

CGHR: On the Radar Screen March 11, 2014



Welcome to CGHR: On the Radar Screen, the monthly newsletter of CG-1, the Coast Guard Human Resources Directorate.

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

ON THE HORIZON

Plain Language Workshop



Thursday, May 1 • 1300 - 1600 • St. Elizabeths

The Plain Writing Act of 2010 requires the federal government to write all new publications, forms, and publicly distributed documents in a "clear, concise, well-organized" manner. In this workshop, you will learn:

- Putting the most important information first
- Avoiding wordiness
- Negotiating edits
- Writing for:
 - your audience
 - limited-English speakers
 - the Web
- Active vs. passive voice
- Using tables and bulleted lists
- Standardizing vocabulary

If you're tired of trying to decipher "government-ese" and want to learn more about writing documents that are easy to understand, contact Lori Pastro at Lori.E.Pastro@uscg.mil (copying your supervisor) to sign up for this free workshop. Seating is limited, so first come, first served. You are responsible for your own travel costs.



The 2014 Coast Guard Organizational Assessment Survey (CG-OAS) is coming soon.

Watch your inbox for your opportunity to voice your opinion.

American Management Association webinar (registration required)



Scaling-Up Excellence

What It Takes to Build Organizational Excellence.

In this webcast, Stanford professor and bestselling author Robert Sutton will explore what it takes for leaders and teams to spread better beliefs and actions throughout an organization.

Wednesday, March 19 • 12:00 PM - 1:00 PM EST

To register, go to <http://www.amanet.org/training/webcasts/Scaling-Up-Excellence.aspx>

Learn How to Manage Your Emotions to Develop Your Resilience

Resilience simply refers to one's ability to adapt to stressful situations or crises. More resilient managers are able to accept life changes and adapt to adversity without lasting difficulties, while less resilient managers have a much harder time handling stress and change.

Wednesday, March 26 • 12:00 PM - 1:00 PM EST

To register, go to <http://www.amanet.org/training/webcasts/Developing-Your-Emotional-Resilience.aspx>

Human Capital Institute webcasts (registration required)



Developing Female Leaders

What is missing from the creation of more leadership positions for women in the workplace? Is it that the development pipeline isn't being filled with young women that have the skills, drive and ambition to advance upward into executive leadership roles?

Tuesday, April 1 • 3 PM EST

To register, go to <http://www.hci.org/lib/developing-female-leaders>

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

Paying For College: 101

Planning for the future, deciding on financing options or dealing with paying back student loans?



Tuesday, April 8 • 12:00 PM - 1:00 PM EDT

To register, go to <https://www1.gotomeeting.com/register/112101320>

State of the Coast Guard Address

The Commandant's State of the Coast Guard Address will be available for viewing during a brown bag luncheon every Tuesday and Thursday until 27 March in CG-1's conference room, 9GG13-01. Each Directorate will have two opportunities to view the address in accordance with the schedule below.

~~CG-11: 4 March and 6 March, 1130-1230~~
CG-12: ~~11 March and~~ 13 March, 1130-1230
CG-13: 18 March and 20 March, 1130-1230
CG-1A/B: 25 March and 27 March, 1130-1230

Individuals unable to attend one of their Directorate's sessions may attend one of the other sessions or view it on CG Portal (keyword search: State of the Coast Guard 2014).

ARTICLES AND RESOURCES



March is Women's History Month

<http://womenshistorymonth.gov/>

National Women's History Project

<http://www.nwhp.org/whm/>

Facts for Features (U.S. Census Bureau):

http://www.census.gov/newsroom/releases/archives/facts_for_features_special_editions/cb14-ff05.html

National Nutrition Month - March 2014

After indulging in a long winter's worth of comfort food, March is an ideal time for getting eating habits back on track. Each week the Academy of Nutrition and Dietetics will be sharing healthy eating tips, videos and other information you can use to make smart food choices and "enjoy the taste of eating right."

<http://www.eatright.org/NNM/>



National Grammar Day was March 4

March 4 was a day to celebrate the study of how the sentences of a language are constructed. Good grammar is more than that annoying green squiggly line in your Word doc. Proper grammar is a core component of plain language writing. A well-turned phrase can help you present clear, concise, and understandable information.

<http://nationalgrammarday.com/>

<http://whenwriteiswrong.blogspot.com/2014/03/stop-grammar-time.html>

Don't Be That Person: 5 Ways to Stop Being High Maintenance

<http://www.inc.com/john-brandon/5-ways-to-make-yourself-maintenance-free-at-work.html>

Feeling overwhelmed by clutter? 7 stress-reducing tips

<http://www.boston.com/dailydose/2012/08/09/feeling-overwhelmed-clutter-stress-reducing-tips/GeQVkjmxHyPMW0BhAvpsSM/story.html>

What Change Agents Value at Work

<http://blogs.hbr.org/2013/12/what-change-agents-value-at-work/>

Stress Is More Contagious Than Flu

<http://www.inc.com/minda-zetlin/stress-is-more-contagious-than-flu.html>

The Importance of Employee Engagement

<http://www.business2community.com/social-business/corporate-giving-programs-can-improve-employee-engagement-bottom-line-0756824>

The Importance of Giving Credit

<http://blogs.hbr.org/2014/03/the-importance-of-giving-credit/>

Microsoft Ending Support for Windows XP and Office 2003 (US Cert)

<https://www.us-cert.gov/ncas/alerts/TA14-069A-0>

TIPS AND TRICKS**13 Rules For Using Commas Without Looking Like An Idiot**

<http://www.businessinsider.com/a-guide-to-proper-comma-use-2013-9>

Nine ways to make your cell phone last the whole storm even if the power goes out

<http://qz.com/21032/nine-ways-to-make-your-cell-phone-last-the-whole-storm-even-if-the-power-goes-out/>

How to add a workout at the workplace

<http://www.latimes.com/health/la-he-0222-healthy-workplace-list-20140222,0,1455582.story#axzz2uGLCv9vK>

iPhone Tips & Tricks

<http://www.usatoday.com/story/tech/2014/03/03/ipad-iphone-tips-and-tricks/5961647/>

<http://www.apple.com/iphone-5s/tips/>

http://www.huffingtonpost.com/2014/03/10/iphone-tricks_n_4906217.html

MetroAlerts

MetroAlerts is a free alert service that delivers Metro information to your desktop or mobile device. Monitor delays, disruptions and advisories for Metro and Metrobus by signing up at <http://www.metroalerts.info/logon.aspx>

RECENT FLAG VOICES

Flag Voice 415 - Reenlistment Controls - <http://www.uscg.mil/hr/flagvoice/fv415.asp>

Flag Voice 414 - Direct Access/Global Pay Primer - <http://www.uscg.mil/hr/flagvoice/fv414.asp>

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

COAST GUARD ALL HANDS

From the Homefront: Talking finances

<http://allhands.coastguard.dodlive.mil/2014/03/06/from-the-homefront-talking-finances/>

Leadership on Interstate 95

<http://coastguard.dodlive.mil/2014/03/leadership-on-interstate-95/>

Military Saves Week: Set a goal. Make a plan. Save automatically.

<http://allhands.coastguard.dodlive.mil/2014/02/28/military-saves-week-set-a-goal-make-a-plan-save-automatically/>

This is Our Way

<http://allhands.coastguard.dodlive.mil/2014/02/27/this-is-our-way/>

From the Homefront: What your kids think you do for a living

<http://allhands.coastguard.dodlive.mil/2014/02/21/from-the-homefront-what-your-kids-think-you-do-for-a-living/>

Historic signing is major milestone for National Coast Guard Museum

<http://allhands.coastguard.dodlive.mil/2014/02/20/historic-signing-is-major-milestone-for-national-coast-guard-museum/>

Bravo Zulu to the Coast Guard Reserve for 73 years of ready and reliable response capability!

<http://allhands.coastguard.dodlive.mil/2014/02/19/bravo-zulu-to-the-coast-guard-reserve-for-73-years-of-ready-and-reliable-response-capability/>

Coast Guard telework policy updated

<http://allhands.coastguard.dodlive.mil/2014/02/14/coast-guard-telework-policy-updated/>

Ready Coast Guard – Winter storm preparedness

<http://allhands.coastguard.dodlive.mil/2014/02/12/ready-coast-guard-winter-storm-preparedness/>

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

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

RECENT MESSAGES

ALCGPSC 041/14: USE OF THE GOVERNMENT TRAVEL CHARGE CARD (GTCC) FOR NON-COAST GUARD FUNDED OFFICAL GOVERNMENT TRAVEL

http://www.uscg.mil/announcements/alcgpssc/041-14_ALCGPSC.txt

ALCOAST 085/14: COAST GUARD ALERT AND WARNING SYSTEM

(internet release not authorized. CG Portal search: ALCOAST 085/14)

ALCGCIV 003/14: FY-2014 CIVILIAN WORKFORCE MANAGEMENT UPDATE

(internet release not authorized. CG Portal search: ALCGCIV 003/14)

ALCOAST 078/14: 2014 NATIONAL WOMENS HISTORY MONTH

http://www.uscg.mil/announcements/alcoast/078-14_ALCOAST.txt

ALCOAST 077/14: AY14 FLAG OFFICER AND SENIOR EXECUTIVE SERVICE ASSIGNMENTS

http://www.uscg.mil/announcements/alcoast/077-14_ALCOAST.txt

ALCGPSC 034/14: SEPARATION AND RETIREMENT (SR) PCS ORDERS - PROCESS

http://www.uscg.mil/announcements/alcgpssc/034-14_ALCGPSC.txt

ALCGPSC 032/14: SEPARATION AND RETIREMENT (SR) PCS ORDERS - PROCESS CHANGE

http://www.uscg.mil/announcements/alcgpssc/032-14_ALCGPSC.txt

ALCOAST 065/14: TUITION ASSISTANCE (TA) EXPANDED TO INCLUDE MASTERS DEGREES

http://www.uscg.mil/announcements/alcoast/065-14_ALCOAST.txt

ALCOAST 063/14: ANNUAL TOMS RUN RELAY

http://www.uscg.mil/announcements/alcoast/063-14_ALCOAST.txt

ALCOAST 060/14: SEVENTY-THIRD ANNIVERSARY OF THE COAST GUARD RESERVE -

http://www.uscg.mil/announcements/alcoast/060-14_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 (CG personnel only)

“Ask the Expert” Web Chat (registration required)

The next web chat on March 26th at noon will feature the expertise of Debbie Gordon, Media and Digital Literacy Expert. She will discuss Children's use of the Internet and their Digital Pursuits.



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.

A Primer On Sleep

Take the time to *LifeSpeak* this month...anytime, anywhere! Watch and learn from expert Dr. Joti Samra, Clinical Psychologist and Professor as she discusses the Sleep Cycle; Common Sleep Problems; and Mood, Worry and Sleep.

http://cgsuprt.lifespeak.com/Volume_Details.aspx?did=2&vid=30

IRS Refunds \$4,000,000,000 to Fraudsters!

That's right! In 2012, four billion dollars' worth of tax refunds went to fraudsters after they sent in fraudulent tax returns to the IRS.¹ With the help of stolen personal information, identity thieves could be living large on your dime.



Here are a couple steps you can take to protect your identity and your refund:

1. **Check your credit reports for suspicious activity.** Look for unknown accounts, like loans that you didn't apply for or accounts you didn't open. Consumers can receive one free credit report every twelve months from each of the three major credit bureaus ([TransUnion](#), [Equifax](#) and [Experian](#)). You can get your credit report from annualcreditreport.com.
2. **File tax returns early.** If at all possible, it is best to file your tax returns early, because fraudsters will too.
3. **Complete an ID Theft Affidavit.** If your social security number has been compromised, you can file an ID Theft Affidavit to alert the IRS. The IRS will flag your account to be on the lookout for suspicious filings. In some cases the IRS will provide a PIN number for you to use when filing your returns. PIN numbers allow you to file your returns and ensure the fraudsters' returns are rejected. And make sure you keep track of your pin because they do not reissue numbers.

If you think you're a victim of identity theft, call a Fraud Resolution Specialist™. They provide trustworthy answers, and they can help restore your identity. For help with identity theft, call **1-855-247-8778**.

¹Ohlemacher, Stephen. "IRS Refunds Billions to ID Thieves." The Sacramento Bee. 8 Nov. 2013: B6. Print.

INFOGRAPHIC

More Women Put in Hours at the Office While More Men Telework

www.uscg.mil/cg1/cghr/img/WorkLifeFitWhereWork.jpg

The High Cost of Multitasking

<http://visual.ly/high-cost-multitasking>

Why Dehydration Is Making You Fat And Sick

<http://memolition.com/2014/02/16/why-dehydration-is-making-you-fat-and-sick/>

The next issue of CGHR: On the Radar Screen will be issued on April 8.

CGHR: On the Radar Screen archives (2006-2012) are located on CG Portal, keyword "CGHR".