



HRO HIGHLIGHTS and TRAINING NOTES



Human Resources Office

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

October 2001



Important Employee Action Items

CFC
Ends Nov. 16

CFC Car Show
Oct. 18, On the Mall

FEHB Health Fair
Nov. 7
Bldg. 222 Exhibit Room
10:00 a.m. – 2:00 p.m.

FEHB Open Season:
Nov. 12 – Dec. 10, 2001

TSP Open Season:
Nov. 15, 2001 – Jan. 31, 2002

**Date by which use or lose leave
must be taken:**
Jan. 11, 2002

**Date by which use or lose leave
must be scheduled in order to
apply to have lost leave restored:**
Nov. 30, 2001

**Human Resources Service
Center Northeast (HRSC-NE)
Contacts**
(See Page 11 for details)

What's New on the Employee Relations Menu

*Jan Walker
Code 1850*

Supervisors and employees can benefit from checking out the Employee Relations (ER) menu at <http://amp.nrl.navy.mil/code1800/ERMENU.htm>. For instance, click on *Unacceptable Performance Actions*, and view a guide that the ER staff developed to help supervisors carry out such actions and help employees understand the process.

What's the process? Supervisors should initiate one of the following options at any point during the appraisal cycle that an employee is not meeting standards established under the Contributions-based Compensation or Performance Appraisal Review Systems (CCS/ PARS). The ER Staff (Code 1850) is available to advise supervisors and employees regarding their options and guide supervisors through the following procedures.



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Employee Relations Menu...

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NEGOTIATED SEPARATIONS. The supervisor and employee may choose to negotiate terms by which the employee volunteers to leave the position. The ER website links to an ER guide on this subject. Agreement may occur before or after initiation of the following procedures:

REMOVAL OR REDUCTION IN PAY/GRADE/CAREER LEVEL. A supervisor may propose to remove or reduce in grade, career level or pay an employee who continues to perform unacceptably in a CCS/PARS performance element after being given an opportunity to demonstrate acceptable performance. The opportunity to demonstrate acceptable performance is called a performance improvement period (PIP). A higher-level supervisor must decide the proposed action. The supervisor bases the proposal on unacceptable performance that occurs during the PIP.

The PIP process provides the employee with notice that his/her performance is unacceptable. The notice discusses the employee's performance standards and other means by which the supervisor notified the employee of performance requirements. It gives examples of work that failed to meet the requirements and thus served as a basis for the unacceptable assessment/s. And it sets out a time frame (60-90 days is typical) during which performance must improve to the acceptable level. The PIP notice encloses a "performance improvement plan," which sets out the requirements the employee must meet during the PIP. Typical scientist/engineer plans outline specific tasks or objectives, due dates, and quality requirements for end results, such as a completed task or a report of progress on a task. The ER's unacceptable performance page links to a sample PIP notice and performance improvement plan.

The supervisor must offer the employee assistance in improving performance during the PIP. At minimum, the supervisor or his/her designee should meet with the employee on a regular basis to clarify requirements, communicate progress, and suggest ways to improve. The extent of suggestions or other assistance will depend on the employee's position and the nature of the deficiencies. The procedures require no particular form of assistance. In addition, they do not obligate supervisors to train employees in the basic skills and knowledge required for hiring or promotion into the position or to ensure that the offered assistance *will* improve performance; the employee is responsible for improvement.

If performance does not improve to the acceptable level by the end of the PIP, the supervisor can follow up immediately with a proposed removal or reduction in grade/career level/pay action. The notice details the supervisor's reasons for determining that performance continued to be unacceptable and affords the employee a right to respond, with representation, to a designated higher-level official (typically, the second-level supervisor). The higher official considers the response and issues a decision. If the decision supports the supervisor's proposal, it sets forth the effective date of removal and the employee's appeal rights, which begin after the employee is removed.

If performance during the PIP is acceptable, but returns to unacceptable within the following year, the supervisor does not have to start the process over. Upon determining that performance has returned to the unacceptable level, the supervisor can move directly to a proposed removal or reduction in grade/career level/pay action.



The end of the 2002 leave year is January 11, 2002. Employees are reminded that they must use the regular leave shown as "use or lose" on their leave and earnings statement by January 11, 2002, or it will be lost.

For lost annual leave to be restored, the leave must have been scheduled in writing (on an SF-71) and approved by the employee's supervisor at least three bi-weekly pay periods before the end of the leave year. For this year it must be scheduled and approved prior to November 30, 2001. Also, one of these conditions must exist: (1) an administrative error; (2) illness prevented the use of the scheduled leave; or (3) a demand of major importance to the public business required the scheduled leave to be canceled.

HRO HIGHLIGHTS

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Emergency Leave Transfer Program to Assist Federal Employees Affected by the Attacks at the World Trade Center and the Pentagon

On September 12, 2001, President Bush took steps to excuse from duty, without charge to leave or loss of pay, any Federal employee who is prevented from reporting to work or faced with a personal emergency because of the terrorist attacks, when such employee can be spared from duty. This policy also applies to any employee who is needed for emergency law enforcement, relief, or recovery efforts authorized by officials having jurisdiction.

In addition, the President has established an emergency leave transfer program, which will permit NRL and ONR employees to donate annual leave to employees who have been adversely affected by the attacks and who need additional time off work. Affected agencies have been asked to determine their needs in this regard and notify OPM when the amount of donations by the employees' co-workers is insufficient to meet the needs of approved recipients. OPM would then provide guidance. If this happens, you will be advised.

The emergency leave transfer program is separate from the NRL Voluntary Leave Transfer Program. Under the emergency program, the use of donated leave is not restricted to medical emergencies, and approved leave recipients are not required to exhaust their own accrued annual and sick leave before using donated annual leave. Recipient Federal employees may receive leave donations to fulfill personal needs or to care for a family member affected by the attacks.

Portability Of Federal Employees' Group Life Insurance (FEGLI)

The FEGLI Program is currently participating in a demonstration project allowing the portability of



Option B. Option B is 1 to 5 times your salary. Portability is the ability to continue (port) coverage that would otherwise terminate. If you port your coverage, you have to continue to pay for it. The demonstration project is targeted to end in April 2002. At that time, if the project is not renewed or made permanent, MetLife will notify those who have ported their coverage that the coverage is terminating. Upon termination, the individuals will have a 31-day extension of coverage and the opportunity to convert to a private plan.

When Did the Portability Provision Go into Effect?

April 24, 1999. This means that if you separate on or after April 24, 1999, or you complete 12 months in a nonpay status on or after April 24, 1999, you will be able to port your Option B coverage.

Who Is Eligible to Port Option B?

Your FEGLI must be terminating due to separation from service or completion of 12 months in nonpay status, and, you must meet the 5-year/first opportunity requirement (i.e., you either must have had the coverage for the 5 years immediately preceding the separation or completion of 12 months in a nonpay status or must have had the coverage for the entire time you were eligible, if that's less than 5 years). If you assigned your coverage, it is the assignee that has the right to port, not you.

How Much Option B Can a Person Port?

You can port the highest number of multiples that meet the 5-year/first opportunity requirement. You can also choose to port a lesser number of multiples.

Can a Person Change the Amount of Option B That He/She Ported?

If you have ported coverage, you can reduce the number of multiples, but you cannot increase the number of multiples.

How Much Does the Ported Option B Cost?

The same as the cost of Option B for active employees plus a \$1.75 per month administrative fee.

For further information, including how ported insurance is affected by age, access website <http://amp.nrl.navy.mil/code1800/COMPMENU.HTM>.

Federal Employees Gave More During the 2000 CFC

Over 1 million federal donors gave over \$223 million during the 2000 Combined Federal Campaign (CFC) to benefit thousands of charities and the people they serve, announced Office of Personnel Management Director Kay James at a recent White House ceremony kicking off the 2001 CFC. The annual CFC is the largest employee-based fundraising program in the country, giving federal military, civilian and postal employees the opportunity to contribute to the charities of their choice.

Donating Blood

Giving blood can save lives and it's easy to do. Anyone 17 years or older, weighing at least 110 pounds, and in good health can donate. Call your local hospital or Red Cross chapter for details.

Emergency Weather Condition Procedures for Washington Metropolitan Area Sites

Code 1850



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

The Office of Personnel Management (OPM) makes decisions regarding dismissal or excusal of Federal employees and the closing of Federal agencies during hazardous weather situations in the Washington, DC metropolitan area. During the snow season, OPM posts the current status on their website www.opm.gov. Click on the shivering penguin to learn the status. Close/reopen or hit reload to learn of any updated status.

Adjusted Work Dismissal

If Feds are sent home, the order of dismissal depends on your normal departure time. For example, if a 3-hour early dismissal is authorized by OPM as a result of a snowstorm, employees who would normally leave work at 5 p.m. would be authorized to leave at 2 p.m.

Unscheduled Leave, Delayed Arrival or Closure

When an emergency develops before the workday begins, OPM will determine if one of the following applies, notify the news media and post the status on their web site:

“Federal agencies are operating under an adjusted home departure policy. Employees are requested to leave home (___) hours later than their normal departure time.”

This means Federal agencies are open on time, but non-emergency employees should adjust their normal home departure time consistent with the announcement,

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

“Federal agencies are operating under an unscheduled leave policy; employees may take leave without prior approval.”

This means agencies will open on time, but non-emergency employees may take leave without the prior approval of their supervisors. Employees are still expected to contact their supervisors and inform them of this intention.

“Federal agencies are closed.”

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

Leave Requests

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

Emergency Employees

Certain Federal employees must report to work on time regardless of emergency conditions or any general dismissal authorization. They perform duties that are vital to the continuity of operating facilities,

security, public safety, national defense and other crucial operations. Because of this, they have been designated as “emergency” (also known as “essential”) employees. Examples include NRL security guards in Code 1200, certain NRL employees in Code 3500, and others who are specifically notified in writing of this designation. Supervisors should check command/activity directives for designation procedures. Employees who have not been so notified are considered “non-emergency” employees.

Questions

NRL supervisors and employees who have leave and timekeeping questions should consult NRL Notice 7400, Revised Emergency Dismissal or Closure Procedures or their administrative office. ONR supervisors and employees should consult their administrative office.

Use of Leave to Qualify for Retirement

Federal employees who are about to lose their jobs through reduction in force (RIF) or transfer of function relocation may elect to use accrued annual leave to qualify for retirement eligibility and/or to continue health insurance coverage into retirement.

In order to establish initial eligibility for immediate, discontinued service, or voluntary early retirement, employees who are involuntarily separated due to RIF or transfer of function may use their accrued annual leave and remain on the agency's rolls after the effective date an employee would otherwise have been separated. The same option is also available for purposes of acquiring eligibility to continue health benefits into retirement. Employees may not use advanced annual leave for these purposes.

If you have any questions regarding the use of leave to qualify for retirement, please contact the Human Resources Service Center, Northeast (HRSC-NE) on 215-408-5069 or DSN 243-5069.



Helpful Websites

The \$10.00 Golden Age Passport described at the following website <http://www.fs.fed.us/recreation/recinfo/passports.shtml> is a lifetime entrance pass that allows seniors to enter national parks, monuments, historic sites, recreation areas and national wildlife refuges administered by the federal government that charge entrance fees.

The Resource Directory for Older People

Intended to serve a wide audience, this directory from the Administration on Aging at the following website <http://www.aoa.gov/directory/> contains names, addresses, phone numbers, and fax numbers of organizations that provide information and other resources on matters relating to the needs of older persons.

The Catalog of Federal Domestic Assistance Programs at website <http://aspe.hhs.gov/cfda/index.htm> is a government-wide compendium of all 1,458 Federal programs, projects, services, and activities that provide assistance or benefits to the American public.

Center for Disease Control (CDC) Offers Foreign Travel Tips

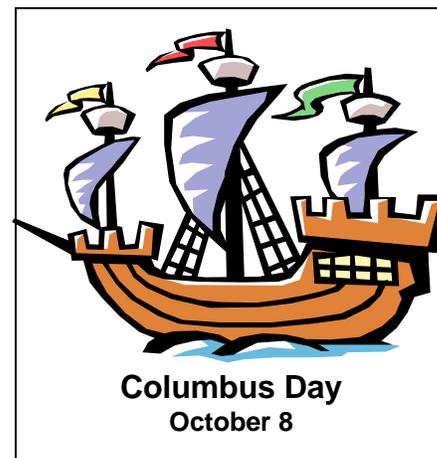
The CDC at the following website <http://www.cdc.gov/travel/> offers health information on specific destinations, on outbreaks of concern to international travelers, specific diseases that can affect travelers, vaccination recommendations, advice on traveling with children and when you have special needs (such as pregnancy and breastfeeding), and health information on specific cruise ships (including inspection scores).

Grandparents Raising Grandchildren

Over two million grandparents in the United States have been identified as the primary caregiver for nearly six million young children. An excellent Administration on Aging web page at the following website <http://www.aoa.gov/NAIC/Notes/grandparentsgrandchildren.html> links to the Internet resources available on this topic.

Did you know...

...under the Federal Employees Health Benefits Program, your children can be covered under your self-and-family enrollment until they marry or turn age 22? It does not matter whether they are attending college.



For Your Information

Federal annuitants who marry after retirement must explicitly choose within one year to provide a survivor benefit to their spouse and accept a reduced annuity. Marriage to a retired Federal employee is not sufficient by itself to entitle a widowed spouse to a survivor annuity benefit.

Hoax Targets Elderly Americans Regarding Government Refunds

The Social Security Administration recently completed its investigation of two flyers that target the elderly. The two distinct flyers falsely reference changes in Social Security benefits. For further information, see website <http://www.ssa.gov/pressoffice/TREAFact.htm>.

Antique Car Show to Benefit CFC

NRL is having a CFC Car show on October 18, 2001 from 11 a.m. to 1:00 p.m. on the mall. There will be fun, food, and entertainment to include the infamous "Dunk tank," a hoola-hoop contest, a fly-fishing contest, door prizes, and much more!

Bring your antique or customized auto, truck or bike to the mall by 10 a.m. Register by calling 767-6737. Awards and trophies will be given for Captain's Choice, Director of Research Choice, and People's Choice.



Health Screening

October 12
Bldg. 222, Lobby
Blood pressure and body fat checks.
Handouts on exercise, cholesterol, etc.

Refund of Retirement Contributions

You may receive a refund of your Civil Service Retirement System (CSRS) contributions if:

- You separate from Federal service for at least 31 consecutive days; or you transfer to a position in which you are not subject to CSRS or Federal Employees Retirement System (FERS) deductions, and you remain in such a position for at least 31 consecutive days;
- You file an application for a refund of your retirement contributions with the Office of Personnel Management (OPM);
- You are not reemployed in a position subject to retirement deductions at the time you file an application for a refund;
- You will not become eligible to receive an annuity within 31 days after filing the application;
- You notify your spouse and any former spouse that you have filed an application for a refund (Note: Under the CSRS, you do not have to notify a former spouse if you were divorced before May 7, 1985, or if your marriage to that person lasted less than 9 months, or if you had less than 18 months of retirement-covered service); and
- Your receipt of the refund would not end the court-ordered right of any spouse or former spouse to future benefits based on your service.

Only the amount you have paid in can be refunded to you – the agency contribution remains in the retirement fund.

Employees with 5 years or more under the CSRS are eligible for a deferred annuity at age 62. You may find that the value of the deferred annuity will exceed the amount of your refund. Leaving your contributions in the retirement fund does not prevent you from requesting a future

refund, provided you file an application for refund with OPM at least 31 days before the commencing date or your deferred annuity. If you have not withdrawn your contributions and should die before attaining age 62, a lump sum of the total of your contributions would be paid to your survivors as a death benefit.



Generally speaking, your receipt of a refund of retirement contributions voids any future annuity rights unless you are later reemployed under the CSRS or FERS and work long enough to earn new retirement rights.

You may receive a refund of your Federal Employees Retirement System (FERS) contributions if:

- You separate from Federal service for at least 31 days (or have occupied a position not covered by FERS for at least 31 days);
- You file an application for a refund of your retirement contributions with OPM;
- You are not eligible for an immediate or deferred annuity within 31 days of separation;
- You notify the current spouse and/or any eligible former spouse that you are applying for a refund; and
- Your receipt of the refund would not end the court-ordered right of any spouse or former spouse to future benefits based on your service.

Refunded FERS contributions cannot be redeposited and the service covered by the refund cannot be re-credited. Note: If you were covered by CSRS Offset provisions and you transferred to FERS, your Offset service is now treated as FERS service. You cannot redeposit a refund of Offset service deductions that you receive after transferring to FERS and the service covered by that refund cannot be re-credited.

Federal Employees Retirement System (FERS) Overview



The FERS is composed of three parts: Social Security, Basic Benefit Plan and the Thrift Savings Plan (TSP). You pay full Social Security taxes and a small contribution to the Basic Benefit Plan. In addition, the Government puts an amount equal to 1% of your basic pay each pay period into your TSP account. You are able to make tax-deferred contributions to the TSP and a portion is matched by the Government.

The first part of your benefit is Social Security. As an employee with FERS coverage, you have Social Security coverage. You also are covered under Social Security's Medicare Hospital Insurance program. This pays a portion of hospital Old Age, Survivors, and Disability insurance (OASDI). This coverage is 6.20% of your earnings up to the maximum taxable wage base. The Social Security tax covers both the OASDI and Medical Hospital Insurance programs. The Medicare portions you and your agency each pay is 1.45% of your total pay. All wages are subject to the deduction for Medicare. The formula used to determine your eventual benefit is set in law and the amount you receive varies according to the age at which you claim your benefit and your career earnings.

The second part of the FERS is the Basic Benefit Plan. If you were automatically covered by FERS, or you elected to transfer from the Civil Service Retirement System (CSRS) to FERS, you will participate in the Basic Benefit Plan.



Continued...



FERS Overview...

Continued...

The third part of your FERS benefit is the TSP. The TSP is a tax-deferred retirement savings and investment plan that offers you the same type of savings and tax benefits that many private corporations offer their employees under 401(k) plans. By participating in the TSP, you have the opportunity to save part of your income for retirement, receive matching agency contributions, and reduce your current taxes. Your TSP is the part of your retirement that you control – you decide how much of your pay to put in your TSP, how to invest it, and, when you retire, you decide how you want your money paid. The best way to assure that your retirement income meets your needs is to start investing in the TSP at the beginning of your Federal service, and to continue to do so throughout your career. This is your way to invest in your own future – to invest in yourself. It is particularly important for higher-paid employees to save enough through the TSP since Social Security replaces less income of higher paid workers than it does for lower paid workers.

For further information on the FERS, visit the Health/Life Insurance; Retirement/TSP web page at <http://amp.nrl.navy.mil/code1800/COMPMENU.HTM>.



Thrift Savings Plan (TSP) News and Reminders

Keep in mind that there are two tax benefits to investing in the Thrift Savings Plan (TSP):

- Your TSP contributions are taken out of your pay before taxes are computed, so you pay less tax now.
- Taxes on contributions and attributable earnings are deferred until you withdraw your money.

Remember that 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, or change your address through the Employee/Member Self Service (E/MSS) application on the web at <http://www.dfas.mil/emss/>.

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

Effective August 20, 2001, the TSP changed its rules on financial hardship withdrawals to eliminate the option for participants to transfer such withdrawals into individual retirement accounts. The TSP earlier had indicated its intent to change the rules in that way in order to match IRS policies regarding similar withdrawals from other types of retirement savings plans. The new rules also make some administrative changes in calculating eligible amounts for financial hardship withdrawals, which are allowed only up to an amount of an enrollee's demonstrated need, subject to certain other limits.

LATEST TSP RETURN RATES					
Month	C Fund	F Fund	G Fund	I Fund	S Fund
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%		
Mar 01	(6.33%)	0.51%	0.45%		
Apr 01	7.78%	(0.42%)	0.43%		
May 01	0.65%	0.61%	0.47%	1.42%	(4.13%)
Jun 01	(2.42%)	0.39%	0.47%	0.66%	(3.99%)
Jul 01	(0.98%)	2.22%	0.48%	(1.79%)	(4.13%)
Aug 01	(6.27%)	1.20%	0.45%	(2.58%)	(4.32%)
Previous 12 Months 6/2000-7/2001	(24.35%)	12.50%	5.74%	(24.79%)	(27.61%)

Percentages in () are negative.

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. Access the HRO's Performance Appraisal and Awards website at <http://amp.nrl.navy.mil/code1800/PAAwds.htm> for detailed criteria and format, a calendar of other upcoming awards, and other helpful information in this area.

The following award nominations may be submitted at anytime:

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



Any employee may nominate an individual for this award, which recognizes those NRL supervisors/managers and nonsupervisory employees who have made outstanding contributions to the EEO Program through excellence in their leadership skills, imagination, and accomplishments.

Secretary of Defense Meritorious Civilian Service Award

The second highest DoD award granted to career civilian employees who have distinguished themselves by exceptionally meritorious service of major significance to DoD.



Navy Distinguished Civilian Service Award (DCSA)



The highest honorary award that the Secretary of the Navy may confer upon a DoN civilian employee. Bestowal is on a highly selective basis to employees who have distinguished themselves by extraordinary service or contributions of major significance to DoN. **Receipt of this award is an example of recognition considered suitable for inclusion in a CCS distinguished contribution allowance (DCA) nomination.**

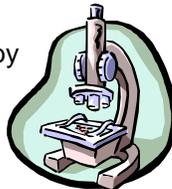
Navy Superior Civilian Service Award (SCSA)



The highest honorary award that the Chief of Naval Research may confer on a civilian command employee. This award is granted to recognize superior civilian service or a contribution that has resulted in exceptional values and/or benefits to the DoN.

DoN Distinguished Achievement in Science Award (DASA)

Granted to civilians by the Secretary of the Navy to recognize pioneering scientific achievements that are extraordinary and significant in nature and that contain a potential for far-reaching consequence (a "breakthrough"). **Receipt of this award is an example of recognition considered suitable for inclusion in a CCS distinguished contribution allowance (DCA) nomination.**



Navy Meritorious Civilian Service Award (MCSA)

This is the highest DoN 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.



NRL Lifetime Achievement Award

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



NRL Award of Merit for Group Achievement

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



NRL Human Resources Office Training Information

NRL Training Coordinator: Judy Cabos,
Code 1850

Voice: (202) 767-2365

Fax: (202) 767-1902

Email: jcabos@hro1.nrl.navy.mil

HRO Training Website: <http://amp.nrl.navy.mil/code1800/TRNGMENU.HTM>

ONR Contact for NRL advertised training:
Lasondra Gray, Training Office; (703)
696-5054

You are encouraged to improve your skills and knowledge to better meet the needs of our organization and your own growth. The HRO supports this by making you aware of a variety of training sources. We advertise training opportunities on the HRO website, by email and in HRO Highlights. **Our training website provides links to training forms and procedures, including NRLNOTE 12410 of September 12, 2000, Registration and Payment Procedures for Training.** We welcome your comments, questions and suggestions.

NRL-HRO TRAINING SCHEDULE

To register for NRL sponsored no-cost training, you must submit an NRL In-House Course Nomination Form, HQ-NRL 12410/3, to Code 1850 not later than two weeks prior to the course start date. To register for training at cost, you must complete a DD 1556 and follow the guidelines in NRLNOTE 12410. Remember that you are not enrolled in an NRL-HRO class until you receive confirmation. To receive confirmation, include on your registration form your current voice and fax number and email address. If you don't receive a confirmation prior to the start of an NRL-sponsored class, contact Judy Cabos. Contractors and military personnel should contact Judy Cabos for further information. **Cancellations** are accepted until two weeks prior to the course start date; cancellations received after that, or no shows, will result in a charge back to the Division for the per person fee.

NRL COURSE: Contracting at NRL: The Pre-Award Phase

Dates/Time/Location/Cost: October 10-11-12, 2001/
8:00 am – 3:00 pm/Bldg. 72, Rm. 120; No cost for NRL
employees; per person fee for other employees or no
shows is \$450.00

Instructor: Jeff Giancola

Description: This course 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 (BAA), Small Business Innovation Research (SBIR), Statement of Work (SOW), specifications, preparation of Procurement Information Processing System (PIPS) procurement request package, technical evaluation plan, and competitive and noncompetitive (sole-source) selection procedures.

Long-Term Training Application Deadline

Approved applications for long-term training are due to the HRO, Code 1850 by **February 1, 2002. Applications submitted after that date will not be accepted.** NRL sponsors four programs intended to keep professional employees abreast of advances in their fields or to enable them to take additional job-related graduate courses (not for the purpose of acquiring a degree). The four competitive programs are: the Edison Memorial Graduate Training Program, the Select Graduate Training Program, the Naval Postgraduate School Program, and the Advanced Graduate Research (Sabbatical) Program. Point of Contact for Long-Term Training is Judy Cabos, 767-2365, jcabos@hro1.nrl.navy.mil.



ALTERNATIVE TRAINING SOURCES

Computational Support Services (CSS), NRL Code 5595

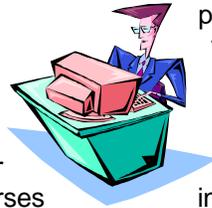
Rapidly changing technology makes learning essential to maintain competencies or to improve job performance. But employees often find it difficult to set aside the time to attend classroom training. Through CSS alternative training, you can opt for self-paced training at the office, home or other location



of your choice. CSS provides NRL and ONR 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 include VHS video, CD-rom and books with accompanying diskettes. CBT runs on Windows operating systems. If you missed the introductory class offerings, would like to use the CSS computer lab or require assistance, please email Judy Cabos. A complete listing can be viewed at <http://amp.nrl.navy.mil/code5595> by clicking on the left side index Training link.

E-Learning Training Source

All Navy civilians, active or retired military or their dependents can now access the courses and links to sites for career development, research and libraries at <http://www.navylearning.com>. The site includes a variety of personal and professional development courses, which may be taken at no cost to you or your activity. Check this site periodically for new offerings. Courses may be taken at home or at work with the approval of your supervisor. At the login screen enter the requested information. If you have any difficulty, the Desk/Customer Assistance Center can be reached at (877) 253-7122 (toll free) or DSN 922-1828.



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 course completion. 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. A list of their courses can be accessed through the Graduate School, USDA site (see below) or through a catalog maintained by the HRO. You may call NISC at (303) 236-8525 or email them at nisc@grad.usda.gov.

Graduate School, USDA

The Federal Government's trainer, the Graduate School, USDA, is increasing their Information Technology staff in order to remain current with rapidly changing topics. 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. Visit their website at www.grad.usda.gov or call (202) 479-4970. For



organizational development services, call Gary Dzurec at (202) 314-3464 or access website at www.grad.usda.gov/programs_services/special/orgdev.cfm. The NRL-HRO maintains a catalog.

The Institute for Management Studies (IMS)

IMS conducts one-day seminars each month for the convenient and continuous management and leadership development of mid-level and senior managers. Each 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. Monthly seminars are held in 21 cities in the US and 5 cities in Europe and Canada. Review the schedule at www.ims-online.com, click on "Member Services" and enter the password "navy", and click on the city of interest. To register, call the IMS chairman listed under each city and then complete a DD Form 1556. Two upcoming courses of interest are listed below.

Influence and Action: The Core of Leadership

October 12, 2001 at Greenbelt Marriott, Cost \$225

In today's business environment, administrators are assuming routine management functions while managers are expected to be leaders by taking action to develop and implement new business ideas. The leadership challenge can be daunting, particularly for those with technical backgrounds who are "thrust" into leadership positions. This workshop will examine those qualities and skills of successful leaders who get "extraordinary" things done under tight time and resource constraints. This seminar is presented by Dr. Robert Bies, an Associate Professor of Management in the McDonough School of Business at Georgetown University. Dr. Bies has developed and presented executive education seminars for such corporations as Eli Lilly, Hewlett-Packard, Lockheed Martin and Marriott.

Managing Creativity and New Ideas: Bottom-Line Improvements and Innovations

October 26, 2001 at Tysons Corner Holiday Inn, Cost \$225

A company's creativity is the source of everything from tiny improvements to major new products and is the engine that drives growth and competitiveness. This workshop will examine three principles to leverage creativity: 1) how to manage a good idea system, 2) how to hold people accountable for creativity, 3) and how

to get creativity into your work area. The speaker, Dr. Alan Robinson, is a professor at the School of Management at the University of Massachusetts, Amherst. He has served as a consultant to more than 70 companies in 10 countries and has served on the Board of Examiners of the Malcom Balrige Quality Award. He is co-author of the book, Corporate Creativity: How Innovation and Improvement Actually Happen, which has been translated into 12 languages.

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 website for further information and course schedules at www.nfmc.navy.mil/edfmc.htm.

NRL Toastmasters Training

Your success in life depends on your ability to verbalize your ideas so they are heard, understood, and acted on. NRL Toastmasters International can help you. 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.

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: George Arthur
(202) 767-4389

Thomas Edison Club

Weekly on Thursdays
12 noon to 1 p.m.
Bldg. 207, Rm. 157 (Chemistry)
First Floor, Conference Room
POC: Tom Rodilosso
(202) 404-4106

**Human Resources Service Center-
Northeast (HRSC-NE) Benefits Contacts**

Health Insurance Benefits:

Email the Benefits Branch of the HRSC-NE at BENEFITS_NE@ne.hroc.navy.mil, or call Carol Burkett at (215) 408-4431; DSN 243-4431.

Life Insurance/TSP Benefits:

Email to the above address or call Duwanda Chavis at (215) 408-5619; DSN 243-5619.

Retirement Benefits:

Email to the above address or call Ken Bluford at (215) 408-5069; DSN 243-5069; or Marian Trivarelli at (215) 408-5074; DSN 243-5074.

Please note: The HRSC-NE is responsible for providing counseling on benefits. Employees are responsible for mailing their own benefit application, enrollment or change forms to the HRSC-NE at:

Human Resources Service Center-Northeast
Code 51.1
111 South Independence Mall East
Philadelphia, PA 19106-2598

Mailing through the postal service must be done at your own expense - you may not use a government franked envelope. As an alternative, the NRL Mail Service will forward items via bulk mail. You may: 1) use either a plain or franked envelope or 2) use a messenger envelope addressed to: HRSC-NE, Philadelphia, PA. Be aware that due to pick-up schedules, weekends and holidays associated with the NRL Mail Service, sending documents through that service could delay your transmittal by 1 to 5 days.



God Bless America

