

CGHR: On the Radar Screen **January 14, 2014**



New Year, New Look. Welcome to the redesigned web version of CGHR: On the Radar Screen. With this new format, you will be able to check out your favorite sections from work, from home, on your portable electronic device.

CGHR: On the Radar Screen is the monthly newsletter of CG-1, the Coast Guard Human Resources Directorate. Links from CGHR to non-Coast Guard sites are provided as a customer service and do not represent any implicit or explicit endorsement by the United States Coast Guard of any commercial or private issues or products presented there.

NOTE: Links on this page will open in a new browser window

ON THE HORIZON

American Management Association webinar (registration required)

How to Get the Generations Working Together

With four generations in the workforce today, tensions are inevitable but problems are avoidable. These generations think differently, vote differently, buy differently, and dress differently.



Wednesday, January 22 • 12:00 PM - 1:00 PM EST

To register, go to <http://www.amanet.org/training/webcasts/How-to-Get-the-Generations-Working-Together.aspx>

My Secure Advantage (MSA) Financial Wellness Webinar (registration required)

Making Tax Returns Less Taxing

Taxes don't have to be overwhelming or expensive. This presentation will make taxes easier to understand and more beneficial to your particular situation.



Tuesday, February 11 • 12:00 PM - 1:00 PM EST

To register, go to <https://www1.gotomeeting.com/register/714740568>

Human Capital Institute webcasts (registration required)

Sustaining High Performance with Younger Leadership

As generational differences in organizations continue to take root and become even more prevalent, high potential employees will need to step into leadership roles without the benefit of years of experience.



Wednesday, February 12 • 3 PM EST

To register, go to <http://www.hci.org/lib/sustaining-high-performance-younger-leadership>

ARTICLES AND RESOURCES

Overcome Executive Isolation

In many large organizations, senior executives are surrounded by assistants, chiefs of staff, and advisors. The purpose of this entourage is to leverage the leader's time -- but, intentionally or not, too many executives receive only news and opinions that have been filtered, orchestrated, or even censored to include what the "senior circle" thinks they should hear. As an executive, breaking through this pattern isn't easy, but trying these tips -- and urging your staff to do the same -- may help.

- Create "listening posts" or hold meetings with managers from other parts of the company to hear unvarnished views and engage in more spontaneous dialogue.
- Lead open "town meetings" where employees of all levels are encouraged to speak out.
- Hold skip-level meetings or drop in on your organization's leadership development classes to connect with rising stars you may not have met.

Adapted from <http://blogs.hbr.org/2013/07/why-we-isolate-senior-leaders/>

Plan Your Free Online Education: Spring Semester 2014

<http://lifehacker.com/plan-your-free-online-education-at-lifehacker-u-spring-1493571968>

Refresher on Winter Dress Blues. *Authorized until 31 March.*

http://www.uscg.mil/directives/cim/1000-1999/CIM_1020_6H.pdf (go to page 56)

Camaraderie at Work Can Be a Competitive Advantage

Not surprisingly, workers enjoy their jobs more when they have friendships with colleagues. But camaraderie is more than just having fun; it's also about creating a common sense of purpose. Companies should create and value camaraderie as a competitive advantage for recruiting top talent, retaining employees, and improving engagement, creativity, and productivity. Many companies engage in corporate challenges such as bike-to-work day, wellness competitions, community service events, and other activities to build a sense of teamwork and togetherness. Help foster a culture of camaraderie by being clear what you want the culture to be within your organization. Model the culture: spend time with employees and treat people with respect. Leverage your employees' talents by encouraging their ideas; your people must feel proud of the products and services your organization provides.

Adapted from <http://blogs.hbr.org/2013/07/we-all-need-friends-at-work/>

The Three M's that Motivate Employees

Smart leaders can turn change from exhausting to exhilarating by asking employees to open their imaginations. This type of strong work motivation stems from the three M's: mastery, membership, and meaning. (Money is a distant fourth.)

- **Mastery.** Help people develop deep skills. Even in the most seemingly routine areas, when people are given stretch goals and difficult problems to tackle, they can do things faster, smarter, and better.
- **Membership.** Foster community by honoring individuality and encouraging employees to bring outside interests to work. Create frequent opportunities to meet people across the organization to help your team get to know one another more deeply.
- **Meaning.** Reinforcing a larger mission and purpose can make even mundane tasks feel significant. Discussing how your products or services can improve the world affects employees' priorities and decisions.

Adapted from <http://blogs.hbr.org/2013/10/three-things-that-actually-motivate-employees/>

2014 General Schedule (GS) Locality Pay Tables

<http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2014/general-schedule/>

4 Research-Backed Tips for Sticking to your New Year's Resolution

by Chip & Dan Heath (<http://heathbrothers.com/>)

Every New Year brings two proud traditions: Making resolutions and then, shortly thereafter, breaking them. Often the full cycle doesn't take more than a few weeks, which allows well over 11 months to plot the next year's resolutions.

The research on resolutions is damning: A study of 3,000 people led by Richard Wiseman, of the University of Hertfordshire, found that 88% broke their resolutions. (Even people who resolved merely to "enjoy life more" failed 68% of the time.) If you want to buck humanity's sorry performance record, here are four research-based tips to improve your chances of keeping your resolutions:

1. Look for your bright spots. Psychologists tell us that we are wired to look at the negative. One famous study concluded that, when it comes to the way we think, “bad is stronger than good.” So when it comes to changing our lives, we’ll tend to ask ourselves, “What’s the problem and how do I fix it?” But often we can benefit more by asking a different question: “What’s working and how can I do more of it?” In other words, we can learn from our own “bright spots.”

Nwokedi Idika, an American graduate student in computer science, was a chronic procrastinator. He’d set a goal to work six hours per day on his thesis but found that he only hit the target sporadically. Rather than bemoan his failures, though, he examined his bright spots: What is different about the days when I do manage to complete my six hours? And what he discovered was that, in almost every case, he’d been working early in the morning. So he turned that realization into a strategy: He started setting his alarm for 5:30am every morning. The early-morning approach worked like a charm. “When I’m up that early, I have no motivation to check email, Facebook, or Twitter because nobody is up to send email or update his/her status,” he said. He defeated procrastination by cloning his bright spots. (Idika became the first African-American student to earn a PhD in computer science at his university.)

2. Make one change at a time. Over the last 15 years, a series of studies in psychology has confirmed a sobering result: Our self-control is exhaustible. The research shows that we burn self-control in many different situations: when controlling our spending; holding in our emotions; managing the impression we’re making on others; resisting temptations; coping with fears; and many, many others.

Why is this important? Because any life change will require careful self-monitoring and self-regulation -- in other words, self-control. Self-control is the fuel that allows change to succeed, but it is limited. For that reason, you will have a better chance of success if you can focus on one change at a time. If you try to change jobs and exercise routines and relationship habits all at once, you are more likely to stall, because you’ve run out of “fuel.”

3. Turn that one change into a habit. Steve Gladdis of London found that he was constantly falling behind on his personal “to do” list. “Looking at the list on my phone now,” he said, “I need to hang those pictures, phone a friend I haven’t spoken to in a while, extract that box from the back of the shed, investigate child-friendly mousetraps, the list really does go on and on.” He resolved to create a daily routine: Every morning, like clockwork, he’d finish one task. “Once I’m on a roll, it seems easy to carry on. I remember to look at my list for today’s task because I’m used to doing it, and I almost look forward to ticking off that day’s chore,” he said.

Habits are effective because, once established, they no longer burn self-control. (Think about how little mental energy it requires to take a shower, or make your morning coffee, or to carry out any of the other habits you’ve acquired.) You’ll be more likely to keep your resolution if you can turn it into a habitual behavior -- something that happens in the same time and place on a regular cycle.

4. Set an “action trigger” to start your habit ASAP. What’s the best way to start a habit? Let’s say you’re trying to exercise more. You might declare to yourself: Tomorrow morning, right after I drop off Elizabeth at dance class, I’ll head straight to the gym for my workout. Let’s call this mental plan an “action trigger.” You’ve made the decision to follow a certain plan (exercising) when you encounter a certain trigger (the school’s front entrance, tomorrow morning).

Action triggers like these can be surprisingly effective in motivating action. The psychologists Sheina Orbell and Paschal Sheeran studied a group of patients in England with an average age of 68, who were recovering from hip or knee replacement surgery. Some of them were asked to set action triggers for their recovery exercises -- something like, “I’ll do my range-of-motion extensions every morning after I finish my first cup of coffee.” The other group did not receive any coaching on action triggers. The results were dramatic: Those patients who used action triggers recovered more than twice as fast, standing up on their own in 3.5 weeks, versus 7.7 weeks for

the others.

Psychologists have compared action triggers to “instant habits” because what they do, in essence, is make our behavior automatic when the trigger moment comes. Seize that power for yourself: Jump-start a new habit by setting an action trigger.

TIPS AND TRICKS

Mastering hyphenation rules

<http://impertinentremarks.com/2013/12/heading-off-hyphenation-headaches/>

10 Words Often Misspelled in Business Correspondence

<http://www.dailywritingtips.com/10-words-often-misspelled-in-business-correspondence/>

120 Grammar and Vocabulary Mistakes to Avoid

<https://cglink.uscg.mil/3cc60059> (CG personnel only)

WHY ENGLISH IS HARD TO LEARN

We'll begin with *box*; the plural is *boxes*,
But the plural of *ox* is *oxen*, not *oxes*.
One fowl is a *goose*, and two are called *geese*,
Yet the plural of *moose* is never called *meese*.

You may find a lone *mouse* or a house full of *mice*;
But the plural of *house* is *houses*, not *hice*.
The plural of *man* is always *men*,
But the plural of *pan* is never *pen*.

If I speak of a *foot*, and you show me two *feet*,
And I give you a *book*, would a pair be a *beek*?
If one is a *tooth* and a whole set are *teeth*,
Why shouldn't two *booths* be called *beeth*?

If the singular's *this* and the plural is *these*,
Should the plural of *kiss* be ever called *keese*?

We speak of a *brother* and also of *brethren*,
But though we say *mother*, we never say *methren*.
Then the masculine pronouns are *he*, *his*, and *him*;
But imagine the feminine . . . *she*, *shis*, and *shim*!

- ANONYMOUS

How to Kick Your Email Addiction

<http://theyec.org/how-to-kick-your-email-addiction/>

What You Should Know for the 2013-2014 Influenza Season

<http://www.cdc.gov/flu/about/season/flu-season-2013-2014.htm>

Tips for keeping your New Year's resolutions

<http://www.usa.gov/Citizen/Topics/New-Years-Resolutions.shtml>

5 Reasons Your Peers are Getting Snarky

<http://letsgrowleaders.com/2013/12/09/5-reasons-peers-get-snarky/>

Get Calculators and Worksheets to Evaluate Your Finances

Here are just a few of the tools you'll find at <http://www.investor.gov/tools/calculators>:

- **401(k) and IRA Required Minimum Distribution Calculator:** After age 70½, you are generally required to start withdrawing money from your IRAs and 401(k)s.
- **Compound Interest Calculator:** Find out how much your money can grow, using the power of compound interest.
- **Social Security Retirement Estimator:** Get personalized benefit estimates to help you plan for retirement.
- **Worksheet for Determining Your Net Worth:** Use this worksheet to list your assets and debts.
- **Worksheet for Tracking Your Income and Expenses:** Keeping track of your income and expenses will help you stay on track with your financial goals.

RECENT FLAG VOICES

Flag Voice 407 - Impact of Bipartisan Budget Act on Civilian Retirement Contributions - <http://www.uscg.mil/hr/flagvoice/fv407.asp>

Flag Voice 406 - Coast Guard Retiree Services Website - <http://www.uscg.mil/hr/flagvoice/fv406.asp>

Flag Voice 405 - Updated Coast Guard Health Promotion Manual (HPM), COMDTINST M6200.1 - <http://www.uscg.mil/hr/flagvoice/fv405.asp>

Flag Voice 404 - Update on Coast Guard-wide Civilian Hiring Pause - <http://www.uscg.mil/hr/flagvoice/fv404.asp>

Flag Voice 403 - Workforce Shaping SITREP - <http://www.uscg.mil/hr/flagvoice/fv403.asp>

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

Respect for our shipmates: Aligning our words with our core values -

<http://allhands.coastguard.dodlive.mil/2014/01/10/respect-for-our-shipmates-aligning-our-words-with-our-core-values/>

Election Year 2014 – Are you registered to cast your ballot? -

<http://allhands.coastguard.dodlive.mil/2014/01/09/election-year-2014-are-you-registered-to-cast-your-ballot/>

Get Fit: Be safe in winter - <http://allhands.coastguard.dodlive.mil/2014/01/07/get-fit-be-safe-in-winter/>

Free tax-filing service offered through CGSUPRT -

<http://allhands.coastguard.dodlive.mil/2014/01/06/free-tax-filing-service-offered-through-cgsuprt/>

From the Homefront: Mrs. Papp answers your questions -

<http://allhands.coastguard.dodlive.mil/2013/12/17/from-the-homefront-mrs-papp-answers-your-questions/>

Introducing the Boat Forces Reserve management project -

<http://allhands.coastguard.dodlive.mil/2013/12/09/introducing-the-boat-forces-reserve-management-project/>

- **Boat Forces Reserve: New capability requirements -**
<http://allhands.coastguard.dodlive.mil/2013/12/11/boat-forces-reserve-new-capability-requirements/>
- **Boat Forces Reserve: Force laydown -**
<http://allhands.coastguard.dodlive.mil/2013/12/13/boat-forces-reserve-force-laydown/>
- **Boat Forces Reserve: New reserve competencies -**
<http://allhands.coastguard.dodlive.mil/2013/12/16/boat-forces-reserve-new-reserve-competencies/>
- **Boat Forces Reserve: Support for contingency operations -**
<http://allhands.coastguard.dodlive.mil/2013/12/18/boat-forces-reserve-support-for-contingency-operations/>
- **Boat Forces Reserve: Boat Forces Reserve Readiness Cycle -**
<http://allhands.coastguard.dodlive.mil/2013/12/20/boat-forces-reserve-boat-forces-reserve-readiness-cycle/>
- **Boat Forces Reserve: Senior Enlisted Reserve Advisors and Reserve Training Petty Officers -** <http://allhands.coastguard.dodlive.mil/2013/12/23/boat-forces-reserve-sera-rtpo/>

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

RECENT MESSAGES

ALCOAST 005/14: 2014 COAST GUARD (CG) CIVIL RIGHTS AWARDS - www.uscg.mil/announcements/alcoast/005-14_ALCOAST.txt

ALCOAST 002/14: PROMULGATION OF COAST GUARD HEALTH PROMOTION MANUAL, COMDTINST M6200.1B - www.uscg.mil/announcements/alcoast/002-14_ALCOAST.txt

ALCOAST 557/13: 2013 WANDA ALLEN-YEAROUT OMBUDSMAN OF THE YEAR AWARD SOLICITATION - www.uscg.mil/announcements/ALCOAST/557-13_ALCOAST.txt

ALCOAST 556/13: 2014 MILITARY SPOUSE OF THE YEAR NOMINATIONS - www.uscg.mil/announcements/ALCOAST/556-13_ALCOAST.txt

ALCOAST 542/13: CIVILIAN HUMAN RESOURCES SERVICES DELIVERY CHANGES/OMBUDSMAN ANNOUNCEMENT - www.uscg.mil/announcements/ALCOAST/542-13_ALCOAST.txt

ALCOAST 549/13: SAFEGUARDING PERSONALLY IDENTIFIABLE INFORMATION (PII) - https://cgportal2.uscg.mil/library/generalmessages/General%20Messages/GENMSG2013/ALCOAST/ALCOAST_549_13.txt (CG personnel only)

ALCGCIV 015/13: 2014 TSP ELECTIVE DEFERRAL LIMIT - www.uscg.mil/announcements/alcgcivil/015-13_ALCGCIV.txt

ALCOAST 539/13: NMFA MILITARY SPOUSE SCHOLARSHIP - www.uscg.mil/announcements/alcoast/539-13_ALCOAST.txt

ALCGPSC 159/13: VOTER REGISTRATION AND ABSENTEE BALLOT NOTIFICATION BY 15 JAN 14 - www.uscg.mil/announcements/alcgpsc/159-13_ALCGPSC.txt

ALCOAST 526/13: FY2014 CHILD DEVELOPMENT CENTER FEE POLICY UPDATE - www.uscg.mil/announcements/alcoast/526-13_ALCOAST.txt

ALCOAST 525/13: ACTIVE SHOOTER RESPONSE PLANNING AND EXERCISE GUIDANCE - https://cgportal2.uscg.mil/library/generalmessages/General%20Messages/GENMSG2013/ALCOAST/525-13_ALCOAST.txt (CG personnel only)

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> (CG personnel only)

3 Ways to Keep Your Financial New Year's Resolutions

We all know it's easy to make a list, but completing the list is a whole other ball game. You can write "spend less" or "get out of debt" on your list of resolutions, but will you actually succeed? My Secure Advantage



(MSA), a service offered through CG SUPRT, is here to say, "Yes!" This year, you don't have to worry about watching the months go by without a single resolution checked off. Why? Because we have three handy dandy tips for keeping your financial resolutions, so the New Year can mean a new financial you. Start accomplishing your resolutions by doing the following:

1. **Make the list specific.** Simply putting "fix my finances" is a good notion, but when you go to complete the task, you'll be tempted to skip it when you have to figure out what to do. Try something more specific like, "work with my MSA Money Coach to fix the errors on my credit report" or "eat out less to put more money towards paying off a loan."
2. **Make a spending plan.** It's hard to fix financial problems when you don't know what's going on with your money. Figuring out your income and expenses will help you better manage how you use your money.
3. **Make an appointment with your Money Coach.** It's especially hard to knock off financial resolutions when you don't have accountability or direction. Your Money Coach will help you lay out next steps to reach your financial goals and check off your New Year's resolutions.

Whether the year is beginning or coming to a close, it is never too late to work on and complete your New Year's financial resolutions. Call a Money Coach today at **1-888-724-2326** and get ready to check off the list.



Customers who shopped at Target stores (not including online) between November 27th and December 15th may have had their credit and debit card account information stolen while making point-of-service purchases at check-out. The data breach is said to have reached 40 million Target customers, at most of the U.S. stores. The theft included customer names, card numbers, expiration dates and CWs-or verification codes. That is all the thieves need to create their own fraudulent accounts. If you think your information may have been compromised, **immediately call your MSA Fraud Resolution Specialist** at 1-800-706-5749 for next steps.

Privately Owned Weapons and Access Control

by David Byrd

Are you a hunter, a concealed carry permit holder, or a gun-enthusiast? In a world full of uncertainty, the number of legal gun carrying persons is growing daily. If you own a gun or any other type of "dangerous weapon", you need to be aware of the rules and regulations for weapons at your worksite.

In accordance with [18 USC § 930](#), the term "dangerous weapon" means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 1/2 inches in length.

18 USC § 930 further states, whoever knowingly posses or causes to be present a firearm or other dangerous weapon in a Federal facility shall be fined or imprisoned. The US Code requires that a notice shall be posted conspicuously at each public entrance to a CG installation informing all personnel and visitors of this rule.

In simpler language, this US Code states firearms are not allowed on Coast Guard property with the exception of Law Enforcement, approved hunting purposes, and when approved in CG housing. This includes all Coast Guard properties whether owned or leased. As a benefit, some Coast Guard units actually store privately owned weapons for persons residing in CG housing. Just remember, these are the exception and not the rule. Before bringing a firearm or weapon to a Coast Guard facility, ask your unit's Command Security Officer first!

INFOGRAPHIC

Oh My Grammar! Language Felonies: Top 10 Grammar Errors, Common Mistakes, and the Importance of Correct Grammar

<http://www.grammarcheck.net/oh-my-grammar/>

How to hire and keep top performers (The Search for the Pink Unicorn)

<http://blog.jobvite.com/2013/11/recruiting-infographic-the-search-for-the-pink-unicorn/>

The next issue of CGHR: On the Radar Screen will be issued on February 11.

CGHR: On the Radar Screen archives are located on CG Portal, keyword "CGHR".