

## CGHR

A NEWSLETTER FOR THE COAST GUARD  
HUMAN RESOURCES COMMUNITY



JUNE 4, 2013

### ON THE RADAR SCREEN

"Ask the Expert" Web Chat (registration required)  
Available through CG SUPRT



Take the time to *LifeSpeak* this month ... anytime, anywhere!

#### **Weight Loss: How to lose body fat and improve your overall health and wellness**

Personal fitness specialist and author, Bruce Krahn, will discuss losing stubborn body fat, including the exercise, nutrition and supplementation strategies you need in order to achieve spectacular fat loss results and improve overall health in the fastest possible time.

Wednesday, June 19 • noon EST

Sign up at <http://cgsuprt.lifespeak.com/AskTheExpert/Default.aspx>

*My Secure Advantage*<sup>TM</sup> Financial Wellness Webinar  
(registration required)



#### **Dealing With My Credit Cards**

Worried about credit card debt? Whether you are concerned about high interest rates, increasing balances, or monthly payments that are becoming more challenging to make, this webinar will give you the right strategies to address any challenges you are having with credit card debt. Join a Certified Credit Counselor and Money Coach as they review options and answer your individual questions.

Tuesday, June 25 • noon EST

Sign up at <https://www1.gotomeeting.com/register/219177905>

American Management Association webcast  
(registration required)



#### **Kiss Your BUT Good-Bye to Achieve Professional and Personal Success**

*Lessons in Moving Beyond What Stands Between You and Career Advancement*

Joe and Bob Azelby are seasoned business executives who believe that a career stalls because an individual lacks a certain skill or has a behavior that makes them a less qualified candidate. Most people do not have any idea how their BUTs are inhibiting their career advancement because their colleagues and even their managers are unwilling to provide much needed candid feedback.

Wednesday, July 10 • noon EST

To register, go to <http://www.amanet.org/training/webcasts/Kiss-Your-BUT-Good-Bye-to-Achieve-Professional-and-Personal-Success.aspx>

### Five Things You Should Know About Body Language

<http://www.mrmediatraining.com/2013/05/02/five-things-you-should-know-about-body-language/>

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### Tip: Eat Lunch Away from the Computer

<http://www.govexec.com/excellence/promising-practices/2013/05/tip-eat-lunch-away-computer/63156/>

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### Simple steps to successful presentations

<http://smartblogs.com/leadership/2013/05/10/simple-steps-to-successful-presentations/>

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### 5 ways to slow down your speech

<http://eloquentwoman.blogspot.com/2010/12/hitting-brakes-when-youre-speedy.html>

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### Write an Email That People Will Read

When you send an email, chances are that it's competing with hundreds of others for the recipient's attention. Here's how to compose emails that people will actually read, answer, and act on:

- ◆ **Get straight to the point.** Make your request in the first few sentences. Be polite, but concise. Try an opening like, "Great interview. Thanks for sending it. May I ask a favor?"
- ◆ **Keep it brief.** People find long emails irksome and energy-sapping. The more they have to scroll, the less receptive they'll be. Limit your message to a single screen of reading.
- ◆ **Write a short but informative subject line.** With a generic or blank subject line, your message will get lost in your recipient's inbox. Be specific — try "The Nov. 15 Leadership Program" instead of "Program." If you're asking someone to take action, highlight that in the subject.

Source: HBR Guide to Better Business Writing

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### 4 Things Every Team Needs

No matter how big or small your team or what its goal is, there are four things it needs to succeed. As a leader, it's your job to help your group create and adhere to each of these:

- ◆ A meaningful common purpose. Most teams are responding to a mandate. But to be successful, your team must "own" this purpose by developing its own spin on it.
- ◆ Specific performance goals. Develop measurable goals to inspire your team and inject a sense of urgency. Shared goals require everyone to focus on their collective effort, rather than on differences in titles or status.
- ◆ Commitment to how the work gets done. At the onset, agree on who will do what jobs, how you will establish and honor schedules, and how you will make and modify decisions.
- ◆ Mutual accountability. You can't force trust and commitment. By agreeing upon purpose and goals, your team members forge their accountability to one another -- not just to the leader.

Source: HBR Guide to Managing Up and Across

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### New tools to teach kids about money

[http://www.cbsnews.com/8301-505144\\_162-57583931/new-tools-to-teach-kids-about-money/](http://www.cbsnews.com/8301-505144_162-57583931/new-tools-to-teach-kids-about-money/)

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## ARTICLES AND RESOURCES

**Transferring this summer?** If you've recently moved or plan to move, be sure to report your change of address with government agencies, including the U.S. Postal Service, the Social Security Administration, and your state's Department of Motor Vehicles. Reporting your change of address will help ensure that you receive your mail, including government benefits and correspondence. Necessary forms are available at <http://www.usa.gov/Citizen/Services/Change-Of-Address.shtml>

### **Art of Managing: Tackle the Big Issues by Creating Time to Think Deeply**

<http://artpetty.com/2013/05/23/art-of-managing-tackle-the-big-issues-by-creating-time-to-think-deeply/>

### **Preventative Steps to Avoid Identity Theft & Consumer Fraud**

[http://hgssweb1.main.ads.uscg.mil/Notices/DynamicImage.ashx?id=14278&FileName=6\\_Preventative Steps to Avoid ID Theft 1 1 2011.pdf](http://hgssweb1.main.ads.uscg.mil/Notices/DynamicImage.ashx?id=14278&FileName=6_Preventative%20Steps%20to%20Avoid%20ID%20Theft%201%201%202011.pdf)

### **Developing Senior Executive Capabilities to Address National Priorities**

[IBM Center for The Business of Government, Bruce T. Barkley, Sr.] - [http://www.businessofgovernment.org/sites/default/files/Developing%20Senior%20Executive%20Capabilities%20to%20Address%20National%20Priorities\\_0.pdf](http://www.businessofgovernment.org/sites/default/files/Developing%20Senior%20Executive%20Capabilities%20to%20Address%20National%20Priorities_0.pdf)

### **Hurricane Preparedness**

As hurricane season begins, take a few minutes to review guidelines on what to do [before, during, and after a hurricane](#).

If you live in certain regions of the United States -- including Hawaii and coastal areas along the Atlantic Ocean and Gulf of Mexico -- preparing for a hurricane may be especially critical. The high winds and heavy rainfall of hurricanes can lead to flying debris, flooding, landslides, and other dangerous situations.

For easy access to hurricane information on your phone, download the free [Hurricane App](#) from the American Red Cross (iPhone and Android). It will help you track storms, prepare your family and home, get help, and more.

### **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)

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

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

## RECENT MESSAGES

ALCOAST 246/13: DIRECT ACCESS AND HR IMAGING SYSTEM AVAILABILITY - [https://cgportal2.uscg.mil/library/generalmessages/General%20Messages/GENMSG2013/ALCOAST/246-13\\_alcoast.txt](https://cgportal2.uscg.mil/library/generalmessages/General%20Messages/GENMSG2013/ALCOAST/246-13_alcoast.txt)

ALCOAST 244/13: COMMANDERS INTENT - CAMPAIGN TO ELIMINATE SEXUAL ASSAULT FROM OUR COAST GUARD - [http://www.uscg.mil/announcements/alcoast/244-13\\_alcoast.txt](http://www.uscg.mil/announcements/alcoast/244-13_alcoast.txt)

ALCOAST 216/13: 2013 CHILD CARE SUBSIDY PROGRAM - [https://cgportal2.uscg.mil/library/generalmessages/General%20Messages/GENMSG2013/ALCOAST/216-13\\_alcoast.txt](https://cgportal2.uscg.mil/library/generalmessages/General%20Messages/GENMSG2013/ALCOAST/216-13_alcoast.txt)

ALCOAST 197/13: THE COAST GUARD SEXUAL ASSAULT PREVENTION AND RESPONSE (SAPR) STRATEGIC PLAN - [http://www.uscg.mil/announcements/alcoast/197-13\\_alcoast.txt](http://www.uscg.mil/announcements/alcoast/197-13_alcoast.txt)

ALCGPSC 048/13: UNIFORM GUIDANCE AND RESULTS OF UNIFORM BOARD - [http://www.uscg.mil/announcements/alcgp/048-13\\_alcgpsc.txt](http://www.uscg.mil/announcements/alcgp/048-13_alcgpsc.txt) (New Uniform Manual - [http://www.uscg.mil/directives/cim/1000-1999/CIM\\_1020\\_6H.pdf](http://www.uscg.mil/directives/cim/1000-1999/CIM_1020_6H.pdf) )

ALCGPSC 055/13: FREE ADMISSION TO PARTICIPATING BLUE STAR MUSEUMS - [http://www.uscg.mil/announcements/alcgp/055-13\\_alcgpsc.txt](http://www.uscg.mil/announcements/alcgp/055-13_alcgpsc.txt)

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

## RECENT FLAG VOICES

**Flag Voice 379** - Active Duty for Operational Support (ADOS) Limits - <http://www.uscg.mil/hr/flagvoice/fv379.asp>

**Flag Voice 378** - Enlisted High Year Tenure Waiver Panel Results - <http://www.uscg.mil/hr/flagvoice/fv378.asp>

**Flag Voice 377** - Promotion Year 2014 Active Duty Officer Corps Management Plan - <http://www.uscg.mil/hr/flagvoice/fv377.asp>

**Flag Voice 376** - Coast Guard Exchange Announces Online Shopping for the USCG Family - <http://www.uscg.mil/hr/flagvoice/fv376.asp>

**Flag Voice 375** - Child Care Subsidy Program - <http://www.uscg.mil/hr/flagvoice/fv375.asp>

All Flag Voices are online at <http://www.uscg.mil/hq/cg1/flagvoice/default.asp>

## NEW FACES IN CG-1

*Welcome –*

- ◆ CDR Anthony Cella to CG-1B3
- ◆ Rocky Ennis to PSC-PSD-mu
- ◆ SKCS Brian J. Sorensen to CG-12-C (aka Leadership Office)

*Congratulations –*

**Winners of the DHS "USCG Offshore Patrol Cutter Innovative and Best Practices by a Team" Award**

- ◆ HSI Technical Director  
Jack Foran
- ◆ System Safety Team Leader  
CAPT Matt Callan
- ◆ Human Factors Team Leader  
Shannon Cole
- ◆ Human Factors Analyst  
Dawn Gray
- ◆ Performance Support and Training Analyst, LCDR Scott Rooke
- ◆ Performance Support and Training Analyst, LCDR Taz Sears

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](#).

### Fitness Center

If you plan to use the Fitness Center at St. Elizabeth's, go to <http://hqsms-spweb-001/MWR/default.aspx> to fill out the Fitness Center Application.

1. See the Document Tab (left hand side)
2. Click on Fitness Center Application
3. Click "New" to generate the automated form – it takes a few minutes)

\*\*\*You will not be able to use the fitness center if you do not fill out this form! If you wait until the last minute, processing delays may affect your use of the facilities, so please do it now and save yourself any hassle.\*\*\*

### Parking Permits

Base NCR will hold the application period for St. Elizabeths parking permits until 1600 Friday, 21 June. Personnel who plan to commute to St. Elizabeths via carpool, flex carpool, vanpool, motorcycle, or those requiring a disability parking pass, must apply for a parking pass during this period.

Personnel can apply via the St. Elizabeths Parking Permit Application site at <http://hqs-spweb10-001:10101/a/2/STEP/Pages/default.aspx>. A user guide will be available on the site with step-by-step instructions on how to complete an application and navigate the site.

Applications may be submitted by military and civilian personnel only. Contractors can be included as carpool or vanpool riders but cannot apply for permits. All applicants and their carpool/vanpool members must be Coast Guard employees or contractors whose primary work location will be St. Elizabeths. Permits are for the period of 1 Aug 2013 to 30 Sept 2014.

### Mailing Address

Below is the new CGHQ official mailing address for St. Elizabeths; do not alter the address format in any way. The Mail Stop number and the ZIP+4 Code are the same number, and are key to ensuring accurate delivery.

COMMANDANT (CG-XX)  
ATTN: (INSERT FUNCTION/OFFICE/TITLE)  
US COAST GUARD STOP 7907  
2703 MARTIN LUTHER KING JR AVE SE  
WASHINGTON DC 20593-7XXX

To obtain your new Mail Stop Number, Mail Stop location (e.g., room number at St Elizabeths), and properly formatted CGHQ St Elizabeths address, access the NCR Address Database at <https://cglink.uscg.mil/2fdae6bd>. For CG-1, our Mail Stop is 7907.

**Bookmark the IT Tech Tips** page for everyday IT troubles as well as any technology issues you may encounter during our move to St. Elizabeths: <https://cgportal2.uscg.mil/units/c4itsc/FSD/SitePages/CGFIXIT.aspx>



There's still time to sign up for a St. E's tour. Go to <http://hqsms-spweb-001/STETours/>

Members of CG-1B4 visit the St. Elizabeths campus.

Has your office taken the St. Elizabeths tour? Share your photos by sending them to the [CGHR Editor](#)

# DOES TEXTING HURT YOUR Grammar?

A study has found that the more students text, the more it may impact their grammar. How does this happen and why does it matter? Learn more:

## What is Techspeak?



The shortened language allows users to type more quickly, especially if the number of characters they can use is limiting. For example:

- See → c** Words are abbreviated: "see" becomes "c"
- To → 2** Homophone symbols are used: "to" becomes "2"
- ! → !** Punctuation and capitalization are ignored for the most part. Example: gr8 c u 2nite

Techspeak also uses abbreviations and acronyms, like these that were added to the Oxford English Dictionary in 2011:



Laughing Out Loud

Too Much Information

Oh My God

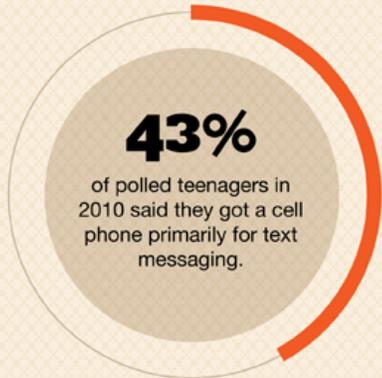
In My Humble/Honest Opinion

For Your Information

## HERE'S THE PROBLEM

Middle school students are the most likely to use techspeak. But middle school is when students' formative learning years occur.

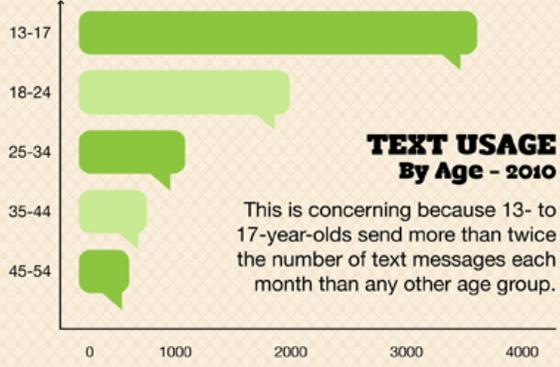




**The study concluded that:**

students who use techspeak often may have trouble switching back to traditional grammar when needed.

*Using techspeak may rob kids of a fundamental understanding of standard grammar.*



This is concerning because 13- to 17-year-olds send more than twice the number of text messages each month than any other age group.



*Plus,* the more often they received text messages with techspeak, the more often they were likely to send a text using techspeak.



Middle school students who own a cell phone are more likely to use informal writing styles in instant messaging and email too, than students who did not own a cell phone.

# HOW DO STUDENTS FEEL?



**50%**

of surveyed teens said they do not use proper punctuation or grammatical marks when writing text or instant messages.



**11%**

said they thought electronic communications had a negative impact on their writing skills.



**86%**

of adolescents think having good writing skills is important for success in life.



*"A decline in grammatical skills is attributed to the use of techspeak in most daily communications."*

# The major OFFENDERS?



Punctuation errors



Apostrophe errors



Emoticon usage



Abbreviations such as "cuz"



Sentence fragments



of teens admit to using techspeak in their classroom writing assignments, plus:



said they have used emoticons



have used abbreviations like LOL

Andrew Knapp | brownpau

## CANADA Agrees

An article in Canada's *Globe and Mail* concluded that texting is not just harming college students' grammar skills, it's killing them.

### Why does all of this matter?

Communicating poorly may give someone the wrong impression of you. The person may think you can't:



think clearly



express yourself well



spell or punctuate

Sources: nms.sagepub.com | blogs.edweek.org/edweek/inside-school-research/ | health.usnews.com | blog.nielsen.com | theglobeandmail.com

Information provided by: <http://www.onlinecollege.org/>

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