

CGHR

A NEWSLETTER FOR THE COAST GUARD
HUMAN RESOURCES COMMUNITY



MARCH 5, 2013

ON THE RADAR SCREEN



Mark your calendar

2013 Inspirational Leadership, Wanda Allen-Yearout Ombudsman, and Elite Athlete of the Year Award Ceremony

Tuesday, March 26 • 1000 AM - 1130 AM
Transpoint Building, Room 2501

Come out and support these awesome Coast Guard members as they are recognized by Coast Guard Senior Leaders for their outstanding accomplishments!



American Management Association webinars
(registration required)



Leading at the Speed of Trust, presented by Stephen M.R. Covey and Gary Judd
Doing business at the "Speed of Trust" dramatically lowers costs, speeds up results and increases profits and influence. Then you can begin to realize "Trust Dividends" -- and get the benefits of a key issue most businesses ignore.

Wednesday, April 10 • 12:00 PM - 1:00 PM EST

To register or for more information, go to <http://www.amanet.org/training/webcasts/Leading-at-the-Speed-of-Trust.aspx>

5 Choices to Extraordinary Productivity

In this webcast you will learn about FranklinCovey's program called "5 Choices to Extraordinary Productivity." The program, supported by science and years of experience, will give you an overview, key concepts and elements of a process that has helped countless individuals yield a measurable increase in their productivity.

Wednesday, May 8 • 12:00 PM - 1:00 PM EST

To register or for more information, go to <http://www.amanet.org/training/webcasts/5-Choices-to-Extraordinary-Productivity.aspx>

ARTICLES AND RESOURCES

27 expendable phrases to slash from your copy

<http://impertinentremarks.com/2013/02/27-expendable-phrases-to-slash-from-your-copy/>

12 modifiers that writers should trash

<http://www.ragan.com/Main/Articles/46224.aspx>

The [National Initiative for Cybersecurity Careers and Studies](#) website is part of an effort to elevate cybersecurity awareness as well as educate the government and public about education, careers and workforce development opportunities available in the cybersecurity field.

Making Your Message Memorable: 5 Tips That Add Value to Your Words

<http://www.amanet.org/training/articles/Making-Your-Message-Memorable-5-Tips-That-Add-Value-to-Your-Words.aspx>

Present with Ease -

Death by Powerpoint Workbook
<https://cglink.uscg.mil/63257815>

Not sure how to zap jargon? Use these foolproof steps

<http://www.gaylordllc.com/not-sure-how-to-zap-jargon-use-these-foolproof-steps/>

NEW FACES IN CG - 1

Welcome –

- ◆ LCDR Zachary Ford to CG-1B1
- ◆ LT Andrew Weiss to CG-12A

Let us welcome the new faces in your office. Send their names, along with their previous assignment or agency and their new office location to the [CGHR Editor](#).

RECENT MESSAGES

ALCOAST 078/13: COMMANDERS INTENT -- FY 2013 SEQUESTRATION IMPLEMENTATION - https://cgportal2.uscg.mil/library/generalmessages/General%20Messages/GENMSG2013/ALCOAST/078-13_alcoast.txt

ALCOAST 072/13: STATE OF THE COAST GUARD ADDRESS/COAST GUARD SITREP 2013 - http://www.uscg.mil/announcements/alcoast/072-13_alcoast.txt

ALCOAST 071/13: DIRECT ACCESS (DA) SELF-SERVICE THRIFT SAVINGS PLAN - http://www.uscg.mil/announcements/alcoast/071-13_alcoast1.txt

ALCOAST 057/13: RETIREMENT OF COAST GUARD MAGAZINE - http://www.uscg.mil/announcements/alcoast/057-13_alcoast.txt

ALCOAST 055/13: EXTENSION OF SELECTED BENEFITS TO SAME SEX PARTNERS - http://www.uscg.mil/announcements/alcoast/055-13_alcoast.txt

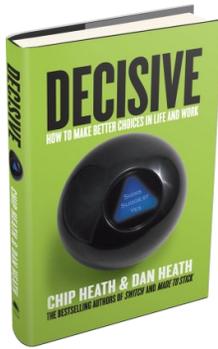
Messages authorized for internet release are available on the WWW at www.uscg.mil/announcements/. The internal message archive is located on CG Portal at <https://cgportal2.uscg.mil/library/generalmessages/SitePages/Home.aspx>

The next issue of CGHR: On the Radar Screen will be sent on April 9.

VOLUNTEER REPORTERS WANTED. Your story ideas and events are always welcomed. Send them to the [CGHR Editor](#).

SEMPER PARATUS

Back issues of CGHR are archived on CG Portal - <https://cglink.uscg.mil/2dfb4a63> (path: Communities > Human Resources Community of Practice > Human Resources Library > CGHR)



Decisive

How to Make Better Choices in Life and Work
By Chip Heath and Dan Heath

Research in psychology has revealed that our decisions are disrupted by an array of biases and irrationalities: We're overconfident. We seek out information that supports us and downplay information that doesn't. We get distracted by short-term emotions. When it comes to making choices, it seems, our brains are flawed instruments. Unfortunately, merely being aware of these shortcomings doesn't fix the problem, any more than knowing that we are nearsighted helps us to see. The real question is: How can we do better?

In *Decisive*, the Heaths, based on an exhaustive study of the decision-making literature, introduce a four-step process designed to counteract these biases. *Decisive* takes readers on an unforgettable journey, from a rock star's ingenious decision-making trick to a CEO's disastrous acquisition, to a single question that can often resolve thorny personal decisions.

Along the way, we learn the answers to critical questions like these: How can we stop the cycle of *agonizing* over our decisions? How can we make group decisions without destructive politics? And how can we ensure that we don't overlook precious opportunities to change our course?

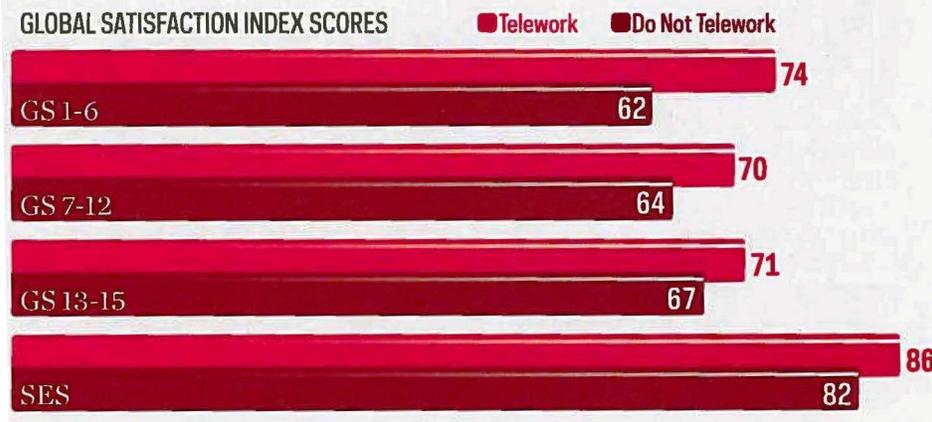
Decisive offers fresh strategies and practical tools enabling us to make better choices. Because the right decision, at the right moment, can make all the difference.

This 33-page book excerpt is available on CG Portal at <https://cglink.uscg.mil/73630122>

A full library of Executive Book Summaries are located on CG Portal at <https://cglink.uscg.mil/c41d86cd>

Happy at Home

Employees who telework reported more job satisfaction in the Office of Personnel Management's 2012 Employee Viewpoint Survey than those who are tethered to the workplace. Overall, scores were highest for workers in the top ranks.



Source: Government Executive, January/February 2013

Washington, DC Area Dismissal and Closure Procedures:
<http://www.opm.gov/oca/compmemo/dismissal.pdf>

OPM Operating Status: <http://www.opm.gov/status/>

The Oxford Comma:

Decried, Defended and Debated

Also known as the serial comma...

The Oxford comma got its name from the Oxford University Press where the printers and editors traditionally used it.



The Oxford comma clarifies meaning when placed before conjunctions like **OR** & **AND** in a series of words in a sentence.



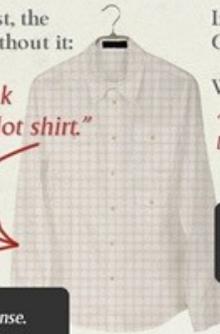
No Oxford comma

In sentences with a simple list, the meaning can still be clear without it:

"She wore tan shoes, pink shoelaces and a polka-dot shirt."



Makes sense.



I promise I won't let you down!



Yes Oxford comma

In sentences with complicated lists, an Oxford comma helps things make sense:

Without an Oxford comma...

"I would like to thank my parents, Bill Clinton and Oprah Winfrey."

Wow! Your parents are Oprah Winfrey and Bill Clinton?!

With an Oxford comma...

Oh, I get it. You are thanking 4 people.

"I would like to thank my parents, Bill Clinton, and Oprah Winfrey."

Oxford Comma

Make a decision, and then commit!

Most editors agree that the most important thing when using the Oxford comma is to be consistent — **either never use it, or use it every time.**

Value, recommend, and use:

- ✓ The Elements of Style
- ✓ Fowler's Modern English Usage
- ✓ Chicago Manual of Style (CMS)
- ✓ U.S. Government Printing Office Style Manual
- ✓ American Psychological Association (APA)
- ✓ Modern Language Association (MLA)
- ✓ American Medical Association (AMA)

Dislike, avoid and omit:

- ✗ The Associated Press (most news outlets follow the AP Stylebook)
- ✗ The Economist
- ✗ New York Times



Why use it? ↗

- ✓ Helps avoid ambiguity
- ✓ Matches the natural speech pattern of pausing before the last item in a series
- ✓ Makes lists easier to comprehend

Why omit it? ↘

- ✗ Sometimes doesn't help clarity and can introduce ambiguity
- ✗ Redundant—the preceding conjunction serves the same purpose as the comma
- ✗ Takes up more space

IRONY ALERT!

The PR department at **Oxford University**
no longer uses the Oxford comma
(although Oxford University Press still does).



Commas can be cool!

The band
VAMPIRE WEEKEND
has a song called "Oxford Comma."

The Oxford comma has a
Facebook page with over
29,000 likes.

So what should YOU do?



 **OnlineSchools.com**
For every chapter of your education

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Sources:

Oxforddictionaries.com/words/what-is-the-oxford-comma

npr.org/blogs/monkeysee/2011/06/30/137525211/going-going-and-gone-no-the-oxford-comma-is-safe-for-now
editingoffice.com/MLA-writing-styles.html