



# HRO HIGHLIGHTS and TRAINING NOTES



Human Resources Office

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

June 2001



## Important Employee Action Items

### Human Resources Service Center Contacts

(See Page 8 for details)

### TSP Open Season

May 15 - July 31, 2001

### Picnic & Music On The Mall

June 22

### Mammogram Van

July 9

(Call Roxanne at 767-6737)

### Blood Drive

July 27

Bldg. 222, 9 a.m. – 1 p.m.

(Call Dennis at 767-0493)

### Announcement of Awards

(See Page 7 for details)

### Upcoming Training Dates

(See Page 8 for details)

### NRL Retirement Seminar Video Tapes Available for Checkout

Call 767-6737

### NRL DEMO on the web at

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

## Improving Work Place Dynamics

Lynda Heater  
Code 1850

Co-workers got you down? Looking for a means of improving relations among your employees? Try applying the following intentions for a short period and compare the results. Keep in mind that as NRL employees, we share a goal of providing excellent service to our customers and that we demonstrate our competence in carrying out that goal when we act to facilitate improvements in workplace dynamics.

- I will accept responsibility for establishing and maintaining healthy interpersonal relationships

with every member of the staff. I will talk to a co-worker directly and promptly about my perceptions when I am experiencing difficulty in our interactions. I will do so in the spirit of resolving the issue, not proving I am right.

- I will establish and maintain a relationship of functional trust with every member of the staff. My relationship with each member of the staff will be equally respectful, regardless of job titles or levels of educational preparation.
- I will not complain to a supervisor about a team member before I talk to the team member directly.
- I will not complain about another team member to any team member.

*Continued...*

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

## Improving Work Place Dynamics

*Continued...*

- I will not engage in the three “Bs,” Bickering, Back-biting and Blaming.
- I will accept my co-workers as they are today, letting go of past problems and ask that they do the same for me.
- I will be committed to finding solutions to problems, rather than complaining about them or blaming someone for them.
- I will affirm my co-workers’ contributions to quality customer service.
- I will remember that none of us is perfect, and that human errors are opportunities for growth.

Once plans are issued, communication continues to be important throughout the appraisal cycle. Although a formal mid-year review is not required unless the employee specifically requests one, you may conduct any formal reviews you believe may be beneficial to your employees. Whether or not a formal review is conducted, informal communication between you and the employee is expected to be ongoing as appropriate. To facilitate discussion, you may invite employees to ask questions if they have concerns about CCS. You may also provide supplemental criteria to individual plans. Keep in mind that written supplemental criteria that benefits the employees’ understanding may be issued at any time and need not be entered into the CCSDS. And finally, frequent feedback on employees’ work products is important if you want to avoid misunderstandings at the end of the appraisal cycle.

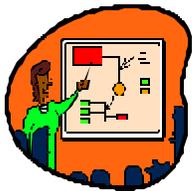
encouraged to ask your supervisor for specifics on areas of concern or any confusion you may have.

The yearly accomplishment report (YAR) is very important – this is your opportunity to describe your contributions during the appraisal period. YARs are a key source of information for supervisors and pay pool panel members when they assess the contributions of employees to determine CCS scores. You are encouraged to keep a record of your accomplishments throughout the appraisal period. This avoids the “crunch” of trying to gather all that information at the end of the cycle, and increases the likelihood that you will have a complete record of your accomplishments for consideration by your supervisor and pay pool panel. If you wish, you may enter and update your list of contributions directly into the YAR field in the CCSDS throughout the cycle.



## Contribution-based Compensation System (CCS) - Supervisor/Employee Communication

*Lynda Heater  
Code 1850*



NRL’s third annual CCS appraisal cycle, which began on October 1, 2000, is well underway. This is to remind both supervisors and employees of the importance of clear communication and understanding of both parties regarding performance and contribution score expectations. This can help avoid disappointments or surprises at the end of the rating cycle.

**SUPERVISORS:** All 2000/2001 CCS plans (summary form and critical element charts) are accessible to employees via the CCS Data System (CCSDS). You are responsible for assuring employees are aware of this or have received a hard copy. There is no requirement to print and sign the summary form.

**EMPLOYEES:** It is important for you to be proactive in knowing and understanding CCS as it relates to you. You are responsible for finding out what is expected of you in order to gain contribution scores for your normal pay range (NPR) if you do not know. Ask your supervisor for examples of accomplishments that will likely score you within the NPR. (You will find the NPR scores that relate to your level of pay under the menu item “Personal Data” in the CCSDS.) If you are in a position with growth potential and do not know what higher contributions provide greater potential for higher pay, ask your supervisor for that information. You could also offer your own ideas on increasing the value of your work to NRL. In other words, take charge of your own career development.



The Demonstration Project’s tutorial, which explains CCS, may be reviewed at any time by accessing the HROs Demonstration Project website, <http://amp.nrl.navy.mil/hr-demo>. In addition, you are

**ALL:** If supervisors or employees want ideas for enhancing communication for their particular circumstances, they may contact Lynda Heater on 404-7960 or Janet Deschak on 404-8314 for guidance.

### HRO HIGHLIGHTS

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## Resumes and Resumix

It's hard to believe, but it has been seven months since NRL's Human Resources Office (HRO) joined forces with the Human Resources Service Center (HRSC) in Philadelphia. As you may recall, one of the things that affected employees when we "regionalized" was how to apply to vacancy announcements advertised through "Merit Staffing". Merit Staffing vacancies are used when candidates to be considered are current, permanent career or career-conditional civilian employees; are reinstatement eligibles; or can be hired under some other appointing authority (handicap, Veteran's Readjustment Act appointments, etc.)

Since regionalization, candidates are encouraged to apply for merit staffing vacancies through the Navy's online **Resume Builder**. Many NRL employees have already applied to NRL advertised positions using this system.



### Improvements

*Changes have been made to the Resume Builder that might be of interest to you:*

- **A reduction of questions on the Additional Data Sheet.** The Resume Builder and Job Kit have been revised to reflect these changes. These changes eliminate "type in" answers and revise, add, eliminate and/or combine several questions. For example: "Do you wish to be considered for unannounced vacancies?" has been deleted; all demo questions have been deleted; "What is the lowest salary you will accept?" has been added.
- **A web accessible "Application Express" feature has been added,** which allows applicants to use their current resume on file in the HRSC database to apply for another vacancy. To be considered for another vacancy,

applicants who have already applied online can click on *Express Application* at the bottom of online vacancy announcements.

- **A new feature, "Resume Tracker,"** is currently being tested to allow applicants to check the status of their resume via the Internet. Through a "secure" inquiry on the web, they can check to see that their resume was received, considered, referred/certified or non-selected. Applicants will have access to three months' history.

### Helpful hints

*Some suggestions are provided to help you learn to master the art of writing a quality online resume. The electronic resume is here to stay!*

- **Read the Vacancy Announcement carefully.** Remember that selecting officials use the requirements document or position description to choose keywords, skills and industry language to reflect the requirements of the position. Research any terminology you might not be familiar with.
- **When writing your work experiences,** address your knowledge, skills, or abilities as they relate to the duties of the position. Review the Selective Placement Factor carefully and be sure to address any knowledge, skills, or abilities you possess that would relate to this critical factor.
- **Complete supplemental and additional data sheets thoroughly.**
- **Limit experience** to recent job and jobs that directly support your qualifications or career goal.
- **Summarize several jobs** that are the same into one job to accurately reflect your highest qualifications. For example, if you were hired as an NO-II and you are now an NO-III, summarize the position at the NO-III level.
- **Describe your experience** using specific words rather than vague generalizations. Avoid phrases

like "responsible for" or "worked with". Avoid the use of repetitive statements. Be specific when discussing your experience with software, equipment, tools, etc., using names as appropriate.

- **Be selective with the use of acronyms** Spell them out when first using them in a summary.

### Access

The Navy online Resume Builder can be accessed at [www.donhr.navy.mil](http://www.donhr.navy.mil); click on "Job Opportunities", click on "Jobs, Jobs, Jobs"; on the map, select the NORTHEAST Region; click on the position title of the job you wish to apply to; scroll down to the bottom of the vacancy announcement; and click on the "take me to the Resume Builder" button.

### Assistance

Help is available at the HRO, Bldg. 72N. Questions should be brought to the attention of Ginger Kisamore, (202) 767-3792; or email her at: [gkisamore@hro1.nrl.navy.mil](mailto:gkisamore@hro1.nrl.navy.mil). Ginger also maintains reading material related to the Navy's online Resume Builder, including a copy of the **Federal Resume Guidebook & PC Disk Template**, which is written by Kathryn Troutman, founder of The Resume Place, Inc. Kathryn Troutman has become a recognized expert on the subject of federal applications and career advancement in government. She has also established a website for reference and resources at [www.resume-place.com](http://www.resume-place.com).



### What Does “Vesting” Mean?



Under the Thrift Savings Plan (TSP), vesting means that you have met the service requirements that entitle you to Agency Automatic (1%) Contributions and their earnings when you leave Federal service. Service requirements for vesting do not apply to any other type of contributions. Therefore:

- Federal Employees Retirement System (FERS) and Civil Service Retirement System (CSRS) participants are **always** vested in their own contributions and the earnings on their contributions.
- FERS participants are **always** vested in the matching contributions their agencies make, as well as the earnings on the matching contributions.

Most FERS employees become vested in their Agency Automatic (1%) Contributions after completing 3 years of Federal civilian service. All Federal civilian service counts toward vesting in your TSP account – not just your service while you are a TSP participant. Service covered while you are on military furlough or leave-without-pay to perform military service also counts towards vesting.

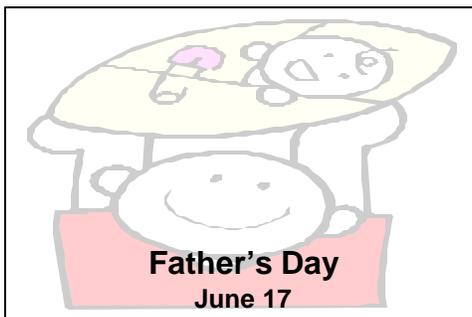
If you leave Government service before satisfying the vesting requirement for your Agency Automatic (1%) Contributions, these contributions and the earnings on them will be forfeited to the TSP. If you die before separating from service, all amounts in your TSP account will be vested automatically.



### Child Support - Are You in Compliance?

If you are a parent who has failed to comply with a court order requiring you to pay child support payments, you should take note of the following information provided in Executive Order 12953 of February 27, 1995:

Any personnel or financial record maintained on you in a Department of Defense (DoD) automated system of records is subject to routine computer matching with records of other Federal or non-Federal agencies. This includes matching DoD records with state records on persons who owe child support, in order to establish or verify eligibility for, or compliance with, statutory and regulatory requirements relating to applicants, recipients, beneficiaries, service providers, or participants in cash payment or in-kind assistance under Federal benefit programs, and for recouping payments of delinquent debts under such Federal benefit programs as defined in the Privacy Act, including delinquent child support payments. These computer matches are made by agreement between the agencies who have the records, subject to the restrictions in the Privacy Act of 1974, as amended, (5USC 552a).



### Health and Life Insurance Reminder for Employees Considering Retirement



Following are the current conditions that will allow you to continue, upon retirement, coverage under the Federal Employee's Health Benefits (FEHB) and Federal Employee's Group Life Insurance (FEGLI) Programs, and protect your survivors' ability to maintain health insurance coverage upon your death:

- You must retire on an immediate annuity, which is one that begins to accrue no later than one month after the date of your final separation from the Federal Government.
- You have been continuously enrolled (or covered as a family member) in FEHB and FEGLI for the five years of service prior to your retirement or since your first opportunity to enroll. Enrollment or coverage under CHAMPUS/TRICARE counts towards the five years. If you retire from the DoD and receive a voluntary separation incentive payment after October 1, 1996, for FEHB, OPM will waive the five-year participation requirement.
- In order to continue health and/or life insurance, your retirement annuity need not be sufficient to cover your portion of the premium. If insufficient, you will pay your portion directly to the Office of Personnel Management.

For further information on FEHB and FEGLI, visit website [www.opm.gov/insure](http://www.opm.gov/insure).

### Faster Contribution Allocations for Your Thrift Savings Plan (TSP)

Since May 2001, you have been able to reallocate your future TSP contributions among the different TSP funds **at anytime**. It is easy and efficient to make your contribution allocation requests on the website at [www.tsp.gov](http://www.tsp.gov) or the ThriftLine at (504) 255-8777. According to the TSP, requests made this way are much less subject to error and will generally take effect within two business days of the time you initiate them. If you submit your request on Form TSP-50 (Investment Allocation) to the TSP Service Office, however, your transaction will generally take effect within two business days after the TSP receives your form.

## Deposits/Redeposits for Civil Service Retirement System (CSRS) Employees

### Deposit Service

Practically any employment you've had with the Federal Government or the District of Columbia (if first employed by the D.C. Government before October 1, 1987), that was not covered under the CSRS, including employment covered by Social Security withholdings, is creditable for retirement purposes, so long as you become covered by CSRS at some later date. A period of service not covered by CSRS is called deposit service. It is called deposit service because you are allowed to pay a monetary deposit for it, either to avoid a reduction in the amount of your annuity or, in some cases, to receive credit for the service at all.

#### Employment before October 1, 1982

If you worked for the Federal Government or the D.C. Government prior to October 1, 1982, in positions for which deductions for the CSRS were not made, the period will count when computing your length of service. However, your annuity will be reduced by one-tenth of the amount that you would have paid into the system plus interest had the service been covered by retirement.

#### Employment after October 1, 1982

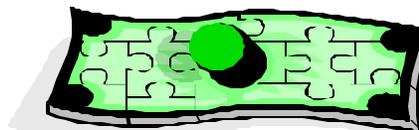
If you worked for the Federal Government or the D.C. Government after October 1, 1982, in positions for which CSRS deductions were not made, you will have to make the required deposit before that service can be used in any annuity computation. (Note: If you were first hired by the D.C. Government on or after October 1, 1987, that service is not creditable under CSRS.) If the deposit is not made, you can still count the time involved for "title purposes" - i.e., for meeting the minimum length of service for an immediate annuity, and for determining high-3 average salary.



However, no credit will be allowed in the computation of the annuity - i. e., the time will not be multiplied by a percentage of your high-3 average salary.

### Redeposit Service

Except as explained below, if you are now employed, but later separate from service and receive a refund of your contributions, you must repay that money, plus any applicable interest, before the period of time covered by the refund can be credited in the computation of your annuity benefits. This period of service is called redeposit service. You must be employed under retirement coverage to apply to make the redeposit, if you received a refund of your retirement deductions. If you do not make the redeposit, you can still count the time involved for "title purposes", as explained above, and for determining the high-3 average salary. However, no credit will be allowed in the computation of the annuity unless you pay the total amount owed by the time you retire, unless the refunded service ended before October 1, 1990 or you are eligible to receive the Alternative Form of Annuity, explained below. If you have received a refund that covers a period of service that ended before October 1, 1990, including employment covered by another Federal retirement system, you will not have to pay the redeposit to receive credit for that service when you retire (except if you retire for disability). Instead, full credit for the refunded service will be allowed in computing your annuity, but the annuity will be actuarially reduced based on your age and the amount of redeposit, including interest, you owe at the time you retire. You can elect to pay the redeposit if you prefer, and avoid the actuarial reduction.



### Periods of Nonpay

Full credit is given without deposit to the Retirement Fund for periods of furlough or leave without pay that do not exceed 6 months in any calendar year. The entire period of time you are receiving benefits from the Office of Workers' Compensation Programs due to an on-the-job injury is credited without deposit **if you later return to Federal service.**

### Alternative Form of Annuity

If you elect to receive the Alternative Form of Annuity when you retire, any unpaid redeposit and most deposits for service that you still owe at that time will be deemed to have been paid. However, this option is now available only if you have a life threatening medical condition. In other words, if you elect the Alternative Form of Annuity, you would not actually have to pay the deposit or redeposit. OPM would simply consider it paid when determining the amount of your creditable service. The deemed deposit/redeposit would also be added to your total lump-sum credit used in determining the amount by which your annuity must be reduced under the Alternative Form of Annuity option.

### Federal Employees' Health Benefits (FEHB) Program and Medicare

If you have questions regarding FEHB and Medicare, visit website [www.opm.gov/hr/insure/mcare/-mhb01.htm](http://www.opm.gov/hr/insure/mcare/-mhb01.htm). There you will find a booklet that answers questions about how FEHB and Medicare work together to provide health benefits coverage to active or retired Federal employees covered by both programs. It explains what Medicare does and does not cover, who is eligible for Medicare, and how benefits are coordinated between Medicare and FEHB plans.

**Social Security and Divorced Spouses**



A person who is divorced after at least 10 years of marriage keeps certain benefit rights on the former spouse's Social Security record. To

receive benefits, the divorced spouse must be at least age 62 and the former spouse must be receiving benefits. However, if the spouse has been divorced at least two years, he or she can get benefits even if the former spouse is not retired or has benefits withheld because of work. In this situation, the former spouse must have enough credits to qualify for benefits and be age 62 or older. The 2-year divorce requirement can be waived if the former spouse was entitled to benefits in the month before the month of divorce, but was not receiving benefits because of work deductions.

**Please note that the amount of benefits a divorced spouse receives has no effect on the amount of benefits a current spouse can get.**

Benefits usually cannot be paid to a remarried divorced spouse on the former spouse's record unless the latter marriage ends (whether by death, divorce, or annulment). Note: If you are eligible for benefits on both spouses' records, you will receive the benefit that pays the highest rate. On the other hand, benefits can be paid to a remarried divorced widow(er) if:

- He/she remarries at age 60 or later; or
- He/she remarries at age 50 and after becoming disabled. (If he/she is already entitled to disabled widow(er)'s benefits and remarries, benefits can continue regardless of age.)
- He/she is any age and caring for the former spouse's child who is under 16 or disabled and who is also getting benefits on the worker's record.

A divorced spouse or widow(er) who is entitled to benefits other than those on their former spouse's record cannot receive both benefits in full. For example, if a divorced spouse worked under Social Security and is entitled to higher benefits based on their own earnings, they would receive benefits based on their record only.

For information on Social Security benefits, visit website [www.ssa.gov](http://www.ssa.gov) or call 1-800-772-1213.

**IMPORTANT NOTICE**

**Thrift Savings Plan (TSP) Open Season**

Due to a change in the Department of Navy's personnel processing system, the Human Resources Service Center, Northeast (HRSC-NE) anticipates they will not be able to process personnel actions after 20 July 2001 until conversion to the new system is completed, approximately two weeks. Therefore, the HRSC-NE strongly encourages employees to submit their TSP open season changes early in the open season so that the changes can be processed before conversion. This open season, there are four effective dates as shown below:

<u>TSP-1 Receipted by HRSC-NE:</u>	<u>Effective Date:</u>
15 May - 30 Jun 2001	1 Jul 2001
1 Jul - 14 Jul 2001	15 Jul 2001
15 Jul - 28 Jul 2001	29 Jul 2001
29 Jul - 31 Jul 2001	12 Aug 2001

**Government Pension Offset – What Is It and How Does It Work?**

The Government Pension Offset (GPO) is a provision of law that applies to any social security survivor benefit or spousal benefit due to Federal employees and retirees who are, or will be, receiving a Federal government annuity. What the GPO

does is reduce the size of the benefit a person receives from Social Security as the spouse of someone eligible for a Social Security benefit in his or her own right. The GPO reduces the Social Security benefit by two-thirds of the government pension. The GPO applies to retirees under the Civil Service Retirement System (CSRS). It does not apply to CSRS Offset or Federal Employee Retirement System (FERS) retirees.

Example #1: If a GPO-covered individual is eligible for a monthly CSRS pension of \$900, two-thirds of that must be used to offset their Social Security spousal benefit. If the spousal benefit is \$700, you would receive only \$100 a month. (Two-Thirds of \$900 is \$600; subtract that from \$700, which equals \$100.)

Example #2: Tom gets a Social Security benefit of \$600 per month. But his wife, Nancy, worked for the Federal Government and earned a CSRS pension of \$800 per month. Before the GPO provisions were in place, Nancy would have been eligible for both her \$800 CSRS pension and \$300 wife's benefit on Tom's Social Security record. With the offset provisions in place, Nancy does not qualify for a wife's benefit from Social Security.

The goal of Social Security spousal benefits has been to provide a measure of security for those who did not work or had little working income of their own. It was not designed to put extra income into the pockets of couples where both parties have worked and are entitled to benefits. The GPO applies only to Social Security benefits as a spouse of widow.



If you have any questions regarding the GPO, you can call the Social Security office on 1-800-772-1213, or visit website [www.ssa.gov](http://www.ssa.gov).

**Announcement of Awards**

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

**GEICO Public Service Award**

Due July 1, 2001



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, 2001

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:*

**Secretary of Defense Meritorious Civilian Service Award**

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.

**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 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.

**DoN Distinguished Achievement in Science Award (DASA)**



This award is 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 of far-reaching consequence (a "breakthrough"). **Receipt of this award is an example of recognition considered suitable for inclusion in a CCS distinguished contribution allowance (DCA) nomination.**

**Navy Meritorious Civilian Service Award (MCSA)**

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

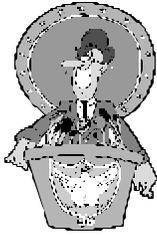
**NRL Award of Merit for Group Achievement**

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.



**Picnic & Music On The Mall  
June 22**





### NRL Toastmasters Training

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

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

#### **Forum Club**

First and Third Tuesdays  
of every month  
11:45 a.m. to 1:00 p.m.  
West Dining Room, Cafeteria  
Bldg. 28  
POC: Dave Fromm  
(202) 404-4670

#### **Thomas Edison Club**

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

### PERSONNEL OPERATIONS BRANCH TRAINING INFORMATION

Training Coordinator: Cheryl Miller, Code 1818  
Voice Mail: (202) 767-8323 Fax: (202) 767-8311

Email: [Cmiller@hro1.nrl.navy.mil](mailto:Cmiller@hro1.nrl.navy.mil)

HRO Training Website:

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

Employees are encouraged to develop their skills and continue to gain knowledge to enhance their job performance to better meet the needs of our organization as well as their own goals for growth. The Personnel Operations Branch of the Naval Research Laboratory (NRL) Human Resources Office (HRO) continues to support and provide traditional and alternative methods of training for employees. Training opportunities will continue to be advertised on the HRO web site, by email and in HRO Highlights. Comments, questions and suggestions are always welcomed and can be sent to Cheryl Miller.

### 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.

#### Things Said in 1959!

"I'll tell you one thing, if things keep going the way they are, it's going to be impossible to buy a week's worth of groceries for \$20."

"When I first started driving, who would have thought gas would someday cost 50 cents a gallon."

"It's too bad things are so tough nowadays. I see where a few married women are having to work to help make ends meet."

"No one can afford to be sick anymore, \$35 a day in the hospital is ridiculous."

"We won't be going out much any more. Our baby sitter informed us she wants 50 cents an hour."

## 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.



### 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](mailto: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 website at [www.grad.usda.gov](http://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/orgdev.cfm](http://www.grad.usda.gov/programs_services/special/orgdev.cfm). A catalog is available at the HRO.

### The Institute for Management Studies (IMS)

IMS conducts one-day management development seminars each month for the convenient and continuous management and leadership development of mid-level and senior managers. Each IMS seminar is an interactive workshop on a different topic, presented by a different speaker and attended by 60 to 100 senior managers from the federal government and large corporations. IMS speakers are faculty from major university Business Schools or are well-known and respected management consultants. IMS conducts its one-day management development seminars each month in 21 cities in the US and 5 cities in Europe and Canada. Any Department of the Navy person can review the schedule of IMS seminars in any of these cities on their web page, [www.ims-online.com](http://www.ims-online.com), click on "Member Services and 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 cost \$225 and the additional or special seminars cost \$275 per

person. As a corporate member, the Navy will not be charged for persons who registered to attend a seminar but at the last minute were unable to attend.

### NAVAL FINANCIAL MANAGEMENT CAREER CENTER (NFMCC)



The Department of Navy NFMCC conducts the Enhanced Defense Financial Management Course. This 5-day course, provided at **no cost** to individual or activity, is intended to improve the overall technical and managerial capabilities of the DoD financial management workforce. It will be offered in the Washington DC area several times during FY-01. Please visit their web site for further information and course schedules at [www.nfmc.navy.mil/edfmc.htm](http://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](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 received confirmation, include a current voice and fax number, as well as your email address on your registration form. If you have **NOT** received a confirmation prior to the start of a class sponsored by the HRO, please contact Cheryl Miller. Contractors and other government personnel should contact Cheryl Miller for further information.

**Cancellations** are accepted until two weeks prior to the course start date; cancellations received later than that or no shows will result in a chargeback to the Division for the per person fee.



### COURSE: SALES AND MARKETING STRATEGIES FOR SCIENTISTS AND ENGINEERS

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

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

### COURSE: GENDER COMMUNICATION

**This course is targeted toward professional career levels but it is open to others in the diverse employee population desiring to improve communication techniques.**

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

**Description:** This course will help meet the EEO requirement covered under the supervisory element. Mr. John Asher of Strategic Marketing Analysis will be returning to present this successful workshop. Interpersonal communications form the very basis for the way in which people relate to each other in virtually every context of life. The ability to communicate clearly, accurately, non-defensively, and persuasively is important to everyone. The interaction between sexes is done through verbal or non-verbal (visual) messages. Individuals translate these messages into their own minds but their perception is not always what was intended which leads to misunderstandings. These misunderstandings can be costly in time, productivity, and emotions. Join this workshop to explore the interaction between sexes and the ways in which gender communication can work to increase organizational effectiveness. Topics covered include effective listening techniques, recognizing and adapting to different personality types, means of communication, recognizing non-verbal clues while communicating verbally, and how the same words mean different things to members of the opposite sex.

**COURSE: CONTRACTING OFFICER'S REPRESENTATIVE TRAINING**



**Dates/Time/Location/Cost:** June 20, 21 and 22, 2001/8:00 am to 3:30 pm/Bldg. 72, Rm. 120/ No cost for NRL employees; per person fee for no shows is \$400.00.

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

**COURSE: EFFECTIVE BRIEFING TECHNIQUES**



**DATES CHANGED TO:** August 21–23, 2001 (If you registered for the September 17–18 dates, please email [cmiller@hro1.nrl.navy.mil](mailto: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.

**Human Resources Service Center Contacts:**

**Branch Hours:** 7:00 am – 3:30 pm  
**Email:** [BENEFITS\\_NE@ne.hroc.navy.mil](mailto:BENEFITS_NE@ne.hroc.navy.mil)

**Health Insurance Benefits:**  
 Email above address or call Carol Burkett on (215) 408-4431; DSN 243-4431.

**Life Insurance/TSP Benefits:**  
 Email above address or call Duwanda Chavis on (215) 408-5065; DSN 243-5065.

**Retirement Benefits:**  
 Email above address or call Ken Bluford on (215) 408-5069; DSN 243-5069, or Marian Trivarelli on (215) 408-5063; DSN 243-5063.

**Address:**  
 Human Resources Service Center-Northeast (HRSC-NE)  
 Attn: Benefits (Code 51.1)  
 111 South Independence Mall East  
 Philadelphia, PA 19106-2598

**LATEST TSP RETURN RATES**

Month	C Fund	F Fund	G Fund
May 00	(2.05%)	(0.03%)	0.54%
Jun 00	2.44%	2.07%	0.53%
Jul 00	(1.56%)	0.89%	0.53%
Aug 00	6.19%	1.46%	0.52%
Sep 00	(5.27%)	0.64%	0.49%
Oct 00	(0.40%)	0.66%	0.51%
Nov 00	(7.87%)	1.65%	0.48%
Dec 00	0.50%	1.86%	0.48%
Jan 01	3.55%	1.65%	0.46%
Feb 01	(9.12%)	0.87%	0.42%
Mar 01	(6.33%)	0.51%	0.45%
Apr 01	7.78%	(0.42%)	0.43%
Last 12 Months 05/2000–04/2001	(12.95%)	12.46%	6.01%

