



# HRO HIGHLIGHTS and TRAINING NOTES



Human Resources Office

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

May 2002

 **Important Employee Action Items**

**Benefits Contacts**  
(See Page 10 for details)

**NRL Health Fair**  
May 7

**NRL Fitness Day and Vintage Car & Collectible Show**  
May 14

**TSP Open Season**  
May 15 – July 31

**2002 TSP Contribution Levels**  
12% for FERS; 7% for CSRS

**Email Your Telework Questions and Comments to**  
[telework@hro.nrl.navy.mil](mailto:telework@hro.nrl.navy.mil)

**Need Help in Creating a More Harmonious Work Environment?**  
Call Lynda Heater 202-404-7960

**Long-Term Care (LTC) Insurance Early Enrollment Period**  
Ends May 15

**LTC Open Season**  
July 31 – December 31

**LTC Satellite Broadcast Video**  
Call Charlene at 202-767-8225

**Science/Engineering Apprentice Program**  
June 24 – August 16

**Announcement of Awards**  
(See Page 11 for details)

**Career Enhancement/Training Resources**  
(See Page 12 for details)

## Open Continuous Announcements Now Cover All Positions Filled through Merit Promotion Procedures

The HRSC-NE is expanding the open continuous (OC) announcement process through OC announcements that will be used for all positions subject to Merit Promotion (MP) procedures, otherwise referred to as Merit Staffing. This will include all positions in NRL's Administrative Support Career Track, all in the Administrative Specialist and

Professional Track and a lesser amount of S&E professional and technical positions. So -- if you are interested in applying for other positions or learning how the new procedures impact overall hiring procedures, read on.

For a number of years, OC announcements have been used as a tool for quickly filling positions. Such announcements build a pool of candidates for positions covered by the announcement. When management desires to fill a particular  
*Continued...*

## What's inside this issue...

<a href="#">Merit Promotion Job Application Tips</a> .....	2
<a href="#">Telework Committee Update</a> .....	3
<a href="#">Transit Subsidies Are Now Available to Employees Outside the National Capital Region</a> .....	3
<a href="#">Thrift Savings Plan (TSP) Open Season</a> .....	4
<a href="#">NRL Retirement Seminar Expert's Prediction on the Passing of "Catch Up" TSP Contribution Legislation</a> .....	4
<a href="#">Life Insurance Advice from NRL Retirement Seminar Experts</a> .....	4
<a href="#">NRL Retirement Seminar Experts Stress Planning Early for Your Long-Term Financial Security, Including the Value of Obtaining Long-Term Care Insurance</a> .....	5
<a href="#">NRL Retirement Seminar Expert's Advice on TSP Investments</a> .....	5
<a href="#">More Long Term Care Insurance Details</a> .....	5
<a href="#">Dealing With Grief</a> .....	5
<a href="#">Government Credit Card Misuse - Delinquency and Improper Charges Can Get You Fired and More!</a> .....	6
<a href="#">Tip for Achieving Healthy Work Relationships – Understand the Importance of Your Words</a> .....	6
<a href="#">What's New on the Employee Relations Website</a> .....	6
<a href="#">It's Too Hot to Work!!</a> .....	7
<a href="#">Ideas for Dealing with Cross-Gender Mentoring Challenges</a> .....	7
<a href="#">Need Help to Resolve a Job-Related Concern or Dispute? Contact the NRL-HRO</a> .....	8
<a href="#">Check Out These Federal Government and Navy Websites</a> .....	9
<a href="#">Your Retirement Process</a> .....	9
<a href="#">You Are Responsible for Catching Errors in Your Thrift Savings Plan (TSP) Account</a> .....	10
<a href="#">LATEST TSP RETURN RATES</a> .....	10
<a href="#">Announcement of Awards</a> .....	11
<a href="#">Career Enhancement/Training Resources</a> .....	12

**OC Announcements...**

*Continued...*

position, position needs are compared to the pool for purposes of quickly providing the selecting official with a list of qualified candidates. If the selecting official opts to select someone from the list, a savings of time and work has occurred. To be considered for these future vacancies, you can apply at any time. Once you do, your resume stays in the pool for one year or until you are hired/promoted permanently in any position via a Resumix certificate, whichever comes first.

As stated previously, OC announcements are now being used for all positions subject to MP procedures. MP is the application means used for "status" candidates, which include career or career conditional employees and individuals eligible for reinstatement or hiring under a special appointing authority. When advertised MP, only status individuals may apply. For NRL and ONR, non-SES MP announcement numbers begin with NRL or ONR.

The MP alternative is to announce the job under Delegated Examining (DE), wherein applications are accepted from all sources. Most, but not all, of NRL's Scientific and Engineering Professional and Technical positions are announced this way, with announcement numbers that begin with DM or DE. MP candidates may be considered under a DM or DE announcement, but candidates without status will not be considered eligible under an MP announcement.

If you are interested in MP positions, it is important that you monitor OC announcement postings and apply to the announcement of your choice as soon as it is posted. If you don't, you may miss out on an opportunity to be considered for a desired job. This is because you may not know that an actual vacancy has occurred and that the selecting official has requested an OC listing of qualified candidates.

(Occasionally, individual MP announcements will be advertised, so also monitor for those.)

Find current OC announcements and application procedures at [www.donhr.navy.mil](http://www.donhr.navy.mil). Each OC announcement is specific to a particular Navy activity. Additional OC announcements will be added as MP position vacancies arise at individual activities.

Ginger Kisamore is your NRL-HRO contact for questions regarding this article. Call her at 202-767-3792, DSN 297-3792 or email her at [gkisamore@hro.nrl.navy.mil](mailto:gkisamore@hro.nrl.navy.mil). Your ONR-HRO contact for questions is Nicole Early. Call Ms. Early at 703-696-4711, DSN 426-4711 or email her at [earlyn@onr.navy.mil](mailto:earlyn@onr.navy.mil).

**Merit Promotion Job Application Tips**



Interested in applying for a different job? Find Merit Promotion (MP) vacancy announcements and application procedures at [www.donhr.navy.mil](http://www.donhr.navy.mil). MP, otherwise called Merit Staffing, is the process used when a job is open only to "status" candidates, versus open to all sources. To view announcements and procedures, select "Jobs, Jobs, Jobs," review the application steps, and again select "Jobs, Jobs, Jobs." To narrow your search to NRL or ONR MP announcements, use the map to click on our servicing Human Resources Service Center, which is the Northeast region. Then scroll down to find announcement numbers beginning with NRL or ONR.

To apply to an announcement, use Navy's on-line resume builder, sometimes referred to as Resumix. Resumix is actually more than just the on-line resume builder. It is an automated staffing system, which evaluates resumes via the use of a skill-matching database. To access the on-line resume builder, simply select an announcement of interest and click on the Resume Builder

button at the bottom of the announcement. If you already have a resume in the system, you may select the Application Express button found at the bottom of the announcement.

Based on their experience, the HRSC-NE advises that although there are alternative means to applying to MP announcements (via email and hard-copy), the best means is the on-line resume builder.

Tips on utilizing Resumix to achieve your career goals include:

- Where it's available, ALWAYS read the general information section of each announcement by clicking on the links titled "Resumix Information." This will keep you up to date on any tips for successful consideration, provide reminders on required submissions, and answer some frequently asked questions, etc.

- Resumes are good for one year. Write ONE good resume for consideration for all positions you are likely to apply for during the year. Update your resume only when you have gained a new and significant skill. DO NOT attempt to "tailor" resumes. Attempts to maintain consideration for all jobs while changing resumes have not proven successful for employees.

*Continued...*

**HRO HIGHLIGHTS**

**Naval Research Laboratory  
4555 Overlook Ave., SW  
Washington, DC 20375-5320**

**Editor, Code 1850  
Jan Walker  
(202) 767-8332  
[jwalker@hro1.nrl.navy.mil](mailto:jwalker@hro1.nrl.navy.mil)**

**Published monthly serving ONR,  
NRL-DC, and NRL-SSC/Monterey**

**Graphics  
Michelle J. Ryan**

**Director of Strategic  
Workforce Planning  
Betty A. Duffield**

## MP Job Application Tips

*Continued...*

- Use the resume builder. This will ensure immediate availability of your resume for consideration. Since many announcements are "open continuous," consideration for vacancies can occur at any time. Also, by using the resume builder, you will access the Additional Data Sheet (ADS), required as part of your resume submission.
- Apply only for those vacancies you would accept if offered. You should take the time to identify the geographic location of positions and note on the ADS only those areas where you are willing to work.
- Your resume becomes unavailable if (1) it is more than one year old; (2) it is rejected due to poor quality email or hard copy scanning or other failures to follow instructions; (3) you are hired/promoted permanently in any position via a Resumix certificate; (4) you request to have your resume removed; or (5) you are NOT using the on-line resume builder and fail to transmit the fully completed ADS for the NE region.
- Each region runs independent resume pools. A resume submitted in the NE Region is not available for other regions. The website located at [www.donhr.navy.mil](http://www.donhr.navy.mil) lists activities covered by each HRSC region.

If you work at NRL and need assistance in viewing job announcements or accessing the on-line resume builder (the preferred method of application), or have questions related to the application process, contact Ginger Kisamore, NRL-HRO, at 202-767-3792, DSN 297-3792 or email her at [gkisamore@hro.nrl.navy.mil](mailto:gkisamore@hro.nrl.navy.mil). If you do not have web access, you may use an HRO computer that is available in Building 72N lobby (NRL-HRO Service Desk) between the hours of 8:00 am to 4:30 pm. SSC and Monterey employees without web access should contact their division administrative officer. ONR employees should refer questions to Nicole Early, ONR-HRO at 703-696-4711, DSN 426-4711 or email her at [earlyn@onr.navy.mil](mailto:earlyn@onr.navy.mil).

### Government Pension Offset Reminder

If you are covered by the Civil Service Retirement System (CSRS) and have a spouse who has a career of Social Security covered wages, your CSRS benefit will most likely eliminate your right to receive spousal or widow's social security benefits. This reduction is referred to as the Government Pension Offset. It mirrors the rule that limits the social security benefit of a worker to no more than the higher of their own benefit or the one that their spouse earned for them.

## Transit Subsidies Are Now Available to Employees Outside the National Capital Region

Since October 1, 2000, employees working within the National Capital Region (NCR) have been eligible to receive transit subsidies. This eligibility has now been extended to include the paying of subsidies to employees outside the National Capital Region (ONCR).

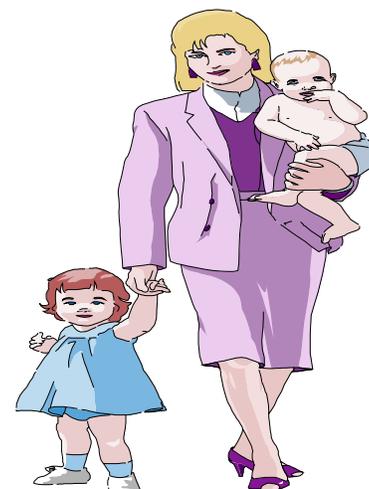
Under this program, you can receive "transit passes" in amounts equal to personal commuting costs, not to exceed \$100/month. Transit benefits are distributed in the form of "MetroChek" vouchers. These vouchers can be used on a MetroRail system or can be used as a cash equivalent to purchase other fare media such as bus or train tickets. They can also be used to reimburse the driver of a qualified vanpool - defined as a vanpool registered with the area's metropolitan area transit authority. Types of subsidies, vouchers and procedures vary, depending on your region.

**To apply for a transit subsidy within the NCR**, complete DD Form 2845, "U.S. DoD NCR Public Transportation Benefit Program Application, and fax it to the Defense Department's Washington Headquarters Services (WHS) using the fax number 703-614-4211. WHS

*Continued...*

## Telework Committee Update

The Telework Committee is chaired by Paul Hughes, Code 5300. Other Committee members are: Cindy Hartman, Code 3400; Anne Kusterbeck, Code 6901; Albert Bosse, Code 8230; Lee Rickard, Code 7210; Rich Colton, Code 6170; Julie Johnson, Code 5702; Charlie Steenbeck, Code 1008 and Lynda Heater, Code 1850. The Committee is looking into the implications of varying approaches to a telework program. Key among those issues are potential costs and security concerns. Issues and details such as how to identify NRL positions that may qualify for telework; how to realistically monitor, measure and appraise work done off site; and how to interpret and clarify DoD rules as to what NRL systems may be accessed through personal computers are being examined. As the Committee makes progress on these issues, they will have a better grasp of the likely program recommendations that will be put forth for top management's consideration.



**Mother's Day**  
May 12

### Transit Subsidies...

*Continued...*

manages this program for NCR employees. Obtain the application from the HRO website at <http://amp.nrl.navy.mil/code1800/> (click on Employee Relations). This website will direct you to all the information you need for taking advantage of this fringe benefit, including schedules and locations for voucher pickup. If you lack web access, obtain the application by contacting the HRO Service Desk on 202-767-3031 or email [HROservicedesk@hro.nrl.navy.mil](mailto:HROservicedesk@hro.nrl.navy.mil). ONR employees should contact Fred Esposito at 703-696-4613 or email [esposif@onr.navy.mil](mailto:esposif@onr.navy.mil).

**To apply for a transit subsidy ONCR**, complete the DoN ONCR Mass Transportation Fringe Benefit Application located at website <http://www.fmo.navy.mil/services/ti.p.htm> and submit it to the transit benefit point of contact (POC) at your work location. POCs coordinate and track the reimbursement process for employees ONCR. The POC for NRL-SSC is Becky Rotundo, at 228-688-5328 or email [becky.rotundo@nrlssc.navy.mil](mailto:becky.rotundo@nrlssc.navy.mil). The NRL-MRY POC is Sandy Huddleston, 831-656-4763 or email [huddleston@nrlmry.navy.mil](mailto:huddleston@nrlmry.navy.mil). ONR employees should contact Fred Esposito at 703-696-4613 or email [esposif@onr.navy.mil](mailto:esposif@onr.navy.mil).

### Thrift Savings Plan (TSP) Open Season

The TSP open season will run from May 15 through July 31, 2002. During this time, eligible employees may begin contributions, change the over-all amount of contributions deducted from their paycheck, or terminate their contributions without losing the right to resume contributions the next open season. Contribution limits are now 12% for FERS employees and 7% for CSRS employees. To make TSP changes employees **must** use the

Employee Benefits Information System (EBIS) or the Benefits Line. To access EBIS, go to [www.donhr.navy.mil](http://www.donhr.navy.mil), click on Pay and Benefits and then EBIS. To access the Benefits Line, phone the Benefits Call Center, 1-888-320-2917.

If your transaction is made through the web, executing it by 1:00 p.m. constitutes receipt on the day of execution. Transactions made after 1:00 p.m. are received the following day. Transactions made before May 17, 2002, will be effective May 19, 2002. If received later, the effective date will be the beginning of the first full pay period after the transaction occurs.

You may make a TSP election this open season if your latest appointment is under the Federal Employees' Retirement System (FERS) or the Civil Service Retirement System (CSRS). Election to terminate contributions may be made at any time. If you elect to terminate your contributions during an open season, you may elect to resume contributions during the next open season. However, if you elect to terminate contributions outside an open season, you may not resume contributions until the second open season following the termination.

You may allocate your future contributions among any of the five investment Funds: the Government Securities Investment (G) Fund, the Common Stock Index Investment (C) Fund, the Fixed Income Index Investment (F) Fund, the Small Capitalization Stock Index Investment (S) Fund and the International Stock Index Investment (I) Fund. For more up to date information about the TSP and to get the current return rates, visit their website at [www.tsp.gov](http://www.tsp.gov) or call the thrift line at 504-255-8777.



### NRL Retirement Seminar Expert's Prediction on the Passing of "Catch Up" TSP Contribution Legislation

In a previous issue, we advised that the 2002 Federal tax rules contain a provision for "catch up" 401K contributions for employees over the age of 50, which would allow \$1,000 additional 2002 contributions (above the IRS limit of \$11,000) and increasing amounts in later years. We further advised that legislation has been introduced to authorize applying this rule to the TSP. Dave Redden, our retirement speaker who covered TSP issues, predicts that of course it will pass, since members of Congress would also benefit. Further, he predicts it will be retroactive. Stay tuned!

### Life Insurance Advice from NRL Retirement Seminar Experts

When is the last time you evaluated your need for your Federal Employees Group Life Insurance (FEGLI) coverage? If you are carrying optional FEGLI, remember that the premium increases every five years. When you are young, life insurance is needed to replace your family's lost income at your death. As you grow older, consider why you are carrying so much insurance. Who's it going to benefit - not you; you will be dead! Do you need to keep dumping money into life insurance just to give your grown children a big gift or would you rather use that money for yourself or invest it to ensure your own future financial security. And whether you really need to carry it or not, if you are insurable, shop around for the best price. Basic FEGLI is a bargain; optional insurance is another story. You may cancel some of your optional coverage at any time.

**Safekeeping Your Identity Tip:** Place the contents of your wallet on a photocopier. Copy both sides of each license, credit card, etc. Thus, if your wallet is lost or stolen, you will know all of the account numbers and phone numbers to call and cancel. Don't keep the list in your purse or wallet!

## NRL Retirement Seminar Experts Stress Planning Early for Your Long-Term Financial Security, Including the Value of Obtaining Long-Term Care Insurance



NRL's Retirement Seminar was held in March. Dave Redden and Karen Schaeffer returned to give their expert advice on CSRS and FERS retirement-related subjects, with the emphasis on making wise choices regarding your retirement planning options, including: the Thrift Savings Plan and the Federal Government's insurance programs; taxes and investments; and estate planning, including trusts and wills. The sessions relating to taxes, investments and estate planning were open to all employees. And next year, we plan to open the FERS session to all employees. If we learned one thing from these sessions, it's that planning for your long-term security needs to start when you are young!

Karen Schaeffer is a Certified Financial Planner. Dave Redden specializes in providing counseling and lectures on retirement planning for Federal employees. Both talked about long term care (LTC) Insurance and its advantages, pointing out that it is now being offered through the Federal Government. They emphasized that this insurance should be considered by all who can afford it, pointing out that you wouldn't spend your money on this if you were having trouble putting food on your table and gas in your car. But otherwise, you should think carefully about your LTC goals, do some comparative shopping, and consider signing up.

If you need additional information about the Government LTC Program and would like to consult with a certified LTC Insurance Specialist, you may call 1-800-582-3337. Specialists are available from 8:00 am – 8:00 pm, Monday - Friday. You may also visit LTC Partners website at [www.ltcfeds.com](http://www.ltcfeds.com) or OPM's LTC website at [www.opm.gov](http://www.opm.gov).

### More Long Term Care Insurance Details

The early enrollment period for the Federal Long-Term Care (LTC) Insurance Program started March 25 and will end May 15, 2002. On March 25 the Office of Personal Management (OPM) also announced the premiums for early enrollment. The premium calculator on OPM's website allows employees to calculate premiums with various types of benefits. Please keep in mind that these premiums are for early enrollment and they are subject to change when the open season starts. The open season runs from July 1 through December 31, 2002. Applications for the open season enrollment will be available starting July 1 on the LTC partners website at [www.ltcfeds.com](http://www.ltcfeds.com) or by calling 1-800-582-3337. Before and during open season, OPM and the LTC partners will be providing an educational campaign to help employees focus on what LTC is, the likelihood of needing it, options to pay for it, and how the LTC program can help. Employees can access OPM's LTC website at [www.opm.gov](http://www.opm.gov) or the LTC partners website at [www.ltcfeds.com](http://www.ltcfeds.com).

## Dealing With Grief



Ralph Surette, Ph.D.  
NRL-DC C/RS

In the aftermath of 9/11, as well as in the course of our everyday lives, we all are confronted by the problem of dealing with grief over a loss. Whether it is a personal loss such as the death of a loved one or the end of a marriage or a job, or the communal loss of innocence, safety and security, we all need to process grief constructively. Here are a few suggestions to assist in making sense out of, and coming to accept, loss and the grieving process it engenders.

- Each person's grief is different. Be respectful of both what you share with others and what is unique to yourself and others.
- Grief is not a mental illness! It is a natural result of being human.
- Healing is a process; it takes different lengths of time for different people to get through it. There is no "normal" timetable for how long this process should take.
- Remember that thoughts and feelings about loss are neither right nor wrong. It is quite normal to feel anger as well as sadness over a loss.
- Little is gained and much is distorted if one spends a lot of time blaming God or so and so for one's losses. Loss is part of the human condition and none of us ever escapes the grief it engenders. To resolve grief and integrate it into your ongoing life, an important step is to avoid feeling especially grieved for too long a time.

*Continued...*

### NRL Retirement Seminar Expert's Advice on TSP Investments

Here's what Karen Schaeffer, the financial planning expert, said in a nutshell: FERS employees are doing themselves a great disservice if they are not investing the maximum amount and woe to the financial future of those not taking full advantage of matching government contributions. And how should long-term investors distribute their money? Consider a big percent in the S fund, a lesser but still large percent in the C fund, and an amount as small as 10% in the F fund. Consider not wasting your money on the G fund.

**Dealing With Grief**

*Continued...*

- Remember that forgiveness is powerfully therapeutic. In the end one is always bereft. One can be bereft and blaming, with the associated hurt and resentment that fuels the blame, or one can be forgiving, with the associated peace and empowerment that it instills in the heart. Take your pick!

**Employee Assistance Program (EAP) Services.** When you experience difficulty coping with either work-related or personal matters, consider contacting an EAP counselor. The EAP offers free, private, and confidential short-term counseling for employees and their family members. If you require more than short-term help, you will be referred to affordable and appropriate community resources. The EAP includes the contractor staff of the NRL-DC Counseling/Referral Service (C/RS), at 202-767-6857; the NRL-SSC CEAP Coordinator, Ms. B.J. Darrow, at 228-688-4518; and the NRL-MRY CEAP, which is serviced by Federal Occupational Health at 1-800-222-0364.

**Government Credit Card Misuse - Delinquency and Improper Charges Can Get You Fired and More!**



A Pentagon brief in late March focused on how Secretary Rumsfeld is moving very forcefully to correct problems associated with the use of Government credit cards by DoD personnel. This includes travel cards and purchase cards. The credit card program is a major and essential part of DoD's efforts to improve business practices. It cuts paperwork and costs, freeing up funds for critical requirements. In addition, it facilitates accountability.

Credit card misuse (includes charging personal items) and abuse (includes being delinquent in paying your travel card bill) can have serious

consequences beyond revocation of the card. It can result in a disciplinary suspension of duties and pay, get you fired or cost you your security clearance. And because DoD does prosecute cases, fraudulent charges can get you a big fine and jail time. These are risks you do not want to take!

**Tip for Achieving Healthy Work Relationships – Understand the Importance of Your Words**

In all areas of your life, including the workplace, try to always keep in mind that the words you use make a big difference in whether family members, friends, co-workers or customers will cooperate with you. Words that show understanding; that validate others' wants/needs; that request, instead of order; that show intent to help, not compete; that acknowledge others' differing perspectives without adding the word "but" before giving your perspective, are all valuable to our working relationships. For instance, say "I can, when" or "I wish I could" instead of "I can't, because." These have the same end result but the first two statements leave the person feeling better towards you. Be generous with your expressions of appreciation for help and support you receive from your co-workers. And don't forget to look for the good work that they do and acknowledge it with praise.

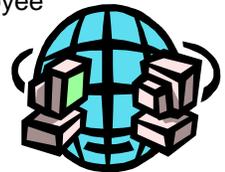
**FEHB Premium Conversion -- an Unpleasant Surprise Awaits Retirees**

If you are planning to retire, you may be surprised to learn that once you do it, you no longer receive the premium conversion benefit associated with your Federal Employees Health Benefits Program (FEHB) payments. You could lose more than \$400 a year in health benefits tax savings.

**What's New on the Employee Relations Website**

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

Click on *Staff Directory* for a list of ER subject areas and contacts for each. View *News and Announcements* for info on the hottest issues involving these subjects and employee benefits.



We've added to the Child/Elder Care Resources page a link to neighboring NDW Child Development Programs. This includes child care located next door in Bellevue Housing. These services are open to NRL civilians.

We've added to the Performance Appraisal and Awards Page: a link to the Navy guide that contains recommended scales for determining special act award amounts based on tangible and intangible benefits, as well as a link to the website that contains information about NRL-Edison Sigma Xi Science and Young Investigator Awards.

We've added to the Privacy Act Page: Safeguarding Personal Information Covered by the Privacy Act - We're All Responsible.

**Need Help Creating a More Harmonious Work Environment?**

As an Employee Relations Specialist, I am available for staff meeting discussions or other more formal talks on tips for helping NRL supervisors and managers create a more harmonious work environment. These discussions/talks may be tailored to your organization's particular needs or concerns or simply address ways to enhance your organization's current employee relations. Call me at 202-404-7960 or send me an email at [lheater@hro1.nrl.navy.mil](mailto:lheater@hro1.nrl.navy.mil).

## It's Too Hot to Work!!

Summer is approaching with the inevitable air conditioning problems that choose to occur on the hottest day of the year. And during high-heat spells, there's always a concern for employees who perform strenuous labor outdoors or in areas that lack air conditioning. So here's our advance standard answer to your question,



"What's the Federal Government's policy when employees are uncomfortable due to excess heat?"

Upon request by a division head, the NRL Commanding Officer may excuse employees due to unusually hot working conditions, including those caused by temporary disruption of the cooling system, but only after:

- Determining that working conditions are intolerable (versus uncomfortable), thereby endangering the health of the general employee population so affected; and
- Determining that relocation of employees is not feasible.

When hot conditions are such that they do not pose a danger to the general population, but may endanger the health of individuals with medical conditions that could be aggravated by temperature extremes, supervisors are responsible for ensuring that liberal annual leave (or sick leave, as appropriate) is granted to such individuals. And, even if your health isn't at risk, so long as your services can be spared, it's likely that your supervisor would grant your request to take the day off on annual leave.

## Ideas for Dealing with Cross-Gender Mentoring Challenges

**Editor's Note:** *Mentoring is the process in which successful individuals (managers, supervisors and others) go out of their way to help others establish goals and develop the skills to reach them.*

*The following is printed with the permission of Dr. Linda Phillips-Jones of the Mentoring Group in line with our goal to provide helpful mentoring tips versus encourage doing mentoring any particular way. One way is to participate as mentor or mentoree in NRL's formal Mentoring Program. Call the Coordinator at 202-767-2957, or DSN 297-2975, email [dbrown@hro1.nrl.navy.mil](mailto:dbrown@hro1.nrl.navy.mil), or complete an application at <http://amp.nrl.navy.mil/code1800/> (click on Employee Relations). To learn more, check that website or the Mentoring Group's website at [www.mentoringgroup.com](http://www.mentoringgroup.com).*

*The following is in no way intended to discourage cross-gender mentoring. Unfortunately, petty gossip and the remote potential for sexual harassment charges can make some potential mentors reluctant to go out of their way to spend time with junior employees of the opposite sex - help that is extremely valuable to the development of NRL's workforce.*

Although mentoring is a vital and potentially life-changing people-development strategy, it doesn't take place without challenges. This is the second of a series of tips for resolving potential stumbling blocks that you could face as a mentor or mentoree.

**Romantic Involvement** - Cross-gender mentoring partnerships can be sticky because of potential romantic involvement. Despite your attempts to keep your relationship on a professional level, you and your mentoring partner may still fall prey to workplace gossip. Even if you're clear with your intentions, you could be surprised by your mentoring partner's romantic interest in you.



**Solutions:** Always keep your mentoring relationships on a professional level! From the outset, be very clear about your intentions. Let your mentoring partner know that you see the relationship as strictly professional, and that you have no social or romantic intentions. Your reputation isn't something to risk. Formalize your relationship and set strict limits. Don't give even the appearance of impropriety. For example, hold lunch rather than dinner meetings. Always meet in a public place, such as the office or a restaurant. Don't meet in a hotel room or in your homes. If rumors start, let the gossips know that they're misinformed, and reinforce the fact that the relationship is a professional one. Stick to your principles, and maintain your code of ethics. Rise above the gossip. If your mentoring partner steps over the line, address the problem right away. Talk about your concerns, and if you and your mentor or mentoree can't reach agreement, or if the problem persists, swiftly and tactfully end the relationship.

### Check out the newly redesigned FirstGov website at

[www.firstgov.gov](http://www.firstgov.gov). It contains gateways for citizens, businesses and government officials to access the Federal Government sources and information they need. Under the "Citizens Gateway," for example, you can link to government shopping, find a government job, E-File your taxes, apply for student loans, zip code look-up, passport applications, birth and marriage certificates and much much more. The Business Gateway offers links to business opportunities, business laws and regulations, federal auctions and sales, file patents and trademarks and much more. The Government Gateway links to grants, travel, employee locator, per diem rates, and so forth.

### National Park Service web-site.

PARKNET at [www.nps.gov](http://www.nps.gov) provides information on travel, recreation and education opportunities within the National Park System's 385 sites. Check it out before your next vacation.



### Need Help to Resolve a Job-Related Concern or Dispute? Contact the NRL-HRO

**HRO Services.** The NRL-HRO provides services that can help you resolve your job-related concerns. NRL encourages employees and supervisors to use these services as an alternative to processing a formal grievance, appeal or EEO complaint.

Employee Relations (ER) and Equal Employment Opportunity (EEO) specialists and Civilian Employee Assistance Program (CEAP) counselors (such as those located in the NRL-DC Counseling/Referral Service), can assist you through one of more of these means: serving as a "sounding board"; helping you devise a strategy for communicating concerns to the other party and recommending actions each of you might take to reach a resolution; and bringing you and the other party together with the goal of helping the two of you achieve a mutually satisfactory resolution of the concern.

ER and EEO Specialists also are available to provide you with their interpretations of personnel regulations and advise you on the workplace rights and responsibilities of supervisors and employees. In addition, they can facilitate alternative forms of dispute resolution (ADR)

**ADR** is a term that covers a variety of non-adversarial techniques used in an effort to settle disputes before processing under formal procedures that apply to EEO complaints, grievances and statutory appeals. At NRL, commonly used techniques include mediation, negotiated agreements, and partnering with unions. These techniques do not declare winners or losers, take sides, favor one party, or replace your formal complaint rights. Rather, they enhance communication and cooperation with the goal of helping the parties (typically you and your supervisor or you and your employee) explore compromises or redefine your

concerns or dispute in a way that helps the two of you reach a mutually-satisfactory solution. No third party acts as judge or jury. Instead, you and the other party decide if and how you will resolve your dispute.



**Mediation.** At your request, and with the concurrence of the other party to the concern or complaint, trained members of the HRO staff may mediate the issue. "Mediators" are neutral facilitators who guide parties through a confidential and informal discussion in hopes that the parties will reach their own resolution. The mediator structures the discussion to help both sides explain, clarify, and narrow their differences, as well as come to an agreement should both choose to do so. Mediation is not a legal proceeding, and the mediator has no authority nor desire to rule on the issues or tell the parties what they should do.

Mediation involves several steps:

- **Opening Statements.** After bringing you and the other party together and explaining the process, the mediator asks you (the party who raised the concern) to describe your concern, relevant background, and what you would like to see happen. If you are the other party, the mediator will then ask you to respond and to state any of your own concerns. During these opening statements, the two of you may say anything you choose, take all the time you need, and speak without being interrupted.
- **Joint Discussion.** Opening statements are followed immediately by a joint discussion. During discussion, the two of you talk about the issues, and the mediator or either party may pose questions to the other party. The goal is to explore and clarify both parties' interests, concerns and possible options for achieving a resolution.

- **Private Meetings.** The joint discussion is followed immediately by at least one private and confidential meeting between the mediator and each party. During these meetings, you and the mediator use each other as a sounding board for any additional concerns and resolution options/ideas. With your agreement, the mediator may then share such ideas and concerns during subsequent meetings with the other party.

- **Conclusion and Possible Agreement.** Immediately following the private meetings, you and the other party rejoin and conclude the mediation. If the mediator believes the two of you agree in some areas, the mediator will point this out and, as appropriate, review resolution options that were discussed in the private meetings. Should you and the other party then begin to come to terms, the mediator will ask both of you to help with the drafting of a resolution agreement. The mediator writes the agreement, but the content depends on the ideas and thoughts of the parties as they proceed through areas of commitment. If and when you and the other party concur with the language set forth in the agreement, each of you will sign it.

**Negotiated Agreements.** When faced with performance or conduct concerns, a supervisor and employee may choose to negotiate the terms of discipline, separation from NRL service or other action. The process results in a binding agreement that includes the employee's waiver of rights to challenge the agreed-on action. For more information on this avenue, contact the Employee Relations Branch, Code 1850.

**Safety and Health Fair  
May 7**

## Check Out These Federal Government and Navy Websites

[www.workers.gov](http://www.workers.gov) was launched in July 2000 by a design team that included Federal employees from the U.S. Departments of Education, Defense, Agriculture, Health and Human Services, and Transportation. It enables you to easily find government resources for workers and their families, including over 1,200 links in eight core categories: jobs, learning, family and health, transportation and housing, money management, rights and protections, recreation and travel and citizenship. From medicine to taxes and from free school lunches to free child health insurance, this site allows you to browse a wealth of information. It also enables you to conduct important business online - such as applying for student loans, tracking Social Security benefits, filing a safety complaint, and even ordering postage stamps.

[www.kids.gov](http://www.kids.gov) is the U.S. government interagency Kids' Portal. Kids can explore, learn and have fun by accessing the links to Federal kids' sites along with some of the best kids' sites from other organizations all grouped by subject. Subjects include: arts, careers, computers, environment, fighting crime, fun stuff, geography, global village, government, health, history, homework, money, music, plants and animals, recreation, safety, science and math, space, and transportation.

[www.consumers.gov](http://www.consumers.gov) is a "one-stop" link to a broad range of federal information resources available online, with a homepage that focuses on dangerous products and recalls. It is designed so that you can locate information by category -- such as Food, Health, Product Safety, Your Money, and Transportation.

[www.lifelines2000.org](http://www.lifelines2000.org) is the Department of the Navy's award-winning quality of life (QOL) services network. It allows citizens/sailors



stationed worldwide to wander through a virtual "Mall via the Internet," delivering services and information to improve their quality of life. Among the QOL Mall's key features, civilians may want to check out self-help information in these categories and more: family life, financial management, and safety and wellness.

## Your Retirement Process

In order to receive a retirement annuity, you must contact the HRSC-NE for retirement counseling, annuity estimate and application forms. The HRSC, the Defense Finance and Accounting Service, (DFAS), and the Office of Personnel Management (OPM) work together to process your annuity claim.

You can help reduce processing delays by submitting your application to the HRSC 60 days in advance of your retirement date. Upon its receipt, your HRSC retirement counselor will review your application to ensure you've provided all of the needed information; review your official records to ensure that you meet the necessary age and service eligibility requirements and to ascertain your eligibility to carry health and life insurance coverages into retirement; and verify any of your service that is not fully documented in your official records. If documentation is missing, they will attempt verification by contacting the Federal Records Center. (Note: You are responsible for presenting evidence of military service i.e., DD-214.) OPM will complete verification upon receipt of your retirement application and other personnel and payroll records; however, doing this could cause a delay in processing.

Your retirement paperwork will then be sent to DFAS for authorization of your final pay and lump sum payment for unused annual leave; preparation of your "Individual Retirement

Record," which reflects service, salary history, unused sick leave for retirement purposes, last date of pay, date and type of separation and annual retirement contributions. Because this record reflects your total retirement deductions for your last period of service, it cannot be closed out until your final salary check has been issued. DFAS then sends your retirement documents to OPM and so notifies you.

Upon OPM's receipt of your documents, they will authorize estimated interim payments, which you will receive until your claim is processed.

Interim payments are approximately 80% of your regular annuity entitlement, less taxes. However, they may be less if (a) you have received a refund for retirement deductions previously paid; (b) you have service not covered by the retirement system; or (c) you have service for which you have not paid a deposit.

If your records are complete, you will receive your first interim payment approximately 7 to 14 days after you receive your acknowledgement letter. Regular monthly payments are issued the first business day of the month for the month immediately preceding. Once interim payments begin, they continue until final adjudication of your application is completed.

If your retirement records are complete, OPM will complete processing of your claim in approximately five weeks. An additional three to four weeks may be added if a benefit election is required. The amount of additional time it takes to process your claim when additional information or a benefit election is needed depends upon how quickly you respond to OPM's request.

OPM will send you an annuity statement and other informational material concerning your retirement benefits when your regular annuity payments are authorized.



**You Are Responsible for Catching Errors in Your Thrift Savings Plan (TSP) Account**



On March 12, 2001, the Federal Retirement Thrift Investment Board, which runs the TSP, issued a final rule that makes Federal employees responsible for catching errors in their TSP accounts. The Board said that "just as users of commercial services are expected to review statements recording transactions in their account and to assert their rights in the event of an error, so are TSP participants."

Errors can happen when you make an interfund transfer or when you change the way future TSP contributions are allocated among the investment funds. When you make either of these changes, you receive a notice confirming that the transaction took place. You also get regular statements of account activity and leave and earnings statements which can tip you off to mistakes. You should review these notices and statements as soon as possible for errors. Under the Board's regulation, you only have 30 days from the date you receive the notice or statement to file a correction request. This 30-day time limit for correction requires you to be vigilant in assuring your instructions have been carried out correctly; it also prevents using extended hindsight to decide whether to request a correction.

Under the regulation, you have more time to demand a correction if your agency should put the wrong amount of money in your TSP account. In such cases, the regulation gives you six months to request a correction of the error. The regulation gives the TSP board and agencies discretion to extend the deadline. For example, agencies and the board could use that discretion when employees are out of the country or on sick leave for a long time.

**Benefits Contacts**

**Health/Life Insurance and TSP Benefits:** If you have questions in these areas, call the Benefits Line at 1-888-320-2917. To carry out health/life insurance and TSP enrollments or changes that affect your paycheck, use the Benefits Line or the web-based EBIS at <http://www.donr.navy.mil/>. You can no longer make paper transactions.

**Retirement and Survivor Benefits:** When you need counseling or have questions, email the HRSC-NE at [BENEFITS\\_ne@ne.hroc.navy.mil](mailto:BENEFITS_ne@ne.hroc.navy.mil) or call Marsha Wesley at 215-408-5077, DSN 243-5077; Joanne Frederick at 215-408-5071, DSN 243-5071; or Dawn DiRenza at 215-408-5083; DSN 243-5083. Where appropriate, when emailing the HRSC-NE, include your date of birth and the last four digits (only) of your social security number. Mail retirement and survivor benefit paperwork, as well as designation of beneficiary forms for life insurance and unpaid compensation due from your payroll office, to:

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. When using the NRL Mail Service, 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 under normal circumstances (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.



LATEST TSP RETURN RATES					
Month	C Fund	F Fund	G Fund	I Fund	S Fund
Apr 01	7.78%	(0.42%)	0.43%		
May 01	0.65%	0.61%	0.47%	(4.13%)	1.42%
Jun 01	(2.42%)	0.39%	0.47%	(3.99%)	0.66%
Jul 01	(0.98%)	2.22%	0.48%	(1.79%)	(4.13%)
Aug 01	(6.27%)	1.20%	0.45%	(2.58%)	(4.32%)
Sep 01	(8.05%)	1.15%	0.43%	(9.95%)	(12.5%)
Oct 01	1.85%	2.12%	0.41%	2.47%	5.09%
Nov 01	7.62%	(1.37%)	0.37%	3.56%	7.84%
Dec 01	0.88%	(0.61%)	0.42%	0.52%	5.31%
Jan 02	(1.47%)	0.79%	0.45%	(5.33%)	(2.02%)
Feb 02	(1.92%)	0.98%	0.40%	0.66%	(2.64%)
Mar 02	3.73%	(1.66%)	0.44%	5.82%	6.83%
Previous 12 Months 4/1/01 – 3/31/02	0.12%	5.45%	5.35%	(8.79%)	10.18%

Percentages in ( ) are negative.

**Need Help on Elder Issues?** If you're concerned about an elderly person, and don't know where to turn for information, the Elder Care Locator can help you. Call them at 1-800-677-1116 weekdays from 9:00 a.m. to 8:00 p.m. (EST).

### Announcement of Awards

Nominations for the following awards are due as indicated below to the NRL-HRO, Code 1850, or the ONR Training Branch (exceptions noted). Access the HRO's Performance Appraisal and Awards website from the Employee Relations menu at <http://amp.nrl.navy.mil/code1800/> for detailed criteria and format, a calendar of other upcoming awards, and other helpful information in this area.

### GEICO Public Service Award

*Due July 1, 2002*

This award honors government employees for their special achievements and contributions to the public good. A current civil service employee will be selected from each of the four categories listed below and one retired annuitant (has to be currently receiving a federal retiree annuity) from one of the categories. The categories are: Substance Abuse Prevention and Treatment, Fire Prevention and Safety, Physical Rehabilitation and Traffic Safety and Accident Prevention.

### Vice Admiral Harold G. Bowen Award for Patented Inventions

*Due July 15, 2002*

This award is granted annually by the Chief of Naval Research to recognize patented inventions of present or past Navy employees, civilian and military, of greatest benefit to the Navy.

*The following award nominations may be submitted at anytime:*

### NRL Award of Merit for Group Achievement

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



### 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.



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.

### Commanding Officer's Award for Achievement 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

The highest award that the Secretary of the Navy may confer upon a DoN civilian employee. Bestowal is on a highly selective basis to those 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 nomination.**

### Navy Superior Civilian Service Award

### DoN Distinguished Achievement in Science Award

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 "break-through"). **Receipt of this award is an example of recognition considered suitable for inclusion in a CCS distinguished contribution allowance nomination.**



### Navy Meritorious Civilian Service Award

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 Career Resources Staff: Code 1850

Voice: 202-767-2364

Fax: 202-767-1902

### Career Enhancement/Training Website:

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

### Contacts for Career Enhancement Courses, Programs and Info:

Charlene Proctor, email:

[cproctor@hro.nrl.navy.mil](mailto:cproctor@hro.nrl.navy.mil)

Judy Cabos, email:

[jcabos@hro.nrl.navy.mil](mailto:jcabos@hro.nrl.navy.mil)

### Contact for NRL Mentor Program:

Dawn Brown, email:

[dbrown@hro.nrl.navy.mil](mailto:dbrown@hro.nrl.navy.mil)

### ONR training contact:

Lasondra Gray, Training Office, 703-696-5054

NRL encourages you 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 career enhancement resources. We advertise training opportunities on the HRO website, by email and in HRO Highlights. We welcome your comments, questions and suggestions.

**Our website links to Form DD 1556, which you must complete for all training** (unless otherwise specified in the training announcement). Remember that **you are not enrolled in a class until you receive confirmation**. To receive confirmation, include on your DD 1556 your current voice and fax number and email address. If you don't receive a confirmation prior to the start of a class, contact the organization that is sponsoring the training.



## Career Enhancement/Training Resources

### NRL Mentor Program

A mentor can help you acquire knowledge and skills; increase job productivity and creativity; widen your perspective; improve lines of organizational communication; develop a greater understanding of NRL goals and mission; and build confidence through a trusted advisor. The NRL Mentor Program is open for continuous enrollment to all employees at all grade levels, occupations, and NRL sites. Information and application procedures are on the Mentor Program website at <http://amp.nrl.navy.mil/code1800/> (click on Employee Relations). That site also contains helpful information on mentor and mentoree roles and skills. If you don't have access to the web, contact your Division Mentor Coordinator, whose name can be obtained from your Division Administrative Officer, or contact the NRL Mentor Program Coordinator, Dawn Brown, at 202-767-2957 or <mailto:dbrown@hro1.nrl.navy.mil>.



### America's Learning eXchange (ALX)

America's Learning eXchange is an electronic marketplace for education and training resources. It offers a searchable database of profiles on courses, seminars and workshops offered nationwide. Training format includes: classroom, web-based, computer-based conferences, and self-study/correspondence training. The web address for ALX is: <http://alx.org>. Training searches can be performed by following the instructions on the main page. The ALX Service Center has a toll free number: 877-348-0502(voice) or 877-348-0501(TTY).

### E-Learning Training Source

All Navy civilians, active or retired military or their dependents can 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 website at [www.grad.usda.gov](http://www.grad.usda.gov) or through a catalog maintained by the HRO. You may call NISC at 303-236-8525 or <mailto:nisc@grad.usda.gov>.



### Graduate School, USDA

The Federal Government's trainer, the Graduate School, USDA provides affordable training in a wide variety of subject areas that include: accounting, financial management, budgeting and procurement and contract administration; human resources management; administrative and business skills; language courses, including English as a second language; auditing; program and management analysis; public affairs and policy; pre-retirement planning and social security for employees; science and math, test preparation and speed reading; management and supervisory development; editing; graphic arts and photography; and computer science and information technology. Visit their website at [www.grad.usda.gov](http://www.grad.usda.gov) or call 202-479-4970. For organizational development services, call Gary Dzurec at 202-314-3464 or click on Special Programs from their website. The NRL HRO maintains a catalog.

## 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-02. Please visit their website for further information and course schedules at [www.nfmc.navy.mil/edfmc.htm](http://www.nfmc.navy.mil/edfmc.htm).

### 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](http://www.ims-online.com), click on "Member Services, 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 are listed below.

## Leading Strategically: Inspiring Commitment and Ensuring Performance May 30, 2002 at Tysons Corner Holiday Inn, Cost \$225

Today's competitive environment demands that organizations be flexible yet focused, efficient yet innovative, and fast yet quality driven. This session will discuss how strategic leaders must combine a compelling vision, an unyielding focus on the marketplace, and a fluid organizational structure to meet these challenges in a changing business environment. Dr. Albert Vicere, the presenter, is an Executive Education Professor of Strategic Leadership for the Smeal College of Business Administration at Penn State. His teaching and research interests focus on the areas of leadership development and strategy implementation.



**Bargaining at Work: Best Negotiating Practices**

June 14, 2002 at Tysons Corner Holiday Inn, Cost \$225



Negotiating is now a core leadership competency and a critical organizational skill. Talented negotiators out pace their colleagues and competitors because they build lasting relationships and get results. This seminar explores how to negotiate in a way that will help you overcome your natural reluctance to negotiate, know when to make concessions, and learn how to eliminate common negotiating mistakes. Ms. Ruth Shlossman is the presenter for this session. She has over 20 years of experience in sales and product management and most recently in training and consulting in the area of negotiations. Her approachable style and humorous delivery coupled with her negotiating expertise has made her a sought after speaker and consultant.

**Department of Navy Training Site** at <http://www.donhr.navy.mil/> provides access to training opportunities in career development programs, presidential management intern programs, leadership development programs, acquisition management programs, and more.

[www.scholarstuff.com](http://www.scholarstuff.com) is a college reference web portal, which gives access to colleges and universities around the world, as well as online education sources and opportunities for financial aid.

**NRL Toastmasters**

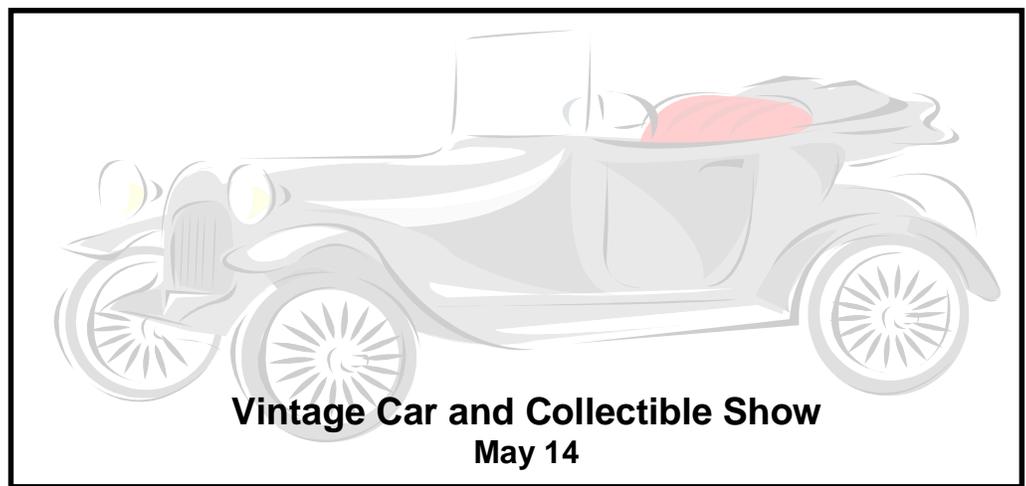
Your success in life depends on your ability to verbalize your ideas so they are heard, understood, and acted on. NRL Toastmasters International can help you. Both NRL Clubs have ongoing communications and leadership programs in which members learn by doing in an atmosphere of understanding and friendship. 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 Rodillosso  
(202) 404-4106



## Updating Employee Training Records - Who's Responsible for What and When

Your official government training record is maintained at the HRSC-NE in Philadelphia. For NRL employees, HRSC-maintained training records are updated in one of three ways, depending on the type of course taken.

Update Initiated By Employee: For training you take at a site away from NRL, whether paid for by you or by your division, if you want that training to be recorded in your official record, **you** must send a copy of the completed training request (DD 1556) to the HRO, Code 1802, for forwarding to the HRSC-NE. Individual college classes and short courses given at the USDA are examples of this type of training. Before entering the information in your official record, the HRSC-NE requires that Block 36 of the DD 1556 be completed and signed. Even though block 36 indicates that a school official should certify the completion of training, you may self certify and sign this block.

*If you paid for the training*, complete a DD-1556 just for this purpose (supervisory signatures are not required) and attach acceptable documentation, such as a copy of your school transcript, course certificate, or course confirmation.

Update Initiated By Administrative Officers (AO): For training contracted and paid for by your division and held at NRL (includes classes with topics specific to a division and attended by its employees), your **AO** must forward to the HRO, Code 1802, a completed training request (DD 1556) with a list of the participants and their social security numbers. Even though Block 36 indicates that a school official should be the signer, the AO will complete and sign that block. Once received, the HRO will forward the form and list to the HRSC-NE.

Update Initiated By the HRO: For training classes facilitated by the HRO (whether paid for by the HRO or by other NRL divisions), the HRO completes a DD 1556, including Block 36, and forwards this form and a list of participants and their Social Security Numbers to the HRSC-NE. The Contracting Officer's Representative class and the Principal Investigator class are examples of this type of training..

**To ascertain what's in your training record**, see your administrative officer, who can access the record for you.

