

CGHR

A NEWSLETTER FOR THE COAST GUARD
HUMAN RESOURCES COMMUNITY



SEPTEMBER 24, 2013

ON THE RADAR SCREEN

Human Capital Institute webcasts (registration required)



Lack of Strategic Focus and Technology Leading Barriers to Effective HR – New Research Explores

As more organizations realize the value of the strategic management of human capital for their business, we focus on what Human Resources professionals can do to support this initiative.

Tuesday, October 1 • 3:00pm EDT

To register, go to <http://www.hci.org/lib/lack-strategic-focus-and-technology-leading-barriers-effective-hr-new-research-explores>

The Five Practices of Actionable Leadership in the 21st Century

Creativity, mental flexibility and collaboration have displaced one-dimensional intelligence and isolated determination as core ingredients of remarkable leadership.

Wednesday, October 9 • 1:00 PM EDT

To register, go to <http://www.hci.org/lib/five-practices-actionable-leadership-21st-century>

American Management Association webinar
(registration required)



Management Readiness for Big Data: Skills, Talent and Tools

Big data...big deal. Information is supposed to make us smarter, but more often than not, it simply overwhelms us.

Wednesday, October 9 • 12:00 PM EDT

To register, go to <http://www.amanet.org/training/webcasts/Management-Readiness-for-Big-Data-Skills-Talent-and-Tools.aspx>

Build the Workforce of Tomorrow

Marshall Goldsmith and Patricia Wheeler will hold a Thought Leader Teleforum on "Build the Workforce of Tomorrow: Recruit, Retain and Grow Your Young Talent".

Tuesday, October 1 • 1 PM EDT

To register, go to <http://www.leadingnews.org/signupgc.htm>

ON THE RADAR SCREEN

“Ask the Expert” Web Chat (registration required)

Lisa Batson Goldberg, Holistic Nutritionist will discuss natural strategies for supporting optimal mental health, including strategies for combating anxiety and depression naturally.

Wednesday, October 16th • 12:00 ET



Sign up at <http://ondemand.lifespeak.com/asktheexpert/>

Please note: users may ask questions in either French or English and choose to view the web chat in any one of a dozen languages.

My Secure Advantage webinar (registration required)



Understanding Investment Basics

You don't have to be a big time investor to have success on Wall Street. All you need is well-equipped knowledge of the investment basics. The goal is for you to understand investing, and see it as a plausible financial option.

Tuesday, October 22 • 12:00 PM EDT

To register, go to <https://www1.gotomeeting.com/register/983302784>

ARTICLES AND RESOURCES

September is National Preparedness Month. Are you ready?



Click on the picture to hear Admiral and Mrs. Papp discuss how to prepare for hurricane season.

Become a bagged-lunch aficionado

<http://www.nytimes.com/2013/08/28/dining/bring-your-lunch-to-work.html>

Eating At Your Desk Is Making You More Stressed And Less Creative, Study Shows

http://www.huffingtonpost.com/2013/08/07/eating-at-your-desk-stress-less-creative_n_3696608.html

Flying DC's no-fly zone with the Coast Guard

<http://tinyurl.com/p8rdslu>

Hack Your Mind: 23 Tricks to Learn Anything Better

<http://www.govexec.com/excellence/promising-practices/2013/09/hack-your-mind-23-tricks-learn-anything-better/70332/>

Is Your Child in the Right Car Seat?

Help to keep your child safe in the car by choosing the right car seat and installing it properly. Visit SaferCar.gov to find out which type of restraint is appropriate for your child, based on his/her age and size (rear-facing car seat, forward-facing car seat, booster seat, or seatbelt). You'll also find tips on installing car seats and positioning the harness on your child.

TIPS AND TRICKS

CG Portal: Use the Send To Email Feature

This is the easiest method to send document links via email, using the **Send To Email** option. <https://cgportal2.uscg.mil/cgportalhelp/Shared%20Documents/Use%20the%20Send%20to%20Email%20Feature.doc>

Write Your Business Case as a Story

If you've been charged with developing the case for a new project, imagine you're telling a story. The narrative starts, as all good ones do, with a problem. This is the business need you're trying to solve. Then, identify the characters: the stakeholders who have the authority to approve or reject your business case; the beneficiaries who stand to gain from your proposal; and the subject-matter experts who will clarify how to solve the problem. Next you'll consider alternatives for meeting the business need -- different ways your story might play out. After making the best choice, you'll create a very high-level project plan. This is the plot. Then estimate the costs and benefits to determine the return on investment (ROI), which is the satisfying end. Remember this isn't a mystery novel -- your story needs to be clear and easy to understand.

Adapted from the HBR Guide to Building Your Business Case.

50 Plain-Language Substitutions for Wordy Phrases

<http://www.dailywritingtips.com/50-plain-language-substitutions-for-wordy-phrases/>

20 Redundant Phrases to Eliminate from Your Writing

<http://www.ereleases.com/prfuel/20-redundant-phrases-to-eliminate-from-your-writing/>

10 Words That You've Probably Been Misusing

<http://hellogiggles.com/10-words-that-youve-probably-been-misusing>

Grammar Police: Twelve Mistakes Nearly Everyone Makes

<http://spinsucks.com/communication/grammar-police-twelve-mistakes-nearly-everyone-makes/>

2014 travel per diem rates

<http://www.gsa.gov/portal/content/104877>

RECENT FLAG VOICES

Flag Voice 397 - CG SUPRT: Addictive Behaviors Familiarization - <http://www.uscg.mil/hq/cg1/flagvoice/fv397.asp>

Flag Voice 396 - CG SUPRT: Depression and Anxiety Familiarization - <http://www.uscg.mil/hq/cg1/flagvoice/fv396.asp>

Flag Voice 395 - CG SUPRT: Emotional Wellness and Resiliency Familiarization - <http://www.uscg.mil/hq/cg1/flagvoice/fv395.asp>

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



"Something has spooked the prairie dogs."

Responding to the Navy Yard shooting

<http://allhands.coastguard.dodlive.mil/2013/09/20/responding-to-the-navy-yard-shooting/>

Coast Guard committed to transparency in handling of sexual assault cases

<http://allhands.coastguard.dodlive.mil/2013/09/19/coast-guard-committed-to-transparency-in-handling-of-sexual-assault-cases/>

Administrative absence to obtain a legal marriage

<http://allhands.coastguard.dodlive.mil/2013/09/18/administrative-absence-to-obtain-a-legal-marriage/>

One Team, One Fight – Sexual Assault Prevention and Response Summit -

<http://allhands.coastguard.dodlive.mil/2013/09/17/one-team-one-fight-sexual-assault-prevention-and-response-summit/>

Ready Coast Guard: Be informed!

<http://allhands.coastguard.dodlive.mil/2013/09/10/ready-coast-guard-be-informed/>

National Suicide Prevention Month: Building resilience

<http://allhands.coastguard.dodlive.mil/2013/09/09/national-suicide-prevention-month-building-resilience/>

Coordinating the Coast Guard response to sexual assault

<http://allhands.coastguard.dodlive.mil/2013/09/03/coordinating-the-coast-guard-response-to-sexual-assault/>

Ready Coast Guard: Are you prepared?

<http://allhands.coastguard.dodlive.mil/2013/09/02/ready-coast-guard-are-you-prepared/>

Military benefits extended to same-sex spouses of military members

<http://allhands.coastguard.dodlive.mil/2013/08/29/military-benefits-extended-to-same-sex-spouses-of-military-members/>

Save the Coast Guard All Hands Blog to your favorites or sign up to subscribe at:

<http://allhands.coastguard.dodlive.mil/>

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)

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

The next issue of CGHR: On the Radar Screen will be sent on October 22.

Take a Healthy Stress Break at Work



Feeling “stressed out”? This catch phrase has become all too common in everyday life -- especially at work. Stress can cause more than a little anxiety or discomfort, however. Making time for healthy stress breaks at work can help combat the long-term health and psychological effects of stress, which can include decreasing self-confidence and an increased risk of heart disease and even death. Taking a short break several times a day also can help keep you focused, energized and productive.

Your breaks can last just a few seconds or several minutes, depending on the circumstances. If you feel particularly stressed, you might want to take a few minutes to regroup.

For a quick pick-up

If you just need to catch your breath, a few seconds’ pause could do the trick. To avoid burnout, make sure you take time to recharge when you need it.

For a quick pick-up, take several seconds to change position. Close your eyes and breathe deeply. Try thinking about something funny or an activity you enjoy. Repeat this pause at strategic times throughout the day.

A longer break

Taking a few longer breaks of up to about 5 minutes can help overcome mid-morning and mid-afternoon lows. Use these tips to make the most of your break time:

- ◆ **Close your eyes and relax.** If you have an office, shut the door and daydream for a couple minutes. If you sit in a cubicle or other work space, turn your chair toward a quiet area.
- ◆ **Meditate.** If you don’t know how to get started, many websites and books can offer guidance. Or, try 5 minutes of deep relaxation. Concentrate on breathing deeply and rhythmically to release tension.
- ◆ **Talk to a friend.** Of course, don’t interrupt a co-worker who’s busy. And remember to keep breaks to a reasonable length. But it is important to develop supportive relationships at work. A good support system can help diffuse stress and boost morale.
- ◆ **Take snack breaks.** Keep healthy snacks such as pretzels or dried fruit on hand to provide extra energy. And stay hydrated. Drink ice water instead of cola or coffee.
- ◆ **Massage your pressure points.** For example, press the pressure points near your jaw joints in front of your ears.

Check your work environment

Keep the “big picture” in mind as well. What changes can you make in your work environment that could help lower your stress level? Try personalizing your space. A few photographs or colorful posters could brighten your office and make it a place you feel comfortable taking a short break. Also, try arranging your work area so you have to get up and walk to reach your file cabinet or bookshelf. This will help keep you active throughout the day and provide a built-in time for you to pause for a few seconds.

Watch your posture

Posture can play an important role in keeping your stress level under control as well. Sit up straight -- don’t slouch! If you catch yourself hunching toward your computer or telephone, take a second to straighten up. If necessary, consider asking for a different chair.

Finally, try to identify your sources of stress at work. Make a list and evaluate each item. Can you eliminate or work around some of those stressors? It could help keep you healthy!

To access this article, or for additional resources visit:

[CG SUPRT: Take a Healthy Stress Break at Work](#)

Why suicide? There are no easy answers to the question about why people die by suicide. Was the person trying to escape from a situation that seemed impossible to deal with? Did the person want relief from really bad thoughts or feelings? Were there strong feelings of rejection, hurt or loss? Did alcohol or drug use contribute to an impulsive act? We all feel overwhelmed by difficult situations or emotions at times, and most people find a way to get through them and carry on. But there are people who are unable to see another way out of a bad situation or feeling and believe that ending their life is the only solution. Suicide is not a solution. Ask for help.

When to be concerned. Although it is difficult to know why people end their own lives, there may be signs of suicide risk that are more apparent. Family members, close friends, ship-mates, and commanders may be in the best position to identify harmful thoughts or behaviors and offer help. A few common behaviors that suggest an individual may be considering suicide are:

- ◆ Depression, feelings of hopelessness, or suicidal thoughts/planning
- ◆ Impulsiveness, extreme anxiety, agitation, irritability, or risky behavior
- ◆ Withdrawal from others; giving away treasured belongings
- ◆ Loss of interest in activities that were once enjoyed
- ◆ Misuse or increased use of alcohol, drugs, or other substances

What should I do? If there is an immediate chance of someone getting injured or if someone has attempted suicide, treat it as a medical emergency and call 911. Asking for help is a sign of strength! The web links below provide information about suicide and offer resources for those in need of help.

1. **The National Suicide Prevention Lifeline:** Call 800-273-TALK at any time. Speak with someone who can help you talk about your situation and identify resources.
<http://www.suicidepreventionlifeline.org/>
2. **The Defense Suicide Prevention Office, Military Crisis Line:** 800-273-8255
<http://www.suicideoutreach.org/>
3. **CG SUPRT:** Call 855- CG SUPRT (855-247-8778) 24/7, 365 days a year. This is the Coast Guard Employee Assistance Program, available to assist active duty members, Selected Reservists, Civilian employees and their family members with all kinds of issues such as financial matters, relationship discord and other stressors that could be leading to suicidal thoughts. CG SUPRT can assist in an emergency, providing counseling and helping you obtain resources. www.cgsuprt.com
4. **Contact a CG medical clinic, Employee Assistance Program Coordinator or Chaplain.** Their contact information can be found at http://www.uscg.mil/worklife/suicide_prevention.asp

Building individual and family resilience. As an individual, you can build your personal resilience by becoming involved with events or activities that you value and enjoy. These activities might include spending time with loved ones, mentoring others, becoming active in your local community, participating in personally meaningful activities and developing new interests or hobbies. Families may consider seeking a counselor, learning meditation, cooking together, developing a fitness routine, and volunteering to help others. These types of activities are crucial to building and maintaining resilience and improving our ability to cope with the stress of everyday life.

Additional resources from CG SUPRT on Suicide:

- ◆ [Myths and Facts about Suicide](#)
- ◆ [If you are Thinking of Suicide](#)
- ◆ [If a Loved One Talks of Suicide](#)



To find out about additional services, visit www.CGSUPRT.com

RECENT MESSAGES

ALCOAST 390/13: ADMINISTRATIVE ABSENCE TO OBTAIN A LEGAL MARRIAGE - http://www.uscg.mil/announcements/alcoast/390-13_alcoast.txt

ALCOAST 378/13: CONSOLIDATED FY14 LEADERSHIP PROGRAMS AND SENIOR SERVICE CIVILIAN SCHOOLS - http://www.uscg.mil/announcements/alcoast/378-13_alcoast.txt

ALCOAST 373/13: SOLICITATION FOR FALL 2013 EXCELLENCE IN GOVERNMENT FELLOWS PROGRAM - http://www.uscg.mil/announcements/alcoast/373-13_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>

FROM THE DEFENDER, SUMMER 2013

The Changing Face of Access Control: USCG Vehicle Decals are Going Away!

by David Byrd

As most of you may already be aware, the USCG vehicle decal is being phased out. A program termination deadline of 30 September 2014 has been set. Some units have already terminated their vehicle decal programs and more units are following suit.

The move to terminate the vehicle decal program is in conjunction with the Department of Defense's (DoD) move to terminate their use of decals. Eliminating decals on military members' personal vehicles affords the occupants of the vehicle and the vehicle itself protection against immediate identification of the association to the military. The move also allows the military branches to trim a cumbersome program that is expensive and has little return on the security investment.

This is a big change for all of us. As we adjust, you may find that there are compensatory measures being put in place at the local base to support security and speed you along your way. If you are accessing a Coast Guard or DoD facility that continues to use vehicle decals, as some will do, you will be able to get a vehicle decal from that base if required. Coast Guard facilities are authorized to create, fund, and manage their own internal vehicle decal program, if desired. You may find identification card checks at the gate or personnel may be asked to use a "Visitor's Pass" or even a "Parking Tag" to hang in your vehicle. You may even be asked to submit to a vehicle inspection. These are a few examples security procedures that you may encounter in the future. Relax, and rest assured they are here for all our protection.

Remember, the elimination of the decal does not mean an absence of vehicle registration and insurance. You are still required to have your vehicle insured if you operate it on a Coast Guard or DoD installation; your state still requires it too, in most cases.

Remember, this is a big adjustment for all of us. If you have questions or suggestions, you may contact the Coast Guard Physical Security Branch. Your points of contact are Mr. Randy Reau at 202-372-3703 or Mr. David Byrd at 202-372-3715.

Inside the Mind of a Successful Manager

An effective manager isn't tyrannical. They don't command unnecessarily, micromanage, or instill fear. A successful manager can be approachable, amicable, and even downright compassionate. These managers lead teams of satisfied employees, which reduces turnover and boosts morale and productivity. Here are the key qualities of a successful manager.



Interest and Talent

The best managers have personalities that are predisposed to the role:

- Strong work ethic
- Natural leadership
- Genuine interest in helping others
- Intent on finding the right solutions



You intuitively create diverse teams that effectively work with customers, partners, and even your competitors

Trust and Reputation

1 IN 5 employees feel *trust* is the most important component of an employee-boss relationship



How you gain your team's trust:

- ★ You're an excellent listener
- ★ You take initiative to find creative solutions for complex problems
- ★ You follow through on goals, striving for consistency and transparency
- ★ Your communication amongst departments streamlines workflow and builds your image
- ★ You focus on **inspiring your team**, rather than intimidating them
- ★ You accept changes as part of growth, and encourage employees to do the same

Attending to your employees' needs can reduce turnover,

which costs the US

\$11 billion

annually

☒ = 1 billion



★ *How you unify your team:* ★

You keep your sights on what's right — not what you want right now

Occasional compromise also helps with trust and reputation, so you can go with your instinct when it's most valuable

You strive for consensus, unifying the team and keeping you from being "the bad guy"

In conflict, you encourage others to suggest solutions, reducing reliance on you as the sole mediator

Diplomacy

1 IN 10 employees say *fairness* is the most important component of an employee-boss relationship



Over **1 IN 8** say *patience* is



71% of employees aren't fully engaged
Most common reason? A strained relationship with their supervisor

60% say they'd work harder if that relationship improved

Guidance

1 IN 6 employees feel *respect* is the most important component of an employee-boss relationship



Nearly **1 IN 10** say *open communication* is



How you guide your team:

You clearly advise employees of their strengths and weaknesses

You listen to your team's needs

Reprimanding employees in front of their peers embarrasses them and compromises your integrity; instead, do this privately and keep your cool! ★

Celebrate success! Don't just say it — show it!

ONLY 35% of Americans would prefer a pay raise over a better boss

31% say their bosses make them feel underappreciated and unmotivated

ABOUT 1 IN 3 U.S. WORKERS WANT TO leave their jobs

