



HRO HIGHLIGHTS and TRAINING NOTES



Human Resources Office

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

September 2001



Important Employee Action Items

Human Resources Service Center Northeast (HRSC-NE) Contacts

(See Page 12 for details)

Customer Appreciation Day

Cafeteria – Bldg. 28
September 6
Call Dennis 767-0493

CFC Kick-Off and Diversity Day

September 12, 11:00 am-1:30 pm
(Rain date September 19)

Blood Drive

September 28
Call Dennis 767-0493

CCS and PARS Cycle Ends

September 30

C/RS Talk: Where's My Happy Ending?

(See Page 4 for details)

Announcement of Awards

(See Page 9 for these and others:
American Society of Naval
Engineers, Women in Science
and Engineering, Federal
Environmental Engineer of the
Year, Navy League Awards)

Upcoming Training Dates

(See Page 10 for details)

HRO Highlights and Training Notes Online

Starting with the August 2000 issue, current and past Highlights and Training Notes are located at website <http://personnel1.nrl.navy.mil/highlightsweb>, which can be accessed from the HRO website or NRL Pipeline at <http://pipeline.nrl.navy.mil>.

From Pipeline's Publications link, you can also view LAB-STRACTS, Billboard and Desktop. Highlights online is colorful and links to all websites mentioned therein.



Appraisal Period Ending for CCS – Things You Should Know!

Janet Deschak
Code 1850



On September 30, 2001, the appraisal period for NRL's Contribution-based Compensation System (CCS) will end. In the weeks that follow, supervisors and managers will be considering each employee's contributions, assigning scores, determining pay adjustments and awards, and establishing new plans for the 2001-2002 cycle. There is nothing that employees need to know or do, right? Wrong!

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

Appraisal Period Ending...
Continued...

Every employee is an important player in the CCS process. Your role includes the following:

- Prepare your Yearly Accomplishment Report (see article on this page for more on YARs)
- Look at your final appraisal in CCSDS once you're told it's final in mid-December
- Make sure you have an updated plan for the new cycle around November 30, and look it up in CCSDS
- Talk to your supervisor about the basis for your scores and your objectives for the coming year
- Educate yourself – the Demo website is located at <http://amp.nrl.navy.mil/code1800/demo-project/demo-synopsis.html>.

Remember that CCS plans and appraisals do not have to be communicated using a hard copy form with signatures. Supervisors may simply tell you that your appraisal and/or your new plan are available in CCSDS and that you should review them there. But if you don't hear from your supervisor, ask!

Pay adjustments and awards will be effected on January 13, 2002. Employees who are considering leaving NRL need to know that they cannot receive pay adjustments or awards approved under CCS if their departure date is prior to January 13, 2002.

The best way to understand what types of contributions are associated with your current pay level and with those to which you aspire to grow is to talk with your supervisor. Under CCS your position and your contributions are assessed and the level of work identified every year. Discussing the considerations that go into this assessment provide you with an opportunity to see how you might be able to advance in your career.

A Mentor Can Help You!

*Dawn Brown
Code 1850*

A mentor can help you acquire skills; open doors; increase confidence, job productivity and creativity; widen your perspective; otherwise enhance your career and life; and help your organization succeed.

How do you obtain a mentor? It's easy. Participation in the Mentor Program is open to all NRL employees at all grade levels, occupations, and sites! Check out the NRL Mentor Program website located at <http://amp.nrl.navy.mil/code1800/-mentor.htm>. Once there, you will learn the Program's objectives, how to obtain an application to enroll, and helpful information on mentor and mentoree roles and skills. If you don't have access to the website, contact your Division Mentor Coordinator, whose name can be obtained from your Division Administrative Officer, or contact the NRL Mentor Program Coordinator at (202) 767-2957 or by email at dbrown@hro1.nrl.navy.mil.

Tips for Completing Your Yearly Accomplishment Report (YAR)

*Janet Deschak
Code 1850*



As the CCS appraisal period comes to an end, one of the most important steps in the appraisal process is the completion of each employee's YAR.

Every employee must submit a YAR unless the pay pool manager has exempted his or her position. If you aren't sure whether you might be exempt, ask your supervisor. Even if you are exempt, this only means you aren't required to submit a YAR—you still have the option to submit one if you wish.

Some guidance for the preparation of your YAR:

- Find out the date YARs are due to your supervisor. Many divisions require submission on or about September 30, right at the end of the cycle
- Know the requirements for YARs in your organization—content, format, length
- Prepare your YAR in word processing, then paste it into CCSDS
- Review the level descriptors for your career level and any supplemental criteria you may have received, to understand the kinds of contributions you should address
- Focus on the most significant and complex contributions you have made through the year
- Address your results! Did you publish or present your research? Earn special rewards or recognition for your work? Get a major new project approved and sponsored? Reduce workload in your office by streamlining? Successfully implement a new program?

The YAR is your opportunity to express the contributions that you have made during the past year. Make the most of it!

HRO HIGHLIGHTS

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What's New on the Employee Relations Website



Jan Walker
Code 1850

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

By clicking on *Performance Appraisal and Awards*, employees and supervisors will find links to NRL web pages that contain performance appraisal procedures and information. This includes the NRL Demonstration Project site, the Demo Tutorial, and NRL directives that pertain to the Contribution-Based Compensation System (CCS) and the Performance Appraisal Review system (PARS).

This site also contains an Awards Calendar. The calendar lists the due dates of NRL awards and many significant DoD, DoN, ONR, Government-Wide and private sector awards that are relevant to NRL positions. The site also contains information on each award listed on the calendar. Most are menu items that bring up complete details regarding nomination procedures. For instance, clicking on E.O. Hulburt Annual Science Award brings up both the criteria and the nomination format. To date, this evolving site contains information on all NRL awards and more than 40 other awards.

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

- Impact of Part-Time Employment on Employee Benefits
- Federal Employees' Retirement System (FERS) Overview
- Civil Service Retirement System (CSRS) Overview
- Chart for Converting Unused Sick Leave into Service Credit for CSRS Employees
- CSRS Offset Annuity Calculations
- Thrift Savings Plan Options as a Retiree

Since ETS is classified as a known human lung carcinogen, and a cause of respiratory illness and heart disease in healthy nonsmokers, smoking even in outdoor areas is not permitted if the area is commonly used by nonsmokers. Smoking is **prohibited** anywhere near building entrances, exits, windows, or supply air intakes. This policy also includes rooftop entrances and stairwells. Existing awnings, covered areas, and overhangs of buildings away from common areas may be used for protection against the elements. In cases where buildings are under construction or open to the air, no smoking is permitted if nonsmokers frequent the area. Smoking is also **prohibited** in official cars, busses and vans.

Smoking at NRL

Roxanne Drake
Code 1850



It is the Department of the Defense (DoD) and NRL policy to protect all NRL military, appropriated and nonappropriated fund personnel, visitors, contractors and personnel of other agencies and businesses from the health hazards caused by exposure to tobacco smoke. Environmental tobacco smoke (ETS), also known as "secondhand" or "passive" smoke, has been shown to cause lung cancer, respiratory illness, and heart disease. Smoking directives establish a health promotion policy within DoD to improve and maintain military readiness and the quality of life of DoD personnel and other beneficiaries.



Smoking is not permitted in **any** occupied or unoccupied NRL building (including private offices), or in any building occupied by NRL personnel, regardless of geographic location.

Supervisors and managers are responsible for setting the example and for ensuring full compliance with this policy by **all** subordinate personnel. This includes taking immediate steps to investigate and correct violations that are observed during compliance monitoring or reported by any source. Personnel may be formally disciplined for actions that include smoking violations.

The Employee Relations Branch, Code 1850, is available to advise and assist in dealing with any disciplinary aspects of smoking violations.

For those who would like to kick the habit through FREE counseling advice and support, and/or referrals to smoking cessation programs, call the Civilian Employee Assistance Program (CEAP) at the numbers below:

- NRL-DC C/RS: 202-767-6857
- NRL-SSC CEAP: 228-688-4518
- NRL-MRY CEAP: 1-800-523-5668

Labor Day September 3



Long-Term Care Insurance Update



The Office of Personnel Management (OPM) is working to make fully-portable long-term care insurance available to you as part of your Federal Government benefits package by October 2002. You can track OPM's progress by accessing their website at <http://www.opm.gov/insure/ltc/index.htm>.

OPM estimates that the number of covered individuals could exceed 20 million. Among those eligible are Federal employees, along with their spouses, parents, parents-in-law and adult children; members of the uniformed services; and Federal retirees and their adult children.

Your premiums will be based on your age when you buy the coverage and will vary based on how you customize your plan. You will be able to choose a maximum weekly benefit and the length of the policy. These two choices will form a "pool of money". You will also be able to choose a waiting period and inflation protection.

You will pay 100% of the premium. While there is no Government contribution, OPM anticipates savings of 15 to 20% below standard premiums because of group policy rates and economies of scale. OPM may not be able to beat the most deeply discounted premiums in the private market, but they think they will be able to offer better value in terms of premium stability and because they will assure that the policy evolves as the provisions of long-term care services change.

Following are some points to ponder between now and the long-term care insurance open season.

- Long-term care services are expensive. One year in a nursing home can exceed \$50,000 (and that's just room and board. It

doesn't include the cost of drugs, incidental supplies, etc.). The cost of home care for only three 8-hour shifts per week can easily exceed \$20,000 a year. Both of these costs can be significantly higher in high-cost areas. And that's before inflation! Paying for long-term care can easily exhaust your savings. Buying long-term care insurance can protect your savings.

- Most long-term care is not skilled care. Only 18% of long-term care is nursing home care. Most long-term care is home care, adult day care, assisted living facility care, etc.
- Long-term care is not just for senior citizens. Over 40% of people receiving it are under age 65. They may need such care due to a serious accident, stroke, Parkinson's disease, etc. You can't always prevent your need for long-term care; but you can protect your assets, preserve your choice of care, and reduce the burden on your family by buying insurance.
- Your health plan probably doesn't cover long-term care services. Chances are there are specific exclusions for nursing home care and extended or chronic care provided in the home. If you're enrolled in a Federal Employees Health Benefits (FEHB) plan, take a look at the "Not covered" blocks in sections 5(a) and 5(c) of your plan brochure.



Could waiting for the OPM open season add greatly to the cost of your premium? Premiums are based on your age at purchase, so delaying purchase increases them. Once you purchase a policy, your cost is fixed for that age group. The difference in premiums by age at purchase runs about 4% to 8% per year. But according to OPM, in most cases, the discounts they expect to obtain will more than offset your added cost for aging between now and October 2002.

Quarterly C/RS Brown Bag Talk: Where's My Happy Ending?

*Dawn Brown
Code 1850*

Are personal or family problems a source of distraction at work? If so, join co-workers at this enlightening "Brown Bag" talk presented by Dr. Ralph Surette of the Counseling/Referral Service. Happiness is an inside job and dealing with aging parents, difficult teenagers and other emotional dilemmas requires a strategy that begins with feeling empowered to effect change. With Dr. Surette's guidance you will learn the dynamics that will set you on the path to resolve personal and family problems.

Bring your lunch and a friend or colleague to this one-hour talk on September 26 in the Friedman Banquet Room, B-226 from 11:30 am to 12:30 pm and discover these useful communication skills. Walk-ins are welcome; there is no need to register. If you would like additional information, call Dr. Ralph Surette on 767-6857.



**First day of Autumn
September 22**

We've Been Asked



Q. Two Federal employees are married to each other. Both are enrolled in the Federal Employees Health Benefits Program (FEHBP), self-only coverage. The wife is retiring and has met the requirements to continue FEHB coverage into retirement. Both individuals will keep their self-only enrollment for the time being. After the wife retires, the couple decides they want a self-and-family enrollment. The wife (annuitant) cancels her enrollment in the FEHBP and her husband (employee) changes his enrollment to self-and-family. Later, the couple decides they want to change back to self-only enrollments. Can the wife (annuitant) enroll in FEHBP?

A. There are limited opportunities for annuitants to enroll in FEHBP once they have cancelled their enrollment; this is one. In this particular case, the wife, who was previously covered under another FEHB enrollment, may continue coverage by enrolling when coverage under her husband's self-and-family enrollment is terminated.

Federal Employees' Group Life Insurance (FEGLI) Living Benefits

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



To find out how much insurance you can elect, how to apply for living benefits, how the benefits are calculated and much more information on living benefits, visit the website at <http://www.opm.gov/insure/life/handbook/lvgbene1.htm>.



Thrift Savings Plan (TSP) and Nonpay Status

Did you know that if you are in a nonpay status for an entire pay period, neither you nor your agency could make contributions to the TSP for that pay period? Further, you cannot make up the missed contributions when you return to a pay status. For additional information, visit the following website located at http://www.tsp.gov/forms/index_factsheets.html and click on "Effect of Nonpay Status on TSP Participation."



National Capital Region (NCR) Transit Subsidy

*Dawn Brown
Code 1850*

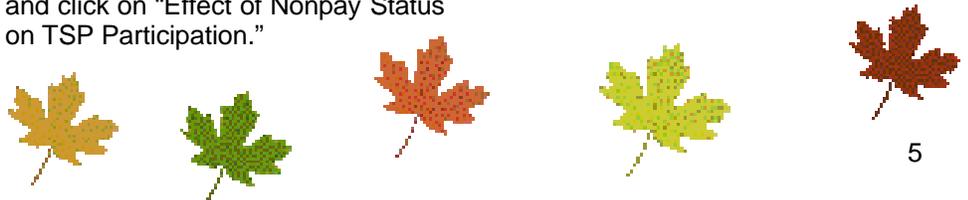
Executive Order 13150 of April 21, 2000, "Federal Workforce Transportation in the NCR," directed Federal agencies to establish transportation fringe benefit programs in order to reduce Federal employee contributions to traffic congestion and air pollution and to expand commuting alternatives. The Defense Department's Washington Headquarters Services (WHS) manages this program for NCR employees and is assisted by the Department of Transportation (DoT) in its implementation.

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

To apply for the transit benefit within the NCR, employees must follow the procedures on the Employee Relations website located at <http://amp.nrl.navy.mil/code1800/ERMENU.htm>. If you do not have web access, an information package can be provided by the HRO Service Desk, (202) 767-3031; email hroservice_desk@hro1.nrl.navy.mil.

How Some Cities Got their Names

- ◆ Nantucket, MA, is named after the Indian phrase for "far away."
- ◆ Des Moines, IA, derives from the French words "of the monks" because Trappist monks once lived near the city.
- ◆ Savannah, GA, comes from the Spanish word for "grassy plain."
- ◆ Akron, OH, derives from the Greek word for "summit."
- ◆ Bakersfield, CA, is so named after Col. Baker who allowed travelers to sleep in his field in the 1800s.
- ◆ Annapolis, MD, combines the name of Queen Anne (of England) with the Greek word "polis," meaning city.



How FECA Affects Employees

*Roxanne Drake
Code 1850*

The Federal Employees Compensation Act (FECA) provides a variety of benefits to civilian employees who are injured or become ill as a result of performing their Federal Government duties. These benefits include the following:

(1) payment of all medical and rehabilitation expenses associated with the injury or illness; (2) continuation of the employee's regular pay (COP) for up to 45 calendar days of disability due to a traumatic injury; and (3) tax-free disability payments thereafter at the rate of 75% of employee's pay (for employees with one or more dependents).

There is no limit to the period of time during which the injured employee may receive medical benefits and disability payments. In addition, FECA provides the payment of funeral expenses and compensation benefits to qualified survivors of the decedent in cases of employment-related deaths.

Compensation benefits will not be paid: (1) if examiners determine that the injury or death was caused by willful misconduct of the employee or by the employee's intention to bring about his or her injury or death or that of another; or (2) if intoxication was the proximate cause of the injury or death.

FECA is administrated by the Office of Workers' Compensation Programs (OWCP), U.S. Department of Labor. Injury Compensation Program Administrators located in your servicing Employee Relations Office (ERO) coordinate paperwork between injured employees and OWCP district offices having authority to approve claims and pay benefits.



To qualify for benefits provided by FECA, you must establish that your

injury or illness was caused on-the-job at your employing activity or that a preexisting injury or illness was accelerated or aggravated as a result of your employment. Therefore, if you are injured on the job, first report the injury to your supervisor. Your supervisor will help you seek proper medical treatment and will help you complete the proper forms for submission to your servicing ERO and OWCP. Remember, reporting an injury is very important. Be sure you obtain first aid or medical treatment even if the injury is minor. While many minor injuries heal without treatment, a few



produce serious prolonged disabilities that could have been prevented had you received treatment when the injury occurred.

Contact your servicing Employee Relations Office for guidance and assistance on FECA issues.

Expanded Medicare Services

Beginning this fall, Medicare beneficiaries will be able to choose among Medicare-endorsed Rx discount cards offered by competing private drug discount card programs. People with Medicare would use the cards when they buy prescriptions to get discounts of about 10-25 percent off retail prices. For details go to website <http://www.seniors.gov/articles/0701/medicare-rx.html>.

As of July 1, people with Medicare receive expanded coverage for screening tests for breast, cervical and colorectal cancers. And starting on January 1, 2002, Medicare will cover an annual glaucoma screening test and medical nutrition therapy by registered dieticians for people with diabetes and a renal disease. For details go to website <http://www.seniors.gov/articles/0701/medicare-services.html>.



Online Sexual Harassment Awareness Training

*Lori Hill
Code 1830*

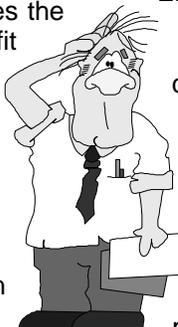
All NRL employees are required to complete the online Sexual Harassment Awareness Training by October 4, 2001. The training can be accessed at <https://www.ccs.nrl.navy.mil/sht>. Employees not having access to a computer should contact their Administrative Officer to arrange for use of a computer.

Questions regarding the online training should be referred to Lori Hill at (202) 767-8390; DSN 297-8390.

Windfall Elimination Provision

What is it?

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



Social Security; employees whose date of birth is before January 2, 1924; or employees who were eligible for a pension before 1986.

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

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

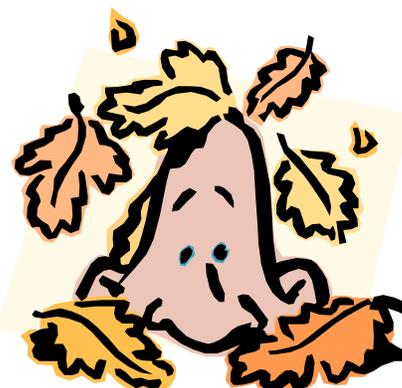
If you have any questions, go to website www.ssa.gov or call the Social Security Office at 1-800-772-1213.

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

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

Service Credit Deposits for Post-1956 Military Service

If you served in the military after 1956, you may be required to make a deposit in order to credit your military time towards your total Federal service time to avoid a reduction in your retirement annuity. Deposits must be made prior to retirement; requirements differ depending on whether you are covered by the Civil Service Retirement System (CSRS) or the Federal Employees' Retirement System (FERS). Contact the HRSC-NE on (215) 408-5069 or DSN 243-5069 for complete details and instructions.



Pregnant and Departing?

You are leaving the Government, and you know that your existing health insurance is extended automatically for 31 days after you depart at no additional charge to you. The problem is, you have self-only coverage and you or your spouse is expecting a child, which may be born during the 31-day period. **Can you switch to a family coverage?**

Yes, you can. Regulations allow you to change from self-only to family enrollment during the final pay period before your separation, if you or your spouse is pregnant.

The regulation is designed only to provide you with this coverage during the 31-day extension. After that period of time, you may elect to enroll in Temporary Continuation of Coverage (TCC), which provides **an additional** 18 months of health insurance after separation. TCC already allows you to make changes to your existing plan, but these changes don't become effective until **after** the 31-day period.

If you need additional information pertaining to this Rule, you should contact the Human Resources Service Center, Northeast (HRSC-NE) on 215-408-4431; DSN 243-4431.

Did you know.....

.....that under the Family Friendly Leave Act, you can accompany a competent adult family member to a medical appointment to help them ask questions, understand treatment options, etc.? For example, if your spouse, adult child or parent has been diagnosed with a condition and is trying to make treatment decisions, you can take sick leave to accompany them to their appointment(s), even if they are able to drive themselves, and/or are not having treatment that will incapacitate them.

Fighting Domestic Violence
Code 1850



The Office of Personnel Management (OPM) maintains a publication called *Responding to Domestic Violence: Where Federal Employees Can Find Help*. This publication was designed to help combat domestic violence and is described by OPM as a "road map" that supervisors, co-workers and victims can use to find resources available to help those struggling with domestic violence. Visiting www.opm.gov will enable you to access this publication and other OPM-sponsored initiatives to fight domestic violence.

Healthy Lifestyles With Less Stress

Ralph Surette, Ph.D.

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

No Smoking- No Explanation required!

Moderation in Use of Alcohol- Anything over seven drinks a week is heavy drinking.

Regular, Balanced Meals- For most of us this means an increase in complex carbohydrates with an accompanying reduction in fat and sugar. No junk food!

Regular Exercise- Breaking a sweat for thirty minutes three times a week. A great antidote for depression as well!

Feeling Valued by Others- The core of mental health is feeling valued or loved and being able to value and/or love in return.

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

For more information on this subject you may wish to contact your Civilian Employee Assistance Program counselor, as follows: the contractor staff of the NRL-DC Counseling/ Referral Service at (202) 767-6857; the NRL-SSC CEAP Coordinator, Ms. B. J. Darrow at (228) 688-4518; and the NRL-MRY CEAP, which is subcontracted to Maschoff and Bar, at 1-800-523-5668.

LATEST TSP RETURN RATES

Month	C Fund	F Fund	G Fund	I Fund	S Fund
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%		
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%)
Last 12 Months 6/2000-7/2001	(14.30%)	12.78%	5.81%	(22.07%)	(15.56%)



Announcement of Awards

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

American Society of Naval Engineers, Inc. Awards

Due October 1, 2001



These awards recognize outstanding contributions to navy engineering, which includes all arts and sciences as applied in the research, development, design, construction, operation, maintenance, and logistic support of surface and subsurface ships and marine craft, naval maritime auxiliaries, aviation and space systems, combat systems, including command and control, electronics and ordnance systems, ocean structure, and associated short facilities that are used by naval and other military forces and civilian maritime organizations for the defense and well-being of the Nation. Any individual from within the naval community, including government, is eligible for the following: **Gold Medal Award** for engineering contribution(s) during past 5 years; **Solberg Award** for contribution(s) to naval engineering through personal research during past 3 years; and **Harold E. Saunders Award** for naval engineering reputation spanning a long career of notable achievement and influence.

Women in Science and Engineering (WISE) Award

Due October 15, 2001

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



Federal Environmental Engineer of the Year Award

Due October 15, 2001

This award is given by the Conference of Federal Environmental Engineers (CFEE) to recognize exemplary work and accomplishments by environmental engineers in the Federal service.

Robert M. Thompson Award

Due October 15, 2001

This award is granted by the Navy League of the United States for outstanding civilian leadership, awarded to a civilian government official, or retired Navy or Marine Corps officer or enlisted person, who has made a personal contribution towards furthering the importance of sea power through his/her efforts as a civilian.

Donald Scantlebury Award for Distinguished Leadership in Financial Management Improvement

Due October 15, 2001

This award is granted by the Joint Financial Management Improvement Program (JFMIP) to recognize senior financial executives who, through outstanding and continuous leadership in financial management, have been principally responsible for significant economies, efficiencies and improvements in Federal, State, or local government.



Rear Admiral William S. Parsons Award

Due October 15, 2001

This award is granted by the Navy League of the United States for scientific and technical progress to that Navy or Marine Corps officer, enlisted person, or civilian, who has made an outstanding contribution in any field of science, which has furthered the development and progress of the Navy or Marine corps.



CFC Kick-Off and Diversity Day

On the Mall

September 12, 11:00 am – 1:30 pm

(Rain date September 19)

The theme for CFC is, "A Seed of Hope, A Bounty of Help."

The theme for Diversity Day is, "Celebrating the Past, Building the Future."



NRL Human Resources Office Training Information

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

ONR Contact for NRL advertised training:
Ms. Brown, Training Office, 703-696-5033

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. 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, not later than two weeks prior to the course start date. This form can be obtained from the HRO Forms website at <http://personnel1.nrl.navy.mil/hrforms/>. TO REGISTER for training at cost, you must complete a DD 1556 and follow the guidelines in NRLNOTE 12410 of September 12, 2000, Registration and Payment Procedures for Training, which can be accessed at website http://b43-www.nrl.navy.mil/directives/pdfs/n12410_9_12_00.pdf. 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 Cheryl Miller. Contractors and military personnel should contact Cheryl Miller 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: Sales and Marketing Strategies for Scientists and Engineers

Dates/Time/Location/Cost: September 17 & 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

Instructor: John Asher, Strategic Marketing Analysis

Description: This workshop covers "best commercial practices," important processes that directly affect NRL's business. It teaches 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.



NRL COURSE: Management I

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

Instructor: Dr. Raymond P. Cienek, Human Dynamics

Description: This course is designed for new supervisors in support, administrative, technical and/or research positions and supervisors desiring a basic course on the fundamentals of supervision. Management I covers supervisory fundamentals, such as interpersonal communications, employee motivation, delegation, problem solving, and managing problem situations. It incorporates a situational leadership-based concept, which integrates with management courses of higher levels – all reflecting the NRL environment. This course helps meet the NRL requirement for new supervisor training.

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 Cheryl Miller. A complete listing can be viewed at website <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 website <http://www.navylearning.com>. The website 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 www.grad.usda.gov/programs_services/special/orgdev.cfm. The NRL-HRO maintains a catalog.



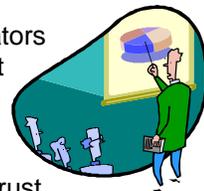
The Institute for Management Studies (IMS)

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 website www.ims-online.com, click on "Member Services" and then enter the password "navy", and then 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. This workshop will examine how leaders build trust and credibility, how they manage the politics of relationships, and how they inspire those around them to get extraordinary things done under tight time and resource constraints. The speaker is Dr. Robert Bies, Associate Professor of Management in the McDonough School of Business at Georgetown University. Prior to Georgetown, he was on the faculty of Northwestern's Kellogg Graduate School of Management where he received the Best Teacher Award. He has developed and delivered executive education programs for Eli Lilly, Hewlett-Packard, Lockheed Martin, Marriott, Merck, Quaker Oats and USA Today.



Managing Creativity: Bottom-Line Improvements and Innovations

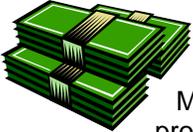
October 26, 2001 at Tysons Corner Holiday Inn, Cost \$225

Creativity is the source of everything from tiny improvements to major new products and is the force that drives growth and competitiveness. This workshop examines three principles to leverage creativity, how to manage a good idea system, how to hold people accountable for creativity, and how to get creativity into your work area even without top management support. The speaker,



Dr. Alan Robinson, is on the faculty of the Iseberg School of Management at the University Of Massachusetts. 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. His book, Corporate Creativity: How Innovation and Improvement Actually Happen, 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 web site for further information and course schedules at website 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) 404-4670

Thomas Edison Club

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

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

The HRSC-NE has made some changes in points of contact for NRL and ONR employee benefits. Following are the current branch hours, email address, and 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.

NRL employees are responsible for mailing all benefit application, enrollment or change forms to the HRSC-NE at the address below. 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 to the address below 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.

Please note: The HRSC-NE is responsible for providing counseling on benefits, and employees are responsible for mailing their own benefit 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

