



HRO HIGHLIGHTS and TRAINING NOTES



Human Resources Office

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

August 2001



Important Employee Action Items

Human Resources Services Center-Northeast Contacts and Mailing Options

(See Page 5 for details)

NRL's Diversity Day & CFC Kick-Off

September 12, 2001

On the Mall from 11:00 am to
1:30 pm

CCS Refresher Training

Interested Employees

(See Page 4 for details)

Award Nomination Deadlines

(See Page 7 for S&E Awards –
Conrad, Waterman, Ewing,
Engineer of the Year, Black
Engineer of the Year; Trunzo
Humanitarian Award; and more)

Upcoming Training Dates

(See Page 9 for details)

NRL DEMO on the web at

[http://amp.nrl.navy.mil/hr-
demo/](http://amp.nrl.navy.mil/hr-demo/)

NRL Temporary Clerical Services Contract..... *new labor categories-- alternative choices!*



*Dawn Brown
Code 1850 COR*

Since 1997, Strategic Staffing Inc. (SSI) has provided temporary clerical staffing services to NRL-DC and its remote sites. Various divisions have received the services of nearly 300 skilled clerks, typists, and stenos on 135 task orders.

NRL managers will now have additional choices to satisfy their temporary clerical staffing needs! The contract has been modified to add four labor categories to the existing three. The seven labor

categories now available are Key Entry Operator II, Secretary II, Secretary III, Secretary IV, Typist, Stenographer, and File Clerk. Although these labor categories sound similar to one another, these new choices give the customer the opportunity to more accurately match the skills required for the duties of the temporary position, thus allowing for a more accurate labor rate.

All the information you need to be able to take advantage of this service can be found on the website <http://amp.nrl.navy.mil/code1800/>.

Once at the site, click on Employee Relations, then Temporary Clerical Contract. From this site, you can obtain descriptions and rates of the skill categories; learn the process for acquiring an SSI contractor, the guidelines for working with and giving technical direction to the SSI

Continued...

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

NRL Temporary Clerical.....

Continued...

contractor; answers to frequently asked questions; and read about SSI's strengths in furnishing your staffing needs. Detailed information about this service can also be found in NRLINST 12316.1.

You can request a temporary clerical contractor part-time, full-time, or even 1-5 days a week, and from 1 day to 120 workdays, not to exceed 240 workdays. Your request can be filled within 24 hours!

High-quality service is guaranteed. In the unlikely event a client is not satisfied with the performance of SSI's employee, SSI will promptly send a qualified replacement. Referrals from NRL managers who have used this service in the past are available upon request. The COR on this contract is Dawn Brown. She may be contacted by email at dbrown@hro1.nrl.navy.mil or by phone on (202) 767-2957; DSN 297-6737.

We've Been Asked

Q. I just had a baby. My coworker just adopted a little child. Do either of us need to complete another Standard Form 2809, Health Benefits Registration Form, to have our children covered?

A. How you acquire a child (e.g., birth or adoption) does not matter. If you have self-only enrollment, you need to complete an enrollment form to change to a self-and-family enrollment. If you already have a self-and-family enrollment, you do not need to complete a new form; in this case, contact your health insurance carrier to let them know about the new family member.

Tips for Healthy Work Relationships

Ralph Surette, Ph.D.
NRL Counseling & Referral
Psychologist

Dirty Fighting Tips



Any time you appear to be listening, you run the risk of giving the impression that you value your opponent's

position. Combat this concession by appearing otherwise occupied.

Use sarcasm to deflect anger. If you say, for example, "You're so smart," with just the right aplomb, you can imply that your opponent is obtuse, and then deny you ever said it. A neat trick!

Although it tends to be rather obvious, saying "I don't remember that" enables you to bring an argument to an abrupt halt, and an added bonus is that you do not have to take responsibility for losing!

Make it clear that all fault lies with someone else and that you are, in fact, the victim, and that your behavior played no role in the problem at hand.

Pull rank. Remind someone that you make more money, have more status, experience, or education.



"Why didn't you..." implies a character defect in your opponent and will usually distract them from the real issue being discussed.

Exaggerate and escalate. "If you really cared," is one of my favorites.

Use phrases such as "You always," or "You never," as this cons another into discussing generic defects rather than a specific issue.

Pick the most opportune time to argue, like right before quitting time.

Lecture a lot. Tell others how to dress, how to eat, how to drive, how to use their computer, how to behave, etc. This will help you maintain a position of superiority while at the same time giving the impression that you are only trying to be helpful.

Finally, if you feel your opponent is getting the upper hand, try martyrdom. "You're right, I am just inadequate" will take the emotional wind out of their sails. You can finish them off with, "After all I've done for you!" That will lay them low.

Tip for Maintaining Healthy Relationships:

AVOID ALL OF THE ABOVE!!!!

HRO HIGHLIGHTS

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Published monthly serving ONR,
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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 <http://amp.nrl.navy.mil/code1800/ERMENU.htm>.

Need NRL mementos for a departing employee? Need a sign language interpreter to attend your next meeting? Click on these menu items to find out what's available and to make your request direct to the HRO Service Desk.

Need help in learning about and locating child and eldercare services? Click on this menu item and link to the Office of Personnel Management's comprehensive site.

Have questions about the Drug-Free Workplace Program or drug testing? Click on this menu item and link to the NRL directive and frequently-asked questions by supervisors and employees.

Random Drug Testing at NRL

*Roxanne E. Drake
Drug Program Coordinator
Code 1850*

Recently during random drug testing at NRL, I encountered some questions from a few individuals who had been randomly selected for drug testing, and some concerns were expressed by their supervisors. The answers to these questions and concerns follow:

(Q) Since I can't provide the required amount of specimen, can I just reschedule the test for another time?

(A) No, you may not. You may not leave the drug test room once you've arrived for your test. Current Department of Navy (DoN) Drug Free Workplace Program (DFWP) regulations specifically state, "If the employee is unable to void, he/she should be asked to drink sufficient fluids to facilitate urination. The employee will remain at the collection site within view of the DPC or the Navy collector until ready to provide the sample."

(Q) I've already been tested once. Why am I here again?

(A) This is a Navy "random" selection program that requires 50% of the testing designated pool positions (TDPs) to be tested each year. Therefore, each employee who is subject to random testing can expect on average to be tested at least every other year. And, because names are pulled from the testing designated pool in a random fashion, some employees will end up being tested more than once during a particular year. Others might not be tested at all during the same year.

(Q) My schedule is busy at the time you've requested that I report for testing. Can I come later/earlier?



(A) Yes, provided another time slot is open. While each employee scheduled for a test is to report at a specific time, arrangements will be made with our collection contractors to accommodate you as best we can.

(Q) This employee is not here today. Can I send someone else?

(A) No. A random selection list is pulled from the Navy Drug Test Data Base. There's no picking and choosing under this Federally mandated Program. DoN requires that every name on that list be accounted for. If the DPC does not test a listed person within the testing period cited, the DPC must provide DoN officials an acceptable reason. Under DoN regulations, acceptable reasons include deferrals due to sick leave, annual leave, TDY, or VIP meetings. Except in unusual situations, the DPC must still test the deferred person at a later date. Exceptions might include employees on extended sick leave, leave without pay, or overseas TDY.

(Q) I don't believe this Program is random. You seem to pick on my division.

(A) This Program is random. The Navy has installed a random selection database in the NRL DPC's computer. The DPC is the only person who can gain access to this system, and retrieve any type of information on a testing designated employee. When the DPC is ready to test, the system is opened, and the number of tests is determined for that testing period. At the same time, a list of names is printed out for the DPC, and that same list of names is forwarded to Navy.

Continued...



"A friend is someone who knows the song in your heart and can sing it back to you when you have forgotten the words."

---Unknown

Dollar Symbolism



Ever wondered what the eye and pyramid on the back of the one-dollar bill signify? According to the State Department, the unfinished pyramid is a symbol that the United States will always grow and improve. The eye above the pyramid represents divine guidance for America.

Random Drug Testing...

Continued...

(Q) My employee works at a location remote to our main site (Quantico, Dulles, Virginia, Texas, Colorado, etc.) so he can't be tested.

(A) Not so. All NRL and ONR employees who occupy TDP's are randomly tested wherever they are located, and accommodated as much as possible to avoid travel and lost time from work. For instance, if an NRL employee is located at Quantico, the employee will be tested at the Quantico Marine base; NRL-SSC employees are tested at NAVO; and there are already Navy collectors and DCP's located at other sites such as Texas, Colorado, Boston, etc.

(Q) My employee is 76 years old, does he still have to be tested?

(A) Yes. If your employee is in a TDP, and his position is still designated as Top Secret, he is still required to undergo random drug testing.



(Q) This employee no longer needs a Top Secret clearance. Why are you testing him/her?

(A) Apparently your Division has not completed paperwork processing that would downscope your employee's security clearance status. Until that is done, your employee remains subject to random drug testing.

(Q) I forgot about my scheduled test. Do I still have to go?

(A) Yes, you do. You may have to wait a short while because there will be others before you, but you still have to appear at the drug test site. According to Federal and Navy DFWP regulations, if you fail to appear for any type of testing (except for a deferral granted by your supervisor), you will be subject to the same range of discipline as a verified positive test result for illegal drug use. If the Navy collectors have already left for the day, you will then be required to go to the Navy Contractor's Collection site located in Rockville, MD.

NRL's Diversity Day & CFC Kick-Off Schedule

*Lori Hill
Diversity Committee*

Mark your calendar! NRL's Annual Diversity Day and Combined Federal Campaign (CFC) Kick-Off is scheduled for Wednesday, September 12, 2001, on the Mall from 11:00am to 1:30pm. Plan to attend and share in the sights and sounds of the different cultural performances and exhibits. In addition, several vendors will be offering foods of diverse cuisine for lunch. As we get closer to the date, detailed information will be provided on the specific cultural performers as well as "what's in store" for this year's CFC Kick-Off. Hope to see you there!

BenefitsCheckUp

The National Council on the Aging provides a free, easy-to-use service that identifies federal and state assistance programs for older Americans. Researching these programs used to be a time-consuming, frustrating experience. But no longer. The service is called "BenefitsCheckUp" and can be accessed at the website <http://www.benefits-checkup.org>. The National Council on the Aging created Benefits CheckUp to help older adults to quickly identify programs that may improve the quality of their lives. Family and friends can also obtain facts about benefits that their loved ones may qualify for. Chances are, you will be surprised to learn what benefits are available to your elderly loved ones, regardless of their income.

Here's how it works: You take 10 or 15 minutes to enter information about the individual's financial situation into an online questionnaire. Then, BenefitsCheckUp explains what benefits programs they may be eligible for and how to apply for them.

Coming in August – Training on the Contribution-Based Compensation System (CCS)

CCS training will be conducted each workday from August 6, 2001, through August 17, 2001, from 9:00 am to 11:00 am. The class will be open to all new employees and any who wish a refresher course. Employees will learn the mechanics of the system through a "hands-on" program using the CCS data system. You may sign up on line at website <http://amp.nrl.navy.mil/code5595> by clicking on "Training" then "Upcoming Instructor-led Classes/Registration." You may then register under New Employee Demo Training. There are 10 classes altogether. If you have additional questions, please call Linda Owens on 767-8218; Lynda Heater on 404-7960; or Janet Deschak on 404-8314.



Questions and Answers on Family Friendly Sick Leave Rules



Need help in determining whether a condition qualifies as a "serious health condition" under family-friendly sick leave rules? Are you interested in learning of your entitlements to take sick leave in connection with your spouse's or other family member's pregnancy and childbirth? Are you a supervisor who wonders how broadly to interpret the term "family member" for purposes of approving sick leave? These and many other issues are addressed on the Employee Relations website located at <http://amp.nrl.navy.mil/code1800/-family-leave.htm>.

Did you know.....

.....that your basic insurance amount and Option B under the Federal Employees Group Life Insurance (FEGLI) are based on your capped salary (the amount you are actually being paid), not the amount the salary would be without the cap?



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

The Game of Monopoly

Monopoly, perhaps the most popular board game of all time, was invented during the Depression. In the 1930s, Charles Darrow, an unemployed salesman, used the time on his hands to develop the game based, in part, on an earlier one called the Landlord Game, invented by Elizabeth Phillips in 1904.

Darrow recalled the more prosperous times when he and his family vacationed at Atlantic City, N.J., so he named the properties after local streets and the railroads and utilities that served the city. At first, he sold handmade sets to friends who took to the game because there was little money for going out on the town. Later, he sold printed versions to department stores in Philadelphia. In 1934, with demand exceeding his production capabilities, Darrow offered the game to Parker Brothers, but the company rejected it, citing 52 fundamental errors, including the lengthy time needed to play and the likelihood that people would not be able to grasp real estate concepts. But when demand and popularity continued to increase, Parker Brothers bought the game. Darrow was able to retire as a millionaire at 46, on his royalties.

LATEST TSP RETURN RATES

Month	C Fund	F Fund	G Fund	S Fund	I Fund
Jul 00	(1.56%)	0.89%	0.53%		
Aug 00	6.19%	1.46%	0.52%		
Sep 00	(5.27%)	0.64%	0.49%		
Oct 00	(0.40%)	0.66%	0.51%		
Nov 00	(7.87%)	1.65%	0.48%		
Dec 00	0.50%	1.86%	0.48%		
Jan 01	3.55%	1.65%	0.46%		
Feb 01	(9.12%)	0.87%	0.42%		
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%)
Last 12 Months * 06/2000-05/2001	(14.80%)	11.31%	5.86%	(13.59%)	(24.00%)

*The C, F, and G Fund returns for the last twelve months assume, except for the crediting of earnings, unchanging balances (time-weighting) from month to month and assume earnings are compounded on a monthly basis. The S and I Funds were implemented in May 2001, so the twelve-month returns reflect the performance of the S and I Funds for May 2001 and the related Barclay's funds in which they are invested for the previous 11 months. Percentages in () are negative.

The monthly C, F, G, S, and I Fund returns represent the actual total rates of return used to allocate monthly earnings to participant accounts. Allocations are usually completed by the 4th business day of the month. The returns are shown after deduction of accrued TSP administrative expenses. The C, F, S, and I Fund returns also reflect the deduction of trading costs and accrued investment management fees.



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.

**Linda Trunzo
Humanitarian Award**

Due August 10, 2001



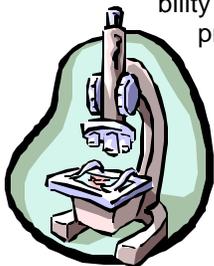
This award is given by the International Personnel Management Association (IPMA) to recognize an individual who has demonstrated

outstanding humanitarian acts or services occurring outside of the Federal workplace. The contribution must be a selfless personal investment of time and effort off the job in support of someone else that goes beyond the pursuit of personal success and recognition.

Alan T. Waterman Award

Due September 15, 2001

This award is given by the National Science Foundation to recognize an outstanding young researcher in any field of science or engineering funded by the National Science Foundation. Individuals should have demonstrated, through personal accomplishments, outstanding capability and exceptional promise for significant future achievement. In addition, individuals should exhibit quality, innovation, and potential for discovery in their research.



**Captain Robert Dexter
Conrad Award**

Due September 15, 2001

This award is granted annually by the Secretary of the Navy for outstanding contributions in the field of research and development for DoN. DoN civilian, military, and contractor employees are eligible.



**Black Engineer of the
Year Award**

Due September 15, 2001



This award is sponsored by Career Communications Group and given for overall leadership as well as for technological achievement. The selection panel is looking for a person who exemplifies technical excellence and demonstrates leadership on a broad front.

**Maurice Ewing Award
for Oceanography**

Due September 15, 2001

This award was established in 1975 by the Secretary of the Navy and the American Geophysical Union to recognize excellence in the field of Oceanographic Research. Criteria include: significant original contributions to understanding diverse physical, geophysical, and geological oceanographic processes;



significant original contributions to scientific ocean engineering, technology and instrumentation; and

outstanding service to the marine sciences.

**Federal Engineer of the
Year Award**

Due September 30, 2001

This award is sponsored by the National Society of Professional Engineers to recognize engineering achievements in design, research development, or management during the last three years. Nominees must be presently engaged in the practice of engineering as an employee of the Federal Government. They may be in either managerial or technical positions provided they qualify as engineers by education or by state engineering license.



**Roger W. Jones Award for
Executive Leadership**

Due September 30, 2001

This award is sponsored by the American University to honor two Federal career executives who have demonstrated superior leadership resulting in outstanding organizational achievement. The recipients must also have a strong commitment to the successful continuity of government and have brought about the development of outstanding managers and senior specialists committed to their own professional growth in order to better serve the public interest.



The following award nominations may be submitted at anytime:

**Secretary of Defense
Meritorious Civilian Service
Award**



Human Resources Office

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

“breakthrough”). **Receipt of this award is an example of recognition considered suitable for inclusion in a CCS distinguished contribution allowance (DCA) nomination.**

Navy Distinguished Civilian Service Award (DCSA)



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

Navy Meritorious Civilian Service Award (MCSA)

This is the highest DoN award that the NRL Commanding Officer may confer on a civilian employee. This award will be granted to recognize meritorious civilian service or a contribution that has resulted in high values and/or benefits to DoN. This is the third highest honorary award under the Navy Incentive Awards Program.



Navy Superior Civilian Service Award (SCSA)



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

NRL Lifetime Achievement Award



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

DoN Distinguished Achievement in Science Award (DASA)



This award is granted by the Secretary of the Navy to recognize pioneering scientific achievements that are extraordinary and significant in nature and that contain the potential of having far-reaching consequence (a

NRL Award of Merit for Group Achievement

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



Health Tips

1. Something Sweet For Breakfast:

If you grew up noshing on Pop-Tarts for breakfast, you may still hanker for something warm and sweet in the mornings. You have a number of grown-up choices that should satisfy this craving in more nutritionally sound manner. (Pop-Tarts, incidentally, contain about 200 starchy, sugary calories a pop. If you'll forgive the pun.) If you want your breakfast to come out of the toaster and you want it to be sweet, your best nutritional choice is half a whole-grain bagel with a teaspoon of fruit spread. As an alternative topping, try peanut butter and banana slices. The banana adds its own sweetness to the mildly sweet flavor of the peanut butter. (Of course, measure your portions.) Less nutritionally perfect, but still low-calorie, are bagels made with white flour. If you nosh on half a blueberry or cinnamon-raisin Lender's bagel, you're taking in just 100 calories. You can also try Thomas' Toast-r-Cakes. They offer a number of sweet varieties, including apple cinnamon, banana nut, blueberry and corn, all somewhere between 90 and 110 calories.

2. The Flavor Without The Fat:

There are fats, and there are fats. Olive oil, canola oil and others draw cheers for their heart-healthy properties. Hard margarine is hexed with the dreaded trans fats. Butter gets the thumbs-down for its saturated fat. Oh, but butter tastes so good. One way to get the butter flavor without the fat is to use butter-flavored sprinkles. A half-teaspoon serving contains only four calories and no fat. Butter-flavored sprinkles have limited uses—they pretty much work only for hot, moist foods—but under the right circumstances they do make a fair substitute. (The right circumstances, as stated on the Molly McButter container, are when you're eating vegetables, pasta, potatoes, poultry, rice, eggs, popcorn or hot cereal.)



NRL Toastmasters Training

Whatever your goals in life may be, your success depends on your ability to communicate. People who can verbalize their ideas so they are heard, understood, and acted upon, possess one of the most important qualities of life.

You, as an NRL employee or contractor, are fortunate to have two Toastmasters International Clubs at your doorstep. Both NRL Clubs have ongoing communications and leadership programs in which members learn by doing in an atmosphere of understanding and friendship. A basic manual is used for the first ten speeches. Twelve additional advanced manuals cover specific areas of communication, such as Technical Presentations, Speaking to Inform, The Discussion Leaders, Speeches by Management and The Entertaining Speaker. Please feel free to visit or join either NRL club.

Forum Club

First and Third Tuesdays
of every month

11:45 a.m. to 1:00 p.m.

West Dining Room, Cafeteria
Bldg. 28

POC: Dave Fromm
(202) 404-4670

Thomas Edison Club

Weekly on Thursdays

12 noon to 1:00 p.m.

Bldg. 207, Rm. 157 (Chemistry)

First Floor, Conference Room

POC: Leslie Chaplin

(202) 404-8105

Personnel Oper In

Training Coordinat

Voice: (202) 767-

Email: **Cmill**

HRO T

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

Employees are encouraged to continue to gain knowledge and performance to better the organization as well as Personnel Operations. Personnel Operations continues to support alternative methods of communication. Opportunities will continue to be provided on the website, by email and in person. Questions and suggestions can be sent to Cheryl Miller.

Registration and Payment Procedures are described in NRLNOTE 12410 of September 12, 2000. Remember that submission of a DD-1556 or an In-House Nomination Form is only a nomination to attend; **you must receive a confirmation of course attendance before you are officially scheduled to attend the class of choice.** To receive confirmation, please remember to include a current voice and fax number, as well as your email address at the top of the form. If you have not received a confirmation prior to the start of a class sponsored by the HRO, please contact Cheryl Miller.

Language Oddities

- The sentence "The quick brown fox jumps over the lazy dog," became a standard typing exercise because it includes every letter of the alphabet.
- The longest one-syllable word in English is "screched."
- "Stewardesses" is the longest word that can be touch-typed with only the left hand.
- "Lollipop" is the longest word that can be touch-typed with only the right hand.
- "Facetious" uses every vowel in alphabetical order.
- "Underground" is the only word that begins and ends with the letters "und."

These language oddities appear to be true, though you never can tell what lurks in somebody's old or

ALTERNATIVE TRAINING SOURCES

Computational Support Services (CSS), Code 5595



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

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

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



New Online Training Source



The Navy E-learning site has been officially launched by CNET as of May 15, 2001. All civilians can now access the courses and links to sites for career development, research and libraries at <http://www.navylearning.navy.com>. The library at this site includes a variety of personal and professional development courses, which may be taken at **no cost** to you or your activity. Additional courses will continue to be added to this site, so be sure to check back 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); 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 completion of a course. NISC offers more than 50 courses in English and writing, supervision, financial and project management, mathematics and statistics, human resources management, general skills and other areas. Please call (303) 236-8525 or email them at nisc@grad.usda.gov. A catalog is available at the HRO.

Graduate School, USDA



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

Pharmaceuticals. He has taught at Mankato State University and the University of Minnesota and has been selected as an Outstanding Faculty Member at both universities.

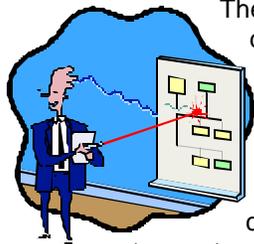
The Institute for Management Studies (IMS)



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

Motivation, Cooperation and Trust: Management Approaches for Today's Realities

August 10, 2001 at Greenbelt Marriott



The old formal lines of authority are disappearing and management and motivation in the new organization depend on interpersonal competence. This session focuses on the interpersonal behaviors that lead to caring relationships of motivation, cooperation and trust. You will learn how to create and sustain motivation and how to inspire others to give their best, to accept your proposals and to work with you rather than against you. **Dr. Alan Zimmerman** is the founder of an international consulting firm and a dynamic speaker. His primary areas of expertise include peak performance, working relationships and workplace negativity. His clients include American Express, DHL, Ernst & Young, General Mills, IBM, 3M, Prudential and TAP

Leading Continuous Change: Developing Action Plans and Strategies

August 24, 2001 at Greenbelt Marriott

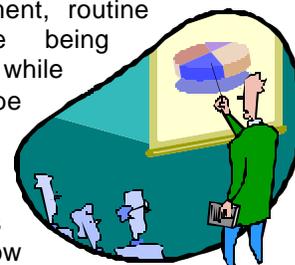


This session will explore how successful leaders find change to be a catalyst to higher performance, while others find it to be disruptive. We will examine the most common responses to change, why some resist it, and how organizations adapt to change. Participants will learn five strategies for managers to effectively lead organizational change at all levels. **Mr. Peter Stark** is a consultant specializing in leadership development and negotiations and an instructor at San Diego State University where he was chosen as an Outstanding Faculty member. His consulting clients include Allied Signal, Callaway Golf, Campbell Soups, Coca Cola, Nokia Mobile Phones, Pizza Hut, and Ralston Purina. He is the author of Goal Setting: Creating Your Life's Dream, The Confident Leader, and It's Negotiable: The How-to Handbook of Win-Win Tactics.

Influence and Action: The Core of Leadership

October 12, 2001 at Greenbelt Marriott

In today's business environment, routine management functions are being assumed by administrators 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. **Dr. Robert Bies** is 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,



Human Resources Office

Lockheed Martin, Marriott, Merck, Quaker Oats and USA Today.

Managing Creativity: Bottom-Line Improvements and Innovations

October 26, 2001 at Tysons Corner Holiday Inn



A company's creativity is the source of everything from tiny improvements to major new products and is the engine that drives growth and competitiveness. This workshop will examine three principles to influence 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. **Dr. Alan Robinson** is on the faculty of the Isenberg 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 website for further information and course schedules at www.nfmc.navy.mil/edfmc.htm.

Human Resources Service Center-Capital Region (HRSC-CR)

ATTENTION MANAGERS OR SUPERVISORS...

Looking for courses to meet your requirements for management training during your first year? Looking for courses to meet EEO requirements? Or, perhaps you are looking for courses to improve the productivity or project management of your office? The HRSC-CR presents courses at several sites including the Washington Navy Yard. Please visit their website at http://www.donhr.navy.mil/general/donhr_training.-

htm. If you are interested in attending a course, please follow Registration Procedure #2 in NRLNOTE 12410 of September 12, 2000.

NRL-HRO TRAINING SCHEDULE

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

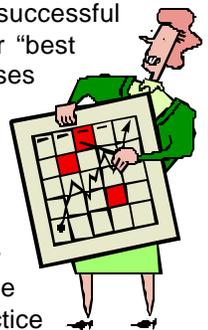


COURSE: SALES AND MARKETING STRATEGIES FOR SCIENTISTS AND ENGINEERS

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

Description: John Asher, President, Strategic Marketing Analysis returns to present this successful training course. This workshop will cover "best commercial practices", important processes that directly affect business here at NRL.

This workshop will teach step-by-step how to research the buyer, use selling principles, prepare the seller for the sale, make the telephone call to set up the meeting, use a three-step sales interview process, keep current clients delighted, use strategic marketing planning, and practice customer service.



The liar's punishment is not in the least that he is not believed but that he cannot believe anyone else.

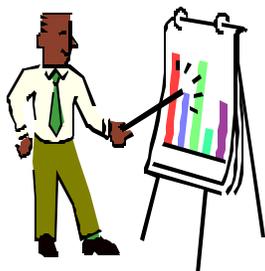
---George Bernard Shaw

COURSE: EFFECTIVE BRIEFING TECHNIQUES

DATES CHANGED TO: August 21 –23, 2001 (If you registered for the September 17-18 dates, please email cmiller@hro1.nrl.navy.mil to reconfirm your request!)

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

Description: Ms. Jeanne Pasquariello, of Potomac Training Associates, has conducted highly successful training sessions at NRL of her course, "Effective Managerial Briefing and Presentation Techniques". The past presentations of this course received high evaluations and positive feedback from NRL employees. The instructor was rated high on presentation and content of this course;



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

COURSE: MANAGEMENT I

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

Description: Dr. Raymond P. Cienek, President, Human Dynamics, (or designated instructor) presents this successful course designed for new supervisors in support, administrative, technical and/or research positions and supervisors desiring a basic course on the fundamentals of supervision. This course helps meet the NRL requirement for new supervisor training. Management I uses a modular format incorporating supervisory fundamentals on such topics as interpersonal communications, employee motivation, delegation, problem solving, and managing problem situations. The course incorporates a situational leadership-based concept, which integrates with management courses of higher levels. The course utilizes an experiential learning approach incorporating case study, role play, and simulation – all reflecting the NRL environment. Participants can expect to enhance communications with subordinates, increase productivity, improve decision-making, gain greater insights into self and others within the NRL work environment, and promote enhanced teamwork.



The Riot Act Explained

"Reading someone the riot act" means telling people to quiet down and stop causing a ruckus. It dates back to July 20, 1715 in England, during the reign of King George when the Riot Act was enacted, which barred 12 or more people at any one time from gathering and disturbing the peace. Those breaking that law were literally read the Riot Act: "Our sovereign lord the king chargeth and commandeth all persons, being assembled, immediately to disperse themselves, and peaceably depart to their habitations, or to their lawful business, upon the pains contained in the act made in the first year of King George, for preventing tumults and riotous assemblies. God save the king." Anyone who refused to comply was brought before a justice of the peace.