.

If you have any questions, you may call the Social Security Office at 1-800-772-1213.

The Invention of the Dishwasher



The dishwasher was invented in 1886 by Josephine Cochrane, an Illinois socialite. To keep her servants from chipping her china, she washed it herself and decided there had to be a better way. Working in a shed behind her home, Mrs. Cochrane designed and built a hand-operated dishwashing machine. First she measured the dishes and constructed wire compartments to hold dishes, saucers, and cups. She placed these inside a wheel that lay flat inside a copper boiler. A motor turned the wheel while hot soapy water squirted up from the bottom of the boiler, soaking the dishes. Mrs. Cochrane unveiled her device at the 1893 World's Fair and won a top prize. The company she founded eventually became Kitchen Aid.



**First day of Autumn
September 22**



Federal Employees Health Benefits (FEHB) Premiums

*Iris Smith
Code 1850*

The Office of Personnel Management is projecting that the average increase in the FEHB premiums will be around 8.7 percent in 2001. This would be the fourth year in a row of increases around the double-digit range.

Mass Transportation Fringe Benefit Program in the National Capital Region (NCR)



*Dawn Brown
Code 1850*

Effective October 1, 2000, Executive Order 13150 "Federal Workforce Transportation in the NCR" will allow qualified employees to participate in a transportation fringe benefit program. The Defense Department's Washington Headquarters Services (WHS) will manage this program for employees in the National Capital Region (NCR). Procedures for a mass transportation fringe benefit program outside the NCR will be announced at a later date.

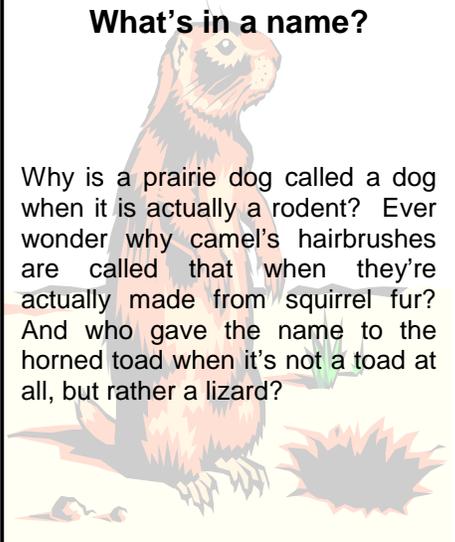
Under this program, participating employees will receive "transit passes" in amounts equal to personal commuting costs, not to exceed \$65/month. This will rise to \$100/month in 2002. Transit benefits are distributed in the form of "MetroChek" vouchers. These vouchers can be used on the MetroRail system or can be used as a cash equivalent to purchase other fare media such as bus or train tickets. They can also be used to reimburse the driver of a qualified vanpool registered with the Washington Metropolitan Area Transit Authority.

To apply for the transit benefit, employees must complete the "U. S. Department of Defense NCR Public Transportation Benefit Program Application," and fax it to the number provided on the form. The application can be obtained from the web site <http://www.dtic.mil/ref/html/NCRT-ransitpass.html>. The web site can provide all the information needed to enable you to take advantage of this fringe benefit. Please keep in mind; this DoD program is in its infancy with a short deadline for implementation. Some procedures and

policies have not yet been determined. WHS will be updating the website as program procedures are developed. For instance, Distribution Centers with established times and locations for pick up of transit passes will be posted on the web site when that information is determined.

If you do not have access to this web site on the Internet, please contact Dawn Brown, site coordinator for this program. An information package can be provided to employees without access. Mrs. Brown can be reached on (202) 767-2957, or by email, dawn.brown@nrl.navy.mil.

What's in a name?



Why is a prairie dog called a dog when it is actually a rodent? Ever wonder why camel's hairbrushes are called that when they're actually made from squirrel fur? And who gave the name to the horned toad when it's not a toad at all, but rather a lizard?

Healthy Lifestyles With Less Stress

*Ralph Surette, Ph.D.
NRL-DC Counseling & Referral Service*

Stress, even occasionally high stress, is simply a part of life. It is unlikely that a person can be stress-free regardless of the degree of their stress management skills. What is more important in how one is affected by stress is a person's fundamental life style. The fundamental choices we make on a daily basis about how we live is the most vital factor in determining the impact stress has on us. The life style habits that are most directly related to stress reduction and/or management include:

NO SMOKING – No explanation required!

MODERATE USE OF ALCOHOL – Anything over seven drinks a week is heavy drinking.

REGULAR, BALANCED MEALS – For most of us this means an increase in complex carbohydrates with an accompanying reduction in fat and sugar. No junk food!

REGULAR EXERCISE – Breaking a sweat for thirty minutes three times a week. A great antidote for depression as well!

FEELING VALUED BY OTHERS – The core of mental health is feeling valued or loved and being able to value and/or love in return.

So there you have it! The more of these life style habits you incorporate, the less likely that the stresses of living will result in physical or emotional illness.

For more information on this subject, you may contact the NRL-DC Counseling & Referral service counselor at (202) 767-6857.



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.

**Women in Science and Engineering (WISE) Award
Due November 15, 2000**



This award is sponsored by the National Science Foundation. Two awards are given annually (one each) for the Women in Science and Engineering (WISE) Award and the WISE Lifetime Achievement Award. They are given to recognize scientific or technical contributions by a woman scientist or engineer in the Federal service.

**Donald Scantlebury Award
for Distinguished
Leadership in
Financial Management
Improvement
Due October 15, 2000**



This award recognizes senior financial executives who, through outstanding and continuous leadership in financial management, have been principally responsible for significant economies, efficiencies and improvements in Federal, State, or local government.

**Federal Environmental
Engineer of the Year Award
Due October 15, 2000**



This award recognizes exemplary work and accomplishments by environmental engineers in the Federal service.

Supervisors Need to Know....

(Valuable Information on the Drug-Free Workplace Program)

Roxanne E. Drake
Command DPC

After notifying a supervisor that his/her employee has been selected for a random drug test, I often hear, "Roxanne, why don't you call him/her yourself?" Here's the reason why I do not notify your employee: Even though I am the Command Drug Program Coordinator (DPC), I cannot give an employee a direct order. Only you, the supervisor can.



And, it is realized you may not be able to contact that employee right on the spot. In that case, you may call the employee and leave a message to have him/her call you back; you may have your secretary do the same for you; you may even e-mail the employee and tell the employee to call you. It is not recommended that you leave a note on the employee's desk. You may *not* have your secretary notify your employee about the drug test. You may, however, have someone acting for you notify your employee about the drug test.

I have some good news I would like to share. I was given the opportunity to comment on the SECNAV DFWP Instruction that is under revision. I recommended the following change be incorporated under DPC responsibilities: "With written permission from the supervisor, and in the supervisors absence, the DPC may have the authority to notify an employee of a random drug test." I believe by having this authority, it would reduce the time taken by supervisors to track down employees, and eliminate excessive phone calls being made by both the supervisor and the DPC. This SECNAV draft should be finalized soon. When the approved instruction is received, I will be sending out letters to all supervisors. You, as a supervisor, have the choice to concur or not concur.

As always, please feel free to contact me anytime regarding the ONR or NRL DFWP. All calls are handled confidentially. I can be reached at 202-767-6737; DSN 297-6737. My email address is: rdrake@hro1.nrl.navy.mil.

LATEST TSP RETURN RATES

Month	C Fund	F Fund	G Fund
Aug 99	(0.50%)	(0.05%)	0.53%
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%
Last 12 Months 8/1999 – 7/2000	8.85%	6.00%	6.56%



**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 Human Resources Office (NRL-HRO) will no longer maintain a G&A budget for generic or technical training. At that time, 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).

Generic training (such as computer software; administrative and professional support; and basic supervisory courses) will be sponsored by the HRSCs. Divisions must submit an approved DD-1556 with complete procurement information, i.e., cardholder name, telephone number, and purchase card number to NRL-HRO, Code 1810.

Technical training will be sponsored by NRL-HRO and scheduled based on needs analysis surveys. Divisions must submit an approved DD-1556 with complete procurement information, i.e., cardholder name, telephone number, and purchase card number to NRL-HRO, Code 1810.

Management training will continue to be scheduled and funded by the HRO. Employees will continue to submit their completed NRL In-House Nomination form as indicated in the announcement.

The HRO will continue to advertise all training in the HRO Highlights, by e-mail, and on the HRO website. The 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, will continue to provide a variety of training opportunities for professional, computer or general courses so that employees can develop their skills and gain knowledge to enhance their job performance and better meet the needs of our organization as well as their own goals for growth. Feel free to contact Cheryl Miller at cmiller@hro1-nrl.navy.mil if you are having difficulty in trying to locate a course or a training site, or if you are interested in attending the "next available date" for classes that NRL-DC hosts, such as, PERL, JAVA, Labview, Management, Contracting, etc. A small resource library is being developed for training opportunities. For example, the USDA Graduate School offers a variety of courses to include financial, computer, management, support or technical training at several local sites; home study correspondence courses are offered through the National Independent Study Council; and national companies such as Fred Pryor, American Management Association or National Seminars provide a variety of courses throughout the metropolitan area.

The Computational Support Services Division at NRL offers free training or nominal charge training, which can be taken on-line or conducted by an instructor for NRL employees. The listing of courses include business management, project management, financial management, and computer training (Microsoft as well as programming) offerings. Please take a moment to access their link from our Training web site at <http://amp.nrl.navy.mil/code1800/TRNGMENU.HTM>. If you require further assistance with the listed course offerings or need assistance in curriculum modification for your Division, please call John Douglas at 767-4129.

TRAINING SCHEDULE

If you are interested in attending any of these classes, please submit your In-House Nomination Form to Cheryl Miller, Code 1810, or fax to 767-8311. The following courses are scheduled to be held at NRL-DC and are open to all NRL-DC Government civilian personnel. **All other employees may enroll as described in the Registration section of each course description.** Continue to watch your email, our training web site, and HRO Highlights for future training opportunities.



The In-House Nomination Form is a **"nomination to attend"** and you must receive a Confirmation of Course Attendance before you are officially scheduled to attend the class of choice. Please remember to include your email address at the top

of this form for confirmation purposes as well as a voice and fax phone number.

COURSE: RESUMIX RESUME PREPARATION WORKSHOP

(4 offerings – 3.5 hour sessions)

Dates/Location: September 15, 2000; 8:30 am – 12:00 pm, and 1:00 – 4:30 pm and September 22, 2000; 8:30 am – 12:00 pm, and 1:00 – 4:30 pm; Bldg. 72, Rm. 120.

Registration: This course is open to all NRL Civilian Employees at "no charge". Each workshop is limited to 25 participants. Submit your In-House Nomination Form early for confirmation.



Cancellation: Any employee must cancel five days before the class start date or the Division will be charged \$150.00 cost reimbursement fee for "No Show".

Description: Changes in the Human Resources arena have affected how applicants apply for positions. The DoD has instituted a new electronic resume system, Resumix, and NRL will be participating in this system. Merit staffing vacancies advertised after September 10, 2000 will be advertised using Resumix. With this change, resumes will replace SF-171's and OF-612's. Do you need to understand this confusing world of Federal job applications? Learn how to make sure that your qualifications, knowledge, skills and abilities are clear in your application. Trainers from The Resume Place will be presenting these workshops. The instructors have specialized experience in Federal and electronic resumes. They have co-authored a book entitled, "The Federal Resume Guidebook" offering advice for Federal jobseekers and have served as Webmaster at www.govexec.com and www.planet-gov.com.

CFC Kick-Off and NRL's Cultural Extravaganza

On the Mall
September 14
11:00 – 1:30



COURSE: FEMLAB SOFTWARE

(2 hands-on workshops – 3 hours each)



Dates/Location: September 15, 2000; 9:00 am - 12:00 pm on Multiphysics Modeling using FEMLAB; OR September 15, 2000; 1:00 - 4:00 pm on Electromagnetics Field Simulations Using FEMLAB; Bldg. 72 Annex.

Registration: No charge for NRL employees; NRL contractors may attend on a space available basis at no charge.

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.

COURSE: GENDER COMMUNICATION

(2 workshops – 3 hour sessions)



Dates/Location: September 8, 2000; 9:00 am - 12:00 pm, and at 1:00 - 4:00 pm Bldg. 72, Rm. 120

Registration: The course is open to NRL civilian employees at no cost. NRL contractors or military employees and other non-NRL employees can attend this course at a cost of \$150.00. Please contact Cheryl by email or at 202-767-8323 for further information. Cancellations received after September 1, 2000 or "No Shows" will be charged back to the Division at the per person fee of \$150. Although this program is targeted toward professional career levels, it is open to anyone in the diverse employee population desiring to improve their work environment.

Description: Mr. John Asher of Strategic Marketing Analysis recently presented a highly successful Sales and Marketing Strategies program at NRL. He will be returning to present a new workshop entitled, "Gender Communication for Professionals." This course will help meet the EEO requirement covered under the supervisory element. Please register early and indicate which session you would prefer to attend. Interpersonal communications form the very basis for the way in which people relate to each other in virtually every context of life. The ability to communicate clearly, accurately, non-defensively, and persuasively is important to everyone. The interaction between both sexes is done through verbal, visual (non-verbal), or vocal means based. In general, we communicate based on how we learned to play. Some children play in large groups or organized games, with rules where competition is the main metric of success, while others play in smaller groups where the rules are changed as they go along to encourage participation and relationship enhancement. As individuals translate messages into their own minds, their perception is not always what was intended which causes misunderstandings. These misunderstandings can be costly in time, productivity, and emotions. Join this workshop to explore the interaction between both sexes and the ways in which gender communication can work more effectively together to increase organizational effectiveness. Topics covered include effective listening techniques, recognizing and adapting to different personality types, means of communication, recognizing non-verbal clues while communicating verbally, and how the same words mean different things to members of the opposite sex.

