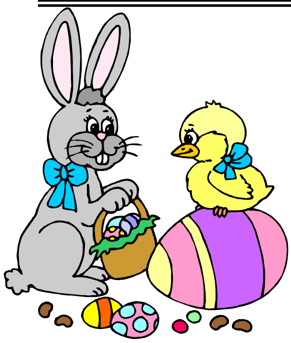
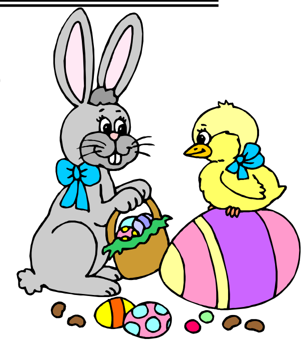
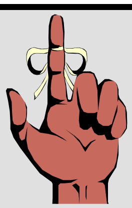


HRO HIGHLIGHTS and TRAINING NOTES



Human Resources Office http://amp.nrl.navy.mil/code1800/ April 2001



Important Employee Action Items

Human Resources Service Center Contacts
(See Page 8 for details)

Daylight Savings
April 1st

Secretary's Day
April 25th

Announcement of Awards
(See Page 9 for details)

Upcoming Training Dates
(See Page 10 for details)

NRL Retirement Seminar Video Tapes Available for Checkout
Call 767-6737

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

Principles For Healthy Work Relationships

Lynda Heater
Code 1850

I MAKE ROOM FOR OTHER PERCEPTIONS. Know that others may perceive the world quite differently from you, not necessarily for better or worse, just different. Acknowledge others' perspectives without negating them with yours by using the word "but." Your perspective is in addition to theirs and is better received with the word "and."

I UNDERSTAND THE IMPORTANCE OF MY WORDS. Know that words we use make a big difference in whether co-workers or customers will cooperate with us. Words that show understanding; that validate others' wants/needs; that request, instead of order; that show intent to help, not compete; are valuable in our working relationships. For instance, "I can, when" instead of "I can't, because," or "I wish I could" have the same end result but leave the person feeling better.

I CAN HANDLE IT. If there is a dispute and you are able to obtain resolution with a co-worker without having to drag someone else into the picture, you will feel accomplished and rightly so. Do this and take credit for doing so on your Yearly Accomplishment Report (YAR) when reporting accomplishments for the Cooperation and Customer Relations Element.

Continued…

What's inside this issue…

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

Principles for Healthy Work Relationships…

Continued…

I CAN TAKE CHARGE. Take charge of your own emotions. Know that your co-worker cannot make you feel angry without your consent. We tend to take those who annoy us around with us wherever we go, by complaining, griping, and hanging on to the situation/person that upsets us. By doing so, we give them consent to make us mad over and over again.

I AM IN CONTROL. Don't let difficult people control you. Be in control of yourself. Show the ability to detach from others' judgments/criticisms. Free yourself from feeling bad about what others say by doing the best you can and receiving only the feedback that benefits you.

I ACKNOWLEDGE OTHERS. Find the good work of someone else, acknowledge her/him in writing, and claim credit for the acknowledgement on your YAR. All parties win.

I DON'T USE TRIANGLES. Triangles are when two employees gossip or complain about, or otherwise demean a third employee who may be frustrating to them. While common, triangles do damage to the work place environment.

I AM WHAT I AM. Expect that not everyone in the office will like you. Be O.K. with that. Expect that you won't like everyone in the office. That's O.K., too. Treat everyone with courtesy. Courtesy begets courtesy and raises the working atmosphere in the office.

I AM MY OWN BEST FRIEND. Know that if you are your own best friend and you feel safe inside, others cannot harm you by their words and actions.

I START OVER. Forget old issues and give your co-workers a fresh start, over and over again, if necessary. Give yourself a fresh start when you can't give others one.

Death Benefits

Children's Benefits

The Civil Service Retirement System (CSRS) cost-of-living-adjustments (COLAs) apply to death benefits for children regardless of whether the child's parent was under CSRS or the Federal Employees Retirement System (FERS). The following rates apply from December 1, 2000 through November 30, 2001:

If the employee is survived by a spouse or the child has a living parent, the rates for eligible surviving children are the lesser of $369 per month per child or $1107 per month divided by the number of children. If the employee is not survived by a spouse or the child has no living parent, the rates for surviving children are the lesser of $442 per month per child or $1326 per month divided by the number of children. This benefit is payable in addition to any survivor annuity payable to a spouse.

Note: The total amount of FERS benefits payable to all children of the deceased is reduced by the total Social Security survivor benefits paid to any children of the deceased. Any FERS child survivor benefits remaining after the offset are divided equally among all eligible children.

Spousal Benefits

When a FERS employee dies with at least 18 months of creditable civilian service, the basic employee death benefit for a spouse or eligible former spouse is $23,386.98. This benefit can be received as one payment, rolled over into an Individual Retirement Account (IRA) or paid in 36 monthly installments. If the employee completed 10 or more years of service at date of death, the surviving spouse is eligible for the basic death benefit and an annuity.

Choosing Your Retirement Date

If you are covered by the Federal Employees Retirement System (FERS) and elect to retire, your annuity will begin to accrue as of the first day of the month that follows the retirement date you selected. For example, if you elect January 1st as your date of retirement, your annuity will not begin to accrue until February 1st, to be paid March 1st. In other words, you would lose a full month of pay.

If you are covered by the Civil Service Retirement System (CSRS), you have the option of selecting the last day of the month or the first, second or third day, and the annuity will begin to accrue the next day. For this example, if you elect January 1st as a retirement date, your annuity would begin to accrue on the 2nd, to be paid out on the first of February.

HRO HIGHLIGHTS

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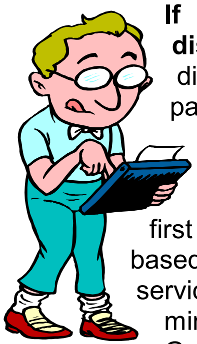
Betty A. Duffield

Calculating the Tax-Free Amount of your Retirement Annuity



If you retire for disability, all of your disability annuity payments are fully taxable until you reach the age at which you would have first been eligible to retire based on your age and service. This is called the minimum retirement age. Generally, the combinations of minimum age and service for retirement are: age 55 with 30 years of service; or, age 60 and 20 years of service; or, age 62 and five years of service. The service time would be the number of years of Federal employment before retiring on disability. As soon as you reach the age in any of these combinations, for tax purposes, you would treat your annuity payments as described below, as if you did not retire for disability.

If you do not retire for disability, part of each payment is taxable and part is a tax-free return of the retirement contributions you made while you worked. Your total retirement contributions will be shown on the original statement of your annuity. To figure the tax-free portion of your annuity, divide the amount of your retirement contributions by the appropriate factor from the charts below.

Unreduced Retirements Starting January 1, 1998:

- Age 55 and under – Divide by 360
- Age 56-60 – Divide by 310
- Age 61-65 – Divide by 260
- Age 66-70 – Divide by 210
- Age 71 and over – Divide by 160

Use the chart below if your annuity will be reduced to provide a benefit for your spouse after your death. It is based on your age at retirement, added to the age of your spouse.

Reduced Retirements Starting January 1, 1998 (Combined ages)

- Ages total not more than 110 – Divide by 410
- Ages total more than 110 – Divide by 360
- Ages total more than 120 – Divide by 310
- Ages total more than 130 – Divide by 260
- More than 140 – Divide by 210

To figure the tax-free portion of your annuity, divide the amount of your retirement contributions by the appropriate factor. The answer you get is the tax-free part of each monthly payment. For example, if your retirement contributions are $25,000, your reduced annuity started after January 1, 1998, you will be 57 when you retire, and your spouse is 55, the part of your monthly annuity payment that is not taxable is $69.44 ($25,000 divided by 360 = $69.44). You use the second chart above and divide by 360 because your combined ages of 57 and 55 equal 112. After you have claimed a tax-free amount equal to your retirement contributions, all of your retirement benefit is subject to tax. If you die before you claim all the tax-free amount, your survivor can claim the same tax-free amount until it equals your retirement contributions. If the total contributions are not fully recovered by the time the spouse dies, then the estate can take the miscellaneous itemized deduction for the remainder.

These guidelines are more fully explained in IRS Publication 721 which can be obtained on **www.irs.gov/forms_pubs/pubs.html.** In addition, the Office of Personnel Management (OPM) web site contains easy-to-understand instructions. Just go to **http://apps.opm.gov/tax_calc.**

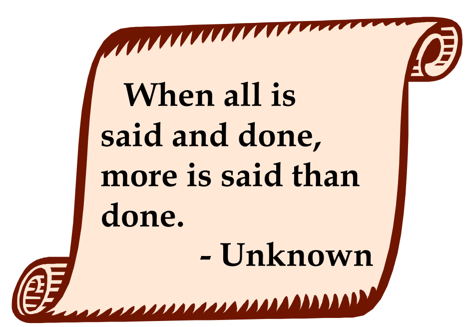
What's New on the Employee Relations Web Site

Employees and supervisors can benefit from checking out the Employee Relations menu at web site **http://amp.nrl.navy.mil/code1800/ERMENU.htm.**

This month, check out the new Science and Engineering Apprentice Program (SEAP) site. Site visitors will find answers to the most frequently asked questions; find instructions for forwarding funds to the Office of Naval Research (ONR) for College Students (CQLs); view suggested 2001 SEAP-CQL rates; find instructions in the event a student is injured; access the Mentor Handbook, the calendar of events and Summer 2001 Agenda; consult instructions to nominate a student for an additional award at the program's conclusion; and link to the George Washington University (GWU) site and key SEAP coordinators.

Following are some new additions to the Health/Life Insurance; Retirement/TSP page:

- Thrift Savings Plan – Upcoming Changes
- Continued Coverage under the Federal Employees Health Benefits Program for Disabled Children under Age 22
- Assignment of Federal Employees Group Life Insurance
- Federal Employees Group Life Insurance Living Benefits
- Medicare
- Are You in the Correct Retirement System???



Are You in the Correct Retirement System???

The Federal Erroneous Retirement Coverage Corrections Act (FERCCA) changes the rules for correcting errors in retirement coverage for some Federal employees. It helps individuals who experienced long-term harm be-cause of a mistake in retirement coverage. If you were in the wrong retirement plan for at least 3 years of service after December 31, 1986, FERCCA can help you in one or more of the following ways:

- You may have an opportunity to choose another retirement plan;
- You may be reimbursed for certain out-of-pocket expenses you paid as a result of a coverage error;
- You may benefit from certain changes in the rules about how some of your Government service counts toward retirement; and
- You may be able to make up contributions to the Thrift Savings Plan (TSP) and get make-up earnings on those contributions as well.

If you believe you are in the wrong retirement plan, you need to register with the Office of Personnel Management (OPM). OPM has established an error correction web site at **http://www.opm.gov/bene-fits/correction**. This web site includes Frequently Asked Questions about the FERCCA. OPM has also established a Hotline at 1-888-689-3233 to answer your questions.

While it is your responsibility to register with OPM, if you need help, have questions, or have discovered a retirement error not covered by FERCCA, please contact the Human Resources Service Center, North-east (HRSC-NE) at 215-408-5329 (DSN 243) during the hours of 7:00 a.m. to 3:30 p.m., Monday through Friday. You may also email the HRSC-NE anytime at **Benefits_NE-@ne.hroc.navy.mil.**

Tips on Surviving Reorganization, Downsizing, or Other Major Changes in Your Job

Ralph Surette, Ph.D.
Counseling & Referral Psychologist

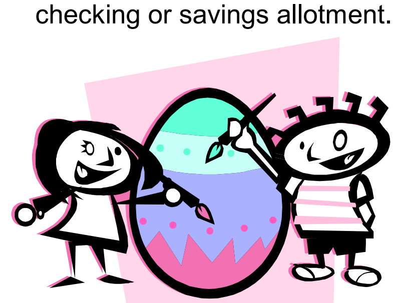
- Be prepared for change. Do not give in to just fearing or denying the inevitability of change in today's ever-changing work place.
- Avoid suppressing or denying anxiety about potential losses. Do not pretend that "everything will work itself out." Expend your emotional energy in making alternative plans. Hope is only for people who have no plans.
- Avoid sustaining unrealistic expectations. Do a reality check on your expectations so as to avoid unnecessary disappointment or resentment.
- Closely guard your time with friends and family. You will need all the support and advice and caring that you can get.
- Resist turning to food or alcohol. Trying to cope by overindulgence of anything raises stress levels and endangers your physical and emotional well being.
- Practice at being creative. All problems are amenable to creative solutions. Practice, practice, practice brainstorming solutions.
- Expand your value to your employer. Replace worrying about your job security with getting creative in selling your talents in a new light—one that your employer can use in fulfilling their mission.
- Never become complacent. Do not give decision-makers more power than they have. Stay active in being your own advocate.

Office of Personnel Management (OPM) Adds Services Online

On February 15th, 2001, OPM announced the addition of more services online at **http://www.servicesonline.opm.-gov/mainris.htm.** You can use this web site if you receive benefits under the Civil Service Retirement System (CSRS) or the Federal Employees' Retirement System (FERS). To use it, you need your CSA (retiree) or CSF (survivor) claim number and your Personal Identification Number (PIN). Your PIN is the random number issued to you by OPM when you filed your claim with them. If you do not have a PIN or cannot remember your PIN, call OPM at 202-606-0500 in the Washington Metro area, or 1-888-767-6738 if outside of the Washington Metro area.

You can use this web site to:

- Start, change, or stop federal and state income tax withholdings;
- Buy, change, or stop savings bonds;
- Change your Personal Identification Number (PIN) for accessing OPM's automated systems;
- Establish, change, or stop an allotment to an organization;
- Change your mailing address;
- Start direct deposit of your payment or change the account or financial institution to which your payment is sent; and,
- Establish, change, or stop a checking or savings allotment.



Resolving Employee Concerns - *Tips for Supervisors*

Jan Walker
Code 1850

NRL expects supervisors to handle employee concerns in a manner that promotes morale and avoids formal grievances and EEO complaints. For instance, NRLINST 12771.1B, Grievance Procedures, requires employees to start the process by discussing their concerns with their first-level supervisor. If the concern stems from an act or matter directly involving the supervisor or other division employee, the supervisor must attempt to resolve it.

The following advice applies to all communications with employees regarding their complaints, especially during the informal resolution phase of the grievance and EEO complaint processes.

(1) Be receptive to complaints and concerns. Conflict is a fact of life, and time spent with your employee in the early stages of dissatisfaction should pay off in the end. So don't personalize complaints or think that they reflect badly on you. And don't try to duck the problem or pass the buck -- even if you've heard it all before and given an answer. Be willing to give it a fresh and objective look; and consider thanking the employee for bringing it to your attention (or giving you another opportunity to look at it).

(2) Learn from it. Rather than view it as a time waster, turn your informal resolution effort into a positive experience. You can always learn or gain something from looking at the cause, circumstances or perceptions surrounding a complaint. Even when your employee is unhappy with the outcome, your efforts to deal with his/her concerns can improve your working relationship and enhance your supervisory experience and skills.

(3) Listen. This is how you get information about the problem. It's also how you come to understand how the employee feels about it and why. Just paying attention to what an employee says can reduce the problem as the employee realizes that you are listening and understanding his/her position. So listen patiently, try not to interrupt or argue your position at this point, and use body language that indicates you are hearing what the employee is saying.

(4). Give appropriate feedback. When the employee has finished, ask clarifying questions. Then summarize and restate the employee's concern. All of this helps ensure you understand the employee's position. Next, let the employee know that you are willing to try to reach a mutually satisfactory resolution.

During any discussion of the concern, avoid coming across as: blaming the employee, putting your own spin on what the employee is saying or attempting to achieve, preaching, interrogating, moralizing, ordering, warning, ridiculing, or lecturing. These all serve as "put downs." And don't bring up that anonymous third parties have problems with the employee. Nameless and faceless criticism increases anxiety and is not fair or helpful.

When you explain your decisions, try to get across the following:

- ✓ I hear you.
- ✓ I understand your problem/concern.
- ✓ Here's what I can and can't do about it.
- ✓ I'm trying to be fair.
- ✓ If you don't agree, feel free to exercise your formal complaint rights.
- ✓ If you see that the employee is not hearing you, simply say, "I understand that you disagree, but we see it differently." Don't criticize the employee's feelings or communicate that she/he has no right to be angry. Try saying, "I understand that you're angry or disappointed. If our positions were reversed, I might feel that way. But I've given this matter careful consideration and this is my decision." And remember that your employee's right to be angry or disappointed doesn't mean that you are to blame.

Appreciate that people are different and have different perspectives of how the world operates and different ways of reacting. If you argue over which of you is right and wrong, you are likely to get nowhere and may miss the point entirely. If you were wrong, admit it. You have nothing to gain by spending time on a losing battle -- which can happen if you personalize the complaint or just don't like giving in.

(5) Follow through. If you can't resolve the complaint at the first meeting (e.g., you need to get the facts and look at your options), tell the employee that you will do these things: look into the matter, think it through, and get back with an answer within a specified time period. Try to be timely; but if you just can't, get back to the employee before the deadline and explain your reasons for needing more time.

Continued…

Resolving Employee Concerns

Continued…

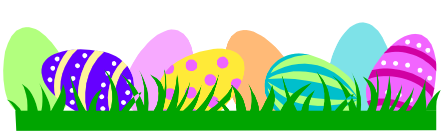
(6) Don't hesitate to seek help from HRO specialists, including the Employee Relations and EEO Offices. Help is available in the form of advice and dispute resolution services.

(7) Try to resolve the concern. Say "yes" if you know you can. Even if you can't grant what the employee wants, try to counter with a compromise that both of you can live with. And consider whether there's a pay-off to taking a hard stand on issues that are under your control and minor to you but major to the employee. You don't always have to "win."

(8) "No" is an answer. When you can't give the employee what he/she wants, don't be afraid to say "no," since it is better than no answer at all. Don't keep the employee guessing.

(9) Don't Panic. If you get to an impasse and a formal complaint looms ahead, don't panic. As appropriate, contact the Employee Relations or EEO Offices. Those offices can explain your rights and responsibilities relating to the grievance or EEO complaint processes, plus provide information on alternative dispute resolution (ADR) procedures.

(10) Follow up. Unless you are sure that the concern has or hasn't been resolved to the employee's satisfaction, wait a few days and then ask the employee if the concern is still present. Don't fear reopening the issue. Confronting it personally often results in a better relationship between you and your employee.



Assignment of Federal Employees' Group Life Insurance

You have the right to assign your FEGLI to another person(s) or trust(s)

As an employee, or former employee, you have the right to assign irrevocably your Federal Employees Group Life Insurance (FEGLI) coverage (Basic, Option A, and Option B) to another person(s), or trust(s). In addition, if you are terminally or chronically ill, you may assign your coverage to a viatical settlement firm, which will then pay you a cash amount. Assignments generally are made to comply with the requirements of a court order upon divorce, for inheritance tax purposes, to obtain money prior to death (for terminally and chronically ill persons only), or to satisfy a debt. For instance, you may assign your life insurance coverage to the Civil Service Retirement and Disability Fund in order to pay off amounts you owe to that Fund.

Assignment means that you (the insured) *forever* give up ownership of your Basic, Option A and Option B life insurance coverage (someone else owns and has control of it). However, since the insurance is still on your life, you must continue to pay the premiums.

Only you may assign your life insurance coverage. A court-appointed guardian or someone with your power of attorney or other fiduciary authority may not. Your assignee(s) may reassign your life insurance coverage.

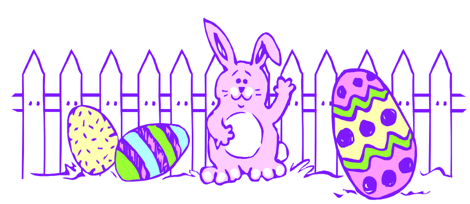
If you assign your insurance, you give up your rights to convert your coverage to a private plan upon separation from Government service, to designate beneficiaries, to cancel your coverage, and to change the post-retirement reduction schedule on your Basic Life insurance coverage after the original election. Only your assignee(s) may convert your insurance coverage, designate beneficiaries, or cancel your coverage. If you assign your life insurance coverage, neither you nor your assignee may elect Living Benefits.

If you assign your life insurance, you must assign all of it (although you do not have to assign all of it to the same person, firm, or trust). Also, you must assign percentages (no dollar amounts) adding up to 100 percent of the insurance. Family Optional insurance (Option C) *cannot* be assigned.

To assign your life insurance you must complete form RI 76-10, "Assignment of Federal Employees Group Life Insurance". You can obtain this form from the Office of Personnel Management's (OPM) web site at **www.opm.gov/-insure/life/pubslist/index.htm**, the Human Resources Service Center, Northeast (HRSC-NE), or by contacting the following: NRL Forms Supply Store, Building 222, Rm. 174; NRL-SSC Mail Room, Building 1007, Rm. 37; NRL-MRY Administrative Office, Building 702, Rm. 216. Once you complete your portion of the assignment form, submit it to the HRSC-NE.

If you have any questions, contact the HRSC-NE or OPM's web site at **www.opm.gov/insure/life/index.htm**. That site contains complete and up-to-date information regarding all aspects of the FEGLI Program.

Easter Sunday April 15th



Requirements for Continuing Health Insurance into Retirement

If you retire under the Civil Service Retirement System (CSRS) or the CSRS-Offset on an immediate annuity, you are eligible to continue your Federal Employees' Health Benefits (FEHB) enrollment, as long as you have been enrolled since you were first eligible or for five continuous years immediately prior to the date of your retirement.

If you are a separating employee covered under the Federal Employees Retirement System (FERS) and you qualify for an immediate annuity under the Minimum Retirement Age (MRA) + 10 provision, you are eligible to continue your enrollment when your annuity starts, as long as you have been enrolled since you were first eligible or for five continuous years immediately prior to the date of your separation. If you postpone receipt of your annuity, your enrollment will terminate when you separate from your employment. You will be eligible for temporary continuation of coverage (TCC) or to convert to an individual contract. You may choose to resume FEHB coverage on the date you select for your annuity to begin.

As a retiree, the cost will remain the same as if you were a current employee and will be withheld from your annuity each month. You will be entitled to the same privileges as a current employee in making changes during open season and when life changes occur. The Office of Personnel Management (OPM) will notify you of open season periods.

If you are not in receipt of cash benefits from Social Security, at age 65 you must register for Medicare by contacting your local Social Security office. During retirement, Medicare becomes the primary payer at age 65 and FEHB is secondary. Even though Medicare becomes primary, it may be to your benefit to keep your FEHB coverage. Your spouse is eligible to continue FEHB coverage after your death only if you have self and family coverage and you elect to provide a survivor annuity at the time of retirement. For more information on how FEHB and Medicare work together to provide health benefits coverage, go to web site **www.-opm.gov/insure/MCare/MHB01.htm**

If eligible to continue FEHB coverage into retirement, your health benefits continue without interruption even though premiums are not collected until your retirement case has been adjudicated. Premiums for the period from retirement to case completion will be deducted from the first payment after your retirement case is adjudicated at OPM.

For more information on the FEHB Program, see OPM's site at **www.-opm.gov/insure/health/index.htm.**

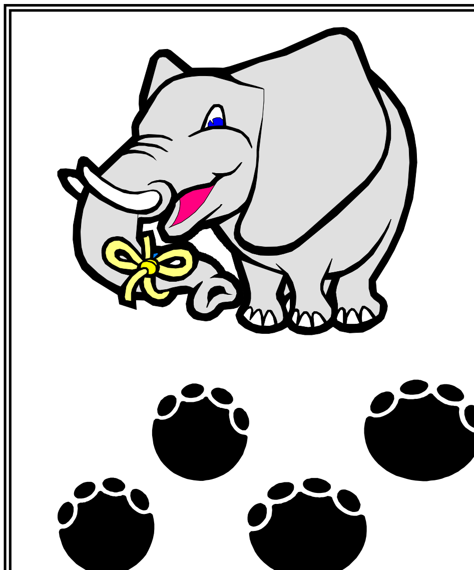
Sick Leave for Adoption

Employees may use their accrued sick leave for purposes relating to the adoption of a child. To the extent possible, such sick leave requests should be submitted at least three days in advance of the desired time off. Employees may be advanced up to 30 days of sick leave for adoption-related purposes. The purposes for which an adoptive parent may request sick leave include appointments with adoption agencies, social workers, and attorneys; court proceedings; required travel; and any other activities necessary to allow the adoption to proceed. Since adoption procedures and requirements differ among jurisdictions and adoption agencies, the regulations do not attempt to specify all of the circumstances in which an adoptive parent is ordered or required by the adoption agency or by a court to be absent from work to care for the adopted child.

Questions regarding NRL leave policies/procedures should be directed to supervisors and division administrative officers. Administrative officers who require interpretation of policies/procedures may contact the NRL Employee Relations Branch on (202) 767-2364; DSN 297-2364. ONR employees may contact the ONR Employee Relations Office on (703) 696-3620; DSN 426-3620.

Don't Forget!

Daylight Savings April 1st



Employees Have Responsibility of Filing Discrimination Complaints Within A Certain Time Limit

Lori Hill
Code 1831

Periodically, it is important for the Equal Employment Opportunity (EEO) Office to publish timeframes and other important information associated with contacting an EEO Counselor and filing a formal complaint. All employees need to be aware of the following informal counseling procedures.

An individual must contact an EEO Counselor within 45 calendar days from the date that he/she knew or should have known of the action alleged to be discriminatory or the effective date of a personnel action alleged to be discriminatory. This 45-day time limit may be extended by the EEO Officer, Code 1000 or the Deputy EEO Officer, Code 1830, only when the aggrieved individual has shown there to be extenuating circumstances of such a substantial nature as to have prevented him/her from contacting an EEO Counselor in a timely fashion.

EEO Counselors have 30 days during the informal stage to conduct fact-finding and attempt resolution of the complaint. However, some extensions are allowed. For example, often times the issue raised by an employee is merely what we call a case of communication breakdown or an unfortunate misunderstanding. While a troubling issue for those involved, it may not require utilization of the formalized EEO process. Instead, an alternative dispute resolution (ADR) method is available and is more likely to produce positive results than utilizing the formalized EEO process for certain situations. Thus, the EEO Counselor may suggest that the employee and the other party consider ADR, such as mediation or some sort of facilitation process that might serve to resolve both parties' concerns. Should both parties agree to ADR, the EEO counseling period may be extended up to 60 days until the alternative method is tried. In other words, the use of ADR does not cause an employee to forfeit his/her rights to utilize the EEO process.

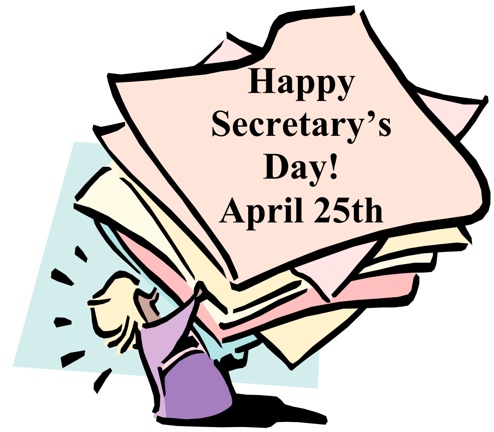
If resolution is not successful either through the Counselor's fact-finding methods or through ADR, the Counselor issues the individual a Notice of Final Interview that informs him/her of the right to file a formal complaint within 15 calendar days of the receipt of the Notice.

If anyone has any questions about the timeframes for informal counseling or any aspect of EEO, please contact Debbie Erwin, NRL's Deputy EEO Officer on (202) 767-5264, or one of the following EEO Counselors:

Lynn Granados: Bldg. 71, Rm. 1609; (202) 767-8392
Lori Hill: Bldg. 71, Rm. 1612; (202) 767-8390

Payroll Needs Address Changes for Thrift Savings Plan (TSP) Statements

If your home address on file with your servicing Payroll Office is incorrect, your 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.



Human Resources Service Center Contacts:

Branch Hours: 7:00 a.m. – 3:30 p.m.
Email: BENEFITS_NE@ne.hroc.navy.mil

Health Insurance Benefits:
Email above address or call Duwanda Chavis on (215) 408-5619; DSN 243-5619

Life Insurance/TSP Benefits:
Email above address or call Diane Barrett on (215) 408-5065; DSN 243-5065

Retirement Benefits:
Email above address or call Ken Bluford on (215) 408-5069; DSN 243-5069

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.

Outstanding DoN Employee with Disabilities

Due May 11, 2001

This award recognizes employees who have demonstrated job performance clearly exceeding requirements in spite of severely limiting physical and/or mental factors and exhibited courage and initiative in overcoming disabilities.

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 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.

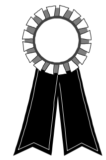
Navy Meritorious Civilian Service Award (MCSA)

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.

LATEST TSP RETURN RATES

Month	C Fund	F Fund	G Fund
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%
Sep 00	(5.27%)	0.64%	0.49%
Oct 00	(0.40%)	0.66%	0.51%
Nov 00	(7.87%)	1.65%	0.48%
Dec 00	0.50%	1.86%	0.48%
Jan 01	3.55%	1.65%	0.46%
Feb 01	(9.12%)	0.87%	0.42%
Last 12 Months 03/2000–02/2001	(8.19%)	13.51%	6.20%

TRAINING NOTES

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

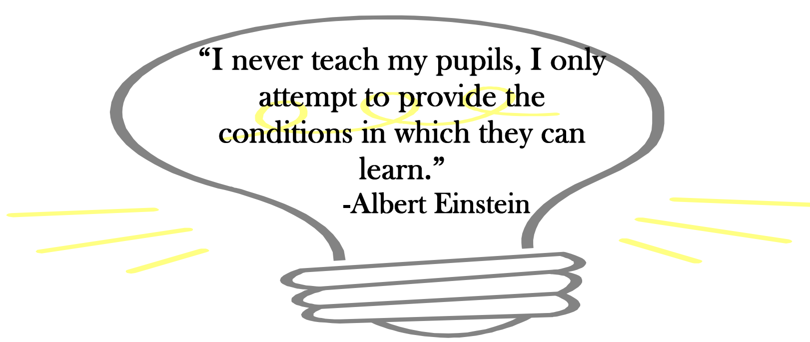
Thomas Edison Club
Weekly on Thursdays
12 noon to 1 p.m.
Bldg. 207, Rm. 157 (Chemistry)
First Floor, Conference Room
POC: Leslie Chaplin
(202) 404-8105

Personnel Operations Branch Training Information

Training Coordinator: Cheryl Miller, Code 1810
Voice: (202) 767-8323
Fax: (202) 767-8311
Email: **Cmiller@hro1.nrl.navy.mil**
HRO Training Web Site:
http://amp.nrl.navy.mil/code1800/TRNGMENU.HTM

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. The Personnel Operations Branch of the Naval Research Laboratory (NRL) Human Resources Office (HRO) continues to support and provide traditional and alternative methods of training for employees. Training opportunities will continue to be advertised on the HRO web site, by email and in HRO Highlights. Comments, questions and suggestions are always welcomed and can be sent to Cheryl Miller.

DID YOU KNOW…in discussing the protection of the Government's interest, The Code of Federal Regulations (5 CFR 410-405) states that the head of an agency shall establish procedures to protect the Government's interest when employees fail to complete (or to successfully complete) training for which the agency has paid the expenses? Employees taking training and the authorizing managers should understand this issue. Procedures are set forth in NRLHROINST 12410.3 to address this issue: "An employee who fails to complete an academic course financed by the activity or fails to receive a rating of satisfactory or a passing grade of 'C' or better, will be required to reimburse the activity for the costs of the training, and, an employee who believes that circumstances warrant nonpayment for a withdrawal or an unsatisfactory grade may request a waiver from payment. Requests for waivers must be in writing, provide complete justification, and be submitted via the supervisory chain to the Division Head. Authority to approve or disapprove a waiver of repayment is delegated to **the Head of the Division."**



ALTERNATIVE TRAINING

COMPUTATIONAL SUPPORT SERVICES (CSS), CODE 5595

Did you know that studies about learning styles reveal that people are more inclined to remember what they see and do? Are you looking to improve your skills, techniques, or communication style to enhance your job performance or career progression? Do you find it impossible to attend the multiple days of training courses offered at NRL? Do you need beginning, intermediate or advanced training?

Rapidly changing technology makes learning essential to maintain competencies or to improve job performance. Alternative training is certainly not for every employee but it does offer a means for the beginning or advanced learner to seek refresher, convenient, or self-paced training. With deadlines approaching and hectic workdays, employees often find it difficult to set aside several days away from their office to attend traditional classroom training. Alternative training allows individuals to manage their training time at the location of their choice. Employees can train in their office, at home, or in a computer-lab environment in order to gain knowledge and continue to enhance their job performance.

CSS provides NRL employees and contractors access to a variety of **no cost** multi-media training material or computer-based training (CBT) to include topics such as project management, programming, human resources, web publishing and more. Available multi-media includes VHS video, CD-rom and books with accompanying diskettes. Please access the listing for further information on multi-media library offerings at **http://snowshoe.nrl.navy.mil/scripts/traininglibrary/item-listing.asp**. CBT is currently set up to run on Windows operating systems. This training will be available in the near future for MacIntosh or Unix systems. If you missed the introductory class offerings, and would like to use our computer lab or require assistance, please email Cheryl Miller. A few courses are described in the listing below, for your review. A complete listing can be viewed at **http://amp.nrl.navy.mil/code5595/** by clicking on the left side index Training link.

(1) BUDGETING & FINANCIAL MANAGEMENT CATEGORY:

Budgeting & Financial Planning is available to anyone involved in making business decisions. This course will give the learner an overview of budgeting processes within all functions of an organization, including sales and production.

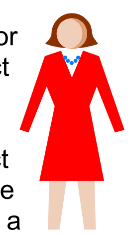
Controlling Financial Performance is available to any employee seeking advanced competency in the area of budgeting and financial planning. This course will acquaint learners with the role of budgetary performance monitoring, variances and flexibilities as an aid to strategy implementation.

(2) MANAGEMENT, PROJECT MANAGEMENT, OR ORGANIZATIONAL BEHAVIOR CATEGORIES

Leadership: Communication and Teamwork available for an employee developing management competency and is intended to provide an overview of leadership in organizations to include interpersonal skills, team skills, forms of communication and managing conflict.

Management Fundamentals is intended for anyone involved in making business decisions, new managers or supervisors. This program will introduce the learner to the fundamental principles of management planning, organization, motivation and control.

Communication and Conflict Resolution is intended for anyone within an organization involved in making business decisions. At the end of the course employees should be able to address the communication process and learn how to develop effective communication and resolve conflicts.



Fundamentals of Project Management is for learners interested in the principles of project management. A basic understanding of the need for project management and an interest in the principles of effective project management is needed. At the end of the course, learners should be able to describe a project, understand the roles of program, project, technical managers and be able to understand how to effectively manage a project.

(3) COMPUTER TRAINING CATEGORY:

Microsoft Office 2000 or Word for Microsoft Office 2000. These courses describe the new features and improvements incorporated in Microsoft Office 2000.

Programming with Visual Basic for software developers. It does require good user knowledge of Windows as well some experience in using VB. It is designed to enable software developers to develop advanced Visual Basic programs including programs using the facilities provided by Visual Basic Professional Edition.

C++ Programming: A variety of courses for employees with some experience of C or other structured programming languages or third generation languages.

JAVA Programming: A variety of courses exploring JAVA programming.

Basic IT Concepts I and II: Targeted to employees who wish to gain a basic qualification in computing to help them enhance their computer skills.

NATIONAL INDEPENDENT STUDY CENTER (NISC) CORRESPONDENCE TRAINING

Self-study allows employees to learn at their own pace at any location. In addition, the course materials often become invaluable reference sources after completion of a course. NISC offers more than 50 courses in English and writing, supervision, financial and project management, mathematics and statistics, human resources management, general skills and other areas. Please call (303) 236-8500 or email them at **nisc@grad.usda.gov.** A catalog is available at the HRO.

GRADUATE SCHOOL, USDA

The government trainer, the Graduate School, USDA, has a professional, certified staff of trainers available for a variety of training. They are increasing their Information Technology staff in order to remain current with rapidly changing topics. For further information, please visit their web site at **www.grad.usda.gov** or call (202) 479-4970. In addition, they provide affordable, customized solutions to the challenges facing government managers in areas such as leadership, managing human capital; organizational change and knowledge management. For organizational development services, please call Gary Dzurec at (202) 314-3464 or visit the web site at **www.grad.usda.gov/-programs_services/special/orgdev.cfm**.

The Institute for Management Studies (IMS)

IMS conducts one-day management development seminars each month for the convenient and continuous management and leadership development of mid-level and senior managers. Each IMS seminar is an interactive workshop on a different topic, presented by a different speaker and attended by 60 to 100 senior managers from the Federal government and large corporations. IMS speakers are faculty from major university Business Schools or are well-known and respected management consultants. IMS conducts its one-day management development seminars each month in 21 cities in the US and 5 cities in Europe and Canada. Any Department of the Navy person can review the schedule of IMS seminars in any of these cities on their web page, **www.ims-online.com**, click on "Member Services; enter the password "navy", and then click on the city where one is interested in attending seminars. To register for a seminar, call the IMS chairman listed under each city and then complete a DD Form 1556. Each of the monthly seminars costs $225 and the additional or special seminars cost $275 per person. As a corporate member, the Navy will not be charged for persons who registered to attend a seminar but at the last minute were unable to attend.

NAVAL FINANCIAL MANAGEMENT CAREER CENTER (NFMCC)

The Department of Navy NFMCC conducts the Enhanced Defense Financial Management Course. This 5-day course, provided at **no cost** to individual or activity, is intended to improve the overall technical and managerial capabilities of the DoD financial management workforce. It will be offered in the Washington DC area several times during FY-01. Please visit their web site for further information and course schedules at **www.nfmc.navy.mil/edfmc.htm.**

HUMAN RESOURCES SERVICE CENTER, CAPITAL REGION (HRSC-CR)

ATTENTION MANAGERS OR SUPERVISORS…

Looking for courses to meet your requirements for management training during the first year? Looking for courses to meet EEO requirements? Or, perhaps you are looking for courses to improve the productivity or project management of your office? The HRSC-CR presents courses at several sites including the Washington Navy Yard. Please visit their web site at **http://www.donhr.navy.mil/general/donhr_training.-htm.** If you are interested in attending a course, please follow Registration Procedure #2 in NRLNOTE 12410 of September 12, 2000.

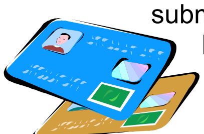
EXECUTIVE LEADERSHIP PROGRAM FOR MID-LEVEL EMPLOYEES – CLASS OF 2002

This course, sponsored by the Graduate School, USDA, was formerly called the Women's Executive Leadership Program. It provides leadership training for high-potential Federal employees in preparation for future positions as leaders and managers. This program is a year-long leadership development program that affords employees the opportunity to meet and network with high level agency and Federal government officials through the completion of executive interviews, shadowing assignments, and developmental assignments. Over the program year employees will spend about five months away from their positions. This program is designed for full-time permanent Federal employees with less than one year's supervisory

experience during their careers within the Federal government. It is open to men and women at the Demonstration Project Level NP-III, NR-IV, NR-V and NO-III (GS-11 to GS-13 level) or equivalent. The USDA nomination deadline for the Class of 2002 is July 20, 2001. Packages must be submitted through your chain of command to Code 1810, Cheryl Miller, not later than June 01, 2001 in order to meet USDA deadline. Orientation for the Class of 2002 is tentatively scheduled for August 19-24, 2002. If you require further information, please contact Cheryl Miller.

REGISTRATION AND PAYMENT PROCEDURES are described in NRLNOTE 12410 of September 12, 2000. Remember that submission of a DD-1556 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.** To receive confirmation, please remember to include a current voice and fax number, as well as your email address at the top of the form. If you have not received a confirmation prior to the start of a class sponsored by the HRO, please contact Cheryl Miller.

NRL-HRO TRAINING SCHEDULE



To register for no-cost training, you **must** submit an In-House Nomination Form not later than two weeks prior to the course start date or **to register for technical training at cost,** you must follow guidelines in NRLNOTE 12410 of September 12, 2000. **Remember that you are not enrolled in a class until you receive confirmation.** In order to receive confirmation, include a current voice and fax number, as well as your email address on your registration form. If you have not received a confirmation prior to the start of a class sponsored by the HRO, please contact Cheryl Miller. Contractors and other government personnel should contact Cheryl Miller for further information. **Cancellations** are accepted until two weeks prior to the course start date; cancellations received later than that or no shows will result in a chargeback to the Division for the per person fee.

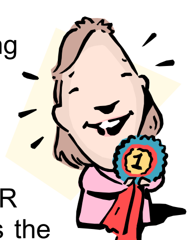
COURSE: PRINCIPAL INVESTIGATOR SERIES

Dates/Time/Location/Cost: April 10–11 and April 24–25, 2001; 8:30 am to 4:00 pm; Bldg. 226, Rm. 113; No Cost for NRL employees; per person fee for other employees or no shows is $633.00.

Description: This course is presented for new/journeymen engineers, researchers, and scientists (or other employees on track for such positions) who expect to assume responsibility for research project management. New Section Heads or Team Leaders may also wish to attend. NRL senior managers and an external sponsor will share their expertise with participants throughout this course. Dr. Raymond P. Cienek, President, Human Dynamics presents this program which focuses on the communication, interpersonal skills, networking, marketing, and related abilities necessary for success as a project manager. Major topics will include conceptualization of a research project, developing a sponsor network, long- versus short-term sponsor contracts, marketing skills, utilizing Neurolinguistic Programming to enhance relationships, potential funding sponsors, contracting/legal issues, and specific NRL requirements. A presentation topic will be identified by each participant and will be used throughout this program. Upon completion of the DISC© instrument, participants will receive an individualized profile of their sponsor relationship strengths; individual marketing and sponsor skills; and methods for enhancing sponsor relationships. This course offers extensive experiential learning opportunities coupled with significant individualized feedback.

COURSE: CONTRACTING AT NRL: THE PRE-AWARD PHASE

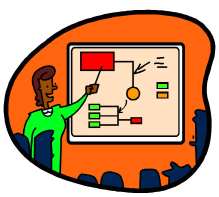
Dates/Time/Location/Cost: April 25, 26, and 27, 2001; 8:00 am to 3:30 pm; Bldg. 72, Rm. 120; No cost for NRL employees; per person fee for no shows is $400.00.



Description: Program personnel serving as technical contracting representatives and others in positions related to contracting are eligible to attend. It is strongly urged that all NRL CORs take this course prior to the required COR course. (Completion of this course meets the annual COR refresher-training requirement.) Mr. Giancola of Procurement Training Associates will present this three-day course which covers the acquisition process from identification of the requirement through the contract award. It is designed for program officers, requisitioners, contracting officer representatives and other NRL employees who need to utilize the contracting process to achieve program objectives. Topics include, contracts, grants, interagency and cooperative agreements, Broad Agency Announcements, Small Business Innovation Research, Statements of Work, specifications, preparation of Procurement Information Processing System procurement request package, technical evaluation plan, and competitive and non-competitive (sole-source) selection procedures. Numerous practical exercises and work samples will be included.

COURSE: SALES AND MARKETING STRATEGIES FOR SCIENTISTS AND ENGINEERS

Dates/Time/Location/Cost: **Choose one session*:*** May 16 and 17 2001; 8:00 am to 4:30 pm; Bldg. 72, Rm. 120 or September 17 and 18, 2001; 8:00 am to 4:30 pm; Bldg. 72, Rm. 120; No cost for NRL employees; per person fee for no shows is $533.00.



Description: John Asher, President, Strategic Marketing Analysis returns to present this highly successful training course. This workshop will cover "best commercial practices", important processes that directly affect our business here at NRL. This workshop will teach step-by-step how to research the buyer, use selling principles, prepare the seller for the sale, make the telephone call to set up the meeting, use a three-step sales interview process, keep current clients delighted, use strategic marketing planning, and practice customer service.

COURSE: GENDER COMMUNICATION - This course is targeted toward professional career levels but it is open to others in the diverse employee population desiring to improve communication techniques.

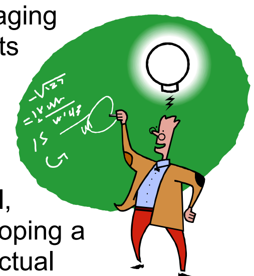
Dates/Time/Location/Cost: **Choose one session**: May 18, 2001; 9:00 am to 12:00; Bldg. 72, Rm. 120 **or** May 18, 2001; 1:00 pm to 4:00 pm; Bldg. 72, Rm. 120 **or** July 20, 2001; 9:00 am to 12:00 ; Bldg. 72, Rm. 120 **or** July 20, 2001; 1:00 pm to 4:00; Bldg. 72, Rm. 120; No cost for NRL employees; per person fee for other employees or no shows is $233.00.

Description: This course will help meet the EEO requirement covered under the supervisory element. Mr. John Asher of Strategic Marketing Analysis will be returning to present this successful workshop. 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 sexes is done through verbal or non-verbal (visual) messages. Individuals translate these messages into their own minds but their perception is not always what was intended which leads to misunderstandings. These misunderstandings can be costly in time, productivity, and emotions. Join this workshop to explore the interaction between sexes and the ways in which gender communication can work 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.

COURSE: ADVANCED PRINCIPAL INVESTIGATOR SERIES

Dates/Time/Location/Cost: May 22 - 23 and June 5 and 6, 2001; 8:30 am to 4:00 pm; Bldg. 226, Rm. 113; AND an individual feedback session will be scheduled approximately 2 weeks later; No Cost for NRL employees; per person fee for other employees or no shows is $633.00.

Description: This course is presented for new/journeymen engineers, researchers, and scientists (or those on track for such positions) who expect to assume responsibility for research project management. New Section Heads or Team Leaders may also wish to attend. Employees must attend the Principal Investigators Program or have alternative training or demonstration of applicable experience evaluated by instructor. Dr. Raymond P. Cienek, President, Human Dynamics presents this tools and techniques oriented course which focuses on planning, developing, presenting, and managing a successful project. Participants will take both a sample and personally selected project through conceptualization, marketing plan development, creating a project proposal, presenting the proposal, and developing a project management schematic. Actual



proposal development and a presentation (with suggested modifications and enhancements) will be required. We will use Microsoft© Project Manager and participants are encouraged to provide their own notebook computer with this software installed, otherwise, appropriate equipment will be provided. All participants are required to develop an abbreviated project proposal and present a video-taped sponsor presentation for critique and review. In addition, participants will learn to utilize such project tools as CPM, PERT, Value-Added Analysis, etc., in developing a plan for managing their project and reporting to sponsors. Each participant will have an individual debriefing session with the instructor where they will receive a videotape and critique of their proposal/presentation with recommendations and commentary for improving their presentation skills and proposal package.

COURSE: CONTRACTING OFFICER'S REPRESENTATIVE TRAINING

Dates/Time/Location/Cost: June 20-22, 2001; 8:00 am – 3:30 pm; Bldg. 72, Rm. 120; No cost for NRL employees; per person fee for no shows is $400.00

Description: Mr. Giancola of Procurement Training Associates will present this course for employees seeking appointment as a COR. There are no prerequisites; however, it is strongly recommended that the three-day course, Contracting at NRL: The Pre-Award Phase, be completed prior to taking this course. This course covers the relationship between contract type, contract administration and contract monitoring. The role of the COR at NRL, basic rules of contract interpretation, and resolution of problems in contract administration are discussed.

COURSE: EFFECTIVE BRIEFING TECHNIQUES

Dates/Time/Location/Cost: Dates to be determined for September 2001; 8:00 am to 4:00 pm; Bldg. 72, Rm. 120; No cost for NRL employees; per person fee for other employees or no shows is $250.00.

Description: Ms. Jeanne Pasquariello, of Potomac Training Associates, has conducted highly successful training sessions at NRL of her course, "Effective Managerial Briefing and Presentation Techniques". The past presentations of this course received high evaluations and positive feedback from NRL employees. The instructor was rated high on presentation and content of this course; however, most employees felt the true benefit came from the instructor-led videotaping and review of their presentation. Are you prepared to present decisive planning and leadership? Preparing data for a briefing is only half of the problem; presentation is the other and most important. Presentations are one of the first managerial skills that a junior professional must acquire. In managing any project, presentations or briefings are used as a formal method for bringing people together to propose, plan, monitor and/or review progress. But, it puts you on display and opens the topic up for discussion and questions. Don't forget that your audience is busy; you must learn how to grab their attention and keep it without falling into the trap of presentation distractions. You must be able to capture and hold the attention of your audience in order to persuade them of the merits of your presentation and leave them with a thorough understanding. This course is designed for supervisors, project managers, or branch chiefs in the scientific or research areas at NRL. Other employees may attend on a space available basis. If you want to speak with greater confidence, project greater poise in delivery techniques, deliver a clear and focused presentation, and much more – then this workshop is for you!! Utilizing videotaping with playback and participant activities combined with training manuals, this workshop prepares speakers at all levels of an organization to make presentations with effectiveness from any platform.

COURSE: MANAGEMENT I

Dates/Time/Location/Cost: September 11, 12, and 13, 2001; 8:00 am – 4:30 pm; Bldg. 226, Rm. 113; No cost for NRL employees; per person fee for other employees or no shows is $540.00.

Description: This course helps meet the NRL requirement for new supervisor training. Management I uses a modular format incorporating supervisory fundamentals on such topics as interpersonal communications, employee motivation, delegation, problem solving, and managing problem situations. The course incorporates a situational leadership-based concept, which will integrate with higher level management courses. The course utilizes an experiential learning approach incorporating case studies, role plays, and simulations – all reflecting the NRL environment. Participants can expect to enhance communications with subordinates, increase productivity, improve decision making, gain greater insights into self and others within the NRL work environment, and promote enhanced teamwork.